

**ANS Local Sections Committee Workshop and Business Meeting**  
**Sunday, June 14, 2009**  
**Atlanta, Georgia**  
**Hyatt Regency Atlanta – Hanover F**

**Workshop (8:00- 10:15)**

The meeting was called to order at 8:00 a.m. by Audeen Fentiman, LSC Chair.  
Meeting Agendas were distributed (ATTACHMENT #1)

Chuck Vincent called the roll of local sections. Eighteen local sections were represented:

Colorado	Michigan	Pittsburgh
Washington DC	Nevada	Columbia (SC)
Florida	Carlsbad	Oak Ridge/Knoxville
Idaho	Trinity	Virginia
Central Illinois	Niagara-Finger Lakes	Wilmington Area (NC)
Chicago	Delaware Valley	Austria

A workshop sign-in sheet was circulated (ATTACHMENT #2).

Audeen Fentiman outlined the goals of the workshop:

- Discuss tax, incorporation, and legal issues of importance to the local sections. Local section representatives present will receive information from the ANS attorney and provide feedback on the impact various options for dealing with those issues may have on local sections.
- Get updates from the revitalizing sections on their progress
- Get updates from the sections on efforts to “get the word out”
- Hear updates on various headquarters projects and administrative issues

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Jack Tuohy, ANS Executive Director, noted some recent events that have led to the discussion of the legal topics now. Points he made were:

- Student conferences are getting large and successful. Maybe those meetings need to be treated more formally.
- Wilmington, NC, local section wants to host a topical meeting, but the section is not incorporated. There is some question about whether it has to be incorporated.
- Mary Keenan has a great deal of experience with planning meetings and may be able to get a better deal with a hotel than a local section person who is making such arrangements for the first time.

- The ANS insurance agent has said that if a section is not incorporated, it is covered under the ANS insurance. If the local section is incorporated, it needs to purchase its own insurance.
- Local sections have been asked about their tax exempt status and some did not know whether or not they were tax exempt.

Terry Hutton, ANS attorney, provided some information and then took questions. Points he made were:

- ANS local sections are not tax exempt unless they file a Form 1023. Rather than file their own Form 1023, local sections can become tax exempt by being listed under the ANS umbrella. ANS simply puts the local section's name and address on the national organization's request for tax exempt status. (NOTE: Following the LSC meeting, new questions were raised about the feasibility of putting Local Sections under the ANS "umbrella". These questions were not resolved as of August 4, 2009. When this is clarified, information will be sent to Local Sections and it will be discussed at the next LSC meeting.) Starting in 2009, every not-for-profit organization has to file a form 990N (postcard) with the IRS. If you do not file one for 3 years, you lose your tax exempt status.
- If your gross income is greater than \$25,000 in a year, you must file the complete Form 990.
- Tax exempt status and incorporation status are independent.
- Incorporated sections must file an annual report with the state in which they are incorporated. If the state does not receive a report from you for some period of time, they dissolve your organization and send you a notice.

Questions and answers:

Q: Do you need to file a 990N if you are under the ANS exemption?

A: You have to file if you are tax exempt – regardless of how you obtained the exemption.

Q: Do you need an EIN (employer identification number)? Does it expire?

A: You need an EIN to open a bank account. It does not expire.

Q: How do we get listed under the ANS tax exemption umbrella?

A: ANS headquarters will send out a message on how to do it. (NOTE: Following the LSC meeting, new questions were raised about the feasibility of putting Local Sections under the ANS "umbrella." These questions were not resolved as of August 4, 2009. When this is clarified, information will be sent to Local Sections and it will be discussed at the next LSC meeting.)

Q: What are the advantages and disadvantages of incorporation?

A: If you are incorporated, you will not be covered under the ANS insurance policy. If you are incorporated, you can sign contracts with hotels, etc. as necessary to run a topical meeting. There is an expense associated with incorporation, and you have to purchase insurance which is estimated to be about \$2,000 per year.

Q: Where is this information in the ANS Local Section bylaws or rules or handbook or other documents?

A: The decisions about tax exempt status, incorporation, insurance, etc. are not ANS's. The information is not in the bylaws. We need to get that information into our operating manual.

Q: Does incorporation protect the officers and the members of the organization if they are sued?

A: National officers have legal protection. We have "director and officer" liability insurance. "General commercial liability" insurance is separate. Need to look at our bylaws to see whether they mention indemnification.

Q: Local sections use standard bylaws. Do they include indemnification?

A: Probably not. We need to review local section bylaws for indemnification.

(Reed Johnson noted that: B12-1 and B12-2 in the ANS bylaws cover indemnification and insurance.)

Q: Does IRS send us the 990N?

A: No. You have to get it on line. It's under IRS.gov under non-profits. Chuck Vincent will send the local sections the link.

Q: When do you have to file a 990N?

A: Five and one half months after the end of your fiscal year. We are late this year.

Q: When we set up a dinner meeting for the local section, are we signing a contract? Can we do that if we are not incorporated?

A: Yes

Q: Do we need to tell the local restaurant about our ANS affiliation and that we are covered by ANS insurance?

A: It is not clear which ANS insurance covers him.

A: If you have "apparent authority" and sign a contract as "ANS", the hotel or restaurant assumes you have the authority to sign.

Q: Does ANS insurance cover his transportation to and from a meeting?

A: Director and officer insurance does not cover personal injury.

Q: If you are incorporated, are you covered by ANS insurance.

A: No.

Q: If we are not incorporated and want a contract with a hotel, can the local section sign it or does national have to sign it?

A: We need an ANS policy on that. If it is a topical meeting, ANS national needs to sign the contract. If it is a local dinner meeting, probably not. The ANS meetings department staff is experienced with contracts and knows what to look for. Having them involved protects you.

Among Local sections represented at the meeting, the following are incorporated: Trinity, Oak Ridge, Idaho, Washington DC, Pittsburgh. Maybe Virginia is and maybe Chicago was in the past.

To find out whether you are incorporated, go to the website of the state's Secretary of State and look at the list of incorporated groups. If you are incorporated, your local section will be there. Every incorporated group must have a "registered agent" in the state of incorporation. ANS Headquarters has to file in New York and in Illinois. All communications from the Secretary of State to the organization go to the "registered agent". The listing for the registered agent has to be updated when the agent moves or a new agent is named. If the agent doesn't receive a letter from the Secretary of State and respond to it in the allotted time, the corporation is dissolved. A group named CT can serve as the registered agent for the local section.

Chuck Vincent and Audeen Fentiman will prepare a communication to local sections on these issues.

→Revitalizing Local Sections provided very brief descriptions of their current activities. Niagara-Finger Lakes (Ginna) and Central Illinois are just beginning the revitalization process. Delaware Valley and Wilmington Area Section (NC) are further into their revitalization. Representatives of all four groups will meet with LSC Chair and/or vice chair for more detailed discussions.

→Chuck Vincent, Staff Liaison to LSC, provided a brief overview of the Revitalization Program and how to become involved. He discussed benefits to a local section and the responsibilities involved. He referred interested local sections to the materials at <http://www.ans.org/about/committees/lsc/revitalize/> He also noted that there will be openings for local sections to begin the revitalization program in November.

→Workshop participants were asked about the impact of Utility Integration. Feedback suggested that the results are mixed. Some sections have noted increased activity support from utility organizations. Others have seen no specific impact.

→Chuck Vincent pointed out that reporting guidelines in "Local Section Revitalization: A Five-year Plan," at <http://www.ans.org/about/committees/lsc/docs/revitalizationplan.pdf> call for additional information in the 2009 Annual Report. Local Section chairs will receive info about Annual Report filing in an email message. The deadline for Annual Report filing is August 31.

→Chuck Vincent reported on progress of the ZIP CODE review, noting that mapping of membership concentrations has been accomplished for some states; however, overlays of ZIP CODE boundaries have not yet been added.

**Break (10:30-10:45)**

## **Workshop & Business Meeting (10:45-12:00)**

Workshop attendees gave feedback on the workshop session portion of the meeting, as follows:

- Good information on deadlines and reminders about forms that need to be filed
- Tony Hechanova (Nevada) wants help with Girl Scout outreach programs. They already have a program from Boy Scouts. It was noted that Candace Davidson at Penn State can help.
- Nevada is hosting a topical meeting next year. Mary Kennan from Headquarters reviewed the contracts.
- Learned about taxes and concerned about it.
- Wants the guidance from headquarters soon. Their section is just starting the incorporation process.
- Teri Ehresman said the Idaho Section paid for insurance when they had a topical meeting.

Workshop participants briefly summarized what they are doing to “get the word out”.

- Teacher workshops
- Award at the Virginia State Science Fair - \$250
- Work with a museum in Virginia on the history of nuclear power.
- Carlsbad section has monthly meetings to which the public is invited. Gives two \$300 scholarships.
- Carolinas section gives \$4500 in scholarships. Funding comes from dues and donations by Westinghouse and SCEG. Members speak to K-12 students,
- Delaware Valley is working on increasing membership – both individual and corporate. About 100 students participated in their Engineers Week program. They need help identifying college programs other than nuclear engineering (e.g. physics) they can talk to.
- DC section had representatives from both of the presidential campaigns speak at their meetings. They are working with Girl Scouts and K-12 students. They have a new outreach chair. Section wants to give a \$2500 scholarship. Invites science fair winners and their parents to the local section meeting.
- Pittsburgh section has science fairs and outreach to local universities without nuclear engineering programs.
- Trinity section supports the National Museum of Nuclear Science and History . They will have a series of book signings at the museum. Have an outreach leader. Work with Boy Scouts; have a free booth at the state fair. Do teacher workshops with a focus on the fuel cycle. Support NAYGN and student sections. Prepare hands-on activities for a science museum and change the activities periodically.
- Idaho Section. Areva flew 20 people to France to learn more about nuclear energy and come back and tell others. They do a 5-day teacher workshop for teachers from

all over the country and pay the teachers to come. This year they had several from Georgia.

- Nevada Section has two \$1000 high school to college bridge scholarships. They have an outreach subcommittee. Work with Boy Scouts. Worked with about 400 students in a DOE sponsored program. Got a local celebrity (weatherman) involved.
- Ginna Plant Branch (Niagara-Finger Lakes Section) working with the Rochester Museum and Science Center. It has a new energy display, and nuclear will be part of it.
- Florida Section. Students at the university work with K-12. Local section is providing information on the two new AP1000s to be built in the area. Responds to letters to the editor in local newspaper.
- Michigan Section raffles off digital Geiger counters at teacher workshops.
- Wilmington Section members are younger than in most local sections. Leaders don't think dinner meetings will work. Have a meeting with pizza in a local library room. Try to reach members and non-members before the meeting. Only a fraction of ANS members in the area are involved. Trying to reach out to more of them. Talking with community college students about what ANS does. Have a booth at River Fest.

## **Business Meeting**

The business meeting was called to order by Audeen Fentiman, Chair.

### *Agenda Item 1*

A meeting sign-in sheet was circulated (ATTACHMENT #3). A quorum was present.

### *Agenda Item 2*

Minutes from the November 2008 meeting (ATTACHMENT #4) had been posted on the LSC web page earlier. It was pointed out that in Agenda Item 4 regarding future voting via e-mail, the motion was made by Charlie Harmon, not Tom Harmon. (ATTACHMENT #5 revised minutes). The revised minutes were approved without dissent.

### *Agenda Item 3*

The Bylaws and Rules Committee is reviewing the updated process for electronic voting. It will be distributed after it is approved. The process will govern votes by the ANS Board of Directors. It will not govern voting in local sections. It may cover voting by the Local Sections Committee.

### *Agenda Items 4 & 5*

LSC members discussed what should be the role of a liaison to a local section.

- One way for local sections to make money is to hold topical meetings. But local sections often do not know what professional divisions want to hold topical meetings. Liaison should provide a link between local sections and professional divisions.
- Local sections could help sponsor an ANS national meeting. The local section can organize tours, spouse programs, etc. Liaison could help local sections be aware of opportunities to get involved with national meetings.

- Liaison can provide information on what happened at the LSC meeting to those sections that did not send a representative.
- Headquarters should send the liaison's name and some contact information to each local section.
- Personal contact is important.
- Contact with plant branches is difficult. The plant branch members can't afford to attend the national meetings, and they often cannot get people at the plant to hold a meeting. Utility Integration Group may be able to help with that.

Chuck Vincent and Audeen Fentiman will revise the description of the liaison process.

It is also important to get a list of which sections are no longer active (do not have a contact person who will respond to messages) and have liaisons focus on contacting those sections that will respond.

#### *Agenda Item 6 – Other Business*

The possibility of local sections submitting one-page quarterly reports was discussed. The general response was quite negative. Local sections don't want to submit reports unless they know how the reports will be used. Activities worth reporting can be described in an article submitted to ANS News.

One suggestion was that each local section put ANS Headquarters on their distribution list for local section meetings and events. Then Headquarters would be aware of all of their activities. Chuck noted that a special e-mail address would probably need to be set up for such submissions.

#### *Agenda Item 7 - Adjournment*

The meeting was adjourned at 12:00 noon.