

Minutes – Teleconference – December 5, 2006

Participants: Jim Bacher, Henry Benitez, Jack Burns, Daniece Carpenter, Richard Georgerian, Murlin Marks, and Ken Thomas.

1. Secretary's Report – Review of the November 7 minutes was held to the next meeting. The BoD reviewed action items; due dates were modified as needed.

Action Item:

1. Mark to come up with policies for trade groups... Jan. teleconference
2. Henry to determine whether Boston area is viable for 2008 conference – Not viable: drop
3. Ted to get affiliations with other society TCs – Jan. teleconference
4. Dan Arnold exploring "safety monkey" – Jan. teleconference
5. John Freudenberg to contact NFPA ... – Henry to follow up with John; Jan teleconference
6. Jack to set up an award with a trade journal – Feb BoD meeting
7. Ted to write "Why join the PSES"? – Jan. teleconference
8. Ken, Ted, and Jack, subcommittee to contact other organizations – report for Jan teleconference
9. Jack to re-write letter for educational institutions – Jan. teleconference
10. Dan A. to develop PSE curriculum – 2007 Conference BoD meeting

Add: 11. Determine whether we need to spend \$\$\$ before year's end – Murlin (see below)

2. Treasurer's Report – [From Dan Arnold emails later on 12/5] Dan is neutral on when the money is spent, and reality is that PSES will probably be challenged to get anything selected, purchased, delivered, payment made and request for reimbursement before 2007. Especially a tabletop display or booth. The higher the cost, the wiser our purchases should be.

If there is a bias, it's probably to push expenses out to next year, when our budget will likely be break-even. This year we are already taking a 'hit' with respect to budgeted net surplus due to PSES 2006 not delivering nearly the net surplus we thought it should.

3. TAB Meeting Review – Henry reported that the infrastructure charge algorithm has been revised much to the betterment of the PSES (See 12/4 Conferences Teleconference report for more details.)

4. VP-Technical Activities – Jack said that he has been organizing plans for 2007.

5. VP-Conferences – See 12/4 Conferences Teleconference report. Richard G. doesn't have the 2006 financials completed yet. Per the 12/4 decision, the 2007 PSES Symposium will be in Longmont, Colorado. Richard hopes to have key contracts signed by the end of the year.

We need to decide on the wording for the Call for Papers.

We need to plan conferences out for at least two years.

The BoD discussed nomenclature approaches to our mainline (assuming we develop other conferences, workshops, etc.) conference in October. Something along the lines of "Product Compliance Engineering." Henry reiterated that we need to show real progress in the growth of our conference to get out of provisional status. We need to take risks for growth. Albeit with a couple of BoD members opposed, there was agreement to call the 2007 conference, the "2007 IEEE Symposium on Product Compliance Engineering, Sponsored by PSES." Jim will put together the Call for Papers and other materials.

6. VP-Membership – Daniece reported that three people asked for membership kits that the membership development committee produced. Daniece will follow up.

Daniece has been looking into ordering lapel pins. She will put a proposal together for the January teleconference.

Our election results are due December 11. Jim plans to have a Newsletter issue shortly after that.

7. Next Meetings: For our February 18 face-to-face meeting, Daniece has located some hotels that will serve our needs. One is near LAX, which should be convenient for those not attending the TAB meetings in Universal City.

Our next BoD teleconference will be on January 16, 2007 at the usual time (2pm PST.) Henry and Richard G. will decide when we will have the next Conference teleconference.

Action Items

- (6/11/2005) 1. Mark to come up with policies for trade groups/standards organizations/not-for-profit organizations conference participation – due 1/16/2007
- (10/03/2006) 2. Ted to get affiliations with other Society TCs – due 1/16/2007
- (10/03/2006) 3. Dan Arnold exploring a model “Safety Monkey” – due 1/16/2007
- (10/22/2006) 4. John Freudenberg to contact NFPA about developing relationship – Henry to follow up with John – 1/16/2007
- (10/22/2006) 5. Jack to set up with a trade journal to support a “best of show” award – Feb. 2007 face-to-face
- (10/22/2006) 6. Ted to write a summary of “Why join the PSES?” – due 1/16/2007
- (10/22/2006) 7. Ken, Ted, and Jack to form a subcommittee to contact other organizations – due 1/16/2007
- (10/22/2006) 8. Jack to re-write letter to send to members to send to educational institutions – 1/16/2007
- (10/22/2006) 9. Dan Arnold to develop Product Safety Engineering curriculum – 2007 Conference BoD meeting
- (12/05/2007) 10. Dan/Murlin to determine need to spend funds by year's end – completed (see #2 above)