Minutes

Date:   May 7, 2007   -  Teleconference
Participants:  
Henry Benitez, Jim Bacher, Murlin Marks, Richard Georgerian, Dan Roman, Ken Thomas, Daniece Carpenter  
Dan Nachtigall

AGENDA
Meeting called to order at 4:06 PM CDST

- Secretary’s Report
  - Review of previous meeting minutes
  - Hotel for June meeting, Dinner Sunday
  - Henry to report on hotel for TAB meeting

- Action Items

<table>
<thead>
<tr>
<th>Item</th>
<th>Due Date</th>
<th>Owner</th>
<th>Action</th>
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<tbody>
<tr>
<td>1</td>
<td>1/16/07</td>
<td>Mark</td>
<td>Policy for conference participation</td>
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<td>Update 1/16</td>
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<td>Policy will be changed to Guideline as this is meant to guide future opportunities for conference participation</td>
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<td>Document to be reviewed by members and comments to be sent to Mark;</td>
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<td>To be discussed for adoption at Feb meeting under New Business</td>
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<td>2/18</td>
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<td>Deferred to next meeting</td>
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<td>2</td>
<td>6/16/07</td>
<td>Jack</td>
<td>Get affiliations with other Society TCs</td>
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<td>Update 4/3</td>
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<td>Reassigned to Jack - review fields of interest for evidence of interest in product safety, contact to offer a joint technical committee</td>
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<td>3</td>
<td>6/16/07</td>
<td>Daniece</td>
<td>Exploring a model “Safety Monkey”</td>
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<td>Update 4/3</td>
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<td></td>
<td>Reassigned to Daniece</td>
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<td>5/7</td>
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<td>Have 3 possibilities – noted that there is a video game called Safety Monkey – explore cooperation with game owner’s</td>
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<td>Date</td>
<td>Assignee</td>
<td>Task Description</td>
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| 4 | 1/16/07 | John     | Contact NFPA about developing relationship  
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 - proposals would include a workshop at the symposium, submit papers at conference, have booth at conference  
John to explore possibilities with NFPA -- Need overview of NFPA, areas of cooperation - conferences, publication, technical committees, workshops; one avenue is to become PSES representative to NFPA technical committee |
|   | Update 1/16 |          |                  |
|   | 4/3     |          |                  |
| 6 | 6/16/07 | Elya     | write a summary of “Why join the PSES?”  
Reassigned to Elya  
Daniece to contact with summary and request for due date |
|   | Update 4/3 |          |                  |
|   | 5/7     |          |                  |
| 7 | 1/16/07 | Ken      | Form a subcommittee with Ted and Jack to contact other organizations  
Target groups - ASQ, NFPA, SERAD, System safety society, ASSE  
Cancel sub-committee change to reportable item under membership report |
|   | Update 4/3 |          |                  |
|   | 5/7     |          |                  |
| 8 | 5/7/07  | Murlin   | Re-write letter to send to members to send to educational institutions  
Reassigned to Murlin - Draft by next meeting  
Original draft received from Jack – Bob Rassa gave contacts for IEEE; contacted but no reply, waiting for additional support from TAC  
Rework letter to a sendable form, propose resources needed to support TBD next teleconference |
|   | Update 4/3 |          |                  |
|   | 5/7     |          |                  |
| 9 | 2/18/07 | Jack     | Set up with a trade journal to support a “best of show” award  
Possibly enlist help of Ken T under membership - target Compliance Magazine as a possibility  
Dan, chair awards committee will take ownership - to contact Elya to develop |
|   | Update 4/3 |          |                  |
|   | 5/7     |          |                  |
| 10| 2/18/07 | Dan A.   | Develop Product Safety Engineering curriculum  
Dan A. to work with Murlin as Education Committee Chair  
Comment: Moshe Kam is Chair of IEEE Education Activities Board, need to contact for direction  
Also discussed strategy to involve more academia as a participation in society activities perhaps offer a workshop for injecting product safety into college curriculum |
### Action Item Updates

- President’s Report
  - Comment: Critical to have strategic plans and accomplishments ready for the next TAB meeting

- Treasurer’s Report
  - IEEE has requested a 2007 budget forecast update – expect forecast up to 2010 any changes in travel related expenses, initiatives / projects, conferences, revenue expenses, publications
    - All VP’s to send budget needs to Murlin by May 1, ongoing reports for next year
    - [P.dunne@ieee.org](mailto:P.dunne@ieee.org) – send rules on current rules for IEEE initiatives – propose to develop speakers at educational orgs
    - Membership Retreat – RAB is funding expenses except for airfare, May 4 – 6, New Brunswick NJ
    - 5/7 Due today to receive the 2008 first pass budget – critical item is the membership fee of $35 – decision by BoD to retain for next year
    - All other budget items deal with publications
    - Request for local conferences hosted by chapters = Chicago interested in 2008 workshop; Northwest may be interested; budget drafts needed by June TAB Finance mtg

- VP Reports
  - Technical Activities
    - Development of peer e-mail list for TAC subcommittees is in process
    - Need help – need more contacts for potential committee chairs
      - Jack will send list for inclusion
      - will be added to the action item list for board members to propose contacts

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<th>5/7</th>
<th>Murlin – sent e-mail to contacts; will research – reassigned to Murlin Michael Morse, professor teaching PS – use as a contact</th>
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<td>11</td>
<td>4/3 All VP’s Continue with development of strategic plans to develop milestones and accomplishments</td>
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| 12  | 4/3 Jim Send the metric criteria for the Red/green lights – to be evaluated in Feb 2008
           - **Sent to the VP’s** |
Conferences
- Propose to board for 2010 to co-sponsor with EMC in Fort Lauderdale in week of July 26 – permission to explore
- Update 5/7
- 2009 conference proposed location is Canada
- 2010 – propose co-sponsor conference with EMC Society
- 2007 Symposium
  - 300% increase in early bird registration
  - Exploring opportunity for an ANSI Uncertainty measurement workshop

Member Activities
- Fellows Committee, Stig Neillison, Chair
  - no nominations yet
  - noted that nominations can come from other societies
  - will be proactive next year for nominations
- Dan N. chair, Awards Committee
  - Long and short term awards – intend to do something at symposium
- Chapter coordinating meeting – IEEE now offering at $180 per hour MS Live Meeting - explore with current teleconference
- Contacts in ETL, UL, CSA – have made initial contacts; may propose a face to face
- Local conference in Chicago in 2008
- Working with SAMIEE database to identify people who dropped membership in PSES for contact
- Posters completed
- Work with Dan Roman to develop a membership and chapter 2 chapter webpage

Communications
- High resolution copies of the posters now available
- Completed draft e-blast on election, call for papers, ad for articles
- IEEE membership development retreat – currently held every other year; discussed holding every year to insure
  - Info directed to selling IEEE
  - Day 1 – IEEE operation center – membership trends and tools such as SAMIEE, BMS (taking SAMIEE)
  - Day 2 – member statistics – IEEE survey results on what members want, why leave; Mem get a Mem program; IEEE TV;
  - Day 3 – development tools, marketing – MD virtual community and monthly teleconference; e-notice tool; selling to very important top officers (vito) website vito
- Newsletter – list serve topics
Old Business
- Murlin asked about plans for paid advertising; proposed development of a plan for potential budget of $2K – Dan will work with Jim
- Potential budget for local advertising for symposium – Richard G. needs funds

New Business
- Next meeting – BoD teleconference June 5; Face to Face meeting June 17 in Philadelphia

Meeting adjourned at 5:56 PM CDST