DRAFT Minutes - Applied Risk Management Specialty Group
Officers' teleconference - June 9, 2020

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

Commitments for August 18 2020 meeting:
1) John
   o Maintain/enhance contacts re Analysis Quality Test application(s) or assessment(s); Terje Aven application? John to follow up; investigate what he had in mind
   o Arrange August 18 meeting by zoom
2) Ron
   o Provide link to AQT portal/tool to officers
3) Willy
   o Inquire with SRA whether there are funds for ARMSG logo initiative. Start with President. Will refer to ARMSG having to wait over the past 1-2 years for SRA process, with their result announced at SRA 2019 …
   o Alert SRA / Brett Burke / Big Voice of intention for RAQT launch; requesting help with publicity
4) Patricia
   o Relevant literature update

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Items
1. **SRA 2020 sessions**
   • Willy had provided the status of the abstract submissions from Robyn Wilson
   • Willy will ask for the list of Roundtable, symposium and freestanding abstracts and we will suggest four sessions:
     o Session number 1: John's Roundtable suggestion (with Ron).
     o Session number 2: A session consisting of Rob and John's freestanding abstract; + 2-3 others suggested by John by the meeting Tuesday 16th.
     o Session number 3-4: + 2 sessions related to applied issues with 4-5 abstracts each
   • Distribution to officers, with deadline to review/respond/create interdisciplinary sessions by June 17

Our freestanding abstracts included:
- John's submission with anonymous co-author, representing FAA - focus on Analysis Quality Test (AQT) application(s) or assessment(s)
- Rob's submission - Post hoc application of RAQT to risk assessment projects at the Canadian Museum of History and Carnegie Museum of Natural History
- Patricia's submission to Risk Policy and Law SG

NOTE: Post meeting, option for ARMSG to review abstracts did not proceed.

2. **AQT document/Tool**

- Agreed on Risk Analysis Quality Test as the official name of the tool.
- John continues to inquire with SRA to place more prominently on the website
  - Must await new SRA website launch

- Ron demonstrated the AQT portal website development. All members are pleased with the progress.
  - Front matter, FAQs, navigation buttons to be done.
  - Progress bar to be considered; either for the whole or for each section
  - Will have option to provide some background from technical perspective - when updated by another organization / SRA.
- Ron will provide a link to officers. Comments / observations are welcome.
  - Product available end of July; demonstration during webinar September
  - Launch December.
  - Willy will give Brett Burke and others in SRA a heads up that it will be launched
    - SRA's Big Voice could be involved in advertising, rollout
    - Also initiate publicity within Ron's school - global reach
- Webinar - present 'draft'; participants involved with potential small changes.
- Ron continues to work through the financial transfer from SRA into the Sheffield account and web copyright obligations.

3. **Webinar September 2ⁿᵈ**
- Decision to relate to SRA 2020 Roundtable abstract - but exact format for RT to be determined post webinar
- Purpose of the webinar: Show the RAQT tool, ask for feedback from the audience. Tell the audience that the tool will be launched at SRA 2020, after any revisions based on their webinar feedback.
- Ron/John to run the webinar; Brett will facilitate
- Will show AQT tool and ask for feedback
  - John - Background/Introduction
  - Ron - Tool
  - Both - Q and A
  - Brett Burke will facilitate questions and suggestions
    - Feedback
- Abstract to be settled mid July - by email.

4. **Logo initiative**

- No submissions since our last meeting
- Proposal discussed to undertake a design competition (as per Rob's suggestion)
  - See https://99designs.ca/logo-design
  - Engage at the base, C$399 (about US$300) level, guaranteeing acceptance of a design
- Specify that we are after a moderately mature and sophisticated design but can accept a degree of playfulness.
- Positive attributes: Quick turnaround; suggestions come in; distribute to officers; discuss, choose designer; result
- We would have to commit to selecting among choices twice or more within a 7 day span.
  - Rob will coordinate responses.
- Uncertainty: how many quality people reply will depend on the criteria in the offer. Implications of different price points
- Issues - need to fix ownership and copyright - to ARMSG
- Outstanding question - does SRA have a funding mechanism? SRA can help to buy pictures through shutterstock (e.g.,)
- Officers agreed to chip in funding if necessary; Rob will hold progress until Willy gets feedback from SRA council

To proceed:
- Need ARMSG list of themes
- Willy to inquire with SRA; will mention that SRA tried to move to a new logo, without success; that Rob's idea could be of interest to SRA; that the new website should feature logos for each SG

5. **Outreach**
  - ARMSG newsletter distributed wk April 6
  - Example literature - Call for submissions April 3; No response
  - All - ARMSG momentum. We do have an understanding within SRA of our cross-specialty group nature. Current and next President are aware. Terje Aven's proposed webinar may be opportunity to reinforce AQT work.

6. Next meeting
August 18th - 11am - by zoom; to be arranged by John

Prepared by
Patricia Larkin, Secretary