



**IEEE Product Safety Engineering Society
Board of Directors Meeting**



Minutes

Date: April 1, 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, Irv Engleson, Stefan Mozar

Participants:

Jim Bacher, Henry Benitez, Murlin Marks, Richard Georgerian, Dan Roman, Ken Thomas, Jack Burns, Daniece Carpenter, Dan Nachtigall
Guests: Dan Arnold, Irv Engleson, Stefan Mozar

AGENDA

Meeting called to order at 2:06 PM CST

➤ **Agenda**

- 2009 Budget -
- Update from Richard - progress on 2008 and 2009 conferences
- SRC Report
- Updating the milestone chart
- Update on Action Items
- New items if any

- Secretary's Report
 - Previous meeting minutes sent to all Board members
 - Members to review action items below
 - Report to Secretary with Item Due Dates as noted below or any updates

- 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	Summary completed and passed to Newsletter Editor	
	2/17	Revisions almost complete and will be ready for next newsletter	
3	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	6/22	Dan R.	Update IEEE technical interest categories to include product safety
	Update	Sent request to e-mail box Irv – send e-mail to Jane Cerone	

6	4/1	Dan R.	Update PSES web page to include PSES Technical Committee activity
	Update	Updated web site Maintain activities to Jack	
7	6/22	Dan R, Doug, Richard G. Ken	Explore options for virtual symposium, presentations Present report to BoD on opportunities, methods, costs, etc.
	Update		
8	6/22	Richard G.	Develop focus letter for tag-a-longs, why to present at symposium, why attend a conference, why exhibit at symposium
	Update	Draft by next meeting	
9	6/3	Jack	Contact Mary Ward Callen to find contact information for ASSE and CSA; report to the BoD; draft letter for contact
	Update	By next week	
10	3/4	All Directors	All directors to provide names for the GOLD Director appointee
	Update	In process	
11	Ongoing	All VP's	Continue with development of strategic plans to develop milestones and accomplishments

		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	

- Action Item Updates
 - Updates as above

- Treasurer
 - 2009 Budget - Needed ASAP
 - Need input for 2009
 - Consider spending more on advertisements to attract more conference attendees

- Update on Symposium
 - 2008 Symposium
 - Contract with hotel signed
 - Call for papers done - 13 papers submitted
 - UL HBSE - Oct 23-24
 - UL - medical Oct 23 25% discount for attendees
 - Registrations will be up after first draft completed
 - 2 keynote speakers
 - Seeking sponsorships from HP, UL, CSA, TUV Rheinland, NEMKO, Intertek

- HP, UL, CSA feedback will provide sponsorship money; amounts to be determined
 - ITI TC2 meeting at Symposium
 - 2009 Symposium
 - Looking for hotels
 - Conference Committee - need to understand currency conversion
 - 2010 Symposium
 - Steve Brody has been out sick and will give update later
 - General
 - Use as an opportunity to recruit members
 - 09 Kyoto conference - special session for PSES
 - Consumer Electronics - could lead the session
- Milestone chart
 - Updating the milestone chart
 - Gold member on BoD - have some potential candidates
 - Compose call for nomination
- Old Business Items
 - SRC Report
 - Have not received comments from all
- New Business Items
 - Awards program proposal circulated
- Next meeting – May 6, 2008 2:00 PM CST
- Send as teleconference meetings as outlook meeting notice and e-mail

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

- Meeting adjourned at 3:14 PM CST