



## Minutes – Teleconference – December 6, 2005

Participants: Henry Benitez, Jack Burns, Daniece Carpenter, John Freudenberg, Richard Georgerian, Murlin Marks, Mark Montrose, and Dan Roman.

### President's Report

- Mark reported that the TAB meeting rather dragged on since we have no vote on issues.
- At the end of November, we had 532 full members; no associate members. We are budgeted for 550 in 2006 and 800 in 2007. The BoD discussed approaches to improving membership. Henry said this will be a key issue for our February strategy meeting in Phoenix.

### 2005 Conference Close-Out Report

- Richard Georgerian reported that the 2005 conference should end up in the black. Full financials should be available soon.

### 2006 Conference Status Report

- The BoD discussed the 2006 conference plans. There was general concern that key contracts should be signed, and a firm set of schedule milestones established. Daniece suggested that a bi-weekly teleconference should be set up for the 2006 committee after the first of the year. Richard G. will follow up with Bansi.

### 2007 Conference Status Report

- John Freudenber reported that the NPSS felt that they could only handle the vendor portion of a conference, and that a separate committee should handle the program.

### Elections and BoD Makeup

- Daniece reported that Jack, Murlin, Rich P. and Ken Thomas were elected to the board. The BoD discussed the need for representation from other regions, especially Asia. John F. will contact one or two potential board members from the Far East.

### 2006 Strategic Meeting

- Henry discussed the February strategic planning meeting. He will need comprehensive input from all VPs.
- The keys for 2006 are getting more members, and having a “stellar” conference.

### Membership

- Daniece reported that UL is offering a discount for PSES members at their seminar/conference programs. Daniece will try to make similar arrangements with other agencies.

### Action Items from October Meeting

- Murlin briefly reviewed the key action items:

- (8/15/2004) Jack to coordinate contacting universities and trade schools – need to get the letter out.
- (6/11/2005) Mark & Elya to come up with policies for trade groups/standards organizations/not-for-profit organizations conference participation – open
- (6/11/2005) John Freudenberg to contact trade groups/standards organizations/not-for-profit organizations about conference participation – open
- (6/11/2005) Jim Bacher to provide names of PSES members to form an advisory committee for the Journal – open
- (6/11/2005) Rich Pescatore to get peer reviewers, and Jim Bacher to get assistant editors for Journal – open
- (6/11/2005) Mark to check into setting up journal MOUs with other Societies, etc. – open
- (6/11/2005) Daniece and Dan Roman to set up email reflector for chapter chairs – still needs to be set up

- (6/11/2005) Daniece to set up an ad hoc Awards committee to make recommendations; define awards to be given and solicit candidates for the 2006 conference – open
- (10/02/2005) Mark to find nominee for Division Director – still working on this
- (10/02/2005) Daniece to set up procedure to get certificates to new members – we should try to get this out as soon as possible after the first of the year.

**Corresponding TAB committee members**

- Henry has received two volunteers for corresponding TAB committee members: Finance – Dan Arnold; Conference Publications – Richard Georgerian.

**Next meeting:** February 15 and 16, Phoenix, Arizona. We will have a teleconference on January 3, at 4pm CST.

**Closing Remarks**

Jack and the BoD thanked Mark for all his efforts to get us up and started.  
Mark thanked everyone for their support.

Adjournment: 5:30 CST.

Murlin Marks  
Secretary

**ACTION ITEMS**

- (3/6/2004) Henry to develop teleconferencing/electronic-voting procedure – open
- (3/6/2004) Henry develop comprehensive 2006 calendar – open
- (8/15/2004) Jack to coordinate contacting universities and trade schools – open
- (3/5/2005) Daniece to develop a format for business cards – done
- (3/5/2005) Richard Georgerian to look into banner options – done
- (3/5/2005) Henry to purchase a gavel – done!
- (6/11/2005) Mark & Elya to come up with policies for trade groups/standards organizations/not-for-profit organizations conference participation – open
- (6/11/2005) John Freudenberg to contact trade groups/standards organizations/not-for-profit organizations about conference participation – open
- (6/11/2005) Jim Bacher to provide names of PSES members to form an advisory committee for the Journal – open
- (6/11/2005) Rich Pescatore to get peer reviewers, and Jim Bacher to get assistant editors for Journal – open
- (6/11/2005) Mark to check into setting up journal MOUs with other Societies, etc. – open
- (6/11/2005) Daniece to coordinate identifying ways to affiliate with other chapters and societies not associated with IEEE.
- (6/11/2005) Daniece and Dan Roman to set up email reflector for chapter chairs – open
- (6/11/2005) Daniece to set up an ad hoc Awards committee to make recommendations; define awards to be given and solicit candidates for the 2006 conference – open
- (6/11/2005) Mark to forward information to Henry about electronic voting procedures – done
- (10/02/2005) Mark to find nominee for Division Director
- (10/02/2005) Daniece to set up procedure to get certificates to new members