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

1. June minutes approved and uploaded to website by Jim Butler

2. Webinar 4th 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
2. AQT Battery hearing process
   - Status and upcoming activities
     o Draft has been sent to SG chairs and now preparing for the general membership - direct blast in September; deadline for feedback is October 1
     o 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
     o Ensure useful as output and will eventually be used as a reference to measure success or failure
     o Contractor will need to address / satisfy the requirements to receive the $$; and/or progress funding
     o Caution - easy to misunderstand
   - After functional requirement document, Ronald will create initial wireframe;
     o 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
     o If SRA initiates a competitive process, Ronald will apply

   - Steve’s funding proposal was not supported at this time. Opportunity to resubmit.
     o When is next proposal ‘due’?
     o Response as @ September 19, likely May 1, possibly 2020.

4. Annual meeting: Planning and activities
   - Business meeting (by-laws update needed?)
     o Willy will consider and discuss / item for newsletter
     o 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)
     o What ARMSG has to offer at conference and business meeting
     o Look for participation, also upcoming elections
     o 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