

## IEEE Product Safety Engineering Society Board of Directors Meeting

### Report

**Date: March 3, 2009 - Board of Directors Meeting**

**Committee Members:**

Jim Bacher, Murlin Marks, Henry Benitez, Mark Montrose, Richard Georgerian, Dan Roman, Jack Burns, Daniece Carpenter, Richard Pescatore, Elya Joffe, Doug Nix, Peter Tarver, Jim Pierce, Sanne Cubberley, Ivan Vandewege, Thomas Ha

Guests: Bob Rassa, Ted Freeman, Dan Arnold, Stefan Mozar

**Participants:**

Murlin Marks, Henry Benitez, Mark Montrose, Dan Roman, Jack Burns, Daniece Carpenter, Richard Pescatore, Doug Nix, Peter Tarver, Jim Pierce, Sanne Cubberley, Ivan Vandewege, Thomas Ha

Guests: Dan Arnold

### AGENDA

***Meeting called to order***

- *Secretary's Report*
  - *Review of previous meeting minutes*
- *Action Items - update on Action items from last meeting notes*
- *President's Report*
  - *Status SRC and TAB Fincom Report*
- *Marketing*
- *Treasurer's Report*
- *Past President Report*

***VP Reports***

- *Conferences*
- *Technical Activities*
- *Member Activities*
- *Communications*
- *Old Business*
- *New Business*

Meeting called to order at 12:05 PM PDST

- Agenda
- Secretary's Report
  - Review of previous meeting report
  - Report accepted
  - Action Items - update on Action items from last meeting notes
- President's Report
  - Status SRC and TAB Fincom Report
- SRC & TAB Fincom

### **Status SRC**

New members have been appointed to the SRC. Unfortunately, the new members have different agendas and interpretations than previous directions. Comments from the SRC included new observations with bylaws, and again advocated starting a society as a council.

Requested that PSES begin negotiations with the with IAS as to merge and become a TC as an exit strategy. The PSES President held conversations with the IAS President on possibility of a merger, and PSES made it clear that a merger is not acceptable at this time, but would be open to joint operations. A preliminary agreement was reached to work with IAS on publications – 3 – 5 articles over the next year

No decision in by the SRC in the February meeting, but must a decision must be made by May as to disposition – continue a society, merge, change to council or dissolve

The SRC doesn't seem to have a clear mission. Believe that their purpose should be to help societies on establish and keep on track, and become financially viable

### **TAB Fincom Report**

Society financials are good. PSES met the required financial milestone with a modest budget and successful conferences

It was noted that the PSES is the only society shown on chart as improving year over year – noted that likely we will be taken off financial watch

- Marketing
  - A Marketing Committee was established to develop materials for marketing the Society. A Marketing Committee for the 2009 Symposium has also been established.

➤ Treasurer's Report

- The Treasurer has received some budget items for 2010
- At current level, each VP could have up to \$2K for items
- The society should be increasing activities and spending each year

VP Reports

➤ Conferences - 2009 Symposium

- Steve Brody had to resign as marketing chair, but committee has a candidate with suggestions on ideas for conferences and society as whole
- Issued a focus letter for use with prospective exhibitors and a focus letter for prospective patrons
- CSA cancelled meeting to evaluate participation in all venues
- Strong interest from Electrical Safety Authority in participating in the Symposium
- Contacted UL to set up meeting
- MOU in process EMC Society
- MOU in process with IEEE Toronto Section
- Survey in progress for interest on 4 new tracks proposed for symposium

➤ Technical Activities

- Industrial Products TC – Discussed formation of the TC with Mark Frankfurth; Mark proposed 3 new members. All of the proposed members are currently in semi-conductor manufacturing. An effort will be made to reach out to other areas
- Telecom TC – Need to follow up on discussion on formation with proposed leader
- Reviewers for papers at the conference – sent names of tech reviewers

➤ Member Activities

- Awards program – sent to PSES President for final review and submittal
  - Action item to place it on the TAB approval
- VP intends to recruit 4 people to assist with activities.
- The Chapter Chair meetings will be started again.
- Focus for next few weeks will be on new chapters.

➤ Communications

- The web page for the TC's is in progress/
- 4 – 5 papers are in the queue intended for journal submission.
  - Investigating routing them through the peer review for our newsletter;
- Exploring the IAS joint effort
  - To be noted is that IAS will get credit for papers; may include them on Symposium CD to be entered into Xplore<sup>®</sup>

- Proposed to send an E-blast sent to IEEE members advising them that product safety could be selected as interest area.
  - Reported that tis is a credible option and viable within the IEEE e-mail system.
- Reported that PSES was omitted from the list on the new interface, but this should be fixed by this week
- ITEM – PSES agreement - Dan made a motion to accept the agreement; Henry seconded; all in favor

➤ Old Business

- None

➤ New Business

- None

➤ Adjournment

- Meeting was adjourned at 3:14 PM CDST

➤ Strategic Planning Committee

- All VP's are included
- Strategic planning meetings will be held the Saturday night before the June, and October BoD meetings

➤ Future meetings

- June 28, 2009 – Los Angeles, CA
  - TAB meeting to be held in Century Plaza Hotel, Los Angeles, CA; June 23-28
- October, 2009 – Toronto, Canada
  - 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)
  - April 7, 2009
  - May 5, 2009
  - June 2, 2009
  - July 7, 2009
  - August 4, 2009
  - September 8, 2009

▪ Time :

*US Time: 3 PM EDT - 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

- April 6, 2009
- May 4, 2009
- June 1, 2009
- July 6, 2009
- August 3, 2009
- September 7, 2009

▪ Time :

*US Time: 5 PM EDST - 4 PM CDST - 3 PM MDST - 2 PM PDST -*

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## ➤ Action Items

Item	Due	Owner	Action
1	6/22	Dan R, Doug, Richard G. Ken	<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
	2/8/09		Investigating streaming on the web – 2009 symposium
2	6/22	Richard G.	<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
	2/8/09		still in progress
3	6/3	Jack	<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
	2/8/09		To contact at the TAB meeting
4	TBD	Daniece Dan	<b>Develop proposal to put non-Xplorer content from conferences on website as membership benefit</b>
	Update		Possible to put it on the website in the members section Need to review material to find which material will be suitable
	3/3/09		Received material from each Symposium
5		Dan R. Jack B.	<b>Provide input for PSES to the new IEEE interface development group</b>
	Update		President e-mailed information to chairs

<b>6</b>	<b>Ongoing</b>	<b>All VP's</b>	<b>Continue with development of strategic plans to develop milestones and accomplishments</b>
	Update	Need updates from all VP's for next meeting	
<b>##</b>			
	Update		
<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