

Applied Risk Management SG Executive Committee



Meeting Minutes

Date: 16th September 2025; 11:30am ET

Attendees: Sam Denard, Annika Ramona, Emma Soane, Rob Waller, Megan Marcellin

Regrets: none

Agenda items

0) Action item status

- a) Explore LLM tool to match members – COMPLETE
 - Rob, Annika, and Megan met in August to explore the potential of off-the-shelf LLM tools (both free and paid versions) to scan documents (papers) and highlight connections. Due to query and document upload limits on both free and paid versions of these tools, we will shelf this for now.
- b) Quarterly report – DELIVERED at 14th August chairs meeting
- c) Connection with RAND – COMPLETE, potentially re-assess for next year’s annual meeting.
 - Rob had a good conversation with RAND contact, but due to time constraints, we were unable to make workshop submission deadline. We can consider this as an option for next annual meeting.

1) Quarterly SG chairs meeting notes and outcomes (Sam)

- a) New leadership for annual meeting, Anna Leonovich
- b) SRA implementing (“soon”) a ticketing system for SG officers to get help/services
- c) ARMSG was specifically asked to consider potential nominees for the SRA practitioner award. Let’s all consider if we have any nominees.
- d) The Students & Young Professionals group is led by Mitchell Anderson; Annika will connect with Mitchell to see how we can get involved in SYP activities in the lead up to the annual meeting.

- e) We received positive feedback about our idea of an exhibition table at the annual meeting (see section 3).
- f) New “Risk Science & Translation” group is currently drafting their charter. We would like to see the charter to get more information about the goals of this group and provide our feedback. (Sam to ask for charter)

2) SDP joint webinar

- a) A joint SDP-SRA-DAS webinar is scheduled for 8th October, 11:00am ET. Emanuele Borgonovo will discuss their *Risk Analysis* paper.
- b) We need sign off from Jackie/SRA that we can use the SRA logo on promotional materials (this was granted for previous webinars, so we do not expect any issues).

3) Exhibition table at annual meeting

- a) High quality/bound RAQT desk copy, with a QR code where folks can access the online version
- b) QR code directing for folks to sign up for ARMSG membership via SRA membership page
- c) Easel/board with paper or sticky notes for 2-way communication with visitors to table
- d) We’d like to have someone present at the table at least during the coffee breaks (perhaps lunches). We can split up these “shifts” amongst those of us in attendance (at least Sam, Rob, Megan confirmed).
- e) Task group to coordinate exhibition table materials/action items: Rob, Sam, Annika to meet in the next 1-2 weeks.

4) Next meeting: Monday, 17th November 2025; 11am ET

- a) Note unusual day of week due to conflicts with original schedule!

Action items	Owner(s)	Completion/ Follow Up Date
Consider potential nominees for SRA practitioner of the year award	ALL	November 17
Connect with Mitchell Anderson of SYP group to see how we can get involved with that community	Annika	November 17

Action items	Owner(s)	Completion/ Follow Up Date
Ask Shital Thekdi for Risk Science & Translation charter and distribute to ARMSG executive council	Sam	November 17
Annual meeting exhibition task group meeting	Sam, Rob, Annika	September 30
Confirm whether we are owed money from SRA from 2023 workshop	Sam	November 17
Send membership survey results to all ARMSG members	Sam	November 17

These meeting minutes were recorded by Megan Marcellin.