AIRRS Board Meeting

April 3, 2025

Call to Order at 12:01 EST by Steve Grimm

Attendance:

- Alex Baken
- Steve Grimm
- Michael Martin
- Danny McClung
- Frederick Monette
- Caitlin Root
- Zach Tribbett
- Latha Vasudevan

A. Previous Meeting Minutes

Motion made and seconded to approved minutes from:

01/17/2025

Motion passed unanimously

B. Old Business

a) Budget Report (Zach/Alex)

a. Now that we have access to financial reports, Zach will reach out to treasurer to fine tune specifics. Awaiting last quarter's data. Need to clarify/confirm the amounts spent on student travel grants

b. The section is in great shape financially.

c. Will hold meeting to discuss 5-year plan. Steve, Caitlin, Zach and Alex; then will have a follow-up meeting with HPS treasurer.

d. Professional head shots will be an upcoming expense (already approved)

e. Suggestion to include costs for certification exams in covered grants.

b) Webpage update (Latha)

    a. Updated with latest info: awards page, general updates complete, added a back button for ease of use.

    b. Zach will send final approved minutes from January.

    c. Transitioning to Word Press site. HPS is asking for an AIRRS webmaster – Steve Grimm volunteered.

c) Section Support Committee (Caitlin and Danny?)

    a. Caitlin attended the last and had sent out an overview

    b. CHP Study Group

        i. Looking for SMEs to participate

        ii. Steve will send something out to AIRRS members soliciting volunteers

d) 5 Year Financial Plan Ideas

    a. Feasibility of Support to Regional Conferences/roundtables, meetings, training (Danny w/ Zach and Fred)

e) Annual Meeting

    a. Special Section (Steve w/ Zach & Fred)

        i. Zach discussed special session details

        ii. Some potential conflicts with other sessions so need to have a detailed schedule so people can jump back and forth

        iii. Special session, business meeting, and then reception

        iv. Can lump business meeting and session, if desired, will want to target 16:00 or so to increase attendance, for example: Roundtable 13:30-16:00, business meeting at 16:00, reception following shortly thereafter.

    b. Travel Grants (Caitlin w/ Michael & Danny)

        i. One applicant

        ii. Applicant has offered to participate in roundtable

        iii. Took motion to approve multiple travel grants. EC approved President Steve Grimm to apply for travel grant funding. Any future requests by AIRRS Presidents for travel grant funds must be approved on an individual basis by the EC at the time of request.

f) AIRRS Reception (Caitlin and Alex)
    a. Need estimate of how many people
    b. What time? Proposed to be Tuesday shortly after the business meeting
    c. Will send out a poll to membership.
    d. 18:00-19:30 is an estimated timeslot. Intended to be for AIRRS members only, can use as a recruiting opportunity for non-members in attendance

g) Head Shots w/ ECP (Steve)
    a. ECP has been informed that AIRRS will sponsor the cost of the head shots

h) AIRRS Board Elections (Caitlin and Michael)
    a. Only one candidate has applied for a Board Member position. Still awaiting a President elect.

i) CSHEMA Strategic Partnership
    a. Tabled for this month

C. New Business
    a. Recent AIRRS Communications
        i. AMRSO re: Roundtable
        ii. In search of President for AIRRS, deadline of April 30th
        iii. RSVP for reception
    b. Nomination of Dr. Hertel for Robley Evans Award (Steve)
        i. Steve submitted a nomination for this award as President of AIRRS.
    c. Health Physics Academic Education and Research Center (HPAERC)
        i. HPAERC is seeking a donation. Will have a meeting to understand what they are asking for, and what work they are doing. Steve is going to reach out.

Action Items:

Item	Meeting Assigned	EC Members Assigned	Status

Send poll to AIRRS membership regarding Madison meeting reception	04/03/2025	Steve Grimm	On hold pending EC discussion
AIRRS Member to Serve as Webmaster for New Website	04/03/2025	Steve Grimm	Open
Meet to Discuss 5-year plan	04/03/2025	Steve Grimm, Caitlin Root, Zach Tribbett, Alex Bakken	Open
Discuss with the HPS Treasurer the possibility of investing a portion of AIRRS funds.	01/17/2025	Zach Tribbett, Alex Bakken	Open
Contact WebOps about getting an AIRRS email address.	01/17/2025	Zach Tribbett, Alex Bakken	Open
Form subcommittee to develop approved list of workshops, conference, roundtable, training, etc. that could be supported by AIRRS travel grants	01/17/2025	Danny McClung, Fred Monette, Zach Tribbett	Open
Contact HPS Treasurer to follow up on AIRRS budget. Inquire about real-time access.	01/17/2025	Zach Tribbett, Alex Bakken	Done
Contact HPS web designer to update AIRRS webpage; including add a link back to the main HPS page somewhere.	01/17/2025	Latha Vasudevan	Done
Form subcommittee to solicit topics and speakers for special at HPS 2025 summer meeting, as well as to develop a poll and communicate to AIRRS members.	01/17/2025	Steve Grimm, Fred Monette, Zach Tribbett	Done
Explore options for AIRRS reception at HPS 2025 summer meeting	01/17/2025	Alex Bakken, Caitlin Root	Done
Work with ECP group on headshot proposal for the 2025 HPS summer meeting	01/17/2025	Steve Grimm	Done
Discuss section council representative positions with board members.	01/17/2025	Steve Grimm	Done