IEEE Product Safety Engineering Society
Board of Directors Meeting

Minutes

Date: June 22, 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, Jack Burns, Daniece Carpenter, Dan Nachtigall, Peter Tarver

AGENDA

Meeting called to order at 8:33 AM MDST

- Agenda
  - Introductions
  - Secretary’s Report
    - Review of previous meeting minutes
    - Action Items
  - President’s Report
  - Treasurer’s Report
  - Past President’s Report
  - VP Reports
    - Technical Activities
    - Conferences
    - Communications
    - Member Activities
  - 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

<table>
<thead>
<tr>
<th>Item</th>
<th>Due</th>
<th>Owner</th>
<th>Action</th>
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<tbody>
<tr>
<td>1</td>
<td>6/16/07</td>
<td>Daniec</td>
<td>Mascot: Safety Monkey</td>
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<td></td>
<td>Update</td>
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<td></td>
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<td></td>
<td>The Safety Monkey has been adopted as our mascot</td>
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<td></td>
<td>1/9</td>
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<td>2/17</td>
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<td></td>
<td>Doug is exploring 2nd Life opportunities</td>
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<td>Table further discussion of mascot appearance until February meeting</td>
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<td>No report: Discussion of forms the mascot might take such as drawings,</td>
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<td>stuffed animal, pins, etc.</td>
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<td>Develop proposal for contest for mascot form</td>
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<td>2</td>
<td>6/16/07</td>
<td>Elya</td>
<td>write a summary of “Why join the PSES?”</td>
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<td>Update</td>
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<td>Summary completed and passed to Newsletter Editor</td>
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<td></td>
<td>2/17</td>
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<td>6/22</td>
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<td></td>
<td>Revisions almost complete and will be ready for next newsletter</td>
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<td>Will be ready for newsletter in 3 months</td>
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<td>3</td>
<td>Q1CY08</td>
<td>Dan</td>
<td>Article on Senior Member</td>
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<td>Update</td>
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<td>10/21</td>
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<td>Elya completed article</td>
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<td>12/11</td>
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<td>2/17</td>
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<td>Discussion on where to publish – recommendation to put in newsletter,</td>
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<td>on website, and send as discussion item to chapters</td>
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<td>6/22</td>
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<td>To be published in our next newsletter, also discussion on locating on</td>
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<td>our website</td>
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<td>Published – action item done</td>
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<td>Action Item</td>
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<td>5</td>
<td>6/22</td>
<td>Dan R.</td>
<td>Update IEEE technical interest categories to include product safety</td>
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<td>Update sent request to e-mail box</td>
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<td>Irv – send e-mail to Jane Cerone</td>
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<td>5/6</td>
<td>Next update to include for renewals in August</td>
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<td>6/22</td>
<td>Done - monitor to make sure complete</td>
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<td>6</td>
<td>4/1</td>
<td>Dan R.</td>
<td>Update PSES web page to include PSES Technical Committee activity</td>
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<td>Update updated web site</td>
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<td>Maintain activities to Jack</td>
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<td>Action Item closed</td>
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<tr>
<td>7</td>
<td>6/22</td>
<td>Dan R, Doug, Richard G. Ken</td>
<td>Explore options for virtual symposium, presentations</td>
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<td>Present report to BoD on opportunities, methods, costs, etc.</td>
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<td>5/6</td>
<td>Draft by June meeting</td>
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<td>6/22</td>
<td>Options still under investigation, need to explore Second Life – see Jane Cerone</td>
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<td>Denver chapter experimenting with webinars for local meetings</td>
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<td>Ken will be piloting web conference using dimdim.com for the chapter Chair meetings</td>
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<td>8</td>
<td>6/22</td>
<td>Richard G.</td>
<td>Develop focus letter for tag-a-longs, why to present at symposium, why attend a conference, why exhibit at symposium</td>
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<td>5/6</td>
<td>Draft by next meeting</td>
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<td>6/22</td>
<td>In process – draft by September</td>
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<td>Add to milestone chart</td>
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<td>9</td>
<td>6/3</td>
<td>Jack</td>
<td>Contact Mary Ward Callen to find contact information for ASSE and CSA; report to the BoD; draft letter for contact</td>
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<td>5/6</td>
<td>By next week</td>
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<td>6/22</td>
<td>Have attempted to contact, will continue attempts to locate information</td>
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<td>Contacted Ms Callen, referred to another IEEE contact, Jack to contact Matt Lowe for more information</td>
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<td><strong>10</strong></td>
<td>3/4</td>
<td>All Directors</td>
<td>All directors to provide names for the GOLD Director appointee</td>
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<td>Update</td>
<td>In process</td>
<td>5/6</td>
<td>Jim Bacher to send e-blast for nominations</td>
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<td>In process</td>
<td>6/22</td>
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<td><strong>11</strong></td>
<td>Ongoing</td>
<td>All VP’s</td>
<td>Continue with development of strategic plans to develop milestones and accomplishments</td>
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**Action Items ON HOLD**

**A**

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<tr>
<td>6/16/07</td>
<td>Jack</td>
<td>Get affiliations with other Society TCs</td>
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<td><strong>Status: On Hold</strong></td>
<td>Update</td>
<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>4/3</td>
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<td>Postponed until TCs are formed and operational</td>
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<td>6/17</td>
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**B**

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<tbody>
<tr>
<td>5/7/07</td>
<td>Murlin</td>
<td>Re-write letter to send to members to send to educational institutions</td>
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<tr>
<td><strong>Status: On Hold</strong></td>
<td>Update</td>
<td>Reassigned to Murlin - Draft by next meeting</td>
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<td>4/3</td>
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<td>Original draft received from Jack – Bob Rassa gave contacts for IEEE; contacted but no reply, waiting for additional support from TAC</td>
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<td>5/7</td>
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<td>Rework letter to a sendable form, propose resources needed to support TBD next teleconference</td>
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<td>6/17</td>
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<td>On hold pending operational Technical Committee organization</td>
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Action Item Updates – Updates noted above
- 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
- New Actions items assigned
  - Adcom Roster – send information on name, company, address, contact information to Daniece
  - Symposium – provide poster area for IEEE student chapter; information or experiment on student chapter
  - Membership Benefit -Daniece to contact Ken T., Dan R. to develop proposal to put non-Xplorere content from conferences on website as membership benefit
- Motion to approve minutes from last meeting, seconded, motion passed

President’s Report
- TAB recommendation that Board minutes be available for Adcom –
  - The meeting report is currently posted on the website; we will instruct on the location
- IEEE Xplorer –
  - Reviewed number of downloads
  - Need to promote availability of papers
  - Method of revenue distribution has changed; POP allocation now averaged over 3 years; allocation % to be phased in until 2012 to lessen allocations to old titles.
- TAB Review
  - Noted that one 3-year old society had 10 conferences last year
  - TAB Finance noted that society budget forecasting needs to be more realistic
  - IEEE has retained a consultant to review the reserve requirements
    - PSES is rapidly closing on achieving our reserve requirement of 50% of expenses
  - TAB noted amount of no-shows in conference presentation
  - TAB noted lack of participation of local chapters in Symposiaums
  - TAB wants all Societies to be able to resolve ethics issue
    - Add to milestone chart for future tasks
  - Wants more international access; promotes translation of Society webpages
  - Request a representative to work with IEEE Membership Committee
    - Add action item for Ken
  - Request tags for new webpage development – will request later this year
  - Toyota to fund Environmental and Safety award
    - PSES chosen as a reviewer for candidates
    - Opportunity for TC to coordinate with PSES Awards Committee
    - Further details TBD
- Encourage timely awards
  - Example is recent award for Moore’s Law
- Provisional Society review
  - Reported to TAB
  - Not favorable; remarked that we are not aware of where we are in relation to our Business Plan ver 2.
  - Will release a new questionnaire in December reflecting changes in operation of SRC
  - Need to work on our response in relation to business plan; will devote monthly teleconference to working on response
- Need to utilize more advertising
  - IEEE has a mail service
  - Need to add to budget

> Treasurer’s Report
- Review of FinCom report
  - 2008 budget is set – review of performance
  - 2009 budget has been submitted;
    - May be able to add a few things
    - Need 2009 conference budget
  - 2010 budget input is needed
  - Reserves are increasing and probably will meet 50% requirement
- 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

> Past President Report
- Election nomination committee
  - asked for potential candidates
- Conference management
  - Other society wanted to engage a conference management service other than IEEE CMS
  - Toronto conference – review participation of local section or chapter
- Conference and publication revenue
  - Division 6 presidents attended meeting to discuss new allocation method for Xplorer
- TAB has decided to fund efforts for Computer Society for competition issues
- TAB recommends a price differential in conference registration between IEEE members and non-members
Vice President Reports

- Technical Activities
  - Handbook for the operation of the Technical Activities Committee and various TC’s
    - Organization
      - Technical Advisory Committee to oversee operations of TC, representatives
      - Volunteers for TAC
        - Peter Tarver
        - Doug Nix
        - Rich Pescatore
        - Daniece Carpenter
        - Rich Nute
        - Jim Pierce
        - Cc: Richard G.
  - Report to the BoD on TC activities,
  - TC Responsibilities
    - Establish an e-mail list for interested parties
    - Review technical papers for conferences and publications
    - Organize special tracks and sessions at symposiums, conferences, etc.
    - Organize, participate and review standards
  - TC Structure
    - Begin with a minimum of 3 people
    - Meet at a minimum of once per month
    - TC Chairs to meet once per quarter
    - Annual report at Symposium meeting
  - Representative Liaison
    - Represent to other IEEE Societies and other organizations
    - May have alternates to assist, but not required
    - Report on activities to TAC and to BoD
    - Annual meeting at Symposium

- TC Activities
  - Medical TC is functioning well
    - Holding teleconferences with good participation
  - ITE TC is not yet formed, several contacts but no chair
  - Forensics TC Chair is being recruited
  - Telecommunications, NEBS, Semiconductor TC suggested
  - Reviewed TC membership invitation letter
Conferences
- 2008 symposium – Austin
  - Received $15k in grants for the conference
  - Tracks are full, registration is open
- 2009 symposium – Toronto
  - Planning in process – Report from Doug Nix
  - Ten hotels contacted in the Pearson and Kitchener-Waterloo areas
  - Will contact some hotels in the Mississauga area
  - Nine hotels have replied with acceptable accommodations
  - Investigate Issues in dealing with Canadian currency, different tax structure, travel issues
- 2010 symposium
  - Opportunity for co-sponsorship with EMC in Ft. Lauderdale
    - Will monitor for paper supply in 2008
  - Interest from Boston
    - Need to clarify interest, look for potential alternates

Conference Management
- Contacted by conference managers, Conference Catalyst, LLC for potential engagement in future conferences

Communications
- Symposium activities
  - E-blast
  - Received quote for Symposium CD’s
  - Retain external company to format papers for Xplorer
- Website
  - Job posting site - Activity on available jobs side
  - BoD meeting schedule promoted to increase visibility
- Newsletter
  - Newsletter Editor has requested help
  - Proposal is to form a Newsletter Committee to act as editors
  - No interest expressed from guest authors on writing articles on hot topic
  - Contacted UL to request articles and white papers
- Advertising
  - Industry magazines continue to offer free space for the Symposium ads
Member Activities

- Reports 594 active members as of 6/19/08
- Growth rate is 3.5% where IEEE Society growth average is -2.9%
- Establishing new chapters has been a challenge
  - Potential areas in Toronto, Denver, Long Island, West Virginia, and China but reaching 12 members has been difficult
  - Have sent material to iNARTE members in Japan
- Hold 2 Colloquiums by the end of 2008
  - Held one in Portland, second not scheduled yet
- Chapter Chair meeting held every other month

Open Milestones

- Program for Society Leadership Development
- Establish Fellow Committee
  - Have 5 members on the Fellow Committee
- Establish Awards Committee
  - Award program is almost completed
- Create posters for companies and universities
- Attend R&B sponsored membership retreat

Strategic Planning Committee
All VP’s are included
Strategic planning meetings will be held the Saturday night before the BoD
Future meetings
- Oct. 19, 2008 – Austin
  - In conjunction with Symposium
- Feb 2009 – San Juan, Puerto Rico
  - PSES meeting location to be decided
  - TAB meeting in Condado Plaza, San Juan, PR
- June 28, 2009 – Los Angeles, CA
  - TAB meeting to be held in Century Plaza Hotel, Los Angeles, CA
- October, 2009 – Location TBD
  - In conjunction with Symposium
- Monthly BoD teleconference schedule
  - First Tuesday of the month (unless scheduled otherwise)
    - July 8, 2008
    - August 5, 2008
    - September 2, 2008 – NOTE: potential for change for Labor Day
  - Time
    US Time: 3 PM EDST - 2 PM CDST - 1 PM MDST - 12 PM (noon) PDST
    Tel Aviv, Israel - 10 PM
    Sydney, Australia - - 5 AM ( Wednesday )
- Committee on Conferences
  - First Monday of the month (unless otherwise scheduled)
  - Time
    2 PM PST; 3 PM MST; 4 PM CST; 5 PM EST

Old Business Items
- PSES Mascot – develop proposal for contest

New Business Items
- No new business items

Next meeting –
- July meeting will be devoted to work on the business plan
- Teleconference to be held on August 5, 2008 2:00 PM CST

Send as teleconference meetings as outlook meeting notice and e-mail

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

Meeting adjourned at 4:34 PM MDST