Minutes

Date: January 16, 2007 - Teleconference
Participants: Mark Montrose, Murlin Marks, Richard Georgerian, Dan Nachtigall, Jim Bacher, Dan Roman, Bansi Patel; John Freudenburg, Daniece Carpenter

AGENDA

- Meeting called to order at 4:06 PM CST
- Secretary’s Report
  - Review of previous meeting minutes
    - Motion by Murlin to accept, second by Dan N., motion passed
- Action Items

<table>
<thead>
<tr>
<th>Item</th>
<th>Due</th>
<th>Owner</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>1/16/07</td>
<td>Mark</td>
<td>Policy for conference participation</td>
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<tr>
<td></td>
<td>Update 1/16</td>
<td></td>
<td>Policy will be changed to Guideline as this is meant to guide future opportunities for conference participation Document to be reviewed by members and comments to be sent to Mark; To be discussed for adoption at Feb meeting under New Business</td>
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<tr>
<td>2</td>
<td>1/16/07</td>
<td>Ted</td>
<td>Get affiliations with other Society TCs</td>
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<td></td>
<td>Update 1/16</td>
<td></td>
<td>Ted not present; Daniece to send a note offering continuation</td>
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<tr>
<td>3</td>
<td>1/16/07</td>
<td>Dan A.</td>
<td>Exploring a model “Safety Monkey”</td>
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<td>4</td>
<td>1/16/07</td>
<td>John</td>
<td>Contact NFPA about developing relationship</td>
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<td></td>
<td>Update 1/16</td>
<td></td>
<td>Henry talked to John re: membership and participation John to contact NFPA - develop proposals for a cooperative relationship promoting paper submission, participation in conferences, links on website</td>
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<tr>
<td></td>
<td>Date</td>
<td>Assignee</td>
<td>Task Description</td>
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<tr>
<td>6</td>
<td>1/16/07</td>
<td>Ted</td>
<td>Write a summary of “Why join the PSES?”</td>
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<td>7</td>
<td>1/16/07</td>
<td>Ken</td>
<td>Form a subcommittee with Ted and Jack to contact other organizations</td>
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<td></td>
<td><strong>Update</strong> 1/16 Have been unable to coordinate a subcommittee meeting due to holidays however the group (Jack, Ted, and I) will still be utilized.</td>
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<tr>
<td>8</td>
<td>1/16/07</td>
<td>Jack</td>
<td>Re-write letter to send to members to send to educational institutions</td>
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<tr>
<td>9</td>
<td>1/16/07</td>
<td>Murlin</td>
<td>Murlin to determine need to spend funds by year’s end</td>
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<td></td>
<td><strong>Update</strong> 1/16 Completed</td>
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<tr>
<td>10</td>
<td>2/18/07</td>
<td>Jack</td>
<td>Set up with a trade journal to support a “best of show” award</td>
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<tr>
<td>11</td>
<td>2/18/07</td>
<td>Dan A.</td>
<td>Develop Product Safety Engineering curriculum</td>
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President’s Report
  ➢ No report

TAB Meeting Review
  ➢ TAB will be held before the Feb. Board meeting on Friday,
  ➢ vote on new algorithm for financial,
  ➢ resignation on TAB/Product and service committee
    ▪ Mark volunteered for committee as a voting member, Division 6 Director nominee
    ▪ Discussion of election nominees for TAB, Mark to send list of nominees

Treasurer’s Report
  ➢ Murlin is awaiting transfer of documents
  ➢ Murlin and Richard to talk offline on Symposium financials for 2006
  ➢ Murlin to attend TAB FinCom pending approval of Henry

VP Reports
  ➢ Technical Activities
    ▪ No report
  ➢ Conferences
    ▪ Wrapping up 2006 Symposium financials
    ▪ Has 2007 conferences contract, setting budget; target is to make 20% profit with an estimated 200 attendees and 15 vendors;
    ▪ to review hotel contract with Vida;
    ▪ pursuing co-sponsorship with EMC Society
    ▪ to discuss location for 2008 Symposium
    ▪ Sales tax – need to discuss with IEEE Conferences to understand what states will refund sale tax
    ▪ Conferences goal is to identify staff for a continuing core group plus satellite groups for local conferences or participation in other groups

  ➢ Member Activities
    ▪ Strategizing ways to target new members.
    ▪ Have been unable to coordinate a subcommittee meeting due to holidays however the group (Jack, Ted, and I) will still be utilized.
    ▪ Target the following organizations – NFPA, UL, ETL, CSA, TUV, MET, NEMA and specific companies.
    ▪ Plan on emailing or making some type of contact with those who have not renewed.
- Considering a “PSES person of the year” recognition. This may encourage people to join and be recognized.
- Considering recorded presentations that chapters can download. May not be live but still effective.
- Would like to develop posters (11x17) to post within organizations.
  - Would like to request from the board authorization to spend up to $500 to develop posters and flyers.

- **Communications**
  - Coming up to speed on the PSES communications processes with help from Jim
  - Investigating a new feature article for our web site to promote visits to the site which should aid in advertising the Society and our Symposium.
  - I'd like to include a monthly feature which highlights a discussion on the EMC-PSTC list that generated significant interest, preferably on a safety topic, but not necessarily so. Maybe something could be coordinated with the newsletter as well?
  - Working on the Call for Papers
  - PSES.org – owner does not have account information
    - Has contacted the Domain Registrar for information but was told the owner could not discuss
    - Dan Roman to request university contact and work directly

- **Old Business**
  - No business

- **New Business**
  - Question – will have teleconference in Feb? Daniece to contact Henry
  - June 17 – Philadelphia

- Murlin made a motion to adjorn; Jim Bacher second
- Meeting adjorned at 5:34 PM CST.