

System Safety Society Executive Council  
2006 Meeting Minutes  
Marriott Hotel  
Albuquerque, New Mexico

Sunday July 30, 2006

A. Opening: The first session of the Executive Council (EC) meeting at the 24<sup>th</sup> ISSC was called to order by the System Safety Society President, Larry Jones, at 8:00 am on July 30th. President Jones welcomed the Executive Council members and guests to the meeting. Members and guests were asked to identify themselves and their office or chapter affiliation. Among the guests, was Ronald (Ron) Welch who is the acting President of the Southern California Chapter which is in the process of being re-activated. (A list of attendees is provided as Attachment 1 to the minutes.)

B. Acceptance of Written Proxies: The Call for Proxy submittals by the President was followed by a brief discussion of Proxy procedures.

The following Proxies were accepted.

1. Georgia Chapter - Barry Hendrix given by Chapter President Odell Ferrell.
2. Sierra High Desert Chapter - Jerry Banister given by Chapter President Stephan Bussell.
3. Northwest Chapter - Jerry Banister given by Chapter President John Hinckley.
4. Twin Cities Chapter - Bill Blake given by Chapter President Patrick Norris.

C. Acceptance of Agenda: President Jones provided an overview of the meeting agenda and his goals for the meeting. The President concluded by offering a motion for acceptance of the agenda. The motion was seconded by Director Jerry Banister.

EC 2006 Motion 1 - EC to accept the President's proposed Agenda for the 2006 EC Meeting. The motion passed by voice vote with no opposed votes voiced.

D. Rules of Order (Conduct): The Executive Vice President, Melissa Emery gave a short presentation on "Rules of Conduct" which should be the basis for the conducting of the EC meeting. She outlined the Society rules that facilitate Society business and assure the fair treatment of all of the participants. Executive Vice President Emery also reviewed the requirements for the passage of different types of motions (membership, levels of expenditure, and Code of Ethics violations).

Reference Presentation Charts – *EC T3 Rules of Conduct*

E. Approval of 2005 Minutes: It was moved by the Executive Secretary and seconded by the Executive Vice President that the 2005 minutes be approved as updated on July 24, 2006. Two corrections noted during the ensuing discussion were made via an amendment offered by Winners Circle President Niles Welch. The amendment was accepted by the Executive Secretary and the amended motion was presented for an EC vote.

EC 2006 Motion 2 – EC to Approve the Minutes of the 2005 EC meeting as amended. The motion passed by voice vote with no opposed votes voiced.

## F. Officer Reports:

1. *President* - President Larry Jones spoke about Society Year 2005-6 achievements. There was growth both in number of chapters (currently 19 are active) and in the United States individual membership. There were several chapters actively involved in the International System Safety Conferences (2005, 2006 and 2007 planning). The President's service as the Society's representative on Board of Certified Safety Professionals (BCSP) and his role as President of the BCSP gave the Society international visibility and opportunities for networking. President Jones noted several Society management activities including: review of Society web site improvements; the President's Articles in the Journal of System Safety (focus on value added System Safety); coordinated Annual Report inputs and inputs to the Constitution/By-law review. There was also an Executive Order issued to establish a new Operating Vice President (OVP) of Professional Development Materials.

### Reference Presentation Charts – *EC 1 President Report 2006*

2. *Executive Vice President* – Executive Vice President, Melissa Emery, reviewed accomplishments for past year. Activities and achievements included the submittal of the of FY05 Annual Report and the support of the Society President. The Executive Vice President also conducted a review of the Society Constitution and Bylaws which will be reported as a separate agenda of this EC meeting. For the year 2006-7, the focus will be on three activities: the development and submitting of changes to Constitution, By-Laws and Operations Procedures (correction, consistency, and usability); the Annual Report and the support of the Society President. Vice President Emery identified no issues for discussion, but will make a separation presentation on a Memo of Understanding (MOU) proposed by the International Association for the Advancement of Space Safety (IAASS).

### Reference Presentation Charts – *EC 2 Vice President Report 2006*

3. *Executive Secretary* - Executive Secretary, John Livingston, reviewed accomplishments for the past year including conducting of 11 EC votes via e-mail (5 Membership upgrades, 3 new positions, 2006 budget, web page update and a chapter re-activation). The 2005 EC Minutes were prepared and submitted (First draft March 29, 2006, update for approval July 24, 2006 (approved at the 2006 EC)). Issues noted were the need for timelier Meeting Minutes and improvement in Action Item notification and status. Plans and goals for 2007 will focus on a timely preparation of the EC 2006 minutes and periodic updates of the status of the EC Action Items. The discussion of the presentation included a suggestion that the Society web page might provide a means for improving the conducting of EC business between the EC meetings (which is currently done by exchanges of e-mails). President Jones assigned an action to pursue the use of the Society web site.

EC 2006 Action Item 1 - Develop a Society Web Page for e-mail discussions and EC Voting, assigned to John Livingston and Ann Waterman.

### Reference Presentation Charts – *EC 3 Executive Secretary 2006*

4. *Treasurer* – Treasurer, Mary Ellen Caro, reviewed the Budget for FY 06 (Accepted as amended at FY 05 EC meeting). While the Budget had identified a potential deficit of \$21,670, the actual income and expenses for FY 06 had resulted in a positive carryover of \$47,731. Income gains in Society membership, the San Diego Conference income, System

Safety Analysis Handbook income and RAMS reimbursement more than offset increases in expenses for postage and shipping and the costs associated with the Society web site. Society accounts as June 30, 2006 totaled \$270,440.59. For the FY 07 budget, a conservative estimated income and added expenses from a new line item for Employee Benefits and a projected rise in publishing/ mailing costs resulted in a negative carryover of \$ 37,761. There was a general discussion about presenting a “balanced” budget (probably via higher expectations from the Conference income). Pros and cons of a balanced budget have been discussed in the past several EC meetings. Some concerns were expressed about the need to increase the reserves for “rainy” day situations. President Jones referenced a later agenda item on the Budget Process.

#### Reference Presentation Charts – *EC 4 Treasurer Report 2006*

#### G. Director Reports:

*1. Conferences* – Director of Conferences, Jon Derickson, reviewed the general responsibilities of the Director of Conferences and Symposia. He addressed the specific requirements for the annual International System Safety Conference (ISSC) including; the preparation and maintenance of a 3-5 year plan for conference sites; providing guidance to each conference committee; monitoring the progress of the conference committee; conducting a post conference financial audit and seeking opportunities for cooperation with other complementary organizations. For other conferences and symposia, the Director is to encourage and assist chapters and regions (through Regional VPs) to sponsor mini-conferences and symposia in their geographical areas on topics of specific interest.

The Director’s summary of FY06 activities noted the closing of the San Diego Conference books with net proceeds to the Society of \$81,132.80 and to Sierra High Desert Chapter (for conference support) of \$14,712.20; the search for the 2008 Conference site (visits in Vancouver and Whistler BC, Canada); and the ongoing efforts with the Albuquerque team for the 2006 ISSC and with the DC Chapter for Baltimore in 2007. He also alluded to doing an initial look at Louisville for 2009.

Plans for FY07 include; site selection for the 2008 ISSC, work with the Baltimore team for 2007 conference, updating the Conference Planning Guide and the development of a conference planning template and tools to make conferences more “turnkey”. He also plans to establish OVP’s to improve continuity of conference services and to provide better service to conference planning team.

Discussion topics included a method to encourage conference teams to turn in financial reports and close out conference books by imposing penalties for late reports (after 6 months – forfeit 25% of proceeds, after 9 months – forfeit 50% of proceeds, after 1 Year – forfeit all proceeds). Director Derickson noted that the current conference splits with the chapters is 50% of the first \$5,000, then 10% of profit 5,000 to 75,000 and 25% of profit above 75,000.

Then he asked the question, “How much profit does the Society expect from our conferences?” “As the profit requirements go up, do we need to adjust the conference splits?” The questions led to a general discussion of the dominate role of the conference proceeds in the Society income and the need for assuring sufficient “rainy day” reserves to protect against a future conference financial failure.

Director Derickson concluded his presentation with several charts that described his proposed to improve quality of service to conference planning by adding several OVP positions reporting to the Director of Conferences. There would be five OVP's reporting to the director of conferences: OVP of Registration and Finances; OVP of Sponsors, Exhibitors and Speakers; OVP of Facilities and Guest Services; OVP of Technical Program and Tutorials and an OVP of Publicity, Media, and Web Services. The OVPs would hold 4 year terms that span the director of conference's term (change at the mid-term for the Director of Conferences). After discussion of the pros and cons of the proposal by members of the EC, President Jones stated that further work needs to be done to address the relationship of the proposed OVPs with the current conference planning teams.

A special presentation about the selection of the site for the 2008 ISSC will be made on the second day (Monday) of the EC meeting.

#### Reference Presentation Charts – *EC 5 Conference Report*

2. *Government and Inter-Society Affairs* - Director Geoff McIntyre noted the EC approval of his recommendation for American National Standards Institute (ANSI) participation (1/9/06) via Dr. John Etherton's membership on the Accredited Standards Committee (ASC) of the ANSI. The support is provided at no cost to the society and a short annual report on activities will be submitted to Director of Government and Inter-society Affairs. Other activities included outreach to the American Society of Safety Engineers (ASSE) and maintaining networking dialog with American Industrial Hygiene Association (AIHA). He also promoted the Society during invitational travel to Bangkok and personal travel to Singapore.

#### Reference Presentation Charts – *EC 6 Government and Inter-Society Affairs Report 2006*

3. *Membership Services* - Director Russ Mitchell reported on several activities for Membership Services in the past year. While US membership has grown by 31 to 752, international membership dropped by 55 to 106.

*On Line Services Exploration* - In San Diego, two Yahoo groups were established: one to support the Sacramento "Internet" chapter and a special use group dedicated to fault trees. The groups were equipped with chat, newsgroups, file storage, a mail server, database support, a calendar function and other features to enhance the groups' activities. The tools were free and both individual and canned support were made available. Neither group has had any activity since the conference. Need to find out if the problem is with the users or the equipment.

*Journal Article –What benefits are best?* – The article solicited reader comment and feedbacks regarding what benefits were most valuable. The request was open ended (no cutoff dead line). One response was received which noted the Journal was of highest value to the reader.

*Employee Health Insurance* - Several candidate policies were reviewed, but not many fit the Society needs. Anthem Blue Cross - Blue Shield provided the greatest range of options with virtually nationwide utility. Most offerings came in at or about \$1000/month, therefore Director Mitchell is promoting \$1000/month as the budget number. More details are provided in a later presentation.

*Internet Security/Membership Database* - Last year there was some discussion about making the membership database available on line in some form or another, either to members or to the EC and chapter officers to facilitate their work with membership. The general consensus was that identity theft and exposure due to hacking was too great a risk for our membership information on line.

Now we have high speed internet access for the office. Due to the broadband connectivity, our own server resources may be at risk to hacking. Firewalls and other internet security features must remain up to date. For this year, Director Mitchell will work to improve processes and process documentation. Director Mitchell will focus on keeping them accurate and current. He wishes to build on the experience of the conference's capturing processes and striving for more "turn key" solutions for his area of responsibility.

#### Reference Presentation Charts – *EC 7 Membership Services Report 2006*

4. *Publicity and Media* – Director Ann Waterman presented several accomplishments since July 1, 2005. There was a complete redesign of web site including improving overall appearance. The entire site was converted from .html to .php to allow for database functions (requested at last year's EC meeting). The Hive was recreated and re-launched with safeguards. New sections were created for EC documents, stationery and logo files. Job listings and the home page were kept current with response time reduced from several weeks to 24 hours. She has assisted several chapters with their web sites. Director Waterman has streamlined and reorganized the Society site's file structure. She implemented Society email addresses for different site functions and would like to implement more, especially for responding to inquiries about the Society. Web site plans for 2006-2007 focus on enhancements and new features: implement a Members Only area (if the EC wishes it); implement PayPal option for membership fee and to continue with site updates and maintenance.

Director Waterman addressed several accomplishments for Publicity (including Marketing). Numerous press releases were sent to newspapers in areas where society and chapter officers live and work. She exchanged web site notices with like organizations and began organizing a database of publishable photos. Director Waterman also created letterhead and slide templates, along with correct Society logo files, and made them available on the Web. Plans for 2006-2007 include more of the same and trying to enforce Corporate Identity standard across the Society. She will work to find new ways to attract new members and corporate members.

Media accomplishments included adding a full-color cover to the Journal of System Safety (JSS) and then a full-color inside cover to the JSS. Add revenue was increased. Some pages and features (in both the print and the e-edition) were redesigned to be more attractive and to coordinate with new web site design. In response to an EC request, Director Waterman tracked hits on the *eJSS* to determine whether it is a good investment. Tracking results shows that readership is comparable to (or even better than) the print edition. Some groundbreaking articles were published and there was increased dialogue among readers and submitters.

Three issues were presented; the mailing budget for *JSS* (budget cycle problem), *JSS* keeps getting bigger and the web site is a tremendous time commitment requiring immediate responses. More specialized technical knowledge is required every day. Director Waterman raised the question: "Do we need a Director or OVP of Technical Resources?"

The Director provided a solution for the current “Conflict of Interest” issue of having the Director of *Publicity and Media* also being the publisher of the *JSS*. Mr. Dave Davis (the *JSS* layout and production editor for the past two years) will take over as publisher by Jan. 2007.

Reference Presentation Charts – *EC 8 Publicity and Media Report 2006*

5. *Education and Professional Development* - Director Steven Matern addressed four major topics in his presentation; education, professional development, professional development materials and awards. The OVP for Education, Jim Gibbons, resigned in the 4th Quarter 2005 and was succeeded by Mr. Larry Gregg. In the upcoming year, the new OVP will update the education portion of the Society website and the education and database resources. Mr. Gregg will also participate in the initiatives on System Safety Competency and Common Best Practice. The major activity for the OVP for Professional Development, Marty Sullivan, was the in-depth review of membership upgrade applications and providing recommendations for upgrades to Executive Council. In the upcoming year, OVP Sullivan will document the upgrade request and review process (procedure) and provide recommendations to EC for any needed improvements. He will also participate in the System Safety Competency and the Common Best Practice Initiatives. For the OVP for the new area of Professional Development Materials, Jim Gibbons, the major activity for the past year was an in-depth review of the System Safety Analysis Handbook. In the upcoming year, OVP Gibbons will finalize the update of the System Safety Analysis Handbook and the marketing strategy for the Handbook as a revenue generator for the Society. He will also be part of the System Safety Competency and the Common Best Practice Initiative.

Reference Presentation Charts – *EC 9 Education & Professional Development Report 2006*

6. *Chapter Services* – Director Jerry Banister noted several accomplishments for Society Year 2006 which included the reactivation of the Saguaro chapter in August 2005 and initial steps in reactivation of the Southern California chapter. The Southern California chapter held meetings at Jet Propulsion Lab (JPL) on September 29, 2005 and June 27, 2006. All 19 of the current chapters are active with 16 submitting annual reports. Other activities presented were recommended EC Agenda Items (Chapter Presentations, Chapter Reimbursements, and New Chapter Seed Funds). Director Banister also recommended a Society policy change to base all Society business on the Society Year (SY) (Budget, Awards and EC Votes). He identified three issues that need to be addressed; continuing chapter reactivation and formation, the updating of the Society Constitution and Operational Manual and the new member/new chapter member policy.

During the discussion about the members and chapter membership, questions were raised about the process to notify chapters (Presidents) of Society members in their area. President Jones assigned Director Banister the action to work with Director Mitchell to development a process to notify chapters of members in their area.

EC 2006 Action Item 2 - Director Banister to work with Director Mitchell to development a process to notify Chapters of members in their area.

Among the goals for next year is the reactivation of the Ohio and Florida Chapters.

Reference Presentation Charts – *EC 10 Director of Chapter Services Report 2006*

7. *International Association for the Advancement of Space Safety (IAASS) Proposal* - Vice President, Mellissa Emery reported that the Society had been approached by the President of IAASS, T. Sogobba, about a Memo of Understanding (MOU) for areas of cooperation between the two societies. The System Safety Society By-Laws has provisions for written agreements for "Cooperative Organizations" that promote mutual interests. Such agreements must be approved by a quorum of the Executive Council. While most provisions of the draft MOU were consistent with the Society By- Laws, potential issues with the draft included a provision that the societies shall refrain from initiating or undertaking activities which are in the domain of the other organization. (There are potential overlaps.) After some discussion, it was agreed that discussions with the IAASS should continue within the context of the Society By-Laws.

Reference Presentation Charts – *T4 IAASS MOU*

8. *Distribution of Conference Proceeds* – There was a general discussion about the share of the proceeds "needed" by the Society. The current conference split the with the chapters is scaled to the "profits" from the conferences (50% of the first \$5,000, 10% of profit - \$5,000 to \$75,000 and 25% of profit above \$75,000). Some support expressed for changing the last break point from \$75,000 to \$65,000.

9. *Budget Process*- The discussion centered on the relationship between the budget and the Society goals. What are fair rates for dues and membership fees? President Jones noted the Strategic plan covers 3 years with specific goals. The need for a Business plan was discussed. President Jones closed the discussion with the assignment of an action item to form a committee to develop a Business Plan based on the Strategic Plan goals.

EC 2006 Action Item 3 - Develop a Business Plan based on the Strategic Plan assigned to Larry Jones and Mary Ellen Caro. Draft is due 30 days after the update of the Strategic Plan

President Jones adjourned the EC meeting for the day at 5:00 pm.

Monday, July 31, 2006

A. Opening Remarks: The second session of the 2006 EC meeting at the 24<sup>th</sup> ISSC was called to order by System Safety Society President Larry Jones at 8:05 am on July 31, 2006. President Jones provided a brief summary of the Sunday discussions and agenda topics. President Jones confirmed the Proxy Status for today's session.

B. Presentation of the Candidate Sites for the 2008 ISSC: Mr. Jeff Joyce presented the results of the selection team review of two proposed sites for the 2008 ISSC. Both of the sites are in western Canada; Vancouver, BC and Whistler, BC, a ski resort 60 miles north of Vancouver. In Vancouver, three hotels were evaluated in the downtown area. The Fairmont/Sheraton was selected by the committee as the best combination of facilities, location and cost. It was noted that attendees would not need cars. The hotel agreed to the current US government per diem rates (\$169 US vs. standard rate of \$250-400 per night). There are many shops in area. It is only ten blocks to the beach. US Attendees will need their passports.

Whistler is a resort area best know as a ski resort, but it has many year-around attractions. The Fairmont Chateau hotel was an outstanding facility with all of the needed accommodations. The committee offered the EC three options for at advisory vote:

1. Spilt the conference between Vancouver and Whistler,
2. Hold the whole conference in Vancouver,
3. Hold the whole conference in Whistler.

During the discussion of the options, it was noted that Whistler had many activities that would appear to the members with young family members. Concerns were raised about the logistics of the “spilt” site option.

The adversary vote was taken by a show of hands. The results of the vote were:

Split between the two Sites	Votes for 0
Whistler	Votes for 5
Vancouver	Votes for 10

Director Derickson and the 2008 Conference Planning Team will proceed with arrangements for 26 ISSC to be held in Vancouver, Canada.

Reference Presentation Charts – *T9 2008 Conference Proposal*

C. Staff Benefits –Insurance: The Director of Member Benefits, Russ Mitchell, reviewed his investigation of health insurance options for our Society employee. He looked at a number of different policy options, but no options were “wonderful” for insuring one employee and family. Blue Cross Blue Shield Anthem provided the best “mix and match” options (7 different levels and option sets). He also compared “Key Care PPO” to “Virginia Standard”. Both plans have a wide range of deductibles and various coinsurance options. The range of monthly payments for “Virginia Standard” was lower. Director Mitchell recommended a basic plan with provision for a health savings account. For an example, he cited a plan with a cost of \$718 a month (\$8616 per year) and that has a \$1500 deductible per year. By allocating \$1,000 per Month (\$12,000 per year), there would be \$3384 for a health savings account which would be ample to cover the out of pocket expenses (deductibles). The following motion was moved by Chris Pickrell and seconded Warren Naylor.

EC 2006 Motion 3: The Society to provide Society employee (Cathy Carter) with “health savings account funding” from the reminding balance of the \$12,000 Society allocation for employee health insurance. Voting was conducted by a formal ballet. Motion passed by a vote of Yes, 26; No, 0; Abstaining, 0 and Not Voting, 4. (See Attachment 2)

Reference Presentation Charts – *T5 Insurance Slides*

D. Board of Certified Safety Professionals (BCSP) Report: President Jones provided an overview of his past year in the office of President of the BCSP. The topics included: transportability of credentials MOUs (Australia, U.K. (Institute of Occupational Safety and Health (IOSH), Canada and Singapore); the Corp of Engineers Facility construction design requirement for specialty knowledge in system safety and fire protection; the new BCSP facility in Champaign, Illinois (to start construction in 2007) and the effort to establish Certification of Government Personnel (Army, Navy, OSHA and NASA). The President also discussed the Graduate Safety Practitioner (GSP) designation which is a new path to certification (added to General and Waiver paths) available to graduates of safety degree programs that meet BCSP Qualified Academic Program standards. As noted in his opening remarks, BCSP related travel (Chicago, Australia, and Washington, DC) has also been good opportunities for System Safety Society networking. Members were reminded about the CSP



recertification points and the Continuance of Certification (COC) quizzes available to Certified Safety Professionals (CSPs) at <https://www.bcsp.org/rqms>. There is no limit to the number of COC points CSPs may earn through the recertification quiz program.

Reference Presentation Charts – *EC T1 BCSP 2006 Report*

E. Election Process: President Jones reviewed the Society election process. Next year all of the Officers (President, Executive Vice President, Executive Secretary, and Treasurer) and 3 Directors (Education and Professional Development, Chapter Services and Conferences) will complete their terms in office and elections will be held to fill the positions. The terms will begin July 1, 2007 (new Society Year). Members are not allowed to serve two consecutive full terms in the same office or hold concurrent offices. Nominees must be currently a Professional Member of the Society (Fellow member, Senior member, Member). Nominees for President must be at least a Senior member.

The Nominating Committee is appointed by Society President with advice and consent of the EC. The Committee consists of at least 5 voting members. At least one must be a current or Past President of the Society. President Jones appointed Past President Paul Kryska to head the Nominating Committee.

President Jones outlined the schedule for the nominating process with the committee nominating at least two candidates for each open office and more candidates for Directors than the number of positions to be filled. The slate of nominees shall be approved by a quorum of the EC. After concerns were raised about the quality of past nominee biographical information, President Jones assigned the following Action Item.

**EC 2006 Action Item 4** - Develop a format/guidance for the preparation of Bios for Society Office Candidates assigned to Director of Publicity and Media, Ann Waterman.

Reference Presentation Charts – *T2 Election Process*

F. Volunteer Recognition: Director Mitchell noted the good work of OVP Ron Woolley. He is doing a useful and important service providing focused efforts, showing team building potential and providing a sounding board for ideas. President Jones offered to provide a letter of recognition. It was also suggested by a member of the EC that formal certificate be included.

G. Society dues billing cycle change: President Jones suggested moving the Society business cycle to Calendar Year from the current Fiscal Year. He asked for inputs and discussion. Most of the comments made were favorable.

H. Broadband service – email change: The Society office is now equipped with a broadband internet link. The new email address is [systemsafety@system-safety.org](mailto:systemsafety@system-safety.org). The Society web site will include e-mail addresses for the office (Headquarters), the *Journal of System Safety* Technical Editor and Director of Publicity and Media.

I. Chapter Reimbursements - Director of Chapter Services, Jerry Banister, presented the Chapter Reimbursements for 2006. The following Table lists the Chapters that met the requirements for reimbursement.

Chapter	Amount
Bay Area	\$95.00
Central California	\$30.00
Eastern Canada	\$85.00
Georgia	\$75.00
Houston	\$130.00
Los Alamos	\$40.00
New England	\$190.00
New Mexico	\$175.00
North Texas	\$40.00
Northwest	\$145.00
Sacramento	\$20.00
Saguaro	\$95.00
Sierra High Desert	\$125.00
Singapore	\$50.00
Tennessee Valley	\$445.00
Twin Cities	\$70.00
Washington DC	\$1,035.00
Winner Circle	\$55.00

One chapter, Germany, because of charter requirements, does not participate in the Reimbursement program. There was an extended discussion of using the Society membership data base versus the use of chapter submitted data. Director Banister submitted his recommendation for EC approval.

EC 2006 Motion 4: EC approval of the Proposed Chapter Reimbursement for the Society Year 2006-7. Moved by Jerry Banister and seconded by Chris Pickerell.

During the discussion of the motion, an amendment “to pay the Chapters per the Society Membership Database” was moved by Jon Derickson and seconded by Melissa Emery. President Jones called for vote on the amendment by a show of hands. Amendment failed by a vote of 6 Yes (for) and 16 No (against). President Jones then called for a Vote on the original motion. The motion passed by a vote of 22 Yes, 1 No and 1 Abstaining.

President Jones assigned the following action to address the need to update the Chapter information in the Society membership database.

EC 2006 Action Item 5: Develop Data base improvements for identifying membership for Chapter Reimbursements addressing all chapter members.

#### Reference Presentation Charts – *EC Chapter Reimbursements 2006*

J. Chapter Presentations: Before the chapter presentations, Director Banister noted that all of the active chapters had submitted their annual reports and the Chapter EC presentations were optional.

1. *Tennessee Valley* - Chapter President, Don Swallow, made the presentation. Mr. Swallow listed the officers for the 2006-2007 Chapter year. The chapter is planning a full program to meet the SSS and Chapter's Goals. Meetings this year will include a Chapter Officer's Meeting each quarter. The first officer's meeting was held on 7/24/06 and others will be scheduled for balance of the year. The chapter meetings will continue at lunch time on the 3rd Wednesday of each month as in the past. Plans are in place to cover the submittal of chapter information to the Society. Activities to promote Society membership have been defined. Mr. Swallow presented a chart that compared the 2005-2006 goals and the chapter's accomplishments in the past year. The plans and goals for 2006-2007 were also presented. The issues and challenges center on the promotion of System Safety within the community and being "Value Added" to chapter membership including remotely located members. The chapter will also promote interaction, joint activities with other organizations (e.g., ASHMM, ASSE, NSC, HATS).

Reference Presentation Charts – *TVC Report (2006)*

2. *Eastern Canada* – Chapter President, Bob Fletcher, started with a listing of the officers elected in the chapter's first election since its formation. Returning for a second term were the President (Bob Fletcher) and the Treasurer (Gerry Einarsson). Chapter President Fletcher reported that the chapter presentation activities (5) have been reasonably strong and well attended by local members (good speakers, interesting material and opportunities to involve new people). The chapter made DVDs of the presentations which were distributed to the members in the outlying area. Several administrative, executive and committee meetings were led; as well as, several promotional activities. One newsletter was created and distributed via email and placed on the chapter website. Goals for this year include: to maintain and to grow the local chapter outside of Ottawa; to help start at least one other chapter in Canada within 2 years; to support the 25<sup>th</sup> ISSC and to support 26<sup>th</sup> ISSC in 2008 (possibly hosted in Vancouver). Concerns centered on the challenges in maintaining a chapter that covers a large geographic area. Chapter members have been exploring the possibility of having one chapter to unite the whole country with the option of starting new chapters as the numbers in the various locations increase. It is uncertain how to best encourage continued growth throughout Canada and how to sustain the satellite groups which connect to the Ottawa based chapter.

Reference Presentation Charts - *Eastern Canada Chapter EC Report (2006)*

3. *Singapore Chapter* – Chapter President, Michael Tan with the support of the immediate Past President, Onn Eng Ling, made the presentation. Chapter efforts are focused on building up the chapter activities to promote growth including: outreach efforts within Defence ecosystems and other organizations; sharing sessions (a primary activity for networking); System Safety courses (for equipping participants to do the work) and using the "Chapter Affiliate" membership plus the chapter website launch to build a critical mass of chapter members. Chapter System Safety seminars were held on November 5, 2005, February 10, 2006 and July 16, 2006. System Safety management training courses were held on February 6 and 19, 2006. (Each were 5 day sessions.) Additional efforts for this year are encouraging 25<sup>th</sup> ISSC papers, preparing for a System Safety Conference in Singapore in April of 2008 and enlarging Ex-co to include SAF & non-defence members. There were questions raised about the chapter use of "Chapter Affiliate" membership. Society President Jones cautioned that it could cause confusion with the Society membership levels and it should not be used in a manner that would indicate that it is an "official" classification.

Reference Presentation Charts – *Singapore Chapter Report 2006*

4. *Washington DC* – Chapter President, Warren Naylor, reviewed the chapter's activities during the past year. The chapter continues to grow with a total 236 Members in the 5 states that the chapter covers. Mr. Naylor listed the current officers which were elected in October of 2005. He summarized the chapter's financial report. The level of activity in this year's ISSC reflects its active membership. The chapter needs to continue to build. The start-up activity for 2007 ISSC has produced a new "heartbeat" for the Chapter. The chapter boundaries have been expanded to cover the east coast from New York State to the state of North Carolina. The 25<sup>th</sup> ISSC Conference planning team is meeting bi-monthly. The chapter executive council is meeting bi-monthly and chapter meetings are held quarterly. The Chapter has developed a web page and given chapter awards.

Reference Presentation Charts – *DC Chapter Report 2006*

5. *Winners Circle* - Chapter President, Niles Welch, provided background on the chapter's 2006-2007 goals. The Chapter covers Indiana and Kentucky. The Chapter was approved by the EC on June 30, 2005, currently has 14 members and has completed one full year (plus one month) as a chapter. The Chapter's web site is being updated on a regular basis. Under issues, Mr. Welch noted that determining who is in our chapter has been difficult. He has tried to find out which SSS members actually live in Kentucky and Indiana, since August 2005. Members who list only their employment address do not always show up as potential chapter members in the area where they live. He suggested that both business and residence addresses be part of the registration and membership applications.

Reference Presentation Charts – *WCC President's Report 2006*

6. *Informal Chapter Presentations*: The following Chapters give brief summaries of their activities in the past year.

- Sacramento (Lee Flint) - The chapter will meet at the conference. One meeting was held in the past year. Need to work on members in the area.
- Georgia (Berry Hendrix) – Officers are working to build up the chapter. In the past year the chapter held two general meetings and four officer meetings. The meetings are held in Atlanta with telecon links to "off-site" members.
- Twin Cities (Bill Blake) – The chapter is out reaching to potential members. The chapter held two meetings during year. The chapter continues to work with the University of Minnesota. The new officers are working to build the chapter membership.
- Saguaro (Bob Cade) – It is a small chapter trying to build membership. Held joint meetings with other groups in area. The chapter is short of active members.
- Northwest (Jerry Banister) – The chapter held two meetings in the past year. There are seventeen members in the area.
- Bay Area (Mike Jeung-Wesoloski) – The chapter has small membership, but still supports the local science fair. Members are working to reach new members.
- Central California (Dan Strub) – The chapter held two meetings. The spread of the membership across the area makes it difficult to have meetings.
- Los Alamos (Theresa Rudell) - A chapter member present reported that the chapter held two meetings during the year. Plans are in work for Officer Elections.

K. Summary of Constitution: Executive Vice President Emery summarized the Society Constitution by individual Article: Article I, Name and Purpose; Article II, Membership;

Article III, Organization Structure; Article IV, Management; Article V, Tenure, Nominations and Elections; Article VI: Meetings; Article VII, Bylaws and Article VIII Amendments. Article IV details the role of the voting membership, the Executive Council (EC) and the duties of the Society Officers. Article V details the terms of the Officers (2 years) and the Directors (4 years). That Article also addresses the nomination and election processes. Article VII provides the propose of the By-Laws (The current By-Laws are the subject of a separate presentation.).

The following items were the subject of further discussion during the presentation.

- Article II, Section 2.2.2: “The designation of Fellow Member shall not exceed three percent of the total membership in any one Society year”. The discussion was about what should be the limitations on the number of Fellow members. Keeping “limited to 3% “could allow a large number of candidates. Changing to “not more than 2 to year” would be a stronger limit. The OVP for Professional Development, Marty Sullivan, cautioned than any changes should be carefully considered.

Ways to encourage candidates for Fellow status were discussed and it was noted that the number of Senior members currently eligible to upgrade is limited. (There is not an issue of too many candidates at the present time.)

- Article II, Section 2.4: “The Membership Committee will notify members in good standing within 60 days of their having attained eligibility to apply for promotion to a higher grade of membership.” The current system is not consistent. President Jones assigned an action to Director Mitchell to develop a Process to notify members of their eligibility for membership upgrades.

2006 Action Item 6 - Develop a Process to notify members of their eligibility for membership upgrades assigned to Russ Mitchell.

- Article II, Section 2.5: (Dues for the various membership grades) General discussion about notification process and need to make the local chapters aware of pending “drops”. President Jones assigned an action to Director Mitchell to develop a notification process.

2006 Action Item 7 - Develop a Process for notification of dropped membership because of non-payment of dues assigned to Russ Mitchell.

- Article III, Section 3.3: “Standing committees of the Society shall be Professional Development, Membership, Conference/ Symposium, and Education.” Vice President Emery noted that the committee list needs to be updated.
- Article III, Section 3.5: (Chapter Organization/activation) - Some discussion about the definition of an active chapter (least two meetings during the Society year) and the process revoking the chapter charters. (Director Banister questioned the current “three consecutive years” requirement.)

Reference Presentation Charts – *EC T06 Summary of Constitution*

L. Summary of By-Laws: Executive Vice President Emery summarized the Society By-Laws by individual Article and Section: Article I, General (establishment and revision of by-laws per Article VII of constitution, BSCP representative, PE Representative, Motto); Article II Membership (Level –Fellow, Senior, Member, type – Affiliate, Member Emeritus, Honorary, Student, Corporate Member and Cooperating Organization). Commenting on Article II, Vice President Emery asked: “Who’s the FD committee, who is the Membership committee, what is a cooperating organization and could this be IAASS?” Article III identifies the Fundamental Principles and Canons: Section 1, the methods to uphold and advance the integrity, honor and stature of the System Safety profession; and Section 2, the seven fundamental canons. Article IV provides guidelines for use with the fundamental canons of ethics. Article V defines the Society Awards: Section 1, Category of awards; Section 2, the award process and Section 3 publishing in the System Safety Professional Handbook.

The following items were the subject of further discussion during the By-Laws presentation.

- Article II, Section 3 – She will recommend removing the reference to a Handbook defining Qualification Evaluation factors.
- Article II, Section 4.4, Honorary Members - The Section has a provision that “No more than two individuals in the Honorary Member category may be elected in any one Society year”. The Vice President wondered if that is being tracked. She questioned need for the limit and suggested the limit be reviewed.

Reference Presentation Charts – *EC T07 Summary of By-Laws*

M. Constitution & Bylaws Change Recommendations: Executive Vice President Emery provided handouts to the EC Membership with the Constitution and By-Laws editorial changes. She identified two items missing from the Constitution (petition requirements/process and the identification of corporate membership) and none from the By-Laws. Several conflicts were also identified:

- Biannual/biennial meetings
- Email process (voting, announcements, etc.)
- Professional member
- Schedule for Dues/Fees
- Awards (Article V)
- Committees verses directors

Two changes were recommended for the Constitution.

1. *From:* Article VI, Section 6.1: There shall be a biennial business meeting of the Society as close as possible to the end of each odd numbered Society Year at a date, time, and place to be determined by the Executive Council. Business transacted shall include, but not be limited to the formal installation of newly elected Officers and Directors, a report on the activities of the Society, a statement of the financial position of the Society for the preceding two years, and the release of the membership roster. The biennial report shall be included as part of the minutes of the meeting and a summary published for distribution to the membership. Notice of the biennial business meeting shall be mailed to all voting members of the Society at least 30 days prior to the selected date.

*To:* Article VI, Section 6.1: There shall be an annual business meeting of the Society as close as possible to the end of each odd numbered Society Year at a date, time, and place

to be determined by the Executive Council. Business transacted shall include, but not be limited to the formal installation of newly elected Officers and Directors, a report on the activities of the Society, a statement of the financial position of the Society for the preceding year, and the release of the membership roster. The annual report shall be included as part of the minutes of the meeting and a summary published for distribution to the membership. Notice of the annual business meeting shall be mailed or emailed to all voting members of the Society at least 30 days prior to the selected date.

2. *From:* Article VI, Section 6.2: Not less than six official meetings called by the President or Executive Vice-President shall be held each year by the Executive Council. A quorum for these meetings shall consist of five Directors or Officers or by members holding specified written proxies. Notification of these Executive Council meetings shall be made to all Executive Council members not less than 30 days in advance.

*To:* Article VI, Section 6.2: Official meetings shall be called by the President or Executive Vice-President as needed to discuss and vote on submitted motions. The motion will be mailed or emailed to the entire EC for discussion. The discussion period will be and noted as such in the mail or email. A second notification by mail or email will be sent to the entire EC for motion vote which must be approved by 2/3 majority of the EC.

One change was recommended for the By-Laws.

*From:* Bylaw 6.1: The Dues and Fees for the various grades and categories of individuals and organizations affiliated with the Society are currently listed in a table.

Category	Application Fee	Annual Dues
Member	\$ 20.00	\$ 65.00
Senior Member	\$ 35.00	\$ 65.00
Fellow	\$ 45.00	\$ 65.00
Affiliate	\$ 20.00	\$ 65.00
Member Emeritus	N/A	N/A
Honorary Member	N/A	N/A
Student	\$ 10.00	\$ 35.00
Foreign Member	\$ 20.00	\$ 75.00
Corporate Member	N/A	\$ 500.00

Reinstatement:

3 months - 3 years \$5.00

If over a 3 year lapse: Full fee

*To:* Bylaw 6.1: The Dues and Fees for the various grades and categories of individuals and organizations affiliated with the Society are approved by the EC. (Removal of the table)

For the review of the Operations manual, Vice President Emery recommended the following assignments:

- Section 1: Melissa Emery
- Section 2: Russ Mitchell and Steve Mattern
- Section 3: Melissa Emery
- Section 4: John Livingston
- Section 5: Larry Jones and John Livingston
- Section 6: Jerry Banister
- Section 7: Larry/Cathy

- Section 8: Jon Derickson
- Section 9: Larry Jones
- Section 10: Mary Caro
- Section 11: Steve Mattern
- Section 12- 16: Larry Jones and Melissa Emery

At the conclusion of Vice Executive President Emery's presentation, President Jones assigned the following action to the EC Membership.

Action Item 8 - Assigned EC Members to provide Melissa redlines to the Operations Manual (per her presentation recommendations) and any EC member who has not provided inputs to the Constitution and By-Laws review to do so.

*Reference Presentation Charts – EC T07 Constitution & Bylaws Change Recommendations*

N. Membership Status Change: A motion was presented by the Membership Committee Chair, Marty Sullivan and seconded by Jerry Banister that with the retirement of Arlin Copper of the New Mexico Chapter and his many contributions to the Society, he be granted the status of Senior Member Emeritus.

EC 2006 Motion 5: To grant Arlin Copper the status of Senior Member Emeritus by the EC. Motion passed by a unanimous voice vote.

O. New Business

*1. Discussion of the updates of Society documents (Constitution, By-Laws) –* Several EC members offered opinions about the needed changes. Houston Chapter President Pickrell suggested starting with the Society goals. Director Derickson suggested dividing the review into different teams. President Jones assigned the following action item.

EC 2006 Action Item 9: Team to review Strategic Plan and make recommendations. Lead by Chris Pickrell with the Directors, Vice President Emery and Treasurer Caro.

*2. Singapore Conference -* Director Derickson briefed the EC on a proposal to have a regional conference as joint effort between the Singapore Chapter and the Society in the spring of 2008. Discussion centered on the relationship of the regional conference to the Society. Was the Society responsible for the conference (planning, operation, etc.)? The Singapore would have the responsibility. Concerns were raised about the potential impact to the international attendance at the 2008 ISSC in Vancouver. The response was that it should not impact, because attendance would be mostly from Southeast Asia. A question was raised on the division of any proceeds. This is still to be determined. President Jones summarized the differences between the current ISSC model (based on a North American Conference) and the Singapore model. Director Derickson will use the EC discussion to work with the Singapore Chapter to build a detailed proposal for the regional conference including division of proceeds.

*3. Disposition of Past Action Items -* The Executive Secretary presented the Action Items from the 2005 Conference for disposition. The following dispositions were made.



2005 EC Actions Items			
EC 05 Action Item	Subject	Assigned to	Status/Due Date
1	Financial Study Committee to development recommendations on the budget process	Mary Ellen Caro chair; members Warner Talso and Jon Derickson	Open - 60 days (10/ 2/06)
2	Develop membership Survey	Russ Mitchell	Open - 6 months (2/01/07)
3	Document the Awards Cycle Procedures <ul style="list-style-type: none"> <li>- For OVP Awards</li> <li>- For the establishment and tasks of the Awards Committee</li> </ul>	Steve Mattern	Open - 6 months (2/01/07)
4	Director Mattern to lead a side-bar discussion of interested parties to develop an approach for the management of the System Safety Analysis Handbook and report results to the EC.	Steve Mattern	Closed
5	Establish Competency & Certification Committee as part of the development of the Society Professional Development Plan	Steve Mattern	Open - 6 months (2/01/07)
6	Issue for Society review the Draft "Common Best Practice" Criteria for the System Safety Society. Will include proposed use and implementation	Steve Mattern	Open - 6 months (2/01/07)
7	Review of Constitution, By-Laws and Operations Manual and provide comments to Vice-President Emery (Isn't this the same as AI 5 for 2006?)	All EC Members	Open (Ops Manual) 60 days (10/2/06)
8	Develop a recommendation for the sharing the Conference proceeds between the Society and the host Chapter	Jon Derickson	Closed – to be addressed in Business plan
9	To develop a strategy for distribution of (promotional and/or other) literature (fees/rules) at the International Conferences and document in the Conference Planning Guide.	Jon Derickson	Closed
10	Evaluate the Conference Registration forms: short form vs. long form (changes/needs) ) Specifically <ol style="list-style-type: none"> <li>1) To Identify the specific purpose and function of all data on the long form and adjust as appropriate.</li> <li>2) Eliminate the short form and replace the short form with some advertisement for accessing forms online or via telephone request. I will, undoubtedly,</li> </ol>	Russ Mitchell	(1) Open – Due in 9 months (5/1/07)  (2) Closed

2005 EC Actions Items			
	rely heavily on Ann to ensure the transition is crystal and effective. 3) Follow up annually with affiliate members (most likely during renewal) to ensure they are properly informed regarding membership levels and privileges.		(3) Open – Due in 9 months (5/1/07)
11	Review Society election process (including By-Laws, Constitution requirements/forms) And make recommendations	President Jones Past President Kryska	Closed
12	Formation of a committee to study Employee benefits options and provide recommendations back to the EC.	Russ Mitchell (Member Services) to chair, members Mary Ellen Caro (Treasurer) and Cathy Carter	Closed (See 06 Minutes and Recorded Vote 1)

The actions assigned during this conference were dispositional and the open actions from 2005 and 2006 meeting will be tracked. Please note that the original EC 2006 Action Item 2 was combined into Action Item 5.

2006 EC Actions Items			
EC 06 Action Item	Subject	Assigned to	Status/Due Date
1	Develop a Society Web Page for e-mail discussion and EC Voting	John Livingston & Ann Waterman	Open - 30 days (9/1/06)
2	Director Banister to work with Director Mitchell to development a process to notify Chapters of members in their area. Note: Combined into 5 below	Jerry Banister Russ Mitchell	Closed – See 5
3	Develop a Business Plan based on the Strategic plan	Larry Jones & Mary Ellen Caro	Draft 30 days after the update of the Strategic Plan
4	Develop a format/guidance for the preparation of Bios for Society Office Candidates	Ann Waterman	Open - Due in 30 days (9/1/06)
5	Data base Improvements including membership determination for chapter notification and Chapter re-imbursements addressing all chapter members regardless of location/home/ office	Russ Mitchell with Jerry Banister	Open – Due in 3 months (11/1/06)
6	Develop a Process to notify members of their eligibility for membership upgrades	Russ Mitchell	Open – Due in 3 months (11/1/06)

2006 EC Actions Items			
7	Develop a Process for notification to chapter presidents of dropped membership because of non-payment of dues	Russ Mitchell	Open – Due in 3 months (11/1/06)
8	Assigned EC Members to provide Melissa Emery redlines of Constitution, By-Laws	EC Members	Open - Due in 30 days (9/1/06)
9	Team to review Strategic Plan and make recommendations	Lead by Chris Pickrell with the Directors Melissa, Mary Ellen	Open – Due in 3 months (11/1/06)
10	Review and make recommendations about security for the new Broadband Society Web Site	Russ Mitchell	Open – Due in 30 days

4. *Discussion of Society Web Site Security.* Director Ann Waterman asked about the steps being taken to provide protection for the new Broadband Society web site. Director Mitchell gave a general response about the needed provisions. President Jones assigned Director Mitchell the action to review what is needed and make recommendations about security for the new Broadband Society Web Site

EC 2006 Action Item 10: Review and make recommendations about security for the new Broadband Society Web Site assigned to Russ Mitchell.

President Jones adjourned Executive Council meeting at 5:00 pm.

Attachment 1- 2006 EC Attendance List

EC meeting July 30/31 2006				
Attendees	Sunday 7/30/07		Monday 7/31/06	
	Morning	Afternoon	Morning	Afternoon
<b>Officers</b>				
President (Larry Jones)	X	X	X	X
Vice President (Melissa Emery )	X	X	X	X
Treasurer (Mary Ellen Caro)	X	X	X	X
Executive Secretary (John Livingston)	X	X	X	X
Past President (Paul Kryska)	X	X		
<b>Directors</b>				
Director Education & Professional Development (Steve Mattern)	X	X	X	X
Director Chapter Services (Jerry Banister)	X	X	X	X
Director of Conferences (Jon Derickson)	X	X	X	X

## EC meeting July 30/31 2006

Attendees	Sunday 7/30/07		Monday 7/31/06	
	Director Gov/Intersociety Affairs (Geoff McIntyre)	X	X	X
Director of Member Services (Russ Mitchell).	X	X	X	X
Publicity & Media (Ann Waterman)	X	X	X	X
<b>Chapters</b>				
Bay Area (Mike Jeung-Wesoloski)		X	X	X
Central Calif. Coast (Dan Strub)	X	X	X	X
E. Canada (Bob Fletcher)	X	X	X	X
Georgia (Ferrell Proxy) - Barry Hendrix			X	X
Germany (Peter Ladkin )				
Houston (Chris Pickrell)		X	X	X
Los Alamos (Terry Fogle)				
New England (Norm Gauthier)	X	X	X	X
New Mexico (Darrell Stokes)	X	X	X	X
North Texas (Myron Kruger)				
Northwest (Hinckley-Proxy) - Jerry Banister	X	X	X	X
Sacramento (Lee Flint)	X	X	X	X
Saguaro (Bob Cade)	X	X	X	X
Sierra High Desert ( Bussell Proxy) - Jerry Banister	X	X	X	X
Singapore (Michael T H Kiang)	X	X	X	X
Twin Cities (Norris – Proxy) Bill Blake	X	X	X	X
Tennessee Valley (Don Swallow)	X	X	X	X
Washington, DC (Warren Naylor)	X	X	X	X
Winners Circle (Niles Welch)	X	X	X	X
<b>OVPs</b>				
On Enn Ling	X		X	X
Jim Gibbons	X	X	X	X
Marty Sullivan	X	X	X	X
Larry Gregg	X	X	X	X
<b>Others</b>				
Ron Welch (Southern California)	X	X	X	
Jeff Joyce			X	

## EC meeting July 30/31 2006

Attendees	Sunday 7/30/07	Monday 7/31/06	
Arun Muthi		X	
Theresa Rudell (Las Alamos)	X	X	X

Attachment 2 - EC 2006 Motion 3 Voting Record

### EC 2006 Vote 3

Moved by: \_\_\_ Chris Pickrell\_

Second by \_\_\_ Warren Naylor.

### EC meeting July 30/31 2006

**Motion:** The Society to provide Society employee (Cathy Carter) with "health savings account funding" from the reminding balance of the \$12,000 Society allocation for employee health insurance

Voter	Vote Cast		
	YES	NO	ABSTAIN
Position (Name)			
President (Larry Jones)	X		
Vice President (Melissa Emery )	X		
Treasurer (Mary Ellen Caro)	X		
Executive Secretary (J Livingston)	X		
Past President (Paul Kryska)			
Director Education & Professional Development (Steve Mattern)	X		
Director Chapter Services (Jerry Banister)	X		
Director of Conferences (Jon Derickson)	X		
Director Gov/Intersociety Affairs (Geoff McIntyre)	X		
Director of Member Services (Russ Mitchell).	X		
Publicity & Media (Ann Waterman)	X		
<b>Chapters</b>			
Bay Area (Mike Jeung-Wesoloski)	X		
Central Calf Coast (Dan Strub)	X		
Eastern Canada (Bob Fletcher)	X		
Georgia (Ferrell Proxy) - Barry Hendrix	X		
Germany (Peter Ladkin )			
Houston (Chris Pickrell)	X		
Los Alamos (Terry Fogle)	X		
New England (Norm Gauthier)	X		
New Mexico (Darrell Stokes)	X		
North Texas (Myron Kruger)			
Northwest (Hinckley-Proxy) - Jerry Banister	X		
Sacramento (Lee Flint)	X		
Saguaro (Bob Cade)	X		
Sierra High Desert (Bussell Proxy) -Banister	X		
Singapore (Michael T H Kiang)	X		
Twin Cities (Norris Proxy) - Bill Blake	X		

Tennessee Valley (Don Swallow)	X		
Washington, DC (Warren Naylor)	X		
Winners Circle (Niles Welch)	X		
<b>Totals ( 30 members)</b>	<b>26</b>		
<b>4 members were absent (no vote cast)</b>		<b>0</b>	