DRAFT Minutes - Applied Risk Management Specialty Group
Officers’ teleconference - August 18, 2020

Present: Willy Roed, Steve Ackerlund, Ronald Dyer, John Lathrop, Patricia Larkin, Rob Waller

Commitments for October 20 2020 meeting:

- John
  - With Ronald, complete webinar planning, webinar, and any follow up
  - Confirm that Melanie/Big Voice completes designed RAQT document and provides link in webinar announcement
  - Provide legal/usage issues document to Seth for SRA consideration

- Patricia
  - Check for new webpage placement of ARMSG initiatives

- Ronald
  - With John, ongoing webinar activities (above)
  - Discuss outstanding RAQT workplan with Omar

- Robert
  - Logo completion in house 😊
  - Confirm whether non-SRA members can be invited to webinar; and how to provide announcement

- Willy
  - Roger Flage re link to ARMSG Relevant Literature on the Foundational Issues SG link to same
  - SRA / Stavenger / Sheffield re funding to complete the RAQT tool

1. Planning of webinar September 2nd

- SRA Announcement drafted
  - Will be sent out August 26; includes link to designed RAQT text version
  - Will either be open to public or ability to provide link to others later

- John explained the webinar plan. All in order.
  - Software version in good shape except for report generation (below re RAQT)

- Feedback from webinar for definitive decisions on what want RAQT portal to do
  - Note need for additional funding

- Marketing
  - Limit to SRA blast
Robert will find out if non-SRA members can be invited; and how to provide announcement. Will alert officers.

2. Risk Analysis Quality Test
   - Ronald provided officers with link to AQT portal in July
     o Everyone is thankful to John and Ronald for all that has been done, as well as being impressed with the portal to date
   - Software tool built except for report generation
     o Value of tool increasing
     o Reports are a ‘must have’; varied potential outputs. Currently incomplete
     o Council members (Seth, Terje, others) will be invited to attend webinar to familiarize with product
   - Agreed for portal admin site to include some limited user statistics
     o No access to answers / explanatory text. This will be conveyed very clearly.
     o Might there be interest in cross-survey analyses? Unlikely.
     o Only record will be email of people … so that they can get back in.
   - Revisions underway for RAQT document - final edits provided by John
   - Marketing
     o Alert SRA / Brett Burke / Big Voice of intention for RAQT launch; requesting help with publicity after webinar
     o SRA2020 - could include flashy video at one of the lunches?
   - Financing
     o Funding depleted; report generation incomplete (as per above)
     o Need approximately $5-$10K
     o Suggest to ask SRA; then Stavenger and/or Sheffield (in that order) with co-branding
     o Workplan could be completed in 90 days / end 2020 - SRA2020
     o Possible to ask for financing ideas at webinar
     o Further possibility is to attach $10 membership fee for ARMSG
   - Legal / usage issues document circulated
     o John will respond to Seth re comments as agreed/revised during the meeting

3. New SRA website
   - As SRA resource, RAQT will be promoted on new website
   - Patricia will undertake to have Minutes and ARMSG Literature initiatives reposted
   - All officers invited to review the ARMSG webpages / whole SRA website

4. Literature Review
   - Patricia noticed that there exists a web page with ‘high quality risk analysis examples’ -
     [https://www.sra.org/2020/05/18/high-quality-risk-analysis-examples/](https://www.sra.org/2020/05/18/high-quality-risk-analysis-examples/)
   - Indeed, all SGs were asked to develop a list of high quality papers for their own areas
   - Officer discussion regarding limitation to peer reviewed journal articles
     o Our members may appreciate applied tools - to attract practitioners more so than academics; would differentiate from SRA journal
     o E.g., as provided by International Association for Public Participation (IAP2)
Question whether to integrate ARMSG with FRASG?
• Decision to continue with own activity; to keep developing the ARMSG vision
  o Willy to approach Roger Flage about cross listing; how to post ARMSG literature on FRASG web page re the same
  o Potential to provide link in FRASG table later
  o Our list of relevant literature will be reinstated on our webpage

5. Logo Initiative
• Rob will continue to develop idea of rubber meets the road
• New logo approved by Officers in the week following the meeting, as indicated at the top of the minutes 😊

6. Other issues
• Officer position vacant after SRA 2020 - Secretary
  o Need announcement in next ARMSG blast
  o Also highlight RAQT; Relevant Scientific Literature
• Decision immediately following the meeting: That SRA 2020 will be run completely virtually

7. Next ARMSG meeting: October 20. Same time.