Medical Health Physics Section (MHPS)
Board Meeting Minutes

Meeting Date: September 10, 2026
Duration: Approximately 1 hour, 5 minutes
Chair: Harvey, Richard
Recorder: Williams, Matthew

Attendees

- Harvey, Richard (President)
- Rodgers, Jessica (President-Elect)
- Williams, Matthew (Secretary-Treasurer)
- Clements, Jessica (Board Member)
- Jackson, Alan (RSO) (Board Member)
- Mille, Matthew (NIH/NCI) (Board Member)
- Underwood, Kyle K., M.S., CHP (Board Member)
- Martin, Michael (Board Member)
- Chu, Bae (Guest, Newsletter Proposal)

Absent: Thompson, Diana (Past-President); Akabani, Gamal (Board Member)

1. Approval of Previous Meeting Minutes

The board reviewed the minutes from the August 11, 2026 meeting. Williams, Matthew noted that Rodgers, Jessica had identified several formatting corrections, including an incorrect heading associated with the charter amendment discussion. The underlying substance of the minutes was considered accurate.

Motion: Approve the August 11, 2026 meeting minutes with the identified corrections.
Moved by: Harvey, Richard
Seconded by: Jackson, Alan (RSO)
Result: Approved unanimously.

Action Items

- Williams, Matthew will incorporate the identified formatting and heading corrections into the final August meeting minutes.

2. MHPS Newsletter Proposal

Guest Chu, Bae presented a proposal to develop a brief newsletter for the Medical Health Physics Section. The goal is to increase visibility of MHPS activities, improve communication with membership, and provide updates between annual meetings.

Proposed Format and Content

- A concise, approximately one-page newsletter.
- Distribution electronically to MHPS membership.
- Publication initially on an approximately quarterly basis, while retaining flexibility in frequency.
- Potential publication through HPS social media channels in addition to email distribution.
- Possible first-issue content: introduction of new board members, proposed NRC regulatory activities, and a member spotlight or similar membership-engagement feature.

Chu, Bae indicated that she and Sandra from MD Anderson are willing to take primary responsibility for developing the newsletter. The board discussed editorial oversight and agreed that each issue should be

reviewed and approved by the board before distribution. A communications subcommittee may be considered later if the pilot is successful.

Decision: Proceed with a pilot newsletter for Q4 2026. No objections were raised, and the proposal received unanimous support.

Action Items

- Chu, Bae and Sandra will develop a draft pilot newsletter.
- Chu, Bae will send the draft to Harvey, Richard for distribution to the board before a future meeting.
- Board members will review the newsletter before approval and distribution.
- Following the pilot, the board will evaluate member response and whether a formal communications subcommittee should be established.

3. 72nd Annual Meeting and AIRRS Collaboration

The board continued discussion of a proposed joint full-day special session with AIRRS for the 72nd Annual Meeting. Harvey, Richard reported that AIRRS had expressed interest in collaborating, although a final topic had not been established.

Potential Program Topics

- Alpha-emitting radiopharmaceutical therapies.
- NRC regulatory changes.
- Emerging radiopharmaceutical therapy technologies.
- Regulatory and operational challenges associated with new therapies.
- A possible split-session approach if insufficient material is available for a full day devoted to a single topic.

Martin, Michael reported that AIRRS had previously expressed interest in additional programming related to alpha emitters, particularly regulatory aspects. The board also discussed broadening the proposed topic to emerging radiopharmaceutical therapy technologies to provide flexibility in identifying speakers and content.

Decision: Continue discussions with AIRRS before committing to a specific program format or topic.

Action Items

- Harvey, Richard will continue discussions with AIRRS leadership regarding the joint session.
- Martin, Michael will assist with AIRRS communications and planning discussions as appropriate.
- Potential topics and speakers will be further developed and brought back to the board.

4. IRPA Winter Meeting

Clements, Jessica informed the board of an IRPA task group planning a potential winter meeting, tentatively targeted for approximately November 10-14, 2026. The event is expected to focus on practical experiences implementing task-group recommendations and radiation-safety practices. Approximately 15 HPS representatives are involved with the task group. The board noted the importance of avoiding competition with other MHPS educational activities.

Action Items

- Clements, Jessica will forward available information and communications regarding the ERPA meeting to the board.

5. Winter 2026-2027 Webinar / Workshop

The board revisited the possibility of hosting a winter educational event. There was general agreement that a webinar would be more practical than a full workshop given other professional activities and the workload required to develop a workshop. Jackson, Alan (RSO) proposed a possible presentation on RAD-AID and international radiology/radiation safety support activities.

Decision: The board will not actively pursue a winter workshop at this time. The possibility of a webinar will remain open if an appropriate topic and speaker are identified.

Action Items

- Jackson, Alan (RSO) may explore the RAD-AID topic and potential speakers and bring a proposal back to the board if appropriate.

6. Charter Amendment Status

Rodgers, Jessica provided an update on the previously approved charter amendment. Harvey, Richard's signature has been obtained, while Diana's signature remains outstanding. Once the remaining signature is obtained, the updated charter can be posted to the website.

Action Items

- Rodgers, Jessica will obtain the remaining signature and work toward having the finalized charter posted before or by the next board meeting.

7. MHPS Section Award

The board revisited the previously discussed proposal to establish an MHPS Section Award. Harvey, Richard reported that he had attempted to contact former President Diana regarding the status of the initiative but did not yet have enough information to determine how far the proposal had progressed.

Decision: Defer further development until Harvey, Richard can discuss the proposal with Diana and determine whether she intends to continue leading the effort.

Action Items

- Harvey, Richard will continue efforts to contact Diana regarding the Section Award initiative.

8. Radiation Safety Week Video Contest

The board discussed promotion of the HPS Radiation Safety Week video contest. Williams, Matthew reported that the available flyer lacked sufficient information regarding participation and submission procedures, so distribution had been delayed. Rodgers, Jessica offered to investigate whether additional information is available and clarified options for distributing communications to section members.

Action Items

- Rodgers, Jessica will investigate whether additional information or an updated flyer is available.
- Williams, Matthew will coordinate distribution of the contest information to MHPS membership once appropriate information is available.

9. ACMUI Update

Harvey, Richard reported that Diana had circulated draft comments to the board related to SGL. No additional ACMUI topics were presented for board consideration. Harvey, Richard also noted that he had elected not to

circulate certain more recent regulatory comment matters due to potential conflicts of interest associated with his professional committee and consulting activities. No additional board action was required.

10. MHPS Section Name-Tag Ribbons

The board discussed replenishing MHPS section ribbons/tags used on attendee name badges at annual meetings. The previous purchase consisted of 150 ribbons for approximately $73.62 from Marco Promos. Members discussed whether a larger quantity would provide a meaningful volume discount while avoiding unnecessary storage and shipping issues.

Decision: Obtain pricing for multiple quantities and make the final purchasing decision based on available volume discounts and anticipated usage.

Action Items

- Williams, Matthew will contact Will to obtain the existing design and vendor information.
- Williams, Matthew will obtain pricing/quotes for different order quantities and report the cost differences to the board.
- The board will use the pricing information to determine an appropriate quantity at a future meeting.

11. Open Board Meetings and Membership Engagement

The board discussed periodically inviting MHPS membership to attend board meetings as part of broader efforts to improve transparency and member engagement. Options included periodic email invitations, posting meeting dates on the MHPS website, improving promotion of the annual business meeting, considering virtual participation, and notifying members when approved meeting minutes are posted online. Concerns were raised about meeting length and managing participation if attendance were broadly opened.

Decision: Table further discussion until the next board meeting.

Action Items

- Retain the topic on the next meeting agenda for further discussion.

12. Speaker Recognition Items / Section Coins

The board briefly returned to speaker recognition items. Underwood, Kyle K., M.S., CHP provided the previous coin order information. Options discussed included reordering the existing coin, modifying the design, adding the year, replacing coins with pins or another item, and evaluating vendors and graphic-design support.

Decision: Table the discussion until the next meeting due to time constraints.

Adjournment

With no additional pressing business, Harvey, Richard adjourned the meeting at approximately 65 minutes after the start of the meeting.

Summary of Key Action Items

1. August Minutes: Williams, Matthew to incorporate the identified corrections into the August 11 meeting minutes.- DONE

2. Newsletter Pilot: Chu, Bae and Sandra to develop a Q4 2026 pilot MHPS newsletter and submit it for board review.

3. Annual Meeting: Harvey, Richard to continue discussions with AIRRS regarding a joint session, with assistance from Martin, Michael.

4. ERPA Meeting: Clements, Jessica to forward available information on the proposed November ERPA meeting.

5. Winter Webinar: Jackson, Alan (RSO) may explore RAD-AID as a potential webinar or annual-meeting topic and identify possible speakers.

6. Charter Amendment: Rodgers, Jessica to obtain the remaining signature and facilitate posting the finalized charter.

7. Section Award: Harvey, Richard to follow up with Diana regarding the status of the award initiative.

8. Video Contest: Rodgers, Jessica to investigate additional contest information; Williams, Matthew to distribute information to membership when appropriate.

9. Section Ribbons: Williams, Matthew to obtain the existing design/vendor information and compare pricing at different quantities.

10. Open Board Meetings: Retain membership participation/open board meetings as an agenda item for the next meeting.

11. Recognition Items: Continue discussion of coins, pins, design changes, and vendors at the next meeting.