



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

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	
	6/22	Will be ready for newsletter in 3 months	
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	
	6/22	Published – action item done	

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
	5/6		Next update to include for renewals in August
	6/22		Done - monitor to make sure complete
6	4/1	Dan R.	Update PSES web page to include PSES Technical Committee activity
	Update		Updated web site Maintain activities to Jack Action Item closed
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		
	5/6		Draft by June meeting
	6/22		Options still under investigation, need to explore Second Life – see Jane Cerone Denver chapter experimenting with webinars for local meetings Ken will be piloting web conference using dimdim.com for the chapter Chair meetings
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		
	5/6		Draft by next meeting
	6/22		In process – draft by September Add to milestone chart
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
	5/6		Have attempted to contact, will continue attempts to locate information
	6/22		Contacted Ms Callen, referred to another IEEE contact, Jack to contact Matt Lowe for more information

10	3/4	All Directors	All directors to provide names for the GOLD Director appointee
	Update	In process	
	5/6	Jim Bacher to send e-blast for nominations	
	6/22	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 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 Symposiums
 - 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	US	
East coast	West coast	Israel
2 PM	11 PM	9 PM

- Meeting adjourned at 4:34 PM MDST

