

**Decontamination, Decommissioning and Reutilization Division (DDRD)
Executive Committee (EC) Meeting**

**ANS Winter Meeting, New Orleans, LA
November 16, 2003; 3:00 – 5:30 pm**

Present: Larry Boing, Jim Byrne, Don Eggett, Lynne Goodman, John Gunning, Jay Kunze, Carl Mazzola, Russ Mellor, Tim Polich, Mark Price, and Paul Ziemer.

Guest: Ann Havlicak (Student).

- 1. Call to Order:** Jim Byrne, DDRD Chairman, called the Executive Committee (EC) to order at 3:00 p.m. and welcomed the new members and officers who took their positions at the end of the San Diego, CA meeting. All attendees briefly introduced themselves and their functions within DDRD. Attachment 1 provides a list of the EC meeting attendees.
- 2. Approval of Meeting Minutes:** The minutes of the June 1, 2003 San Diego, CA EC meeting, that had been previously distributed, were reviewed. A motion was moved, seconded and voted (MSV) to approve the minutes. Motion carried.
- 3. Chairperson's Report:** Jim Byrne provided the Chairperson's Report which is summarized in the following five subsections:
 - 3.1. DDRD Mission Statement Amendment Status:** Jim Byrne distributed the draft DDRD mission statement proposal that he will be making to the Professional Divisions Committee (PDC) (see Attachment 2). Since the San Diego, CA meeting, the disagreement with the Environmental Sciences Division has been resolved and it is likely that the proposed wording will be adopted at the November 18, 2003 PDC meeting. It was MSV to ratify the wording of the DDRD mission statement amendment for Jim to present at the PDC meeting. Motion carried. **ACTION 03-01: Jim Byrne to present DDRD Mission Statement for approval by the other 17 professional divisions and one technical group at the PDC meeting.**
 - 3.2. Executive Committee Status:** Kelly Trice, who was unable to fulfill EC commitments, has resigned. It was determined that there was no need to fill this position, as the executive committee was already one member over the required number.
 - 3.3. Committee Chairs:** Jim Byrne appointed Lynne Goodman, as Chairperson of the DDRD Public Policy Committee. Lynne will interface with the ANS Standing Committee on Public Policy.

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- 3.4. PDC Workshop:** Jim Byrne attended the Professional Divisions Committee (PDC) Workshop that was held on the evening of November 15, 2003, and reported on the workshop highlights. Don Hoffman, PDC Chairperson, reported that the winter meeting had 1,256 pre-registrations which is an upward trend for ANS meetings. Mary Beth Gardner, Acting ANS Standards Administrator, and Cara Ford, newly-hired standards administrator assistant, reported for Jim Mallay (SSC Chairman) that there is an urgent need for standards volunteers. [Don Eggett (ANS-23) and Carl Mazzola (ANS-25) are Standards Consensus Committee chairs, who can provide additional information on standards volunteer opportunities.] The DDRD 6-month report will be provided to the PDC Chairman and the 18-month report to the Board of Directors. Jim Byrne summarized the highlights of the report that he will be presenting to the PDC. There was discussion on the publication of papers from earlier topical meetings in Radwaste Solutions. **ACTION 03-02: Mark Price to facilitate topical meeting paper publication to Radwaste Solutions.**
- 3.5. Public Policy Committee Update:** Jim Byrne indicated that he has been discussing Public Policy Position 11 with Herb Fonticella, Chairperson of the ANS Public Policy Committee, which needs updating. Ruth Weiner has taken the action to update this policy. Lynne Goodman will be the DD&R lead for this effort and John Gunning will assist. **ACTION 03-03: Lynne Goodman to be the DD&R lead for updating Public Policy Position 11.**
- 4. Vice Chairperson's Report:** Russ Mellor provided the Vice-Chairperson's Report which is summarized below:
- 4.1 Goals and Planning Committee (Review Actions Implementing 2003-2008 Plan):** Russ Mellor reviewed the implementation actions associated with the 5-Year Plan. **ACTION 03-04: Russ Mellor to periodically report on progress of Goals and Planning Committee actions.**
- 4.2 Needed Updates for 2004 to 5-Year and Annual Operating Plans:** Russ Mellor also reported on the status of the top priorities and operational plans and activities of the 2003-2004 Tactical Plan (see Attachment 3). **ACTION 03-05: Russ Mellor to periodically report on 2003-2004 tactical plan implementation progress.**
- 4.3 DDRD Bylaws:** Once the PD model bylaws have been approved by all divisions and the ANS Committee on Bylaws, the DDRD bylaws need to be revised. The expected timing of the PD model bylaw approval will be around the Pittsburgh, PA meeting in June 2004. Lynne Goodman volunteered to comment on the PD model bylaws. **ACTION 03-06: Lynne Goodman to comment on PD model bylaws.**

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5. **Treasurer's Report:** Jim Byrne presented the Treasurer's Report for Joe Carignan who was unable to attend due to a family illness. Jim noted that ANS HQ informed him that they have yet to receive the DDRD 2003 Budget. Since the year is almost over, 2003 actual expenditures will be presented with the 2004 Budget. Jim Byrne presented the 2003 actual expenditures (see Attachment 4), and the proposed 2004 budget (see Attachment 5). There was significant discussion on budget items. After agreements were reached amongst the EC, it was MSV to accept the 2004 budget as modified. Motion carried. **ACTION 03-07: Joe Carignan to file 2004 budget with Christian Krapp, ANS HQ.** (*Secretary's Note: The 2004 budget was filed with Christian Krapp during the ANS Winter Meeting.*)

6. **Reports from Standing and Special Committees**

6.1. **Nominating Committee:** Lynne Goodman developed a slate of nominees for the officer positions of Vice-Chairperson/Chairperson-Elect, Secretary, and Treasurer to be filled for the 2004-2005 period, and for three domestic and one international EC positions to be filled for the 2004-2007 period. Lynne presented the slate for the 2004 elections (see Attachment 6). After discussion, it was MSV to accept the slate. Motion carried. **ACTION 03-08: Lynne Goodman to provide nominations slate to ANS HQ.**

6.2. **Program Committee:** Mark Price reviewed the discussion and decisions associated with the Program Committee Meeting which had just been completed. The Program Committee reviewed the papers and panel at the New Orleans, LA meeting. It made key decisions on the upcoming sessions at the next two ANS meetings in Pittsburgh, PA (June 2004) and Washington DC (November 2004), SPECTRUM (Atlanta, GA; August 2004), and the Pacific Basin Nuclear Conference [PBNC] (Hilo, HI; March 2004). The paper review for the Pittsburgh, PA meeting will be at ANS HQ, La Grange, IL, in February 2004. DDRD members were encouraged to continue stimulating papers to populate the potential sessions in the Call for Papers. 100-word summaries for the Washington, DC meeting are due at the end of this week. Several DDRD members (i.e., Russ Mellor, Carl Mazzola, Joe Carignan, Dick Meservey) are involved as technical reviewers for the PBNC. Several DDRD members are involved in SPECTRUM 2004 effort. Paper review for SPECTRUM 2004 is on January 26, 2004 in Atlanta, GA. Specific details of the program committee meeting can be located in the Minutes of the DDRD Program Committee. **ACTION 03-09: Mark Price to facilitate program activities at national meetings, SPECTRUM, PBNC, and the 2005 stand-alone topical meeting.**

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6.3. Membership Committee: Larry Boing, for Joe Carignan and Steve Bossart, discussed the membership survey results (see Attachment 7), which are: (1) Aggressively market value-added aspects of DD & R; (2) Contact those who want to participate and get them involved; (3) Establish a DD & R contact list and interactive phone book; (4) International decommissioning update as part of the newsletter; and, (5) Evaluate DD & R Division to combine or redefine our charter again. Larry Boing reported on DDRDR membership which is tracking ANS membership (approximately 1% erosion). **ACTION 03-10: Joe Carignan to work with Russ Mellor to add these items to the five year plan and to track and report on progress of membership survey action items.**

6.4. Scholarship Committee: Paul Ziemer reported on the activities of the Scholarship Committee. Ms. Cindy Fung, a senior in Nuclear Engineering at the University of Florida, and this year's DD&R Division Scholarship winner attended the Program Committee meeting. Paul discussed the need for the next applicant to write an essay with the application. The names of the future scholarship winners will be placed on the DDRDR website, and the winners will be invited to attend the winter and annual meetings. There was discussion on how ANS HQ was treating the endowed DDRDR scholarship, in that DDRDR would still have to pay a portion of the scholarship if the stock market did not perform well in a given year. Carl Mazzola, who set up the scholarship in 1997, indicated that this is contrary to what was agreed upon with ANS Scholarship Committee, and contradicts the meaning of endowment. **ACTION 03-11: Scholarship endowment issue to be discussed at PDC and Scholarship Committee Meetings.**

6.5 Newsletter: Vince Likar was unable to attend the meeting, but had done another excellent job on the approximately 30-page newsletter which was again posted on the DDRDR web page.

6.6 Honors and Awards Committee: Carl Mazzola announced that the best paper award for the Annual 2003 Meeting in San Diego, CA went to Tom LaGuardia. Carl also provided a service award to Jim Rang for his three-year commitment as DDRDR Program Chairperson (1999-2002) and to Lynne Goodman, for her excellent leadership as DDRDR Chairperson during 2002-2003.

There was additional discussion on DDRDR's best paper awards at the Annual Waste Management Conference in Tucson, AZ, February 29-March 4, 2004.

6.7 Finance Committee: Gerry Motl was not available to report on the activities of the Finance Committee.

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- 6.8 Standards Committee:** Don Eggett discussed the status of the DD& R standards (see Attachment 8), which are under the ANS-23 Consensus Committee that Don chairs. **ACTION 03-12: Don Eggett to periodically report on the status of the D & D standards.**
- 7. DDRD Class I Topical Meeting, August 7-11, 2005:** Mark Price reported on the progress of the upcoming topical meeting in Denver, CO. Details of this meeting are contained in the Program Committee minutes.
- 8. Other Business**
- 8.1. DDRD Award of Excellence:** Larry Boing discussed an Award of Excellence of which he is developing the conceptual details. **ACTION 03-13: Larry Boing to develop Award of Excellence for 12/10/03 EC Teleconference.**
- 8.2. Meeting Consolidation:** Lynne Goodman summarized the status of the meeting consolidation efforts between DDRD and the Fuel Cycle and Waste Management Division.
- 8.3. ASME D & D Handbook:** Jim Byrne indicated from an earlier conversation with Tom LaGuardia that the ASME Decommissioning Handbook (see Attachment 9) is ready for another peer review cycle. DDRD was asked to provide reviewers and cosponsor the handbook. **ACTION 03-14: Jim Byrne to discuss specific ASME Decommissioning Handbook needs with Tom LaGuardia.**
- 8.4. 2004 Student Conference:** The Annual Student Conference will be held in Madison, WI, April 1-3, 2004 (see Attachment 10). DDRD will financially support this conference. In addition, DDRD will supply best paper judges. Carl Mazzola inquired as to whether there were any specific tracks associated with D & D. It did not appear that specific tracks were included. Larry Boing, who lives within driving distance of Madison, WI, indicated he would attend the Student Conference. **ACTION 03-15: Joe Carignan to disburse funds to support 2004 Student Conference.**
- 8.5. Professional Division Model Bylaw Revision:** Carl Mazzola reported on his efforts to develop a revision for the PDC of the Professional Division Bylaws.
- 8.6. Website:** John Gunning reported that the DD&R web site is currently up-to-date and acknowledged the assistance of Hanna Shapira who does the programming for the site. John emphasized the importance of keeping the website current. John also discussed password accessibility to the website for other DDRD members. **ACTION 03-16: John Gunning to develop website password accessibility criteria.**

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9. New Business

9.1. ASME DDR Division: Russ Mellor indicated that there is a competing DDR Division in ASME, led by Clint Miller.

10. Other Business: No other business was brought to the floor.

11. Adjournment: A motion was MSV to adjourn the meeting until the next monthly conference call. Motion carried. The meeting adjourned at 5:30 p.m.

Respectfully Submitted,

Carl Mazzola, Secretary

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ACTION ITEMS

- 03-01 Jim Byrne to present DDR D Mission Statement for approval by the other 17 professional divisions and one technical group at the PDC meeting.
- 03-02 Mark Price to facilitate topical meeting paper publication to Radwaste Solutions.
- 03-03 Lynne Goodman to oversee update to Public Policy Position 11.
- 03-04 Russ Mellor to periodically report on progress of Goals and Planning Committee actions.
- 03-05 Russ Mellor to periodically report on 2003-2004 tactical plan implementation progress.
- 03-06 Lynne Goodman to comment on PD model bylaws.
- 03-07 Joe Carignan to file 2004 budget with Christian Krapp, ANS HQ (Completed)
- 03-08 Lynne Goodman to provide nominations slate to ANS HQ.
- 03-09 Mark Price to facilitate program activities at national meetings, SPECTRUM, PBNC, and the 2005 stand-alone topical meeting.
- 03-10 Joe Carignan to work with Russ Mellor to add these items to the five year plan and to track and report on progress of membership survey action items.
- 03-11 Scholarship endowment issue to be discussed at PDC and Scholarship Committee Meetings.
- 03-12 Don Eggett to periodically report on the status of the D & D standards.
- 03-13 Larry Boing to develop Award of Excellence for 12/10/03 EC Teleconference.
- 03-14 Jim Byrne to discuss specific ASME Decommissioning Handbook needs with Tom LaGuardia.
- 03-15 Joe Carignan to disburse funds to support 2004 Student Conference.
- 03-16 John Gunning to develop website password accessibility criteria.

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**Attachment 1
Meeting Attendance and Contact Listing**

Name	Phone	Affiliation	E-mail
Larry Boing	630.252.6729	ANL	lboing@anl.gov
Jim Byrne	717.948.8461	FENOC	jbyrne@gpu.com
Don Eggett		AES Engineering	dreggett@aesengineering.com
Lynne Goodman	734.586.1205	Detroit Edison	goodmanl@dteenergy.com
John Gunning	865.806.3635	Bechtel Jacobs	drjohn@aol.com
Ann Havilcak	208.328.2454	Idaho State University	havlann@isu.edu
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