



## Minutes

**Date: August 5, 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, Mark Montrose, Murlin Marks, Richard Georgerian, Dan Roman, Ken Thomas, Daniece Carpenter, Richard Pescatorer

## AGENDA

Meeting called to order at 2:03 PM MDST

- Agenda
  - VP Reports
    - Member Activities
    - Communications
    - Technical Activities
    - Conferences
  - Treasurer's Report
  - Past President's Report
  - President's Report
  - Secretary's Report
    - Review of previous meeting minutes
    - Action Items
    -
  - Old Business
  - New Business

*Note: September telcom will be an update of action items generated on the last conference call.*

## Vice President Reports

- Member Activities
  - Looking for senior member volunteers to sponsor a Chinese candidate for a senior member
  - Chapter Chair meeting today
    - Agenda includes renewals – Each chapter needs to remind members to renew early
  - Will be using a video conference program - DimDim
  - Team spirit among chapters is increasing
  - Investigating forming a relationship with Art Michael, International Product Safety News.
  
- Communications
  - Symposium activities
    - E-blast to all members reminding them of the early registration discount
  - Membership renewal
    - Researching the updated IEEE fees to update our membership application form
  - Meeting information on website
    - Information on the website – just general board meetings
  
- Technical Activities
  - TC Activities
    - No report!
  
- Conferences
  - 2008 symposium – Austin
    - Abstracts are up on the website
  - 2009 symposium – Toronto
    - Planning in process – Report from Doug Nix
    - Using Conference Catalyst to negotiate the hotel contracts; and other conference finance, etc.
    - TBD
      - Issues in dealing with Canadian currency, different tax structure, travel issues
    - Richard will prepare a Conference Guideline

- 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
  
- Treasurer's Report
  - Review of FinCom report
    - 2009 budget has been submitted;
      - Need 2009 conference budget
    - 2010 budget input is needed
  
- Past President Report
  - Election nomination committee
    - Acceptance to be candidate from Jim Pierce, Intertek;  
Ivan Vandewege, Case Forensics;  
Rich Pescatore, HP; Murlin Marks, Consultant: Jack Burns, Dell
  
- President's Report
  - TAB Review
    - Action Item from June meeting: Request a representative to work with IEEE Membership Committee
      - Add action item for Ken
  
- Secretary's Report
  - Review of previous meeting minutes
    - H. Benitez moved to accept the meeting report, M. Marks seconded; vote to accept
    - Adcom Roster
    - Next Meeting delayed to accommodate Labor Day holiday
    - Action item review in September

## ➤ Action Items

Item	Due	Owner	Action
<b>1</b>	<b>6/16/07</b>	<b>Daniece</b>	<b>Mascot: Safety Monkey</b>
	Update	The Safety Monkey has been adopted as our mascot	
	1/9	Doug is exploring 2 <sup>nd</sup> 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	
<b>2</b>	<b>6/16/07</b>	<b>Elya</b>	<b>write a summary of "Why join the PSES?"</b>
	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	
		8/5 almost done	
<b>3</b>	<b>6/22</b>	<b>Dan R.</b>	<b>Update IEEE technical interest categories to include product safety</b>
	Update	Sent request to e-mail box Irv – send e-mail to Jane Cerone	
	6/22	Done - monitor to make sure complete 5/6 - Next update to include for renewals in August	
<b>4</b>	<b>6/22</b>	<b>Dan R, Doug, Richard G. Ken</b>	<b>Explore options for virtual symposium, presentations Present report to BoD on opportunities, methods, costs, etc.</b>
	Update		
	5/6	Draft by June meeting	
	6/22	Investigation still under investigation, need to explore Second Life – see Jane Cerone Denver chapter experimenting with webinars for local meetings	
<b>5</b>	<b>6/22</b>	<b>Richard G.</b>	<b>Develop focus letter for tag-a-longs, why to present at symposium, why attend a conference, why exhibit at symposium</b>
	Update		
	5/6	Draft by next meeting	
	6/22	In process – draft by September Add to milestone chart	

			8/22 – working on the focus letter
<b>6</b>	<b>6/3</b>	<b>Jack</b>	<b>Contact Mary Ward Callen to find contact information for ASSE and CSA; report to the BoD; draft letter for contact</b>
	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 Loeb for more information	
<b>7</b>	<b>3/4</b>	<b>All Directors</b>	<b>All directors to provide names for the GOLD Director appointee</b>
	Update	In process	
	5/6	Jim Bacher to send e-blast for nominations	
	6/22	In process 8/5 – no nominations yet	
<b>8</b>	<b>TBD</b>	<b>Ken</b>	<b>Request a representative to work with IEEE Membership Committee</b>
	Update 9/9		
<b>9</b>	<b>TBD</b>	<b>Daniece Ken; Dan</b>	<b>Develop proposal to put non-Xplorer content from conferences on website as membership benefit</b>
	Update		
<b>11</b>	<b>Ongoing</b>	<b>All VP's</b>	<b>Continue with development of strategic plans to develop milestones and accomplishments</b>
<b>##</b>	Update		
<b>##</b>	Update		

			<b>Action Items ON HOLD</b>
<b>A</b>	<b>6/16/07</b>	<b>Jack</b>	<b>Get affiliations with other Society TCs</b>
<b>Status: On Hold</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>B</b>	<b>5/7/07</b>	<b>Murlin</b>	<b>Re-write letter to send to members to send to educational institutions</b>
<b>Status: On Hold</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	

- 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
    - Daniece to contact Ken T., Dan R. to develop proposal to put non-Xplorere content from conferences on website as membership benefit – added to Action Item List

#### 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 – Dallas, TX - ExCom 2/7; BoD 2/8
    - TAB meeting in Condado Plaza, San Juan, PR; Feb. 10 -15
  - June 28, 2009 – Los Angeles, CA
    - TAB meeting to be held in Century Plaza Hotel, Los Angeles, CA; June 23-28
  - October, 2009 – Location TBD
    - In conjunction with Symposium
- Monthly teleconference schedule Send as teleconference meetings as outlook meeting notice and e-mail
  - First Tuesday of the month (unless scheduled otherwise)
    - September 9, 2008
    - October 7, 2008
    - November 4, 2008 (Note – Election Day – for the big one)
    - December 2, 2008
  - 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 )*

- Conferences Committee
  - First Monday of the month
    - September 8, 2008
    - October 6, 2008
    - November 3, 2008
    - December 1, 2008
  
- Old Business Items
  - No further business items
  
- New Business Items
  - No new business items
  
- Meeting adjourned at 3:49 PM CDST