

MINUTES OF MEETING  
SOCIETY FOR RISK ANALYSIS  
Washington, D.C.  
March 17, 1989

Members present: Richard C. Schwing, President; B. John Garrick, President-Elect; Vincent T. Covello, Past President; Frances M. Lynn, Secretary, Joseph Fiskel, Treasurer; Councilors: W. Gary Flamm, Joellen Lewtas, Catherine St. Hilaire, James D. Wilson; Richard J. Burk, Jr., Executive Secretary; and Kristi Jacobs, Executive Assistant.

Members absent: D. Warner North, Ola Svenson, Robert G. Tardiff, and Richard Wilson.

Awaiting the presence of a quorum, Schwing initiated a discussion of a request for the creation of a committee entitled Global Risk Analysis. Sections with the purpose of stimulating discussion in emerging areas of interest to the society such as Global Risk Analysis would be helpful. Each section would have direct input to the general council. One of the items that stands out as a Global Risk issue is the threat of terrorism. There is a precedent in other societies for this kind of committee. Further discussion to follow.

Noting the presence of a quorum, President Richard Schwing convened the Council Meeting of the Society for Risk Analysis at 9:15 a.m.

Introduction of new council members Joellen Lewtas and Catherine St. Hilaire, and Kristi Jacobs for the Secretariat. Lewtas will be the contact person for Professional Development and St. Hilaire will be the contact person for Chapter Liaison.

**Motion:** Motion to accept the agenda was made, seconded, and approved.

Professional Development

Lewtas initiated a discussion of professional development practices of the SRA. Similar societies do job placement primarily through their newsletter with informal job opportunities at meetings while some societies do more with complete placement at their annual meetings. This creates a problem of increased liability to the Society due to confidentiality. Burk noted that if you grow too large in this area, you must become licensed as employment counselors. A problem exists in that employers do not know where to look for qualified risk analysis individuals. The newsletters present a lapse in the job placement role due to the time element involved between the placement of the ad and the printing of the newsletter.

**Motion:** A motion to make training and certification a part of the Professional Development Committee was made, seconded and approved.

Chapter Liaison

A Chapter Representatives Breakfast, or some other activity, at the annual meeting was proposed. The survey performed during the last annual meeting registration reflected a need for Chapter Representatives to get together.

### Global Risk Analysis

A continuation of the discussion of the proposed committee to study Global Risk Analysis ensued. Fiskel felt that SRA should support the committee and give them a voice. A proposal was made that a committee should be established with Warner North as contact. Establishment as a working group would give encouragement to professional development.

"Section" was agreed upon as a title; however, it was pointed out that section is used to designate such groups as in Europe and Japan. Covello suggested "Topical Section" and the establishment of criteria for membership, i.e. minimum number of individuals participating.

**Burk:** Burk to consider terminology and mechanism for establishing by-laws.

**Lynn:** Lynn asked to look into by-law changes to reflect the creation of the topical section group.

### SRA ANNUAL MEETING

John Garrick presented his "Planning Package For SRA Annual Meeting". (See Appendix I) Garrick reported that Chris Whipple has arranged for Ruckelshaus to receive the Distinguished Contribution Award. The question arose as to whether non-member invited speakers receive 1-day or full-meeting complimentary registration. Burk confirmed full-meeting complimentary registration as present policy for non-member invited speakers. A second question was raised regarding local SRA members who are not national members. Can they register at the rate given to national members? If registrants are non-national members, then they are considered non-members. This seems to be a good way to increase national membership.

The Super-Session Programs were created to respond to engineering members who don't think the sessions are specific enough. The Engineering Super-Session is an attempt to remedy that situation. Not all of the session speakers have been confirmed. Any further programs suggestions should be addressed to the session coordinators.

Ted Sterling of the University of Vancouver would like to create a session on publication bias. Sterling feels that there should be a greater effort to create intellectual stimulation and that papers are not being democratically selected for publication. St. Hilaire feels that it is terribly important to publish both views in selecting papers for publication. Sterling proposes four papers to be given at the annual meeting. The first would be a statement of the problem, the second would be mathematical solution to existing bias, the third would answer the question, "Should we change the process?", and the fourth would be the issue as presented by an editor. If Sterling wants to make the effort to organize and line up speakers, then he should be allowed to present the program if it can be fit into the schedule. There was no objection from the group to proceeding along the lines stated above.

Garrick was commended for the nice package he presented.

#### Publications

Vince Covello brought up the short articles that have been submitted to Travis. Past officers were asked to write articles on where SRA is and where SRA is going. Everyone queried has submitted articles for the Journal. Travis could turn down the articles if he feels the articles are inappropriate for publication in the Journal. Should that happen, Covello proposes the articles be considered for an alternative publication method which could be sold for a few dollars to cover printing costs. A diverse set of views are represented covering approximately 70 pages of material.

#### Health and Human Services (HHS) GRANT

The \$60,000 HHS grant has been processed. The endowment is \$60,000 every year for three years. The agreement is that SRA will hire someone on a consulting basis to work with HHS. In return, HHS will match the funds to be paid to the consultant with funds to be given to SRA. Burk conducted research and found other societies has similar arrangements. This grant would make up for grants not received last year (NRC, EPA, etc.). Even though this grant has been received, SRA still needs to file for the NRC, EPA, etc. grants in the future for annual meeting support.

Chevron has been solicited for a fellowship grant. Judy McGregor is the Chevron representative. Covello will pursue this fellowship. This will be an SRA fellowship sponsored by Chevron. Burk will need to review the grant and determine what the guidelines are.

#### Minutes

Lynn reported that the only response to the minutes was from Paul Deisler. Deisler's modifications were read to Council.

**MOTION:** A motion to accept the minutes as amended was made, seconded and approved.

### Survey

A one page, three section questionnaire was made available to those registering at the last annual meeting. The questions were, "What do you most value about your membership, your society and your journal?" There were 54 respondents. Seventy percent of those responding were male, 30% were female. The majority of the respondents were 30-49, with 6% being over 60 and 6% being under 30. Twenty-nine percent (29%) were employed in the field of Social Sciences, 23% were employed in the field of Health Risk and 48% were employed in the field of Quantative Risk Analysis (engineers were included in this category).

1. What those polled liked most about their membership was its interdisciplinary nature. They also stressed the importance of the Journal.
2. In response to how the society could be improved, many would like to see the creation of sections and SRA to become more political.
3. In response to what they liked about the Journal, they responded that they liked it being interdisciplinary and the high quality of material presented. To improve the Journal, they would like to see 6 issues per year and more application types of articles.
4. The main reason respondents attend the annual meetings are for interaction with colleagues.
5. Two items that upset attendees of the annual meeting were the number of no-shows and the sessions not being on schedule. Respondents would like to be able to get copies of the papers presented at these sessions. On the issue of sessions being on time, Covello suggested that the acceptance letter to those presenting papers at sessions indicate that a time slot has been reserved for them to present their paper. Failure to present their paper could jeopardize future presentations. The computer could be used to track these people. A suggestion was made to meet with the presenters in the A.V. room just prior to the paper's presentation and reminding the presenter that the time limit is firm. Also, if there were any no-shows, the session chairman would be aware of the problem at that time.

A complaint was made that SRA's registration fee is fairly steep. Garrick feel that this fee encourages people to attend the sessions.

**Lynn:** Lynn will write an article for the newsletter detailing the findings from her survey.

**MOTION:** A motion to encourage this canvassing be done every year in the application and renewal forms was made, seconded and approved.

Lynn spoke about the quality of the papers being presented. She proposed review of the papers prior to presentation. A suggestions was made to have all papers be invited, the rest of the papers could be in posters. Anyone who wants to present a paper on anything should be allowed in striving towards a goal of more tolerance.

Members feel a need for better reporting and responsiveness at the annual business meeting. Members were interested in more feedback and discussion from the floor. Burk suggested a more formalized presentation of the annual meeting agenda to be printed in the newsletter. The minutes of two council meetings could be excerpted and put into the newsletter. A suggestion was made that a keg of beer be made available after the meeting to encourage social interaction and further informal discussion of the meeting agenda. The Secretariat was requested to provide personnel to record the actions items at the business meeting.

The newsletter should address what has been happening on the international level and at the local chapter level. There should be time allowed on the agenda to air issues at the business meeting allowing a specific amount of time for discussion, then tabling the topic for future consideration. Garrick suggested a USA Today type of fact sheet.

**MOTION:** A motion to summarize the minutes from two council meetings and give to Abbot to be printed in the newsletter was made, seconded and approved. The summary will be prepared by the Secretary.

#### BUDGET

Fiskel reported on finances (Appendix III). No change in the pattern from the previous year was reported. SRA is doing fine in membership. The society has at least \$100,000 clear. Questioned if SRA would invest the money with money market certificates, Burk responded that no such investments have been investigated at this time.

\$15,000 from the HHS grant will go to the annual meeting, the other \$15,000 for administrative support. According to these financial reports, SRA is in pretty good shape. Burk was commended for the good job he and Kathleen Ronan are doing.

### Membership Report

Membership is now maintained internally at the Secretariat. Membership status is stated on the dues envelope. If a member is in arrears, a second dues envelope will be sent. If no response is received, a letter goes out stating that the member is in arrears asking why the member is allowing his membership to lapse. Members in arrears are billed for two years then their accounts are put aside; however, they do get a mailing for the annual meetings. Those in arrears seem to be people out of the field or retired. Lapse in membership does not appear to be due to displeasure with the Society.

The Japanese are having their first annual meeting this fall and would like a current list of membership in Japan. A new directory is being prepared but the Secretariat will get something out to Japan before the new directory is ready. A memo is to be sent to Richard Burk requesting several officers and councilors to come to the Japanese meeting. **Action Burk.**

Schwing expressed the feeling that because of the strength of the San Francisco meeting, membership may rise. The annual meeting will be announced in the Journal. Can the council get lists of chapter membership to use for national membership solicitation? Burk mentioned that other societies are currently doing this and if their efforts prove successful, then SRA should try it.

### Long Range Goals (Lunch Discussion)

Schwing posed the question, "Where are we going and what are we doing?"

Garrick took the opportunity to answer that questions as follows: Risk Society is in a very fortunate position. As far as risk is concerned, we are in a cultural revolution. On the engineering and quantitative risk analysis side, we see the society as a mechanism to serve as a megaphone for the cultural revolution. We are concerned about a subject that is extremely susceptible to extremes. Government agencies and large business that are getting into this area giving greater preciseness in clearing up questions that arise. As people in risk jobs, we are under greater pressure to do risk analysis. SRA can serve as an amplifier for implementing cultural change making a science of dealing with risk. Risk analysis is increasing in appeal to professionals. There is no excuse for not doing something. This is the principle concept for carrying out revolution. Risk analysis needs to develop into a discipline of how we do things.

Wilson: People who do risk analysis are professionals in that they accumulate judgement over the years. We need to move further in this direction for young people coming into our agencies. We need to develop the profession in coming decades.

Garrick: The risk thought process is one of the best for reinstating how to sort out things so that we know what is going on and how to reinstate our positions on soft procedures and tie together different agencies with regard to risk.

Lewtas: Risk analysis will only survive if it draws more on getting the sciences involved. SRA needs to involve other sciences so that they learn what they can gain from risk analysis.

In response to question by Lynn if the society has moved away from a more scientific membership, Covello stated that one-third of the current membership is academic and one-third is governmental. Several of the University researchers don't come to SRA annual meetings because they don't feel they will get enough out of the meeting--the meetings are not technical enough.

St. Hilaire suggested that it might be a good idea to do a risk analysis presentation at other society meetings. At least every other year, Lee Abrahamson organizes a session at the ASA annual meeting. AAAS has had sessions on risk analysis in the last 5 years. Concern was expressed that risk analysis is not portrayed in a productive light.

Fiskel posed the question, "How do you communicate with the public at large who doesn't have a very clear idea of what risk analysis is?" The Society could play a role here by raising the people's conscientiousness yet remain politically neutral, so that people would know how to deal with the new risks that confront them, ie. ALAR. There is a lot of information streaming out to the public--"scare of the week" syndrome. Covello suggested printing Primers on current subjects. The Society could produce its own set of Primers on subjects such as radiation, pesticides, etc. Other societies could be invited to participate in productions. Covello proposed getting a graduate student to work on obtaining other society's primers (NEA to be included) at a cost of \$1-\$2,000. Covello proposed a two phase project. Phase one would be the motion as expressed below and phase two would be an outreach program to the adult public and to children and adolescents.

**MOTION:** A motion to hire a graduate student for \$2,000 to see what other societies are doing in the area of Primers and create a demonstration of feasibility was made, seconded and approved. The graduate student would work under the direction of Jim Wilson and Covello. The societies to be polled would include not only those SRA has liaisons with but other societies as well.

### Annual Meetings

Complaints have been lodged due to a conflict in the scheduled meetings of ACT, SETAC and SRA. Many members would like to participate in all the meetings. The possibility of joint meetings with both of those societies was explored. The annual meeting is a major source of revenue for SRA. A joint meeting has always been voted down because of the complexity of details. Also, a joint meeting with these societies would make a statement about SRA's focus; however, a joint meeting with these societies other than the SRA annual meeting might be possible. Burk will contact ACT and SETAC to see what their schedules are. Fiskel suggested a post conference session at ACT and/or SETAC meeting. Garrick was in agreement if it doesn't bias SRA's image. **Action: Burk.**

The current program committee is looking at meeting manuals for other societies. Garrick was anxious to reassure the council that the annual meeting committee work is being done and the report will be ready at the next council meeting.

**MOTION:** A motion that the 1990 meeting be held in New Orleans was made, seconded and approved. Halloween is not to be considered if at all possible. **Action Burk.**

### Awards

Lester Lave was not present. No report was made.

### Conferences and Workshops

There are three conferences that would like the sanction of SRA.

1. A proposal was made for SRA to co-sponsor with ACT the Banbury conference in the Fall of 1989. Garrick suggested that the Council be polled for approval after more information is provided. Betty Anderson to provide more details.

2. A proposal was made by Garrick to co-sponsor (in name only) a quantitative risk analysis conference. **MOTION:** A motion to offer sponsorship of the quantitative risk analysis conference was made, seconded and approved.



3. Constantine Zervos has requested \$1500 to support a workshop entitled "Onogene and Transgenies Correlate of Cancer Risk Assessments" to be done in conjunction with NATO. Zervos needs money to get NATO on board for further funding. He has presented a very complete program with the contributors and organizers laid out. Wilson reviewed the program paper and stated that it is modeled on a successful conference Curtis sponsored last year.

**MOTION:** A motion to approve funding for this project contingent upon support from NATO was made, seconded and approved. Burk to look into wording of a policy for this type of funding. **Action Burk.**

Two other budget requests were made.

1. Kenneth Brown requested funding for a workshop to be held at Chapel Hill on 10/27 and 10/28.

2. Travis, Haimes and Anderson are presenting a mini-series of three lectures per year. a.) Risk of Extreme Events, b.) Natural and Man-Made Disasters and c.) Accidents in Chemical Plants. **Action: Burk was designated to write Brown and Travis/Haimes/Anderson for formal requests. These requests will be circulated to Council for approval.**

At the November meeting, Tim O'Leary proposed the Society engage in political education. North accepted the assignment of seeing if this is feasible. It is difficult to get attendance by Congress. Jim Wilson proposes asking the local chapters to accept the responsibility of being the liaisons for Congress.

#### Gifts and Grants

Hoerger has reorganized this committee. Bill Butler volunteered to help with fund raising for the annual meeting. Butler and Hoerger targeted West Coast private companies that might be interested in supporting the annual meeting. Letters to the sustaining members are due to go out in the next week or so. There are several new people on the committee with new contacts in government agencies. Letters will be sent to them to solicit funding. Burk stated that SRA needs someone in the pipeline to push these proposals along. Flamm said he would be glad to help with EPA. St. Hilaire stated that Carol Henry is the contact at Risk Science Institute. Fiskel volunteered to send Robin Gregory a planning package (Appendix I) with a new cover sheet to solicit a grant. **Action Fiskel.**

The amount of income from gifts and grants will equal last year's (\$18,000) and \$30,000 from HHS. San Francisco should yield \$5-10,000 from special targeting. Covello suggested that names from the topical meetings could be used to solicit special funding.

### Publications

Covello reported that the 1988 Proceedings are going well. The 1987 Proceedings are going medium well and the 1986 Proceedings are going poorly. The 1986 Proceedings are almost together; however, there have been problems with lost manuscripts. Completion is expected in the next six months. The 1987 Proceedings are expected to be completed shortly and may already be done. 1988 is the model to look at for working strategies. Lorraine needs additional funds for items that were not budgeted.

Question arose as to whether SRA should continue with the Proceedings given the amount of time and expense involved. \$8,000 of support has been given by Plenum and Shell; however, the actual costs with overhead for the 1987 Proceedings is \$20,000. This overrun is due mostly to correspondence with authors and keying in of documents. There has been constant contact with Deisler detailing cost overruns. The problem is that there was no real tight contract initially. The 1980 Proceedings are to be negotiated.

Covello made a motion that for the 1989 Proceedings, no article be published without a diskette being provided. If the disk does not read, send it back to the author stating it does not read and ask for a new disk. The new policy is that only diskettes will be accepted for publication. Manuscripts in whatever form must be acceptable to warrant publication.

Burk will clarify what the Proceedings will cost in the future.

MOTION: A motion to draft a contract for future Proceedings with a specific paragraph about cost overrun procedures was made, seconded, and approved. Burk will do the negotiations. The executive committee was given permission to go up to \$7,200 over the contracted amount for 1987 Proceedings. Action Burk.

### Newsletter

The newsletter is experiencing similar budget overruns. The newsletter was budgeted at \$15,000 for three issues. The expense for the first newsletter totaled \$7,032.34. Emphasis is to be placed on informational content not size. Identification of superfluous items in the last newsletter should be made and those items should be eliminated from future issues.

MOTION: A motion to add \$1,000 to the remaining newsletter budget to be used for the remaining two newsletters (\$16,000 - \$7,032.34 / 2 newsletters) was made, seconded, and approved.

Membership

Flamm proceeded with the proposed membership brochure and application in accordance with council guidance. Brochures are estimated to cost \$.40 each. People in the network will get lots and use effectively on a daily basis. The project should fit into the \$5,000 budget.

In the contest for the individual who brings in the most new members, the prize will be to pay the contest winner's expenses due to a legal problem with the Society paying an individual for his services in that capacity.

**MOTION:** A motion to increase the prize money for the chapter which recruits the most new members from \$500 to \$1,000 was made, seconded and approved.

Nominations

Burk distributed report from Paul Deisler stating that nominations are going forward.

The Council will meet again at the annual meeting. SRA executive committee will meet on July 13 in Washington, DC.

The meeting was adjourned at 3:00 p.m.

SOCIETY FOR RISK ANALYSIS  
EXECUTIVE COMMITTEE MEETING NOTES  
Bethesda, Maryland  
August 30, 1989

Members present: Richard C. Schwing, President; B. John Garrick, President-Elect; Vincent T. Covello, Past President; Joseph Fiksel, Treasurer; Frances M. Lynn, Secretary; Richard J. Burk, Jr., Executive Secretary; and Davy Sellman, Executive Assistant.

The meeting of the Executive Committee was convened by President Schwing at 9:30 a.m. on August 30, 1989. The agenda was accepted.

REPORTS

B. John Garrick, President-Elect

1989 Annual Meeting

It appears that planning for the Annual Meeting in San Francisco is progressing well. However, we do have a speaker problem - John Young was scheduled to speak, but NASA has tied him up. Mr. Young has made six trips to space and is the only astronaut to be involved in the Gemini, Apollo, and Space Shuttle programs. He would have been an excellent speaker, and we are very disappointed that he will not be able to join us. The Committee is looking for a replacement speaker.

The preliminary programs have been mailed to the membership. There are approximately 264 presentations and panel discussions scheduled over a 3-day period.

There was some discussion about the operation of the sessions; whether to shorten the breaks (the consensus was this was not a good idea), whether a monitor/bouncer type person should assist the Session Chairs to keep the sessions on schedule, what to do with the time slot in the case of a no-show, that no-show time slots be dealt with consistently in all sessions, what the chairs can do in advance to prepare and instruct the speakers to ensure that the sessions run smoothly. It was suggested that the Session Chairs telephone the presenters the week before and to also hold a meeting (5-10 minutes) with the presentors before the sessions. If the presenters do not attend the briefing meeting, they would be considered a no-show and would not be included in the session.

Schwing suggested a policy for no-show time slots: That the Session Chair declare a 15-minute break and keep the next presentation on the original time schedule.

**ACTION:** John Garrick is to work out some suggestions in committee for keeping the sessions running smoothly and on schedule.

August 30, 1989

John Garrick reported that the highlights for the Annual Meeting are:

- o Two-day short course on Quantitative Methods and Sources of Uncertainty in Health Risk Analysis will be held on Friday and Saturday, October 27-28, 1989.
- o Ruckleshaus will be the keynote speaker at the Plenary Session at 9:00 a.m. Monday, October 30th. Ruckleshaus will also receive the SRA Distinguished Achievement Award.
- o The Business Meeting is scheduled for Monday evening, October 30th.
- o Global Planning Meeting is scheduled for 5:00 p.m. Tuesday, October 31st.
- o Monday's Luncheon Speaker will be Dr. Donald Kennedy, President, Stanford University. (NOTE: Preliminary Program has this luncheon scheduled for Tuesday)
- o Astronaut John Young was scheduled to be Tuesday's Luncheon Speaker. The President's Science Advisor may replace Young. (NOTE: Preliminary Program has this luncheon scheduled for Wednesday)

**ACTION:** John Garrick will verify the dates of the luncheons

- o New Council Meeting will be held at 7:00 p.m. on Tuesday, October 31st.
- o Three "Super Sessions" have been scheduled:
  - Monday, AIDS
  - Tuesday, Seismic Risk and Earthquake Preparedness
  - Wednesday, Social Science Theory and Risk: Notable Choices
- o Council Meeting will be held Sunday, October 29th from 1:00 to 4:00 p.m.

Schwing suggested that next year the committee should have topical areas that presentors could select from.

Lynn suggested that the speakers' addresses be listed somewhere to facilitate attendees obtaining copies of papers.

**ACTION:** John Garrick is to put information in the program on how to obtain copies of papers that are presented.

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John Garrick reported that Jeff Daniels is handling all the Audio-Visual requirements, lunches, receptions, and local publicity. A press release will be released to the Bay Area media. It is expected that at least two of the Super Sessions (AIDS and Seismic Risk and Earthquake Preparedness) may attract the attention of the media.

**ACTION:** It is requested that the media receive complimentary registration.

Garrick also reported that Sue Burk has assured him that adequate space has been booked for all the breakouts and concurrent sessions. She indicated that the hotel is a good size for the SRA meeting and is well managed and organized.

Garrick initiated a discussion of whether SRA should publish a Proceedings of the 1989 Annual Meeting. Schwing raised a question - do we have a commitment to the membership to publish a Proceedings? If so, should we continue? It was suggested that if too many papers are received that perhaps an informal peer review should occur. Schwing's opinion is that the Society does not have enough volunteers to do a peer review of the Proceedings due to their heavy workloads. Covello raised three points: 1. Presentors expect to be published, 2. SRA has a contractual agreement with Plenum to publish the Proceedings - they would need advance notice if the Proceedings were not to be published, and 3. Council has deliberated this issue every year with a split opinion, but each year has voted to have a Proceedings. It was the consensus of the group that SRA does have a moral commitment to the people who have submitted papers to publish them in a Proceedings, however, it should be brought up to the November Council Meeting for further discussion.

If the Proceedings are to be published, it was felt that it should be better organized. Therefore the following suggestions were offered:

- A. Publish a 1989 Proceedings.
- B. Deadline for Submittals will be December 1, 1989.
- C. Authors can bring an ASCII disk and hardcopy to the meeting.
- D. That Lorraine Abbott attend the Annual Meeting in San Francisco and that all authors must meet with Lorraine.
- E. Attach a copy of Lorraine's format requirements to Garrick's letter that will be sent to all presentors.
- F. The Proceedings may not be published if a minimum number of disks/papers are not received.

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- G. Hire Lorraine Abbott this year, but obtain bids for future editions.
- H. If the Proceedings are dropped, there should be alternative ways for people to obtain copies of the papers presented.

Lorraine Abbott's proposal to prepare the 1989 Proceedings is \$15,000. SRA's original budget for the Proceedings is \$5,000. Covello reported that he estimates SRA will receive approximately \$4,000 from Plenum Publishing (\$4/page x estimated 1,000 pages). An additional \$6,000 would be required if Lorraine Abbott is hired to do the 1989 Proceedings.

**MOTION:** There will be a 1989 Proceedings, Lorraine Abbott will be the editor, that Lorraine's budget and guidelines be accepted, that Lorraine be present at the Annual Meeting in San Francisco to meet with the authors, and that all attending authors be required to meet with Lorraine. By accepting Lorraine's budget, the Executive Committee approves an additional \$6,000 for the Proceedings for a total SRA commitment of \$11,000. The motion was seconded and approved. Whether or not to produce a 1990 Proceedings will be discussed at the Business Meeting and brought up to the New Council.

Suggestion: Move the cost of the Proceedings from the Annual Meeting budget to a separate line item.

**ACTION:** Richard Burk will modify Garrick's letter and get back to John Garrick and the Program Committee.

**ACTION:** Richard Burk will check on who organized the software show in Houston and give that information to John Garrick.

**ACTION:** Sue Burk will pull together New Member Breakfast, Contributor's Breakfast, and President's Reception.

Fiksel reported that California companies are being solicited to contribute to the Annual Meeting. How can we acknowledge these contributions?

**ACTION:** Sue Burk is to call Joe Fiksel. The contributors could be listed in the program and also on a poster at the registration desk. Sue is to coordinate this and let Joe know what the deadline is for getting the information into the program.

**ACTION:** Sue Burk is to check with Kaspersons regarding publisher's exhibits.

Burk raised a question as to whether Past Presidents have to pay registration fees for the Annual Meeting. This Executive Committee agrees that there are no registration waivers for any officers. The policy has been that only non-member invited speakers are waived when requested by the Program Committee.

**ACTION:** Burk will respond to the request he received asking for a waiver of registration fee for a Past President.

Frances M. Lynn - Secretary

Lynn reported that according to Lorraine Abbott, there would not be an extra cost to put a membership survey form on the back page of the Newsletter. Do we need a survey? If so, what format? The general consensus was that it would be good to have a survey on the Annual Meeting at the registration desk for attendees to fill out while at the meeting.

Joe Fiksel - Treasurer

The latest financial figures were not available from the Secretariat due to the fact that Kathleen Ronan had moved and her replacement had just started.

COMMITTEE REPORTS

Awards - Ruckleshaus will receive the SRA Distinguished Achievement Award. No one has been designated recipient of the Service Award.

**ACTION:** Schwing will talk to Lave about the Service Award recipient.

Chapter Liaison & Relations - St. Hilaire has a contact with all chapters now.

Conferences & Workshops - The Council had previously approved a \$10,000 budget for this committee. SRA has given its name to the following groups to co-sponsor conferences and workshops:

- o Kasperson - Global Warming (SRA name)
- o Anderson - Pan Pacific - Japan (\$1,000)
- o Brown - Quantitative Methods & Sources of Uncertainties (\$1,500)
- o Travis - Workshop
- o Haines - Workshop
- o Apostolakis - Probabilistic Safety Assessment and Management (PSAM) (\$1,500)

**ACTION:** Davy Sellman is to contact Apostolakis - he will need mailing labels for his workshop.

**ACTION:** Fiksel is to submit a new request to NSF for Annual Meeting support.

**ACTION:** Richard Burk - ask Raleigh Chapter for a report from the workshop that SRA funded last year.



**ACTION:** Richard Burk - contact Zervos regarding the NATO conference.

Definitions - No activity

Executive - No report

Finance - Joe Fiksel indicated that he was waiting for an updated budget from the Secretariat. We will be going out for budget requests in the near future as the 1990 budget will have to be approved at the San Francisco meeting. (Burk reported that the Society was in good shape and there was a healthy balance.)

Gifts & Grants - Hoerger's report indicated that this year's Sustaining Membership is about the same rate as last year - approximately \$15,000. Fred Hoerger is pursuing the outstanding letters. SRA has not received any contributions from Federal agencies. SRA does receive \$30,000 per year from HHS - \$15,000 to be used for symposiums (Annual Meeting) and \$15,000 to be used for administration/consultants. St. Hilaire was going to check with Chevron to determine the status of the \$100,000 Fellowship they had offered the Society (\$50,000 for 2 years for a fellowship competition). If the funds are still available, plans need to be made to announce the Chevron Fellowship at the Annual Meeting and also send a letter or flyer to the membership describing the Fellowship and how to compete for the funds.

**ACTION:** Covello to follow up with St. Hilaire and Chevron.

Global Risk Analysis - Sigma Xi has invited this group to participate.

Liaison - No report

Membership - No report. Burk announced that membership flyers will go out shortly. Overall, the membership seems to be up.

Nominations - The ballots are out! Paul Deisler has done a great job. There was some discussion about how the Nominating Committee functions independently from the Council. Covello outlined some of the guidelines that are followed:

- o Past-Past President serves on the Nominating Committee
- o Discipline balance
- o Institutional sector
- o Service to Society
- o Gender

For the replacement of Councilors, two candidates of similar backgrounds are run against each other to maintain the even mix of discipline representation.

Publications - Covello reported that the Journal is doing fine. The number of paper submissions has doubled from last year. Ten to 20 percent of the papers are being accepted. Curtis has been able to keep up and does not have a backlog. Schwing asked what the basis for rejection was. Rejection is based on peer review. The Journal has achieved scientific status that puts it in the top ratings - it has maintained its good quality. Curtis does not feel a pressure to go to 6 issues per year. In order to accomodate the additional papers, the issues have increased in size and are thicker.

The 1986 Proceedings are in good shape - there are 66 final papers. Lorraine expects it to be out in October 1989. The 1987 Proceedings are out. The 1988 Proceedings are not in good shape. Zervos submitted the manuscript, but Lorraine Abbott sent it back and is waiting for his resubmission. Lorraine does not perform technical editing. The Zervos manuscript was rejected because of format, non-ASCII files, non-legible figures, and lack of abstracts.

Lorraine Abbott submitted some suggestions for a new banner for the Newsletter. Page 9 of the attachment to the agenda was selected. A question was raised as to whether there should be four issues of the Newsletter rather than three. Covello recommends that three issues per year be published. He estimates a \$5,000 savings by dropping the fourth issue with the financial information at the time of the Annual Meeting. Lorraine had also submitted some suggestions for a new logo which raised the question, should the logo be changed? This issue will be brought up at the Business Meeting. If there is a strong feeling of the membership that the logo should be changed, perhaps a contest should be held. This is an issue for the New Council to decide.

**ACTION:** Secretariat to prepare a viewgraph of the current SRA logo and explanation of what it means for the Business Meeting.

\* \* \* \* \*

The Executive Committee broke for lunch and reconvened at 1:25 p.m. There was an open discussion during the lunch break.

\* \* \* \* \*

Publicity - Committee is dormant

Research & Fellowships Programs - Action Item: Vince Covello is to contact Chevron regarding the Fellowship donation of \$100,000.

Sections & Chapters - There was some discussion about Pieter Jan Stallen's request for travel reimbursement.

Executive Committee Meeting Notes

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August 30, 1989

**ACTION:** Burk is to write to Pieter Jan Stallen and explain to him the proper mechanism for obtaining funds, that is, such requests should be directed to the Conference and Workshop Committee. The SRA pays expenses, not labor. It is highly irregular for the Conference and Workshop Committee to provide support after the money has been spent; a budget is to be provided beforehand.

The Pan Pacific Conference to be held October 2-6, 1989 in Japan has been supported by a \$1,000 donation from the Society. Dr. Lee submitted another request for an additional \$1,500 for Dr. Vince Covello to attend the Pan Pacific Conference as a guest speaker. Discussion ensued regarding this request. President Schwing then informed the Executive Committee that he was authorizing a portion of his President's Discretionary Funds to fund the \$1,500 request. This money is to be used by Dr. Covello to travel to Japan as an Ambassador to represent SRA and to promote relations with the Japan Section of SRA.

**ACTION:** Once Covello establishes his commitment to go to the Pan Pacific Conference, Richard Burk will send a letter to Dr. Lee stating that the \$1,500 contribution is conditional that Dr. Covello attend the conference as a speaker.

Subcommittee on International Affiliations - Molak has indicated that the Philippines would like to form a Section.

**ACTION:** Richard Burk is to send Molak a copy of the minutes outlining the mechanism for obtaining Chapter/Section funds.

Vlasta Molak submitted a request for \$2,500 to support the international conference on Special Contribution of Women in Risk Analysis and Risk Management.

**ACTION:** This request should be forwarded to Yacov Haimés.

**ACTION:** Richard Burk - Yacov Haimés should make the policy of obtaining funds for conferences and workshops available to the membership.

There was some discussion about the start-up of new Sections - should Section requests be treated the same as Chapters?

**ACTION:** Chris Whipple's Committee should come up with written guidelines for Section start-up funds.

Subcommittee on Proceedings Criteria

**ACTION:** The Publications Committee is to review Lorraine Abbott's outline for the guidelines to be used for the 1989 Proceedings.

OTHER BUSINESS

SRA 10th Anniversary

It was noted that the 1990 Annual Meeting will mark SRA's 10th Anniversary.

SRA Historian

There was some discussion about the Council appointing a Historian/Parliamentarian to assist in the orientation of new Council members. The Historian would attend Council Meetings (a non-voting position), produce newsletter items, etc. The financial commitment for this new position would be possible travel assistance for the Historian to attend Council meetings other than the Annual Meeting. Vince Covello was recommended to fill this position. This item will be taken to the Council.

**ACTION:** Sue Burk - A statement of how SRA was started should be printed in the Program.

SRA Bulletin Board - Schwing initiated a discussion on computer bulletin boards. The consensus was to be very cautious - there are so many different systems and networks that it could become very complicated.

Future Annual Meetings - Burk reported that the 1990 Annual Meeting will be held in New Orleans. He recommends that the Society plan future Annual Meetings at least 2 to 3 years in advance, rather than 1 year. In the past, every third year the Annual Meeting has been held in the Washington, DC area. Should the 1991 Annual Meeting be held in DC?

**ACTION:** Richard Burk is to prepare a map showing where past meetings have been held, and to make recommendations for future meetings. To be taken to the Council meeting.

Calendar of Operations/Open Action Items

**ACTION:** Richard Burk is to prepare a calendar for the Council assigning responsibility - will work with Frances Lynn.

Other Items - It is recommended that the Council designate a committee to plan for SRA's 10th Anniversary - articles in the Newsletter, the evolution of risks from 1980 to 1990, etc.

Frances Lynn initiated a discussion on whether a Questionnaire should be developed asking the Membership for information on the Annual Meeting and the Society in general (Journal, Newsletter, etc.).

**ACTION:** Richard Burk to share questionnaire information with Frances Lynn.

The meeting of the Executive Committee was adjourned at 3:20 p.m.

SRA COUNCIL MEETING  
OCTOBER 29, 1989  
SAN FRANCISCO, CA

I. REPORTS

A. President - Richard C. Schwing

1. Call to Order; Establishment of Quorum; Acceptance of Agenda

The meeting was called to order at 1:25 p.m. and a quorum established. Vlasta Molak and Ray Boykin were welcomed as new members.

2. Schedule for the Week

Burk called the councilors' attention to several activities where their attendance was requested. These activities were:

Welcome Reception	Sunday	5:00 p.m.
President's Reception	Sunday	7:00 p.m.
Sustaining Members Breakfast	Monday	7:30 a.m.
Plenary Session	Monday	9:00 a.m.
Business Meeting	Monday	5:00 p.m.
New Member Breakfast	Tuesday	7:30 a.m.
Luncheon	Tuesday	Noon
Second Council Meeting	Tuesday	7:00 p.m.
Luncheon	Wednesday	Noon

Burk requested that council members notify him if they could not attend any of these functions.

3. Executive Committee Meeting; Actions & Deliberations

Items discussed at the executive business meeting were the tenth anniversary commemoration of the Society's founding, a possible logo change, and the Chevron fellowship grant.

B. President Elect - B. John Garrick

1. 1989 Annual Meeting

A report was submitted by Garrick. (See Appendix I.B.1) There were large numbers of sessions planned for this year's annual meeting. Over two hundred papers were scheduled to be presented covering a diversity of material. The report of the program committee was an attempt to put on paper lessons learned in planning the 1989 annual meeting. It was a collection of thoughts and ideas. The committee welcomes comments/reactions and hopes that from this report will come guidelines that will give more structure to planning future meetings.

Schwing raised the question posed that if a speaker does not present his paper at the annual meeting, can his/her paper be published in the Proceedings? Currently, the criteria for publication is compliance with the following three requirements:

1. Format requirements as specified by the Proceedings editor
2. The presenter speak with the session chair
3. A copy of the paper be sent to the annual meeting hotel

If the proposed speaker meets these three requirements, the speaker would not be required to present his/her paper in order to be published in the Proceedings.

Covello raised the question of establishing a precedent. Speakers at the 1989 annual meeting need to be made aware that special exemption has been made due to the San Francisco emergency. However, in the future, papers should only be published if they are presented at the annual meeting.

**ACTION:** Schwing to respond in writing to the question posed clearly specifying that due to the San Francisco emergency, a special exception to the

criteria for publication of papers is being made. Papers from the 1989 Annual Meeting may be published in the Proceedings without having been orally presented.

2. Other

Next year's annual meeting will not have a sponsoring chapter.

Almost all abstracts submitted for this year's presentations were accepted. It has been SRA's practice to accept as many abstracts as possible.

C. Past President - Vincent T. Covello

There was discussion at the last executive committee meeting regarding the position of historian. Discussion of this item was tabled until the second council meeting. There was no report from Covello.

D. Secretary - Frances M. Lynn

1. Council Minutes (17 March 1989)

**MOTION:** A motion to adopt the March 1989 Council Meeting Minutes was made, seconded, and passed unanimously.

2. Membership Survey

Results of the membership survey conducted at the 1988 annual meeting were presented at the council meeting in March and again at the Executive Committee Meeting in August. A questionnaire is being distributed at the registration desk at this annual meeting.

E. Treasurer Report - Joseph Fiksel

1. 1989 Society Audit/Review
2. 1989 Statement of Cash Receipts and Disbursements
3. Current Status of Funds

Items 1-3, covered in Appendix I.E.1, were discussed briefly. If the budget projections prove accurate, a \$12,000 surplus is projected for 1989 year end. The surplus is dependent, in part, on the number of registrants for this year's annual meeting. The 1988 registration was approximately 185 people. This year's preregistration is approximately 300 people.

Fiksel posed the possibility of the Society subsidizing the meeting. Covello noted that a significant portion of the Society's revenue comes from supplemental funds such as the NIH grant. These funds may not be renewed and are not sources of revenue that can be predicted. Without these funds, the Society would be operating very close to margin. If these supplemental funds disappeared, the budget would be very fragile.

4. 1990 Dues

Fiksel recommended that there be no increase in the 1990 dues.

**ACTION:** The Finance Committee will examine a dues rate increase and prepare a report for the next council meeting.

F. Executive Secretary - Richard J. Burk

1. Teller's Report



The election was held and the ballots were counted by the teller's committee. The committee therefore advises that Curtis Travis was elected President Elect, Vlasta Molak was elected Secretary, Ray Boykin was elected Treasurer, Roger Kasperson, Peter Hutt, and Tony Cox were elected councilors.

2. Membership Report

A membership report appears in Appendix I.F.2. The membership should be exploding but it is not.

**ACTION:** Flamm will try to analyze the membership trend.

Apostolakis expressed concern that the annual meetings are not quality meetings due to the low quality of some of the papers being presented. The journal papers are very good but there is a big gap in the quality level of papers presented at the annual meeting and those papers that appear in the journal.

**ACTION:** R. Wilson to write an article for the newsletter regarding the quality level of papers presented at the annual meetings and the methods other societies employ to deal with the variance in quality of papers submitted.

A poster session was suggested as a way to allow lower quality papers to be presented at the annual meetings.

4. Open Action Items/Calendar of Operations

These items were tabled until the second council meeting.

II. COMMITTEE REPORTS

A. Annual Meeting

The 1990 annual meeting is scheduled to be held at the Intercontinental Hotel in New Orleans from 7-10 October. Any subsequent discussion will be held at the Tuesday council meeting.

Further discussion of the quality of papers presented at the annual meetings followed. A recommendation to increase the number of invited speakers was made. The invited speaker sessions seemed to be of a higher quality than those sessions where papers were submitted. Labeling invited speaker sessions could increase the membership's awareness of quality sessions. It is important for the Society to set standards along the lines of invited sessions but the Society also needs to make a place either in poster sessions or other sessions to give a platform of expression to the membership.

B. Awards

Lester Lave's committee has given the Distinguished Contribution Award to William Ruckleshaus. The Committee did not award the Distinguished Service Award. (See Appendix II.B. Note the correction in the second paragraph)

This is the second year that the Awards Committee has elected not to present the Distinguished Service Award. Perhaps the criteria for selection is not clear. Covello made a request for the council to consider presenting an award this year.

**MOTION:** A motion to establish a committee to select a recipient of the Distinguished Service Award to be presented at this year's annual meeting was made, seconded, but failed by a vote of 5 to 9 opposed. The Awards Committee's report stands.

C. Chapter Liaison & Relations

A breakfast is scheduled for Wednesday morning for all chapter presidents and St. Hilaire. The topic of

discussion will be ways the chapters can share information and experience. Almost all the chapters will be represented by either the president or the vice president. St. Hilaire's objective is to open lines of communication from the chapters to the council and vice versa. A question the council would like the chapters to address is why only half of their membership is national members. Additionally, Burk recommended that a Chapter Council be established which would meet once a year at the SRA Annual Meeting. This would give Chapters the opportunity to bring up matters for SRA Council action. The Chapter Council Meeting would have to be scheduled prior to the second Council Meeting.

D. Conferences & Workshops

Haimes submitted a report. (See Appendix II.D.) The most valuable thing the Society has to offer is its name. In effect, SRA is standing behind these workshops.

North reported on item (h) of Haimes' report. North met with six members of Congress but is not optimistic about producing a workshop on this topic. Inviting members of Congress as speakers seems to be a good method of raising the awareness of Congress to the needs and issues of SRA

Not listed in Haimes' report is the ongoing activity with the Brooking Series. This series should be a model for the type of workshops the Society needs to produce.

**MOTION:** A motion was made, seconded, and passed establishing the policy that if a committee is given the right to disburse funds council member(s) will be appointed to sit on the committee.

The Conference & Workshop Committee will apply to the Council for an annual budget and must provide an annual written report of its activities.

Schwing suggested that future workshops bear a disclaimer to the effect that the accuracy of the information

presented in the conference/workshop may be incorrect. This disclaimer would cover errors of omission and professional liability. If the Society endorses a workshop, the possibility exists that the Society could be placed in an awkward position with regard to liability.

**ACTION:** A disclaimer will be used in future workshops/conferences. Burk to prepare.

E. Definition

No report beyond the October 13th report has been received by the Secretariat. (See Appendix II.E.)

F. Executive

Transition is being effected between the President and President Elect. A report on the most pressing order of business is being prepared by Schwing for Garrick.

G. Finance

See the report in item I.E.

H. Gifts & Grants

(See Appendix II.H.) \$18,500 was raised this year exceeding the target. The local solicitation raised an additional \$3,000-4,000. Some of the grants are in danger of having contributions lapse next year because Fred Hoerger is stepping down from office. Careful consideration needs to be given to selecting his successor. The committee appreciates the effort of Bill Bulter in coordinating the regional drive.

I. Global Risk Analysis

Roger Kasperson is conducting a special session on Tuesday dealing with global risk analysis. This is an important area in which the Society should become involved.

J. Liaison Committee

J. Wilson requested to be considered for committee membership when his term expires. There are two related disciplines that are evolving which have very poor liaison between them. They are the toxicologists and the epidemiologists. A discussion ensued regarding the possibility of an overlapping meeting with the American College of Toxicologists. This discussion was tabled. Any comments are to be directed to J. Wilson.

K. Membership

Flamm stated that brochures promoting the Society are at the printer with an expected delivery date of three weeks. Flamm met with Burk to finalize the membership contest for the chapters. Flamm feels that the Society membership should be 3,000 strong rather than the current 1500 members. Flamm proposed that he do an analysis of the membership trends. The level of student membership suggests that the Society needs to do more work with the universities. J. Wilson's liaison group should be closely apprised of the results of this membership analysis. Schwing stated that a slip be enclosed with the dues/membership envelope that provides space for members to list three candidates for membership.

**ACTION:** Flamm to contact council with regard to a questionnaire on membership network. Flamm to meet with Secretariat to analyze membership trends.

L. Nomination

See Item I.F.1 and Appendix II.L.

M. Professional Development

No report. The subject of accreditation/certification was presented earlier this year but the council could see no way to accomplish the accreditation/certification of members.

N. Publications

Abbott will meet with authors at this annual meeting to discuss requirements for formatting papers to appear in the Proceedings.

A full report will be presented at the second council meeting. The journal is doing well and has been well received. Travis does not feel the need to increase the frequency of the publication. Six copies of the journal are to be placed at a meeting in Russia dealing with the analysis of the aftermath of Chernobyl. The European Section will hold their next meeting in Russia.

O. Publicity

The principal task of the Liaison Committee is to provide SRA publicity to the group with whom they are the liaison. It was suggested that another way to promote SRA is to have society members write articles of a generic nature to appear in trade journals under the auspices of SRA.

P. Research & Fellowship Programs

Tabled until the second council meeting.

Q. Sections & Chapters

No report.

R. Subcommittee on International Affiliations

(See Appendix II.R.) The Japanese are submitting abstracts in English for publication in the journal. A discussion about the Japan Section followed. Ikeda, Japan Section's representative, will appear at the second council meeting to discuss council membership.

A question of funding the Japan representative to the mid-year meeting was discussed. The Japan representative could be made an ex-officio member pending review of the

bylaws. This would allow time for the council to review the bylaws and implement a policy that would allow not only for the Japan Section but also for other International Sections.

Discussion of the Japan Section was tabled.

Molak has had numerous contacts with the Philippines, Yugoslavia, Poland, and Argentina. The Philippine Section is in place. Next year is the target for establishing a section for Poland and Argentina. India, China, and Taiwan are also good prospects. J. Wilson to provide China contact.

There will be a meeting with the foreign registrants on Monday at noon to discuss the logistics of international sections. On the agenda are the following items: 1) purpose, 2) relationship to SRA, 3) logistics, and 4) communications (most of the communication between countries is accomplished by the use of bitnet computer system.)

S. Subcommittee on Proceedings Criteria

No report.

T. Subcommittee on Training Programs

No report.

**III. OTHER BUSINESS**

A. SRA 10th Anniversary

Tabled to next council meeting.

B. Chevron Postdoctoral Risk Analysis Research Foundation

See Appendix III.B.

C. SRA Greater Pittsburgh Chapter

See Appendix III.C. The Society now has 11 chapters. Should there be some restrictions on the number of chapters allowed?

**MOTION: A motion to accept the Greater Pittsburgh Chapter was made, seconded, and passed.**

D. Election of SRA Fellows

No report. The next Awards Committee needs to appoint candidates for fellows.

E. International Conference on Probabilistic Safety Assessment & Management

See Appendix III.E. The committee would like to publicize this conference as much as possible. Co-sponsors of the conference are ANS and the American Society of Mechanical Engineers. The American Institute of Aerospace will consider co-sponsorship at their meeting in November 1989.

F. Interdisciplinary Panel for 1990 Meeting

Lynn proposed convening a panel, inviting scholars to take a closer look at SRA, and publish any worthy articles in the journal. The different disciplines need to be interactive. Lynn proposed more super sessions at the annual meeting to allow interaction between the disciplines. North encouraged a half day session suggesting nuclear waste as the topic.

An interdisciplinary problem solving super session was proposed for New Orleans. The sessions could be arranged so that a problem solving session is in session at all times. This would require more careful planning of the panels. Grouping of papers would not be enough.

G. Business Meeting Agenda/31 October Council Meeting Agenda

The agenda was presented by Burk.



SRA Council Meeting  
October 29, 1989.  
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**MOTION:** A motion to accept the agenda was made, seconded and passed.

**IV. ADJOURNMENT**

**MOTION:** A motion to adjourn the meeting was made, seconded, and passed unanimously. The meeting was adjourned at 4:25 p.m.

FINAL MINUTES 11/29/90 KI

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SRA COUNCIL MEETING ATTENDANCE

October 29, 1989

George Apostolakis

Raymond Boykin

Richard Burk

Vincent Covello

Joseph Fiksel

W. Gary Flamm

John Garrick

Kristi Jacobs

Roger Kasperson

Frances Lynn

Vlasta Molak

Warner North

Catherine St. Hilaire

Richard Schwing

Ola Svenson

Robert Tardiff

James Wilson

Richard Wilson

SRA COUNCIL MEETING  
OCTOBER 31, 1989  
SAN FRANCISCO, CA

I. REPORTS

A. PRESIDENT

1. Establishment of Quorum; Acceptance of Agenda; Introductory Remarks

The meeting was called to order at 7:05 p.m. and a quorum was established. Garrick welcomed Mr. Ikeda of the Japan Section as a guest. The councilors and officers were asked to briefly highlight their primary interests. Burk announced that a membership directory of the Society is due out in April. The agenda was accepted.

2. Previous Council and Business Meeting Actions

Burk brought up for discussion the comments made at the general business meeting regarding hotel costs. Several members requested that the Society publish a list of alternate less expensive hotels at the site of the annual meeting. Burk explained that the risk involved with publishing such a list is that the Society will not be able to meet the room requirement for the headquarters hotel thereby incurring significant additional costs for meeting room rental.

**ACTION:** Secretariat to study ramifications of publishing a list of alternate less expensive hotels and the telephone number of the local visitors' bureau.

B. PRESIDENT ELECT

Travis was referred to Garrick's report on the annual meeting. As chairman of the annual meeting committee

for 1990, the committee's goal is to have the best meeting ever.

**ACTION:** Secretariat to send Travis documents on annual meeting planning and after action reports.

C. PAST PRESIDENT

As chairman of the publications committee, Schwing plans to have a four member publications committee whose goals will be to negotiate a fair contract with Abbott for publishing the Newsletter, to decide on Proceedings if and when costs and delays can be reduced, and to begin to consider contracts for production of the journal. Tardiff will help with these negotiations.

Abbott can produce 2,000 copies of the newsletter three times a year at a cost of \$17,500. The first issue would contain 20 pages, the second issue would contain 12 pages and the third issue would contain 16 pages. The cost to produce four issues a year with a run of 2,000 copies would be \$22,000. The four issues would contain 20, 12, 12, and 16 pages respectively. For an additional cost of \$1,800, the newsletter could be printed using two colors of ink. Postage is included in the price of production.

Authorizing four issues means operating the budget in the red. Abbott and Hoerger have made a recommendation that the Council consider corporate sponsorship of each issue of the newsletter. Fee for sponsorship to be set at \$5,000. Federal agencies could be tapped for funds to sponsor the newsletter. Such sponsorship is agreeable to the Council.

**MOTION:** A motion to authorize the publication of four issues of the present design was made, seconded, but did not pass. The newsletter will remain three issues per year.

**ACTION:** The Gifts and Grants Committee and the Publications Committee to study the recommendation by Abbott and Hoerger regarding newsletter sponsorship.

**ACTION:** The Publications Committee to establish criteria for the Editor of the newsletter and arrange for six or so reporters to submit items to the Editor for publication. These reporters are to represent the different disciplines within the Society.

**ACTION:** Travis to prepare recommendation for presentation at the March council meeting regarding a new format for publishing the Proceedings. (Tim O'Leary was given as a reference.)

E. TREASURER

1. 1990 Budget

Boykin recommended three changes to the 1990 budget. The recommendations are to reduce the amount budgeted for workshops to \$12,000, reduce the committee allocation to \$3,000, and increase the council budget item to \$10,000. (See Appendix I.E.1.)

**MOTION:** A motion to accept the 1990 budget as amended was made, seconded, and passed.

F. EXECUTIVE SECRETARY

A memo will be sent to each councilor to determine if each of the items on the "Open Council Action Items" list has been accomplished. (See Appendix I.F.1)

The Liaison Committee requested earlier notification to the membership of the date of the annual meeting.

**ACTION:** Burk to circulate dates and locations of proposed annual meeting sites to the council. Attention needs to be paid to possible conflict with other society meetings.

II. COMMITTEE & REPRESENTATIVE APPOINTMENTS

Garrick made a presentation of his appointments to committee chairs for the 1990-1991 period and requested that each committee chair submit his/her goals for the committee. Garrick made a call for comments on the appointments. See Appendix II.

**ACTION:** Burk to submit to the committee chairs any available documents written with regard to the committee.

A. Chapter Liaison and Relations

The liaison committee met during this annual meeting. The committee needs a better indication of the Society's calendar and requested an additional year's advance notice on annual meetings.

B. Gifts and Grants

The Society needs insiders within federal agencies to participate on a subcommittee of the Gifts and Grants Committee to help tap available funds.

**ACTION:** Covello to work with the Gifts and Grants committee to organize a federal approach.

Flamm to help with solicitation of NIEHS and EPA, Buhl to help with solicitation of NRC. A suggestion was made to contact state governments for fund raising using local chapters to help stimulate state interest.

I. Global Risk Analysis

The Committee on Global Risk Analysis has appointed Rob Coppock as the committee chair. The committee would like to request \$1,000 of support for 1989-1990. These funds would finance a survey, cover mailing expenses and cover the cost of a newsletter to those interested in global risk analysis. It was suggested that the committee form a special interest group having an additional fee for membership as a means of funding these mailings. The existing newsletter could be used to make the initial announcement of the special interest group's formation.

**MOTION:** A motion to treat the global risk analysis committee as a chapter with regard to granting funds was made, seconded and passed unanimously.

**ACTION:** Burk to write to Coppock with regard to granting of funds. Burk to send documents on role of contact councilor to new councilors.

K. Membership

There was a discussion of the changing demographics of the Society's membership. Flamm will work closely with the Secretariat in determining which demographics are helpful to the Society.

R. Subcommittee on International Affiliations

The Subcommittee on International Affiliations which met on Monday invited all international registrants to participate. The subcommittee encouraged those present to work for the establishment of Sections in their areas. Molak requested seed money for the distribution of previously published journals and Proceedings. Such funding is covered in the budget under committees.

Jim Wilson volunteered to be on the committee to revise the Society's bylaws.

### III. OTHER BUSINESS

A. SRA Japan Section

Mr. Ikeda addressed the officers and councilors of SRA. The Japan Section was founded in June 1987. There were approximately 60 section members present at the initial meeting of which thirty members joined the Society for Risk Analysis. In December, the Section will hold its second annual meeting. There will be approximately 20 presentations and 150 participants. A journal of the proceedings will be published. Currently, there are approximately one hundred section members of which nearly

fifty are SRA members. The Japan Section would like to have a representative to the SRA council, however, at the present time, the Section's finances are restricted.

**ACTION:** Burk to send Council members previous council minutes regarding international organizations.

Garrick commended the Japan Section for its organizational efforts and welcomed their involvement. At this time, the Society would have a difficult time providing financial support but the Society would welcome Japan's involvement. In December, Japan will have a council meeting and appoint a representative to attend the March council meeting of SRA.

**ACTION:** Burk and Garrick to work out the appointment of councilors.

B. 1990 Proceedings

See discussion under section I.C.

C. SRA Historian

At the Executive Council Meeting in August, it was proposed that there be an individual charged with the task of preserving the history of the Society. Covello was approached and he agreed to accept the position of historian.

**MOTION:** A motion to approve Vincent Covello as Society Historian was made, seconded, and passed unanimously.

D. Next Meeting of Council

The next meeting of the council will be on March 16, 1990 in Washington, DC.

IV. ADJOURNMENT



SRA Council Meeting  
October 31, 1989  
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**MOTION:** A motion to adjourn the meeting was made, seconded, and passed unanimously. The meeting was adjourned at 9:30 p.m.

FINAL MINUTES 11/29/90 KI

SRA COUNCIL MEETING ATTENDANCE

October 31, 1989

Raymond Boykin

Richard Burk

Vincent Covello

W. Gary Flamm

B. John Garrick

Saburo Ikeda

Kristi Jacobs

Roger Kasperson

Vlasta Molak

Catherine St. Hilaire

Ola Svenson

Richard Schwing

Curtis Travis

James Wilson

Richard Wilson

SRA COUNCIL MEETING  
SOCIETY FOR RISK ANALYSIS  
MARCH 16, 1990  
BETHESDA, MD

I. REPORTS

A. President - B. John Garrick

Garrick welcomed members to the council meeting. The councilors introduced themselves and gave their areas of interest and expertise. Apostolakis was unable to attend but his committee has been working on the awards nominations. St. Hilaire was also unable to be in attendance.

The meeting was called to order at 9:32 a.m. and a quorum established.

Garrick expressed his concern that though the field of risk analysis is a rapidly growing field, the Society is not experiencing growth even though the Society received strong media recognition from the events preceding the 1989 annual meeting.

B. President-Elect - Curtis Travis

1. 1990 Annual Meeting

See Appendix I.B.1. for a report of the progress of the 1990 annual meeting plans. The second page of this report shows sessions scheduled for one and one-half hours featuring four speakers. The deadline for progress reports on organizing sessions is the week of March 20, 1990.

Environmental Engineers don't feel that there is anyone in the Society to talk to.

**ACTION:** Lewtas to provide name of contact at EPA in Eco-Risk area.

All people listed in the special sessions have agreed to present sessions. The Global Climate issue will have 4 or 5 special sessions with at

least 20 papers being presented. Additionally, Rob Coppock is planning to present several sessions on this issue.

**ACTION:** Kasperson to ask Coppock to contact Travis regarding planning the global climate sessions.

Jim Wilson and Richard Wilson suggested Steve Lamm as a possible organizer for the dioxin session.

St. Hilaire to organize a session on innovative methods in toxicology. The Society will try to build a super session around toxicology to pull members from other toxicological societies.

A waste minimization/waste reduction super session is planned for the upcoming annual meeting. Tony Buhl has been asked to organize two sessions. EPA has a waste reduction group that SRA needs to involve - perhaps through a type of mini-session within the annual meeting to draw these target groups.

**ACTION:** Travis to encourage Tony Buhl to proceed actively with the engineering sessions.

Most of the presenters on the list in Appendix I.B.1. are not active members of SRA. Travis has tried to bring outsiders to promote these sessions, thereby tapping new sources for sessions and membership.

Due to the time frame of the mailing of the preliminary program advertising the annual meeting, Schwing suggested producing a flyer to advertise these special super sessions through the liaison committee.

**ACTION:** Travis to develop a flyer to be distributed to the liaison committee for advertising the annual meeting through other societies' publications.

Hutt commented that this program is light in the area of food and drug and in the engineering area. Suggested topics for FDA sessions:

1. Fish

2. Residues in milk
3. Animal drug residues
4. Recycling vs. biodegradability in plastics  
(Society of Plastic Industry - Heckmann)
5. Color additives

**ACTION:** J. Wilson to give Travis names of contacts for above sessions. Flamm to assist Travis on recycling.

The global warming sessions should involve the social sciences. Cox suggested a session on the Valdez accident or on acute accidents to link ecologists.

2. Proceedings

Travis proposed that the 1990 Proceedings be a softbound issue published prior to the annual meeting and distributed at the annual meeting. The papers would be collected before the annual meeting with articles limited to five pages single spaced. See Appendix I.B.2. Based on Travis' projections, the cost to produce the Proceedings may be as high as \$13,700. If Plenum does not produce the Proceedings, then an additional \$2,000 may be necessary to finance the publication. Burk reported that there are sufficient funds in the Society's account to fund the additional \$2,000.

**MOTION:** A motion to appropriate an extra \$2,000 to produce the 1990 Proceedings was made, seconded, and passed unanimously. Both an abstract book and the Proceedings would be produced for the 1990 annual meeting.

C. Past President - Richard C. Schwing

See Report under Publications (II.N.).

D. Secretary - Vlasta Molak

1. Council Minutes (29 & 31 October 1989)

**MOTION:** A motion to accept the minutes as amended

was made, seconded, and passed unanimously. (For amendments, see Appendix I.D.1.)

2. IETTAB

See Appendix I.D.2. The Board (IETTAB) is aware of the problems in developing countries that could effect the environment and is trying to find ways of transferring environmental technology to prevent environmental destruction. Their goals are similar to SRA's goals in developing sections. SRA could be instrumental in defining the problem areas while IETTAB could help financially in the development of SRA sections in these targeted countries. See Appendix I.D.2b. Molak has asked to be put on the agenda of the next IETTAB meeting. SRA participation with IETTAB was encouraged by Molak and funding was requested for attending IETTAB meetings.

**MOTION:** A motion to approve funds for Molak to attend meetings of the IETTAB was made, seconded, and passed unanimously.

3. Other

The Philippines Section is progressing nicely. The Section sent Molak minutes of their meetings July 89 and February 90.

**ACTION:** Molak to send a sample of the European Section bylaws to the international sections.

Some of these sections have problems with finances because of the local economy. Molak would like each section to receive a copy of the Journal and the newsletters.

**ACTION:** Burk to check what costs would be associated with mailing the Journal and the newsletters to local chapter members that are not national members.

The Chair of the Subcommittee on International Affiliations will be able to request that the SRA

sponsor, if necessary, a section member of developing countries for national memberships thereby insuring that each section will receive a copy of the newsletters and the Journal.

Molak projects that there may be 10 to 15 new sections this year.

E. Treasurer - Raymond Boykin

1. Burk presented the 1989 Statement of Cash Receipts & Disbursements (in audit); the Current Status of Funds; and a Comparison to Budget of Receipts and Disbursements in 1990.

The 1989 figures are in audit, however, the figures show an excess in the area of \$11,700. The audit will be distributed when complete. The surplus for 1988 was \$19,572. The Society appears to be in sound financial condition.

Garrick questioned if there are any changes in revenues that need to be addressed. There were none. Burk reported we seem to be on budget for 1990.

Burk reported that the sustaining memberships and contributions are approximately \$15,000 and the annual meetings are increasing in revenues. The HHS grant has been received for 1989.

**ACTION:** Schwing to contact Haines regarding another Crawford Brown tutorial prior to the annual meeting.

Cox questioned how SRA deals with the European subscriptions. Of the \$50, \$25 goes to the Journal, \$12.50 goes to the European Section, and \$12.50 goes to SRA.

**ACTION:** Cox to request the European Section to appoint 3-5 members to the editorial board of the Journal. Also, Cox to query European Section regarding another special "European" section of the Journal featuring papers from the European annual meeting.

F. Executive Secretary - Richard J. Burk, Jr.

1. Membership Report

See Appendix I.F.1. Flamm will visit the Secretariat later this month to review the membership trends. Flamm wants to look at demographic characteristics to see what type of member is not renewing - who is the Society losing and why.

The organization of sections to generate grass roots level membership was discussed at length. Sections could be organized by geographical location, by discipline, or by interest. This would involve a fundamental restructuring of the Society. The topic was tabled until the luncheon discussion.

**ACTION:** Lewtas to address Exposure Society to become a section of SRA and possibly participate in the upcoming annual meeting.

The Council returned to the discussion of publishing the Proceedings from the 1990 annual meeting.

**MOTION:** A motion to discontinue the publishing of the 1990 Proceedings and to reevaluate this decision next year was made, seconded, and passed unanimously.

**ACTION:** Schwing and Burk to execute the above motion by placing an announcement in the preliminary program and newsletter. Travis will notify abstract submitters.

A membership brochure was presented. The brochure spells out rather successfully who should join the Society and why. The back page is a membership application.

The individual and chapter contests will publicize the Society's interest in increasing membership. A notice was placed in the last newsletter advertising the availability of this membership



brochure. Each councilor will be given brochures for distribution.

**ACTION:** Each of the councilors to report at the next Council Meeting on the results of the placement of brochures entrusted to them.

The luncheon discussion centered on important ways to enhance the goals of the Society.

1. Increased membership - The creation of topical subsections could help to increase membership.

**ACTION:** Apostolakis, J. Wilson to study this possibility.

2. The Society needs greater visibility as a national organization.
3. The Society needs to approach the Universities that offer risk courses and provide membership brochures.
4. Greater public relations are needed to make industry recognize that SRA is the place to go when a risk problem needs solving.

## II. COMMITTEE & COUNCILOR CONTACT REPORTS

### A. Annual Meetings

See I.B.

### B. Awards

See Appendix II.B. Kasperson delivered the Committee Report. The Committee increased the membership eligibility requirement for receiving the Distinguished Contribution Award to five years and suggested a maximum number of candidates per year.

**MOTION:** A motion to approve the list of nominees for the Distinguished Contribution Award was made, seconded, and passed unanimously. The list consists of Norman

Rasmussen, Paul Slovic, Enrico Quarantelli, and Trevor Kletz.

**MOTION:** A motion to allow only one Distinguished Contribution Award per year but not to preclude the awarding of co-contributors was made, seconded, and passed unanimously.

**MOTION:** A motion to approve the list of Distinguished Service Award nominees was made, seconded, and passed unanimously.

**MOTION:** A motion to change the title of the Distinguished Service Award to the Outstanding Service Award was made, seconded, and passed unanimously.

**Note:** Council should broadly interpret the general requirements for fellow candidacy. J. Wilson recommended that no more than 1% of the current membership in the Society per year be "Fellow" memberships.

**ACTION:** Kasperson to talk to committee members regarding changes as noted in the SRA FELLOW document (See Appendix II.B.- to include the word "policy") and percentage of fellows to be awarded per year. Kasperson to report to Garrick regarding committee response. Garrick to do phone poll of council if a problem occurs.

C. Chapter Liaison & Relations

No report.

D. Conferences & Workshop Committee

This committee has sponsored one very successful workshop at the 1989 annual meeting. A forum is being planned for the fall on food risk. Schwing suggested that this forum be planned for the New Orleans meeting.

**ACTION:** Schwing to contact McLallum regarding the presentation of the food risk forum at the 1990 annual meeting.

E. Definitions

See Appendix II.E.

**ACTION: Secretariat to arrange for meeting space at the annual meeting for this committee to meet.**

F. Executive

The Executive Committee met this morning.

G. Finance

See I.E.

H. Gifts and Grants

Swanson is getting reactions from EPA. He will talk to Covello regarding other federal possibilities. The Sustaining member letter is ready for mailing pending Garrick's signature.

**ACTION: Councilors to review the list of organizations to receive solicitation letter for sustaining memberships or contributions.**

I. Global Risk Analysis

Kasperson will submit a report to Garrick in the near future.

J. Liaison

Wilson requested confirmation of the procedure regarding joint sponsorship of meetings with other societies. Approval for such sponsorship can be made by the Liaison Committee if no financial commitment is involved. The Council agreed that this was the procedure.

L. Nominations

Vincent Covello was unable to attend to present his report due to illness. A call for nominations is due April 1, 1990. A slate of nominees will be sent to the Secretariat by April 20. The ballot should be mailed out the middle of June. There are approximately 20 candidates for the positions.

M. Professional Development

**MOTION:** A motion to dissolve the Professional Development Committee was made, seconded, and passed unanimously.

**ACTION:** Kasperson to report on graduate student studying curriculum development.

**ACTION:** Lewtas to develop wording for a Topical Section Committee and report at the annual meeting.

N. Publications

Proceedings for the past four years are owed to the membership. The 1986 Proceedings are ready to go to press but funding is unclear.

**MOTION:** A motion to allocate an additional \$7,000 for production of the 1988 Proceedings was made, seconded, and passed unanimously.

**MOTION:** A motion to have Abbott provide an estimate of labor for the production of the newsletter was made, seconded, and passed unanimously.

O. Publicity

Hatice Cullingford would be very good at helping edit the newsletter.

**ACTION:** Garrick to ask Cullingford to propose a mission statement for the newsletter and ask Cullingsford to join the Publications Committee.

P. Research & Fellowships Programs

No report.

Q. Sections & Chapters

No report.

R. Subcommittee on International Affiliations

See report under I.D.3.

S. Subcommittee on Proceedings Criteria

**MOTION:** A motion to dissolve this committee was made, seconded, and passed unanimously.

T. Subcommittee on Training Programs

**MOTION:** A motion to dissolve this committee was made, seconded, and passed unanimously.

III. OTHER BUSINESS

A. SRA European Section

The European Section is doing very well. The second annual meeting is scheduled for April 2-3, 1990 in Austria. (See Appendix III.A.1.) The current membership is approximately 200-250.

A lengthy discussion of the Charter of the European Section of the Society for Risk Analysis followed. (See Appendix III.A.2.) Concerns were addressed to the balanced placement of the different disciplines on the Executive Committee and Council using the single transferable vote method of election.

**MOTION:** A motion to accept the European Section charter as worded was made, seconded, and passed unanimously.

**MOTION:** A motion to form a committee on Governance to give recommendations to the Council on how the structure of the Society should evolve to allow for international sections was made, seconded, and passed unanimously.

**ACTION:** J. Wilson to contact Hutt to chair the Committee on Governance.

C. Chevron Postdoctoral Fellowship

**ACTION:** Schwing and Garrick to propose operating procedures for awarding fellowships in the future. For 1990, the Fellowship to W. Glenn McGregor was approved by Council for recommendation to Chevron.

G. Next Executive Committee Meeting

The Executive Committee will meet in July or August. Notices will be sent by mail. The Council will meet again at the annual meeting in New Orleans.

IV. ADJOURNMENT

MOTION: A motion to adjourn the meeting at 3:20 p.m. was made, seconded, and passed unanimously.

SRA COUNCIL MEETING ATTENDANCE

March 16, 1990

Richard J. Burk, Jr.

Tony Cox

W. Gary Flamm

B. John Garrick

Peter Hutt

Kristi Jacobs

Roger Kasperson

Joellen Lewtas

Vlasta Molak

Richard Schwing

Curtis Travis

James Wilson

Richard Wilson

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Executive Committee Meeting  
March 16, 1990  
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EXECUTIVE COMMITTEE MEETING  
SOCIETY FOR RISK ANALYSIS  
March 16, 1990  
Bethesda, MD

The meeting was called to order at 7:45 a.m. on March 16, 1990. The purpose of the meeting was to discuss issues to be presented at the Council Meeting later in the morning.

Continuing issues to be discussed are publicity, membership, chapter and section development. Public relations need to be emphasized. A strong priority of the Society must be to elevate its status from the "second society" syndrome.

Travis reported on efforts to organize the 1990 annual meeting and problems encountered therein. Travis would like to encourage other societies to sponsor mini-meetings at the SRA annual meeting by presenting super sessions in their areas of expertise. Travis is asking people outside the Society to organize these sessions to generate interest with co-workers outside SRA's membership.

Attention needs to be directed toward generating greater membership in the engineering discipline. A suggestion to involve the chemical companies was made.

Waste minimization was suggested as a super session with the following three topics as papers: 1) economics - user fees, 2) a social scientist view and 3) engineering aspects (to be organized by Tony Buhl).

The following topics were also suggested for possible sessions at the annual meeting:

Waste reduction

Chemical Risk - a draw for engineers - UNICOL as spokesperson

- a) minimization
- b) plant safety
- c) transportation
- d) disposal

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e) emergency response

Garrick to provide help with contacts for Chemical (try Bill Rich with ABASCO in Cincinnati).

Targets for additional sessions:

Space & Defense

Energy -

DOE & DOD Chemical Weapons Disposal -

DOE Facilities Rehabilitation

Cleanup of Lab/Proc

Chemical

Global Warming

RMPP

Toxicology - Molak to help with contacts for this field - Molak to ask Mike Dierson of SETAC to organize a session

A discussion of the development of local chapters ensued. The national organization needs to be more involved in the chapters. National needs to encourage the local chapter membership in the National Society. Perhaps one of the councilors could speak at each of the local chapters once a year. The Society has a commitment to the local chapters. A proposal to have the newsletter go to the members of the local chapters at no charge was discussed.

Burk to talk to St. Hilaire regarding the Chapter Council Meeting held in conjunction with the annual meeting.

Lorraine Abbott has ideas about increasing membership.

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EXECUTIVE COMMITTEE MEETING  
March 16, 1990  
List of Attendees

Richard J. Burk, Jr.

B. John Garrick

Kristi Jacobs

Vlasta Molak

Richard Schwing

Curtis Travis

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final minutes 11-29-90 KI

MINUTES OF MEETING  
SOCIETY FOR RISK ANALYSIS COUNCIL MEETING MINUTES  
New Orleans, Louisiana  
October 7, 1990

The meeting of the Council was called to order by President B. John Garrick at 8:40 a.m. in the Poydras Room of the Hotel Intercontinental. Members of the Council present were: Garrick; Curtis C. Travis, President-Elect; Vlasta Molak, Secretary; Raymond F. Boykin, Treasurer; Richard C. Schwing, Past-President; W. Gary Flamm; Peter Barton Hutt; Catherine St. Hilaire; and James D. Wilson.

Absent: George Apostolakis, R.A. (Tony) Cox, Roger E. Kasperson, Joellen Lewtas and Richard Wilson.

Others Present: Richard J. Burk, Jr.; Karen Irons; Sheri Tickle Hester; Hatice Cullingford; Jerry Chandler.

Following the call to order, it was certified that a quorum was established and the Agenda was accepted for the meeting.

A list of events scheduled during the meeting was read by Richard Burk, and Council Members were asked to attend these events.

1. Agenda Item I. A.3 - Executive Committee Meeting; Action & Deliberations:

Garrick discussed the Executive Committee Meeting held in Washington, D.C. in July, 1990. He noted that the three most important subjects to report were: 1) discussion/actions with respect to the Divisions within the Society; 2) discussion with respect to Fellows; and 3) the financial condition of the Society.

Divisions

Garrick noted that the Divisions were something that many people were interested in and that Curtis Travis had been very involved with the establishment. The idea behind the Divisions is to solve the problems of identifying and ensuring the participating of the various areas of interest within the Society. This is prevalent with the Engineers more so than any other group. A meeting has been set with Bill Geckler, Chair, Engineering; Jim Wilson, Chair, Policy & Regulations; Cathy St. Hilaire, Chair, Health; and Steve Rayner, Chair, Social Sciences for this afternoon. It was decided to start this program with a few divisions that were very obvious segments within the Society. Further expansion will be as appropriate.

Fellows

Garrick commented that Paul Diesler had done an outstanding job pursuing the issue of Fellows with his Committee. The idea of the Fellow is to give special recognition to members of the Society who have made outstanding contributions to the disciplines represented by the Society. The Committee wrote a "Charter" and processed the first candidates to become Fellows. This was reviewed quite extensively at the Executive Committee and with the exception of one area would have been acted on. The area had to do with the matter of contribution to the Society itself (i.e., serving on Council, preparing papers for the Annual Meeting, some sort of continuing membership). With this questions being raised, it was tabled for action to be taken at this Annual Meeting. Garrick noted that pages 10-18 of the Council Packet is the correspondence from Diesler documenting his candidates. Garrick suggested that the Council read this carefully and that this be discussed at the next Council Meeting.

Fellows (continued)

Wilson indicated that he hoped that we have some time and energy to give to this. The experience that the Committee has is a useful learning experience, but one that shows that we did not think things all the way through. We should do a better job this time.

Hutt indicated that the proposed criteria was not included in the Council packet. Garrick read from Diesler's letter regarding language for the present motion. This motion was carried two meetings ago. This is clearly something that we need to resolve. Hutt recollected that the motion indicated the criteria be more scientific and less policy oriented.

Travis stated that he thought that three different issues were involved. The three issues are scientific contributions, policy involvement and Society involvement. Travis indicated that the award should be based upon scientific contribution, OR policy involvement, AND Society involvement. The Council agreed.

Financial

Garrick stated that discussion on this will be in the Treasurer's Report.

2. Agenda Item I. B.2 – 1990 Annual Meeting:

Travis introduced Sheri Tickle Hester who served as the Technical Program Chair. It was noted that some sessions were cancelled due to the funding problems with the Federal Government. Travis also noted that this is the largest meeting ever held and that more sessions were being conducted. His goal was to get people out to the meeting who did not normally attend.

Garrick asked if there were any special lessons learned. Travis indicated that tutorial classes make money every year. These are very successful and we should have 2-3 every year. Travis also indicated that there is a Society for Exposure Assessment and that the Society should consider approaching them to hold their annual meeting at the same time next year in D.C. Lastly, Travis stated that he felt that longer meetings should be held with more concurrent sessions.

The Program Committee and their functions were discussed. Burk indicated that some sort of survey should be conducted to look at when the Society meets, how long they meet, when they meet, general guidelines.

MOTION: (Boykin/J. Wilson): TO ESTABLISH AN AD-HOC COMMITTEE THAT WOULD RECOMMEND TO THE NEXT COUNCIL, PRESIDENT AND PRESIDENT-ELECT HOW THE NEXT MEETING WOULD BE HELD AND SOME THINGS TO BE CONSIDERED FOR THE 1992 MEETING AS WELL. Discussion followed: It was decided that the option to increase/decrease concurrent sessions, poster sessions, etc. should be left to the Program Chair, and recommended that Past-Presidents should be utilized on this committee for their past meeting knowledge. Vote on Motion – 8 – yes, 1 no, Motion carried.

St. Hilaire questioned if there was any type of funding for travel available for University people. Also, if the meeting was sponsored by a Company in conjunction with SRA, could this work for obtaining travel funds. Much discussion was held concerning co-sponsorship. Garrick stated that this was something that the Society should be aware of, but did not feel that there was the need to establish a policy at this time.

At this time Garrick recognized Sheri Hester Tickle as the Technical Program Program, Dr. Hatice Cullingford, Publicity Chair and Founder of the Lone Star Chapter, and Jerry Chandler, who came to address the Council on a few items. Garrick turned the floor to Chandler at this time.

Chandler asked the Council what motivated the request for receiving proceedings manuscripts two to three months in advance of the annual meeting and then cancelling the proceedings. Travis answered that in the past when proceedings were published some manuscripts were received before the meeting, at the meeting, or not at all. The problem was that the proceedings did not get published for two to three years after the meeting. It was decided to either do away with the proceedings, or try to get them out by the time of the meeting. That was what lead to that time schedule.

Chandler again questioned the motivation of the Council for this action. He indicated that in his own personal case he had contacted a colleague to write a manuscript and then learned that the manuscripts were cancelled. This placed him in an awkward, embarrassing position telling the colleague that this was not going to be necessary. What was in the Council's mind? Garrick responded that the Society was very dissapointed in the timeliness in the publishing in the proceedings. If they could not be done in a timely manner, it did not seem appropriate to spend the money to have them published. Boykin agreed and indicated that from the Treasurer's view, it came down to finances.

Chandler stated that the annual meeting is attended by approximately 3-500 people. If the proceedings were to be published, then it becomes part of the international knowledge chain, and it grows. Garrick indicated that there is no question that the proceeding issues is resolved. There will be continued discussion. Schwing stated that the 1986 proceedings will be on the table today.

Chandler also questioned the time of the annual meeting. It is always impossible for the Federal Government to get approval for travel at the end of the year. To get approval in the Federal Government, it takes approximately 30 days. Burk indicated that this problem was addressed earlier. Considerations were that October is too early and is a very expensive time and November is bad because of other meetings. The Secretariat is currently looking at the first two weeks in December to have the 1991 meeting.

Chandler also questioned the number of Government Rate rooms. Burk responded that it was noted in the program that theses rates were available on a "first come, first serve basis". The rates are available, as long as the rooms are. If the hotel stated that they did not have any, that is wrong. If they said that all the rooms had been sold, then we have no control over that situation. Chandler indicated that the Society should make sure that enough government rate rooms are available.

Boykin indicated that hotels would prefer to give none. What normally is done is that to negotiate for government rate rooms, the regular room rates are increased. So, instead of the members paying the regular room price, they pay an increased rate to accommodate the government room rates. Hutt stated that felt that this was okay. If we had to pay a little bit more to get government guests coming that is fine. Schwing indicated that there are hotels within the vicinity that are cheaper. If it is necessary, and the people really want to attend the meeting, they can find a way. Hutt stated that there are two principals involved in this. We want to have the best rates we can for two group, i.e. Academics who are more likely to have a limited budget, and the other is the government. If the corporate side has to pay a little bit more to subsidize this, then its okay.

After continued discussion, Garrick stated that this is a complicated issue. A lot of consultants do government work. There are a lot of companies who are not sympathetic with this problem. The Society and The Secretariat should strive to do the best they can to accommodate all groups attending the meeting.

3. Agenda Item I. C – Past President:

Schwing stated that we run our annual meeting like a big Society, but we do not communicate with our membership like we should. The membership has been stable, but has not increased enough. His biggest concern right now is not being able to track down members because the membership directory is so out of date. We should communicate with the members better. Burk stated that The Secretariat was preparing the new membership directory and that it would be out in January, as stated at the Executive Committee Meeting.

4. Agenda Item I. D.1 – Council Minutes:

MOTION (Molak/Boykin) TO APPROVE THE COUNCIL MEETING MINUTES OF MARCH 16, 1990. Motion passed unanimously.

5. Agenda Item I. E. 1 – Status of Various Funds and Accounts:

Boykin discussed the status of various funds and accounts. He stated that the final revenue count for the annual meeting was almost \$89,000 . We ended the year with expenses over revenue, approximately \$14,000. The reasons for this that expenses are coming through at different times, i.e. proceedings and certain restricted programs. These are being accounted for in different years.

Boykin expressed concern about the 1988 proceedings from the Washington, D.C. meeting. He indicated that there was no line item for them. His understanding now is that they have been given to Lorraine Abbott. Boykin contacted Abbott and instructed her not to publish. Burk indicated that he would like to check on this as he thought that we agreed to finance this. Boykin's concern was that people would send things to Lorraine and that Lorraine would not check with Boykin or The Secretariat and then bill the Society for her work.

Travis questioned what Tec-Com does with the proceedings. Why aren't the manuscripts copy-ready so that she does not have to edit. If the authors do not have enough interest in making their manuscripts camera-ready and professionally edited, we do not have any obligation to them. Boykin stated that we need to find a vehicle to financially support the proceedings so it doesn't become 15% of the Society's expenses. Hutt explained that law journals are put out by students at law schools, who provide 100% free service. It is an "honor" to do this. If we could find an Academic Institution who wanted to become the focal point of our proceedings each year, we wouldn't have that kind of expense.

After continued discussion, Boykin discussed the remainder of the financial affairs of the Society and indicated that we should be back up to \$100,000 at the end of the year.

6. Agenda Item I. F. 1 - Tellers Report:

Burk stated that on 3 October a letter had been sent to Dr. Garrick with the results of the Tellers Committee. The results are as follows: D. Warner North as President-Elect; Ann Fisher, David McCallum, and Saburo Ikeda as Councilors for three year terms.

7. Agenda Item I.F. 2 - Membership Report:

Burk indicated that this report will be held and combined with Flamm's Membership Report.

8. Agenda Item I.F. 3 - Future Annual Meetings:

Burk stated that the 1991 Annual Meeting is currently scheduled to be held in October in Washington, D.C. at the Capital Hilton. 1992 proposals are in from San Diego and Vancouver in the October/November time frame. Hutt questioned the distance for government guests to be able to make the meetings and wondered if this was taken into consideration. Garrick stated that the West Coast meetings were very successful and that was why it was decided to return to that area. Every four years or so the meeting returns to the Washington, D.C. area. Burk gave the attendance count for the last five years: 1989 San Francisco - 490; 1988 Washington DC - 350; 1987 Houston - 360; 1986 Boston - 390; and 1985 Washington, DC - 230. Burk continued that proposals for 1993 for the Savannah/Charleston area, or Bal Harbor, Florida are in. 1994 we are back to the Washington, D.C. area or the Mid-West area. Burk asked the Council for a vote on the 1992 meeting preference, San Diego or Vancouver. Final count was 3 - San Diego and 6 Vancouver.

After much discussion pertaining to changing the Annual Meeting dates, the following motion was made.

MOTION (Hutt/Travis): TO HAVE THE ANNUAL MEETING HELD WITHIN THE FIRST TWO WEEKS AFTER THANKSGIVING. Motion carried unanimously. Burk reported that The Secretariat would proceed with the 1991 Meeting in Baltimore, and the 1993 meeting in the Savannah/Charleston area.

9. Agenda Item II. B - Awards Committee Report:

Hutt read from the Bylaws concerning the Awards Committee. First, there is nothing in the Bylaws about giving awards at all. Secondly, the category of Fellows is also not mentioned. Hutt indicated that the thought of creating a special permanent category as Fellows is a major step for the Society. According to Dieslers report it would be up to 1% of the membership who could become Fellows. Hutt indicated that he would feel more comfortable if the membership as a whole had the criteria and passed on the idea of establishing a Bylaw amendment with a criteria spelled out in very general terms and make the Awards Committee a standing committee.

Wilson stated that this should be raised at the Business Meeting and see if there is any interest raised by the membership. If there is, then ask the Governance Committee to draw up an amendment to the Bylaws. Hutt agreed that we should change the Bylaws, get a sense of the membership, and, make the Awards Committee a permanent standing committee.

Burk indicated the way to do this is to bring it up at the Business Meeting, which Diesler is already prepared to do. Secondly, run a mail ballot of the membership to make this a formal part of the Bylaws. This could be a turn around of 30-45 days.

Discussion was held on the term "Fellows". Garrick indicated that this term has world recognition, meaning distinguished and accomplished. After continued discussion it was agreed that Hutt would come up with a more neutral term and present it to the Council for approval.

MOTION (Hutt/Boykin) TO HAVE A BYLAWS AMENDMENT TO ESTABLISH THE AWARDS COMMITTEE AS A PERMANENT STANDING COMMITTEE, GIVING IT BROAD CRITERIA. CRITERIA FOR FELLOWS MUST INCLUDE SCIENTIFIC OR POLICY INVOLVEMENT, PLUS SIGNIFICANT CONTRIBUTION TO THE SOCIETY. IN ADDITION EX-PRESIDENTS SHOULD AUTOMATICALLY BE MADE FELLOWS. ALL OF THIS IS SUBJECT TO COUNCIL APPROVAL. Discussion on motion added that Awards Committee should be drawn from the Past-Presidents since they know more about the Society than others. Motioned carried unanimously.

The Chevron Award was discussed. It will be given at the Luncheon on Wednesday.

10. Agenda Item II. C. Chapter Liaison & Relations Committee Report:

St. Hilaire stated that at the last Annual Meeting in San Francisco a Chapter President's Breakfast was held which served to be an information exchange. People also requested help in starting up Chapters, either from The Secretariat or from herself. St. Hilaire also mentioned the Chapter Data Form that has been prepared by the Secretariat.

Burk stated that this form would be sent out each year gathering information on the Chapters. This information would then be available for the Chapter breakfast at the Annual Meeting.

St. Hilaire questioned if this was the right level of activity for this Committee. Is this what the Council had in mind when the Committee was established? Schwing indicated that it was an ad hoc committee established when he was in office and that he felt operations were appropriate. St. Hilaire indicated that if this was adequate, she would be willing to stay on as committee chair, however, if there is increased activity needed, she would not be able to continue this role.

Hutt indicated that we ought to provide a service to the Chapters and help them with Incorporation, etc. Burk replied that we do this already.

St. Hilaire stated that better communication was needed between Chapters and SRA National. Also, who could she ask questions about starting up new Chapters. The Council responded that Chris Whipple should be the contact person.

11. Agenda Item II. J. Governance Committee Report:

Hutt stated that he and Burk had discussed revising the Bylaws as they are still in his database. There have been a few changes made and things need to be updated. Hutt also raised the question of the Council Meetings being spread apart at the Annual Meeting. These should be held on consecutive days. That way they could be attended by all Councilors. Burk indicated that the Bylaws state that there has to be a Business Meeting between the Council Meetings. Hutt stated that we have dealt with the Awards and Fellows, but with regard to the Divisions, this might have to be incorporated into the Bylaws.

Discussion was held regarding the term Divisions. Sections include one or more Countries and Chapters include one or more areas within the U.S. Hutt stated that he would incorporate into the Bylaws substantive or disciplinary area for Divisions. Hutt also asked how we relate foreign members to the Council. Schwing asked we if had a mechanism of nominating foreign members. Hutt indicated that flexibility is the best solution. After much discussion, Hutt stated that any foreign member is equally eligible to be a member of the Council, with normal election process, but any foreign section who does not have a member on the Council, could send an ex-officio member. That would be the best solution. It was agreed that there was no need to add/change anything in the Bylaws, at this time. The last issue Hutt raised was that the Society should in no way have to pay for legal services, with the number of attorney's on staff. Most groups are like this. Schwing asked Hutt to draft a Bylaw provision of the foreign members.

12. Agenda Item II. D. – Conference and Workshops Report:

Garrick indicated that a letter was received from Haimes. This Committee is doing fine and is a very effective resource.

13. Agenda Item II. E. – Definitions Report:

Wilson indicated that there is no reason to keep this Committee

MOTION (Garrick/Travis) TO DISSOLVE THE DEFINITIONS COMMITTEE. Motion carried unanimously.

14. Agenda Item II. F. – Executive Report:

Garrick indicated that this was already covered.

15. Agenda Item II. G. – Finance Committee Report:

Garrick indicated that this was covered under the Treasurer's Report.

16. Agenda Item II. I. – Global Risk Analysis Report:

Burk questioned if The Secretariat should be collecting dues for this Section. It was indicated that The Secretariat should not be collecting Dues. Burk indicated that he would deposit the \$70 he has received, and write a check back to Coppock. Burk indicated that there was precedent for this as The Secretariat currently collects dues for other Societies' Sections and Chapters. So, if in the future, we decide to assist Chapter and Sections, the procedures are in place.

17. Agenda Item II. K. – Liaison Committee Report:

Wilson stated that there were two items that he would like to bring before the Council. Can he assume that the Council is in agreement that we can establish liaison with a society established for advocacy purposes, i.e. The Council on Agricultural Sciences and Technology. They would like us to publicize their annual meeting and vice verses. Wilson stated that hearing no objection he would appoint an individual as the liaison with the Society. Secondly, Wilson stated that he would like the Council to consider if this Committee should continue in the role that it has played. Wilson indicated that he is not sure that this Committee serves much in the function of publicizing annual meetings, conferences, etc. For the time and effort put into this Committee, he does not get much response back. Wilson asked that this be tabled for the next Council Meeting.

Travis indicated that we should try to get together with the Health Physics Society, etc. for the next annual meeting. Travis also indicated that maybe we should formalize this Committee more, definitely not get rid of it.



18. Agenda Item II. L. - Membership Committee Report:

Burk stated the membership statistics for the last three years shows a growth pattern in the Society. As of 10/1/90 there are a total of 1,971 members.

Flamm indicated that we are losing members from the Federal Government and the private sector. This is mostly due to changes in jobs, mail not being forwarded, etc. Flamm indicated that a list has been assembled of members who have not renewed for some reason or another to try to bring back into the Society. Flamm recommend that we need to put together a small group of people to make telephone calls to people that we are losing. It would also be in our interest to contact those who left and find out why they left the Society.

Garrick questioned if there was a way to solve the problem of losing track of members when they move. It was noted that if they do not update their address with The Secretariat then there was no way of knowing if their mail was forwarded.

Flamm indicated that making phone calls would involve quite a bit of time. There are approximately 4-500 to make. After discussion, it was decided that the Membership Committee would run an article in the Risk News to ask members to help make follow-up phone calls.

19. Agenda Item II. N - Publications Committee Report:

Cullingford updated the Council on the various media she had contacted regarding publicity for the meeting. Cullingford questioned the Council as to the length of the term she is to serve. Garrick replied that Committee terms run for one year. Travis appointed Cullingford Publicity Chair for the next year.

Cullingford also discussed a press room for the next annual meeting. Burk indicated that the assignment of a room for press purposes is very easy. Travis indicated that he did not feel that any press would show. Cullingford also questioned the budget for her Committee. Boykin stated that there is money in the budget for each Committee. He indicated that Cullingford should make a request to him to take to the Tuesday Council meeting.

20. Agenda Item II. R - Subcommittee on Int'l Affiliations Report:

Molak reported that several Sections are in the process of forming over the past year. As of now, the Philippines are the only section formed. Molak indicated that she has been receiving calls from different people on establishing Sections. Molak stated that she has met with EPA International Division Eastern/Central Division in Budapest. Garrick noted the hard work that has been put into the establishing of these Sections.

21. Agenda Item III. C. - Committee Role & Goal Statements Report:

Garrick indicated that he did not receive the response that he had anticipated from the Committees. Every Chair of each Committee should try and write down an agenda of what they would like to accomplish for the new year. This brings a lot of direction to what each Committee should accomplish. This gives Council and The Secretariat insight with respect to the continuation of committees, the reforming of committees, etc.

22. Agenda Item III B. – Chevron Postdoctoral Risk Analysis Research Fellowship:

W. Glenn McGregor is the recipient of this fellowship. Details will be discussed after the meeting how to handle the presentation of this award at the Luncheon.

23. Agenda Item III. G – Rocky Mountain Chapter:

Garrick stated that he was able to share in the inaugural meeting of the Rocky Mountain Chapter. This Chapter has a strong support from the large number of government members in the area. Burk indicated that we had received their Bylaws and everything is in order. Burk also noted that the Council had set aside some appropriations for the President to be involved in the establishing of new Chapters by going and visiting them and giving a brief talk.

MOTION (Boykin/Schwing) TO APPROVE THE ROCKY MOUNTAIN CHAPTER. Motion carried unanimously.

24. Agenda Item III. D. – Business Meeting Agenda/Council Meeting Agenda:

Burk asked the Council to look at both Agendas for the two upcoming meetings and asked the Council to attend the Business Meeting.

25. Agenda Item IV. – Adjournment:

MOTION (Travis/Boykin): TO ADJOURN. Motion carried unanimously. The meeting adjourned at approximately 1:15 p.m.

Submitted by:

Karen. S. Irons  
Executive Assistant  
for The Secretariat

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MINUTES OF MEETING  
SOCIETY FOR RISK ANALYSIS - COUNCIL MEETING MINUTES  
New Orleans, Louisiana  
October 9, 1990

The meeting of the Council was called to order by President Curtis C. Travis at 5:15 p.m. in the Poydras Room of the Hotel Intercontinental. Members of the Council present were: Travis; Vlasta Molak, Secretary; Raymond F. Boykin, Treasurer; B. John Garrick, Past-President; Ann Fisher; Saburo Ikeda; David McCallum; Roger Kasperson; Catherine St. Hilaire; and James D. Wilson.

Absent: R.A. (Tony) Cox; Peter Barton Hutt; D. Warner North; Joellen Lewtas; and Richard Wilson.

Others Present: Richard J. Burk, Jr.; Karen Irons; Sheri Tickle Hester and Hatice Cullingford.

Following the call to order by President Travis, it was certified that a quorum was established and the Agenda was accepted for the meeting.

1. Agenda Item I. A.2 - Previous Council and Business Meeting Actions:

The subject of Proceedings was discussed. After much discussion the following motion was made.

MOTION (Wilson/Kasperson) TO DISPENSE WITH THE 1990 ANNUAL MEETING PROCEEDINGS. Motion carried unanimously. Travis added that this can be reconsidered for the following year and that we should print in the Newsletter that people should bring papers to the meeting to hand out and should prepare camera-ready copies for the Journal.

Garrick mentioned that he had been asked from registrants if there would be an attendance sheet of the meeting. This would list name, affiliation and address. Burk indicated that a list could be brought of the pre-registrants, but there would be no way to have a list of everyone on arrival. It would take a few days to have an updated list. Fisher added that this might be an incentive to pre-register. Molak stated that for \$200 it would be worthwhile to mail this list to meeting registrants. Garrick brought up the disadvantage of mailing lists. After continued discussion it was decided that those interested will contact The Secretariat and the list will be made available to them. It was also decided that only attendees of the meeting will get the lists.

Travis also mentioned that the student registration fee was brought up at the Business Meeting. It was discussed reducing the fee to \$50 and not give the students tickets for the lunches. Garrick felt it was not correct in cutting them out of the luncheons due to the speakers that normally attend the luncheons. Burk stated that the Society could charge the \$40 and given them lunch tickets and the Society would break even.

MOTION (Wilson/Fisher) TO CHANGE THE STUDENT REGISTRATION FEE TO \$40 FOR MEMBERS AND \$65 FOR NON-MEMBERS. Motion carried unanimously.

Travis indicated that there was also discussion at the Business Meeting that the cost of the regular registration fee was too high. Fisher added that one of her Society meetings that she attends the registration fee is only \$30, however, there is no coffee between meetings, no lunches, etc. People do not realize all of this. Maybe we should emphasize this to the membership. A lot of good discussion happens in the halls, and most of this is during the coffee breaks.

Boykin added that if you take away meal functions and other significant catered affairs, then there is a charge for the meeting rooms. Wilson indicated that the final decision should lay with the Program Committee. Boykin stated as Treasurer, he would recommend that the Committee keep the cost as is.

3. Agenda Item I. C. Past-President Report:

Garrick stated that he met with Dick Schwing to find out what open action items were involved in the Publicity Committee.

4. Agenda Item I. D. - Secretary's Report:

Travis mentioned that he and Flamm are currently working on a plan to increase membership with calls to the regions trying to get them to renew. Burk indicated that he and Flamm are also meeting to discuss ways to increase membership.

Travis questioned whether we send the Newsletter to members of the local Chapters who are not members of the Society. Burk reported that we did not. Fisher stated that this might put pressure on them to become national members. After much discussion it was decided that The Secretariat would keep a separate list to send meeting notices to. The Secretariat would contact the Chapters and get a listing of all their members. The Secretariat will also send each Chapter appropriate numbers of the Newsletters with the annual meeting notice in it for the Chapter to distribute to their members.

Discussion was held regarding publicity for the Annual Meeting. It was stated that meeting notices could be put in the Society Newsletter and the Journal, along with a list of activities. Wilson indicated that this is a function of the Liaison Committee to be in contact with other Societies regarding publicity for the meeting.

5. Agenda Item I. E. - Treasurer's Report:

Boykin recapped his discussions regarding the budget. He indicated that we can expect approximately \$15,000 from the dues increase and \$10,000 profit from the Workshops and Conferences.

Discussion was held regarding the Newsletter and its length. McCallum suggested reducing the Newsletter by taking out one section. Burk suggested 4 issues with 8 pages in each issue. Garrick stated that the Council should get Lorraine Abbott to come before the Council so that questions could be asked and the Council would be aware of what she was doing. It was directed that the Publications Committee would present a report to the Executive Committee.

Travis mentioned that the contract was running out for the Journal. Boykin suggested that an RFP be issued to various publishers in January for response back by 1 June 1991 so that the Executive Committee can review it in July. Then the Executive Committee could make a presentation to the Council. Wilson indicated that the deadline should be 1 April instead of 1 June. Travis discussed the need to start preparing the RFP right away. In addition, Travis stated that he would like to have 6 issues published in 1992.

Discussion was held regarding raising of dues. They have not been raised in the last four years.

MOTION (Boykin/McCallum) TO RAISE MEMBERSHIP DUES TO \$60 FOR 1991. Motion carried unanimously.

Fisher suggested that the presentation of budgetary information at the business meeting should be done. In addition for PR purposes, it should be mentioned at the meeting that they are getting a lot for their dollar. McCallum suggested that it would be helpful to have a financial sheet prepared and passed out at the Business Meeting. Burk indicated that other Societies print the balance sheet in the Newsletter along with an annual report. The Council agreed to this idea.

Ikeda questioned the Treasurer on support money for him to attend the Council Meetings. Burk stated that he should let the Treasurer or The Secretariat know how much money was needed. A policy would be developed on the level of support.

After continued discussion on the budget it was decided that the budget was in good form.

MOTION (Wilson/Fisher) TO ACCEPT THE BUDGET AS SUBMITTED. Motion carried unanimously.

6. Agenda Item I. F. – Executive Secretary Report:

The Administrative Roster was passed out to the Council and asked to be returned to Karen Irons with any additions, deletions or corrections.

7. Agenda Item II. Committee & Representative Appointments:

Travis named the new Committee & Representative Appointments to be as follows:

- A. Annual Meeting (North/North)
- B. Awards (Covello/Fisher)
- C. Chapter Liaison and Relations (St. Hiliare/St. Hiliare)
- D. Conference and Workshops (Haines/McCallum)
- E. Executive (Travis/Travis)
- F. Finance (Boykin/Boykin)
- G. Gifts and Grants (Wilson/Wilson)
- H. Governance (Hutt/Hutt)
- I. Liaison (Wilson/Wilson)
- J. Membership (Flamm/Travis)
- K. Nominations (Schwing/Travis)
- L. Publications (Garrick/Garrick)

7. Agenda Item II. Committee & Representative Appointments:

- M. Publicity (Cullingford/McCallum)
- N. Sections and Chapters (Whipple/Garrick)
- O. Subcommittee on International Relations (Molak/Molak)
- P. Historian (Covello/McCallum)

Travis stated that he would write letters to all Committee Chairs and their Council Representatives reminding them of their duties.

8. Agenda Item III. A. SRA Japan Section:

Travis introduced Saburo Ikeda, new Councilor representative from Japan. Ikeda stated that at the present time there are 250 members in the Japan Section, 10 being corporate members. They currently hold 2 meetings a year. One is their annual meeting which is a 2 day conference with 150 people in attendance, supporting 6 sessions. The other is a one-day Spring meeting with distinguished speakers. Ikeda also mentioned that they encourage Japanese members to join SRA. At the present time they are approximately 40 Japanese members in SRA.

9. Agenda Item III. C. - Next Meeting of the Council:

Burk stated that the Council has consistently met in March on a Friday. The meeting held last year was Friday, March 16. If the Council would like to continue with that pattern, the meeting could be set for March 15, 1991. The meeting is normally held in the Washington, D.C. area. It was decided that the Councilors would check their calendars and let The Secretariat know if there were any conflicts.

Wilson questioned if a policy has been established for the review of workshops and conferences. It was stated that the request goes to Yacov Haimes first to discuss details and to get committee approval. Then Haimes contacts the Treasurer to make sure that it is within the budget confines. Boykin stated his concern that if the Society is putting out money to make sure that the workshop is substantive and that we do not lose money. We do, however, want to encourage workshops.

Before closing Garrick wanted to remind the Council of the Probabilistic Safety and Assessment Management (PSAM) meeting to be held in February in Beverly Hills. 400 people are expected to attend.

Ikeda also mentioned that if anyone has a business in Japan to let him know. He would be more than happy to help arrange any meetings, etc.

10. Agenda Item IV. Adjournment:

MOTION (Boykin/Fisher) TO ADJOURN. The meeting was adjourned at approximately 7:15 p.m.

Submitted by:

Karen S. Irons  
Executive Assistant  
for The Secretariat

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