



## Minutes

**Date: September 11, 2007 - Board of Directors Meeting**

### Committee Members:

Henry Benitez, Mark Montrose, Jim Bacher, Murlin Marks, Richard Georgerian, Dan Roman, Ken Thomas, Jack Burns, Daniece Carpenter, John Freudenburg, Bansi Patel, Richard Pescatore, Elya Joffe, Dan Nachtigall  
Guests: Ted Freeman, Dan Arnold, Bob Rassa

### Participants:

Henry Benitez, Mark Montrose, Jim Bacher, Murlin Marks, Richard Georgerian, Dan Roman, Ken Thomas, Jack Burns, Daniece Carpenter, Bansi Patel, Richard Pescatore  
Guests: Dan Arnold,

### AGENDA

Meeting called to order at 1:07 PM CDST

- Secretary's Report
  - Review of previous meeting minutes
  - Conference call number – any problems report to Daniece
  
- Action Items

Item	Due	Owner	Action
1	1/16/07	Mark	<b>Policy for conference participation</b>
	Update 1/16		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
	2/18		Deferred to next meeting
	6/17		Distributed to Board members in early June, VP Conferences has no comment,
2	6/16/07	Jack	<b>Get affiliations with other Society TCs</b>
	Update 4/3		Reassigned to Jack - review fields of interest for evidence of interest in product safety, contact to offer a joint technical committee
	6/17		Postponed until TCs are formed and operational

<b>3</b>	<b>6/16/07</b>	<b>Daniece</b>	<b>Exploring a model “Safety Monkey”</b>
	Update 4/3	Reassigned to Daniece	
	5/7	Have 3 possibilities – noted that there is a video game called Safety Monkey – explore co-operation with game owner’s	
	6/17	Displayed 2 examples, researching custom stuffed toy shops for availability and prices	
<b>4</b>	<b>1/16/07</b>	<b>John</b>	<b>Contact NFPA about developing relationship</b>
	Update 1/16	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	
	4/3	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	
	6/17	Explored appointment of PSES representative to a NFPA technical committee	
	9/11	Reassigned to another - Ken will find a NFPA person to talk and start discussions	
<b>5</b>	<b>6/16/07</b>	<b>Elya</b>	<b>write a summary of “Why join the PSES?”</b>
	Update 4/3	Reassigned to Elya	
	5/7	Daniece to contact with summary and request for due date	
	6/17	Summary is complete and circulated; Elya will re-circulate	
	9/11	Contact for a copy	
<b>6</b>	<b>5/7/07</b>	<b>Murlin</b>	<b>Re-write letter to send to members to send to educational institutions</b>
	Update 4/3	Reassigned to Murlin - Draft by next meeting	
	5/7	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	
	6/17	On hold pending operational Technical Committee organization	
<b>7</b>	<b>2/18/07</b>	<b>Jack</b>	<b>Set up with a trade journal to support a “best of show” award</b>
	Update 4/3	Possibly enlist help of Ken T under membership - target Compliance Magazine as a	

	5/7 9/11	possibility Dan, chair awards committee will take ownership - to contact Elya to develop Awards committee is still coming up to speed, award pending development	
<b>8</b>	<b>2/18/07</b>	<b>Dan A.</b>	<b>Develop Product Safety Engineering curriculum</b>
	Update 4/3	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	
	5/7	Murlin – sent e-mail to contacts; will research – reassigned to Murlin Michael Morse, professor teaching PS – use as a contact	
	6/17	Murlin to follow up	
	9/11	Murlin is pursuing, has contacted some representatives from IEEE	
<b>9</b>	<b>4/3</b>	<b>All VP's</b>	<b>Continue with development of strategic plans to develop milestones and accomplishments</b>
<b>10</b>	<b>7/30</b>	<b>Jim</b>	<b>Contact IEEE Membership Committee to propose automatic renewal and multi-year renewals</b>
	Update 9/11	Has contacted IEEE, IEEE has confidential information including this Item closed	
<b>11</b>	<b>7/30</b>	<b>Richard G.</b>	<b>Contact EMC Society on technical co-sponsor for 2007 Symposium</b>
	Update 9/11	Sent forms to EMC TAC for approval. No dissenting votes. Proceed with co-sponsorship from the EMC Society and use their logo. Item closed	
<b>12</b>	<b>7/30</b>	<b>Elya</b>	<b>Send articles on Senior Member</b>
	Update 9/11	Contact Elya	
<b>13</b>	Update		

➤ Action Item Updates – Updates noted above

Election – 4 candidates proposed for the election; material to be sent to election committee

➤ President's Report

- 9/11 – no report

➤ Treasurer's Report

- Budget preparation is progressing  
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
- Need financial items for 2008 budget from each VP tied to specific strategic issues by June 30  
Ken has submitted items for the budget
- Last year's budget only contained administrative items for meetings and conference expenses

➤ Vice President Reports

- Continue generating ideas on 1 to 2 VP objectives each
- Member Activities
  - Member Development
    - Recruit senior members
    - Fellows program – Mark Montrose, Daniece Carpenter volunteers
  - Awards
    - Need to define criteria
    - Ideas – Best Chapter, Most Improved Chapter
  - Advertising
    - Doug Nix has finished the ad
  - Association development
    - Will contact NFPA
  - Working with Elya to promote activities in that region

- Technical Activities
    - Technical Committee activity
      - Request for assistance on finding TC chairs
    - Will have meeting at symposium
  
  - Communications
    - Symposium papers are behind schedule
  
  - Conferences
  - 2007 Symposium
    - As of 9/11 - 14 vendors on board; 3 consultant for corner; 64 registrants, 44 papers, 40 author; EMC workshop and PS workshop  
hotel room block is 200 room nights; hotel has not notified that we are close to limit  
other hotels are close if we need to book more
  - Early Bird registration; will extend to Sept 28
  - Discussion of e-mail advertising; through co-sponsors; through vendors
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- Old Business
    - Action items
    - Annual elections – plans
    - Mark is running for position as division director – plans for an article on Mark to generate
  
  - New Business
    - NARTE questions
      - Status of non-active Board members - John F
        - John's IEEE membership has expired and has missed 3 meetings
    - Governance – Bylaws
      - Proposed version Includes mandatory items per TAB
      - Needs acceptance by TAB
      - El. Joffe made a motion to accept, second by K. Thomas; Motion carried
    - Elections
      - 4 terms expiring – Jim Bacher John F. Dan Roman. Bansi Patel
      - Discussed additional contacts for interest
      - Should extend invitation to attend OCT BOD meeting

- Next meeting – teleconference – Oct 4 - 2 PM Pacific/4 PM central
- Send as outlook meeting notice and e-mail

US	US	
East coast	West coast	Israel
2 PM	11 AM	9 PM

- Meeting adjourned at 2:36 PM CDST