

## IEEE Product Safety Engineering Society Board of Directors Meeting

### Meeting Notes

**Date: June 2, 2009 - Board of Directors Meeting**

#### **Committee Members:**

Jim Bacher, Murlin Marks, Henry Benitez, Richard Georgerian, Dan Roman, Jack Burns, Daniece Carpenter, Richard Pescatore, Elya Joffe, Doug Nix, Peter Tarver, Jim Pierce, Ivan Vandewege, Thomas Ha, Silvia Diaz Monnier, Richard Nute

Guests: Bob Rassa, Ted Freeman, Dan Arnold, Stefan Mozar, Josh LaTourneau Mark Montrose,

#### **Participants:**

Jim Bacher, Murlin Marks, Henry Benitez, Dan Roman, Jack Burns, Daniece Carpenter, Doug Nix, Ivan Vandewege, Thomas Ha, Silvia Diaz Monnier

### **AGENDA**

Meeting called to order

- Secretary's Report
  - In person meeting
- President's Report
  - TAB
  - SRC Motion to TAB regarding PSES
- Past President Report
- Treasurer's Report

VP Reports

- Conferences
  - 2009 Symposium
- Technical Activities
- Member Activities
  - Chapters
  - Awards
- Communications
- Old Business
  - Marketing
- New Business

Meeting called to order at \_2:06\_\_ PM CDST

### **Agenda**

- Secretary's Report
  - In person meeting
- President's Report
- *TAB*
- *SRC Motion to TAB regarding PSES*
  - *SRC sent report to TMC – Tab Management Committee to disband PSES*
  - *TMC will make motion to TAB - motion to allow one more year to turn things around, then move to change us to a something*
- *Past president's Report*
  - *acknowledge the new members, Silvia and Rich*
  - *Chairing the nominations committee – looking for a few members to nominations committee*
- Treasurer's Report
  - Financial strategy is on track

### **VP Reports**

- Conferences - 2009 Symposium
  - Next planning meeting is next Tuesday
  - Reaching out to the upper education to increase the student participation
  - On track to hit the 18 exhibitor target
  - Interest in running a job fair in conjunction with the Symposium – looking for a chair to champion
- Technical Activities
  - Request a copy of the upper education contacts being contacted about the Symposium
- Member Activities
  - Resumed the chapter chair teleconference in May
  - Explored ways to include all chapters – difficult to find a time acceptable to all regions
- Communications
  - 6/2 – supporting the new symposium website
  - Review of some networking sites
    - Ning – has more features and flexibility than LinkedIn
    - Facebook
    - LinkedIn – popular for
  - Will do an item on the Ning site for the newsletter

- Old Business
- Marketing
  - Benefits targeted for why a person wants to be a member – also need benefits for why a company should support membership
  - Target current IEEE
- New Business
  - Need articles for the June newsletter
- Adjournment
  - Meeting was adjourned at \_\_\_3:12\_\_\_ PM CDST

## Meeting Schedules

- 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)
    - June 2, 2009
    - July 7, 2009
    - August 4, 2009
    - September 8, 2009
  
  - 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
    - 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	Explore options for virtual symposium, presentations Present report to BoD on opportunities, methods, costs, etc.
	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.	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
	8/22		working on the focus letter
	2/8/09		still in progress
3	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 Loeb for more information
	2/8/09		To contact at the TAB meeting
4	TBD	Daniece Dan	Develop proposal to put non-Xplore content from conferences on website as membership benefit
	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.	Provide input for PSES to the new IEEE interface development group
	Update		President e-mailed information to chairs
	4/7		Now have access – moving forward on providing contact

<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	
	4/7	John Allen – UL is interested in forming outreach to educational institutions	

- 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