Minutes - Applied Risk Management Specialty Group
Officers’ teleconference - April 23 2019

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

Summary of actions and person responsible
- AQT Battery - Willy to submit to SRA for ‘formal hearing’
- Funding applications
  - Willy to submit literature review
  - Decision post meeting - Willy to also submit for AQT software tool
- AQT Battery citation - officers to receive suggestion from John Lathrop
- ‘Best of’ Author Guideline - Patricia to submit to Jim Butler to post on webpage
  - Patricia to also contact SRA for guidance on this initiative
- SRA 2019 - Officers to submit a Round Table focused on AQT Battery - deadline May 28
- ARMSG webinar - further discussion at June meeting
  - Ronald to research potential for ongoing discussion thread

Next call: Tuesday June 11th 11am Eastern
- Update - AQT Battery ‘formal hearing’
- Update - any news regarding funding applications
- Outreach - webinar details
- ARMSG Logo
- ARMSG Social media strategy
- Other … tbd

1. **Analysis Quality Test Battery**
- Decision to submit to SRA Board for ‘formal hearing’
- ARMSG will also initiate a process to engage with broader membership through Specialty Group chairs and ask for feedback on their domain, especially to begin to extend Section P
• John Lathrop to provide suggested citation for this work; officers will provide feedback to Willy for decision

2. **Funding applications - SRA Strategic Initiatives**
   • Secondary literature review - agreed for Willy to submit by May 1
     o Once funding is secured the ARMSG will choose a process to identify a researcher
   • Development of AQT document into a software tool
     o Funding application postponed 1 year in order to develop and test user requirements, thereby obtain a baseline first
     o John and Ron will work to refine specifications
     o **Note: email exchange following the officers’ call resulted in the tool proposal being submitted for funding - if approved, anticipated start in January 2020**

3. **Reference List of Relevant Scientific Literature**
   • Proposed literature review (item #2) will inform ‘Best of’ list in due course.
   • List will represent a variety of domains; simple applied real world advice
   • There may be special calls around a particular issue
   • Approach for officers to discern quality
     o peer reviewed literature preferred but with consideration of other submissions

   • Author Guideline accepted; will not specify only peer reviewed papers
   • Patricia will ask SRA for guidance on what they are looking for/criteria for inclusion, as this initiative is based on SRA request
   • Author Guidelines will be reviewed and updated in 1 year

4. **Outreach**
   • ARMSG Blast completed
   • Webinar - September 4, 2019
     o Willy led discussion of webinar content focused on AQT Battery
     o ARMSG will promote the event as a workshop and develop momentum towards SRA 2019
     o Webinar will attempt interactivity, and not one way communication
     o Idea for a discussion forum following the webinar
       • Potential for webinar participants and others to contribute further reflections post webinar
       • May have the form of an ongoing discussion thread, a combination of live and later contributions
       • Could we expand SRA post to keep a live blog going?
     o Recommendation to also generate a webinar report
Decisions:
- Ronald will follow up with options to extend discussion
- Willy will provide a 2nd draft in advance of June 11 meeting
- Webinar announcements through SRA monthly newsletter in June and August

5. ARMSG Logo and Social Media
- ARMSG members have been asked to make logo suggestions (ARMSG blast)
- Both logo and social media to be discussed further at next meeting

6. Next meetings
- Officers, by skype, 11am eastern: June 11, August 27, October 1
- Webinar: September 4

Respectfully submitted,
Patricia Larkin, Secretary