Meeting Notes

Date: January 7, 2014 - Board of Directors Meeting

Committee Members:
Kevin Ravo, Elya Joffe, Dan Roman, Ivan VanDeWege, Thomas Ha, Jan Swart, Daniece Carpenter, Silvia Diaz Monnier, Richard Nute, Paul Wang, Mike Nicholls, Steli Loznen, Juha K Junkkarinen, Stefan Mozar, Bill Bisienius, Grant Schmidbauer, Jack Burns, Mark Maynard, Doug Nix,
Guests: Murlin Marks; Rob Reilly

Participants:
Kevin Ravo, Elya Joffe, Dan Roman, Ivan VanDeWege, Daniece Carpenter, Richard Nute, Paul Wang, Mike Nicholls, Steli Loznen, Bill Bisienius, Grant Schmidbauer, Jack Burns, Mark Maynard
Guests: Murlin Marks; Rob Reilly

Next Meeting: (Please refer to the Meeting Schedules page for a full list of scheduled meetings)
Teleconference: March 4, 2014  2 PM Central US
Face to Face: February 8-9, 2014; Chicago

Meeting called to order at 2:04 PM CT
Adjourned at  3:42 PM CT

Action items from this meeting
Please see the PSES Dashboard for Action Items
Meeting report
Call to Order, Introductions/Opening Remarks

Consent Agenda Motions
- Approval of Agenda - Motion made to accept, no comments or objections; motion passed
- Secretary’s Report – minutes of December, 2013 meetings; no comments or objections

Past President’s Summary
- N&A Committee
  - Timeline for formation
    - 2 elections this year
      - Director members at large and Vice Presidents
    - For the formation of the BoD election, committee should be in place by April 15
  - Call for Nominations
    - Published in newsletter and on the web
    - e-blast to be circulated
  - Vice-Presidents
    - Will be asking current officers for nominations
    - Nominees do not need to be members of the board
- Constitution and By-Laws (C&BL) Update
  - Conversation with IEEE has been initiated
  - Some sections would need updating to bring them in line with IEEE policy
  - Jane Cerone should complete review with recommendations for needed updates by February
- SRC meeting – one of the topics explored was if we were following the Constitution and ByLaws

President Statement
- Future Meeting process
  - Reports
    - Propose template for use with all reports and updates
  - Action Items
    - Action items are now on the dashboard
    - All members to update their action item on the dashboard beginning January, 2014
  - The Dashboard is located on the PSES website in the BoD Private Area under Content
    - Dashboard Workbook 07 Jan 201
  - Dashboard to include
    - Action Items
    - Strategic Plan process and activities
    - Events
    - Resource listing of Board members
    - Will share with all Board for review
- Strategic Plan Process
  - The current Strategic Plan is a very lengthy document
  - Might be difficult to complete in one meeting, so will try to divide up and consider one section at a time
  - Enter some tactics for near, medium and long term strategies
    - Would like a volunteer to consider the tactics for one or two goals for discussion at the next teleconference
- Product Safety in EECE 380 – Electrical Engineering Design Studio
  - Sent material for the courses to the professor, but no reply yet
- Request from Fellow Staff
  - Send information on the Fellow Evaluation Committee and Chair
  - Chair was Barry Finberg at bfinberg@ieee.org

Treasurer’s Report
- Has not received December data to budget
- The budget timing for 2014 will be changing

FinCom Report
- Fincom Report – No report

VP Reports

VP Technical Services
- iNARTE PSE Certification Committee
  - Jack wants to continue to lead the committee
  - iNARTE held their Board meeting yesterday
    - Noted that inputs from the committee is desperately needed
- Reorganization of TA per BoD resolution
  - In process – should have some slides ready for next face2face meetings
- Presence and visibility in ISPCE 2013
  - Scheduling meetings with all TC chairs to encourage them to follow TC Handbook for Symposium newsletter; meeting schedule for Symposium
  - Contacted Luis to request to continue as Symposium Coordinator
- 3-5 year TAC/TC plan
  - No report
VP Communication Services

- **Housekeeping**
  - New Board members have been added to the listserv
  - Used pictures from LinkedIn, if you prefer other picture, send to Dan

- **Newsletter Content**
  - Last newsletter was published with our 1st ever paid advertisement
  - Added ads for each of the patrons from the last Symposium
  - Next newsletter to be published at the end of March
    - Newsletter articles submitted to Dan by March 15

- **Marketing and Publicity**
  - Thanks to Grant for taking on the Survey Coordinator
  - Any input on content or delivery please send to Grant

- **CE Society Magazine**
  - Complimentary issues for CE members
  - PSES can provide articles –
    - CE Magazine Editor to perform duties as lead contact
      - Murlin volunteered
  - Would like to enter into an investigation to partner with CE Magazine for publishing our technical articles in magazine instead
  - Would need to review financial obligations and options

VP Conferences

- **ISPCE 2014 Symposium Publicity and Preparations**
  - Committee meeting held this morning
  - Due date for papers will be extended to Feb 3
  - Aligning our paper submittal processes to what other Societies have done
  - Some issues with website – contact Kevin or Tom Burke if experience issues

- **Future Symposia Locations**
  - 2015 – Chicago
    - Reviewing venues; shortlist of 2 hotels

- **Peer Review**
  - Training held in December

- **Globe Space 2014 date change**
  - Postponed to early December 1-4; new call for papers will be issued

- **3rd Annual Symposium of IEEE PSES Israeli Chapter held on December 26, 2013, Tel Aviv**
  - Approximately 40 participants
  - Head of biomedical division of college attended
  - Arranged 6 hour workshop on biomedical
  - Will information and pictures for next newsletter
VP Member Services

- Senior Member Initiative/Campaign
  - Proposed to have a sign-up session at ISPCE

- Chapter Coordination meeting
  - Request inclusion of Chapter of year award with nomination e-blast
  - Thinking of starting a chapter newsletter
  - Jack – noted that the Boston chapter is having some issues with attendance; ideas to help?

- Chapter of the Year Award
  - Have sent information on chapter of year to chapter chairs
  - Propose to put the nomination form on the website
  - Will also send it to all Board members

- Awards activities
  - William H Merrill Award
    - Response from UL that willing to move on award
  - Awards solicitation campaign, 2014
    - Propose awards for
      - Founders
      - Rich Georgerian for service
      - Dan Roman for newsletter
      - Past chapter chairs for an acknowledgment

Old/Unfinished Business

- No other old business discussed

New Business

- Open floor for comments
  - Rob Reilly – at the upcoming Feb IEEE Board meeting to have a table for discussion of education, or things of excellence, sharing of resources for Division VI Societies

Summary of Financial Impact of Approved Motions

- No such motions

Action Items (old and new) Review –

- Action Items are located in the Dashboard

Next meetings

- Face to Face (F2F)
  - Location: Chicago, IL
  - Dates: February, 8-9, 2014
  - Discussed whether to change location; will leave it there
• Teleconference
  o Tuesday, March 4, 2014

Concluding Remarks

Adjournment
  ➢ Meeting was adjourned at 3:42 PM CT.
Meeting Schedules

➢ Strategic Planning Committee
  o All VP’s are included

➢ 2014 Face to Face meetings
  o 8-9 Feb, 2014 – Chicago (Venue for 2015 Symposium)
    ▪ Feb 8 – ExCom meeting
    ▪ Feb 9 – Board meeting
  o 3-4 May – Symposium – San Jose
    ▪ May 3 – ExCom meeting
    ▪ May 4 – Board meeting
  o 25-26 Oct. – Long Island
    ▪ Oct 25 – ExCom meeting
    ▪ Oct 26 – Board meeting

➢ Monthly teleconference schedule
  o Teleconference meetings sent as outlook meeting notice and e-mail
  o First Tuesday of the month (unless scheduled otherwise)
    ▪ 2014
       ▪ January 7, 2014
       ▪ February 4 – teleconference canceled
       ▪ March 4
       ▪ April 1
       ▪ May 6
       ▪ June 3
       ▪ July 1
       ▪ August 5
       ▪ September 2
       ▪ October 7
       ▪ November 4
       ▪ December 2
  o If you cannot attend, please send a report of your activities and update to any action items

Time:
US Time: 3 PM ET    - 2 PM CT   - 1 PM MT   - 12 PM (noon) PT   -
Tel Aviv, Israel - 10 PM   - Buenos Aires – 5 PM
Sydney, Australia - - 7 AM (Wednesday)  - Beijing, China – 4 AM (Wednesday)

Please note that the times may vary depending on the local adoption of Daylight Savings Time. ALWAYS check your local time.

Daylight Savings Time

Daylight Savings Time
  Begins – March 9, 2014
  Ends – November 2, 2014

Time for the conference call is based on US Central time zone. (Austin, Texas)

Convenient web based planner is at http://www.timeanddate.com/worldclock/meeting.html