



Minutes

Date: February 17, 2008 - Board of Directors Meeting

Committee Members:

Jim Bacher, Henry Benitez, Mark Montrose, Murlin Marks, Richard Georgerian, Dan Roman, Ken Thomas, Jack Burns, Daniece Carpenter, Richard Pescatore, Elya Joffe, Dan Nachtigall, Doug Nix, Peter Tarver
Guests: Ted Freeman, Dan Arnold, Bob Rassa

Participants:

Jim Bacher, Henry Benitez, Murlin Marks, Richard Georgerian, Ken Thomas, Jack Burns, Daniece Carpenter, Richard Pescatore, Elya Joffe, Peter Tarver

AGENDA

Meeting called to order at 8:38 AM EST

➤ Agenda

- Introductions
- Secretary's Report
 - Review of previous meeting minutes
- Action Items
- President's Report
 - SRC and FinCom report
 - Long Range Planning Report
- Treasurer's Report
- VP Reports
 - Technical Activities
 - Member Activities
 - Communications
 - Conferences
- Old Business
- New Business

➤ Secretary's Report

- Review of previous meeting minutes
 - H. Benitez moved to accept the meeting report, M. Marks seconded; vote to accept

➤ Action Items

| Item | Due | Owner | Action |
|----------|----------------|---|--|
| 1 | 6/16/07 | Daniece | Mascot: Safety Monkey |
| | Update | The Safety Monkey has been adopted as our mascot | |
| | 1/9 | Doug is exploring 2 nd Life opportunities Table further discussion of mascot appearance until February meeting | |
| | 2/17 | No report: Discussion of forms the mascot might take such as drawings, stuffed animal, pins, etc. Develop proposal for contest for mascot form | |
| 2 | 6/16/07 | Elya | write a summary of "Why join the PSES?" |
| | 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 | Secretary to contact for a copy | |
| | 10/4 | Requested copy to be sent to Secretary | |
| | 10/21 | Elya to supply | |
| | 2/17 | Revisions almost complete and will be ready for next newsletter | |
| 3 | 2/18/07 | Murlin | Develop Product Safety Engineering curriculum |
| | 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 | |

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| | 6/17 | Michael Morse, professor teaching PS – use as a contact | |
| | | Murlin to follow up | |
| | 9/11 | Murlin is pursuing, has contacted some representatives from IEEE | |
| | 12/11 | Still has not had response; also waiting on input from Technical Committees | |
| | 1/9 | Need to contact IEEE | |
| | 2/17 | Identified the IEEE Education contact; move to long term goals for Education TC | |
| 4 | Q1CY08 | Dan | Article on Senior Member |
| | Update | | |
| | 10/21 | Elya completed article | |
| | 12/11 | Discussion on where to publish – recommendation to put in newsletter, on website, and send as discussion item to chapters | |
| | 2/17 | To be published in our next newsletter, also discussion on locating on our website | |
| 5 | Ongoing | All VP's | Continue with development of strategic plans to develop milestones and accomplishments |
| 6 | 2/18/07 | Jack & Awards Com. | Set up with a trade journal to support a “best of show” award |
| | Update 4/3 | Possibly enlist help of Ken T under membership - target Compliance Magazine as a possibility | |
| | 5/7 | Dan, chair awards committee will take ownership - to contact Elya to develop | |
| | 9/11 | Awards committee is still coming up to speed, award pending development | |
| | 12/11 | Proposal to be discussed | |
| | 2/17 | Awards Committee completed actions; Awards program proposal submitted Action completed | |
| 7 | | Dan | Update IEEE technical interest categories to include product safety |
| | Update | | |
| 8 | | Dan | Update PSES web page to include PSES Technical Committee activity |
| | Update | | |
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| 9 | | Dan, Doug, Richard G. Ken | Explore options for virtual symposium, presentations Present report to BoD on opportunities, methods, costs, etc. |
| | Update | | |
| 10 | | Richard G. | Develop focus letter for tag-a-longs, why to present at symposium, why attend a conference, why exhibit at symposium |
| | Update | | |
| 11 | | Jack | Contact Mary Ward Callen to find contact information for ASSE and CSA; report to the BoD; draft letter for contact |
| | Update | | |
| 11 | 3/4 | All Directors | All directors to provide names for the GOLD Director appointee |
| | Update | | |
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| | | Action Items ON HOLD | |
| A | 6/16/07 | Jack | Get affiliations with other Society TCs |
| Status: On Hold | 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 | 5/7/07 | Murlin | Re-write letter to send to members to send to educational institutions |
| Status: On Hold | 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 | |
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- Action Item Updates – Updates noted above
 - New Actions items assigned
 - Dan Roman
 - Update IEEE technical interest to include product safety
 - Update PSES web page to include TC activity
 - Dan Roman, Doug Nix, Richard Georgerian, Ken Thomas – explore options for virtual symposium, presentations
 - Richard Georgerian – develop focus letter for tag-a-longs, why to present at symposium, why attend a conference, why exhibit at symposium

➤ President's Report

- Provisional Society review
 - Some miscommunication on SRC requests; resubmission of forms to the SRC showing the progress made over the past year.
 - Society must report to Provisional Oversight Committee before June meeting of TAB
 - Need to use IEEE's resources such as IEEE membership in ASSE, and MOU with CSA
- Membership renewals
 - Membership should contact each individual not renewing for reminder or find out why
- New action item – Jack to contact Mary Ward Callen to find contact information for ASSE and CSA; report to the BoD; draft letter for contact
- Website
 - Update Chapter information on Society website
 - Improve information on benefits of Society membership
- TAB meeting report
 - Required to have a GOLD member on the BoD in a non-voting capacity
 - New Action Item – All directors to provide names for the GOLD Director appointee
 - MGA creating new programs to recruit members – J. Bacher to provide a MDA contact for K. Thomas
 - Need to contact Regional Director to notify of proposed conference or Symposium
 - Member benefit for the Journal type papers are in the newsletter; need to remove those when newsletter is moved to public area
 - Investigate providing Xplorer access as part of membership
 - Review price difference of symposium between member and non-member
 - Prepare report on member retention and conference activities outside of the USA
- Long Range Planning
 - VP's to propose future goals and objectives

➤ Treasurer's Report

- Review of FinCom report
 - Met with Jim Gatlin, advisor for finances
 - Budget for 2008 has been finalized
 - Fincom has requested draft budget for 2009
- Budgetary concerns are
 - Minimum 20% surplus from conferences
 - Control of budget items to remain solvent
 - Build minimum reserves for the Society
 - Need budget proposals from VP's

➤ Vice President Reports

○ Conferences

- 2008 symposium – Austin
 - Planning in process
 - Merchandising opportunities
- 2009 symposium – Toronto
 - Planning in process
 - Issues in dealing with Canadian currency, different tax structure, travel issues
- 2010 symposium
 - Opportunity for co-sponsorship with EMC in Ft. Lauderdale
 - Interest from Boston
- Discussed competition with timing of symposiums
- Reviewed statistics for 2007 symposium
- Explore options to publish Symposium papers in IEEE Xplorer
- Explore options to present at the Symposium by electronic means
- Explore options to attend individual Symposium presentations remotely
- Promote more paper on NFPA issues – enlist help of VP's for TC and Membership

○ Technical Activities

- Preparing a handbook for the operation of the Technical Activities Committee and various TC's
 - Discussion of strategic organization for the TAC and TC's
 - RAC – Representative Activities Committee – Representative to other Societies
 - SAC – Standards Activities Committee – Standard Liaison
- TC's can be used as a membership recruitment and retention tool
- TC Activities
 - Medical TC is functioning well
 - ITE TC is not yet formed, several contacts but no chair
 - Forensics TC Chair is being recruited
 - Need visibility on the PSES website and e-mail, list serves

○ Member Activities

- TUV Rheinland, Human Resources, discussing more activity with Society
 - Potential activity in training
- NFPA discussions progressed
 - NFPA did not offer any discounts for seminars
- CEU & PEU – discussion of cost versus value of providing as a member benefit
- Chapter Chair teleconference will be held every 2 months in 2008
- Award program proposal under review by Board

- Proposal needs to be made to TAB at next meeting for approval of award program
 - Advertisement of chapter meetings need to be encouraged
 - Communications
 - Mike Weidener has agreed to stay on as editor with additional help
 - Website development – comments Inquiries on jobs listing and any area for candidates
 - Future meetings discussion
 - Some PSES meetings were at the same time as the TAB meetings. There seems to be some synergy to hold the meeting at the same time
 - June 22, 2008 – Denver
 - Oct, 2008 – Austin
 - Feb 2009 – San Juan, Puerto Rico
 - PSES meeting to be decided
 - Monthly teleconference to be continued
 - March 4, 2008 1:00 PM CST
 - Conferences Committee March 3, 2008 4:00 PM
 - Add Doug Nix and Gary Schremp
 - Old Business Items
 - PSES Mascot – develop proposal for contest
 - New Business Items
 - No new business items
 - Next meeting – March 4, 2008 2:00 PM CST
 - Send as teleconference meetings as outlook meeting notice and e-mail
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| US | US | |
| East coast | West coast | Israel |
| 2 PM | 11 PM | 9 PM |
- Meeting adjourned at 3:19 PM CST