

# PWR/RP ALARA Association Board of Directors Meeting Minutes

## January 20 & 22, 2010

---

### **Attendees**

Clark Bourne, Chairman  
Harry Miller, Chairman Elect  
Andy Caves  
Joe Ferguson  
Jim Bacquet  
DeeDee McNeill

Board members not present:

Charles England  
Jason Rinehart  
Ted Neufang

### **Board Meeting – January 20, 2010**

The meeting was called to order. A quorum was determined to be in attendance. Clark Bourne conducted the meeting.

The agenda and the prior meeting minutes from the San Diego wrap up meeting were approved.

Pre-Meeting agenda:

- Review the meeting book
- Go over specifics of how each day would be broken down and make assignments to cover the necessary tasks.
- Old business
  - Web site improvements
  - Advertising the association
    - Letters to plant managers
    - Get plant manager names and addresses from all attendees.
    - INPO Nuclear Professional article
  - Discuss moving meetings from two per year to once per year.
  - Discuss status of sites with delinquent dues.
- New business
  - Election of board members to replace England and Rinehart.
  - Finalize summer 2010 meeting location
  - Approve international benchmarking trips.
- Walk down meeting rooms and breakout rooms
  - Setup projector, microphones and computer

### **Old Business**

*Web site improvement* – this is an on-going action with the goal to improve the site's functionality and make it a more valuable resource. We currently pay a minimal maintenance fee to keep the current functions updated. The board would like to move all meeting proceedings to the web page for reference material and set up a secure login to be able to access that data. A list was circulated at the meeting to update the current site representatives of the association. This list will be provided to David Howard for updating the web page.

*Advertising the association* – we are trying to promote our effectiveness and gain credibility with our management and in the industry.

- Letters will be sent to all plant managers from the chairman for attendees and board members.
- The INPO Nuclear Professional article was submitted for consideration. INPO responded that they are moving the publication to an on-line format in 2010. Our application is still in the “consideration” file.

*Moving meetings from semi-annual to annual*

The board discussed this issue due to the budget constraints on travel that we are all experiencing. If the meeting were moved to once per year the format would be changed to a 4 day meeting in the summer. The board recommended keeping the two meetings per year format. With this format, if a site or representative misses a summer or winter meeting, they would not have to wait another whole year before the association met together again. Two meetings per year allow sites to send different personnel to each of the meetings. The benefits of a face-to-face meeting are far superior to other formats such as emailing or web casts. Semi-annual meetings are not out of alignment with other similar organizations (BRWOG just moved from 3/year to 2/year).

*Delinquent dues* – the last update from our accountant shows that 25 sites have paid the 2009 invoices. Six of those sites made their dues current from previous year delinquencies. There are 46 member sites in the association. Twenty-one sites are not current on their dues. The board took an action to ensure the invoices go directly to the station RPMs to ensure the invoices get into the proper hands for payment.

**New Business**

Current board members Charles England and Jason Rinehart have had to resign due to reassignments at their site. The By-Laws provide some leeway to allow us to wait until the summer to elect board members. At the summer 2010 meeting, we will have openings for three new at-large board members. Each representative was encouraged to consider serving. This time frame will allow the representatives to clear their potential nomination with their management.

Summer 2010 meeting location - we are pursuing Portland, Maine for the week of July 19. The specific days will be determined depending on hotel availability.

The board is pursuing an international benchmarking trip to Doel, Belgium with the cooperation of the ISOE, North American Technical Center. The Doel units have the lowest radiation exposure of any units in the world (Westinghouse 4-loop PWRs). The time frame is late spring. If any representative would like to participate, there will be some availability (at your own cost). The costs for up to two board members were approved to be covered by the association. The output from this trip will be a detailed benchmarking report and presentation given to all representatives.

**Board Wrap-Up Meeting Jan 22, 2010**

Meeting critique sheets were reviewed to compile the representative’s feedback on the meeting. Some of the more frequent critique items to be considered are:

- Request Golden Nuggets prior to the meeting so attendees can be better prepared to bring pictures, procedures to the meeting. If received ahead of time, information can already be included in the meeting book.
- We are looking ahead to the 2011 Winter meeting to see if it can be scheduled back-to-back with the ISOE/EPRI International ALARA Symposium. This would be a joint meeting with them, but would allow us to potentially take in two meetings in one week of travel.
- Vendors with new products/technologies should be given a separate presentation so we can all hear and understand how it would benefit the industry.
- Print out larger copies of the presentation slides in the meeting book. Too hard to read.
- Plant Status Reports – consider summarizing all pertinent data versus separate sheets for easier comparison.
- Consider sending our meeting information to the EPRI TAC, NEI, BWROG RP/ALARA committee. Invite representatives from these organizations as guests.

DeeDee needs the following files to ensure the meeting CDs can get out to the representatives in a timely manner: Breakout session notes, ANI's presentation, meeting minutes.

The accountant's contract is up for rebidding later this year. **Action:** Andy and Jim will look at the current contract and make recommendations to the board at the summer meeting.

**Action:** Harry will coordinate sending out letters to the plant managers promoting the meeting and sending out letters to the RPMs of sites that didn't attend to encourage their participation in the future.

**Action:** Joe will discuss potential ideas for web site changes with a contact at his site.

**Action:** Joe will make contact with the NRC to discuss possibly attending/presenting at the summer 2010 meeting.

**Action:** Clark will work on developing a mission statement. Clark will work on developing a new association logo.

Potential meeting presentations:

- Shutdown chemistry (EPRI) – Harry
- NRC – Joe
- Resin use strategies – Joe
- Scaffolding (vertical access information from EPRI) – Jim

For the summer meeting, we will post flip charts for high interest topics. For the topics that generate the most interest, breakout discussions with the entire group will be held.

The meeting was adjourned.

Respectfully submitted,  
Clark Bourne, Chairman