



Minutes - Applied Risk Management Specialty Group  
Officers' teleconference - August 28 2019

Present: Chair, Willy Røed; Past chair, John Lathrop; Secretary, Patricia Larkin; Advisors Steve Ackerlund, Ronald Dyer

Summary of actions and person responsible

1. Steve, Willy to provide webinar slides to John who will collate - ASAP
  - 1.1. NOTE: Webinar went very well! Recording available on SRA website
  - 1.2. Follow up discussion planned for Special Meeting, September 19
2. AQT Battery - John is monitoring invitation to and responses from other SG chairs to contribute to domain specific issues/questions; link revised by Jim Butler
  - 2.1. Special meeting - September 19 - AQT Battery Hearing Process and implications for SRA 2019 Round Table
3. Software tool - John to develop draft functional requirements - deadline?
  - 3.1. Ronald to create initial wireframe - deadline?
4. Next funding proposal deadline - Willy to ask. Answer: May 1 2020
5. By-laws - Willy will consider; ARMSG discussion at next meeting
6. Willy's newsletter blast to ARMSG members - to be discussed at next meeting

Next regular meeting - Tuesday October 1, 11am Eastern  
Social Media Strategy: LinkedIn demonstration by Ronald  
Annual Meeting; including any need to revise By-laws  
Review Willy's newsletter

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1. June minutes approved and uploaded to website by Jim Butler
  2. Webinar 4<sup>th</sup> September
    - SRA Blast / ARMSG Announcements completed August 28
    - Planning is at hand
      - o Brett Burke - intro speakers
      - o Steve - historical context / concepts that cross domains
      - o John - substantive explanation of AQT battery, Q and A
      - o Willy - where going from here; how ARMSG initiatives fit together
      - o Steve, Willy to provide slides to John
        - John will collate

- John's invitation to other Chairs - nature of Battery; applies to all. Appendix particular to domain. Responses from Ecological RA, Occupational Health and Safety
2. AQT Battery hearing process
    - Status and upcoming activities
      - Draft has been sent to SG chairs and now preparing for the general membership - direct blast in September; deadline for feedback is October 1
      - John to ask Jim Butler to give higher visibility for AQT and feedback process
    - Citation: Agreed that John is Lead Architect
  3. Funding and development of the software tool
    - \$10,000 awarded; ARMSG thankful and will manage the project
    - John create a draft of functional requirements
      - Ensure useful as output and will eventually be used as a reference to measure success or failure
      - Contractor will need to address / satisfy the requirements to receive the \$\$; and/or progress funding
      - Caution - easy to misunderstand
    - After functional requirement document, Ronald will create initial wireframe;
      - Will be provided to developer to turn into final application
    - Timeline for initiating the project is likely January 2020
    - Ronald can advance the project with others
      - If SRA initiates a competitive process, Ronald will apply
    - Steve's funding proposal was not supported at this time. Opportunity to resubmit.
      - When is next proposal 'due'?
      - Response as @ September 19, likely May 1, possibly 2020.
  4. Annual meeting: Planning and activities
    - Business meeting (by-laws update needed?)
      - Willy will consider and discuss / item for newsletter
      - ARMSG requires a Chair-elect this year
        - Note: Chair commitment is 1 year as Chair-elect; 2 years Chair; 2 years past-chair
        - Willy will draft letter to members; call to self-nominate
    - Willy's note will include Steve's workshop announcement
    - Officer's Dinner - suggest following mixer; also invite chair elect
  5. Communications items
    - Ronald to blast out Willy's news letter (following discussion at next meeting)
      - What ARMSG has to offer at conference and business meeting
      - Look for participation, also upcoming elections
      - Fall call for 'Relevant Scientific Literature'
    - Also 1 blast/month potentially through Annual Meeting
    - Launch LinkedIn site at SRA 2019

- May help to reflect active membership
- Officers agreed to strong communications going forward

6. Other

- Status ARMSG Logo:
  - John has ideas; no suggestions received
  - Decision: wait for SRA logo initiative results
- Revisit question of dues for ARMSG membership

Next meeting: October 1, 11am Eastern

Respectfully submitted,

Patricia Larkin, Secretary