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**IEEE Product Safety Engineering Society**

**Board of Directors Meeting**

**Meeting Report**

**Date: March 15, 2015 - Board of Directors Meeting**

**Committee Members:**

Kevin Ravo, Elya Joffe, Mark Maynard, Dan Arnold, Daniece Carpenter, Mike Nicholls, Stefan Mozar, Luiz Araujo, Bill Bisenius, Richard Nute, Grant Schmidbauer, Silvia Diaz Monnier, Jack Burns, Steli Loznen, Mariel Acosta Geraldino, Thomas Lanzisero, Bansi Patel, Homi Ahmadi

Guests: Dan Roman, Thomas Ha

**Participants:**

Kevin Ravo, Mark Maynard, Dan Arnold, Daniece Carpenter, Mike Nicholls, Luiz Araujo, Bill Bisenius, Grant Schmidbauer, Silvia Diaz Monnier, Mariel Acosta Geraldino, Thomas Lanzisero, Homi Ahmadi

Guests:

**Next Meeting***: (Please refer to the Meeting Schedules page for a full list of scheduled meetings)*

Teleconference: 2015 2 PM Central US

* + - April 7, 2015

Face to Face: 2015

* March 15, 2015 – Virtual
* May 16 / 17, 2015 – Chicago (with ISPCE)
* October 24 / 25, 2015 – San Jose

Meeting called to order at 10:11\_\_\_\_ PM CDST

Adjourned at \_1:35\_ PM CDST

Action items from this meeting

**Please see the PSES Dashboard for Action Items**

All Action Items should be updated in the Dashboard before the next meeting.

**Meeting report**

**Call to Order, Introductions/Opening Remarks, Welcome**

**Consent Agenda Motions**

* General welcome
* Approval of Agenda - Motion made to accept, no comments or objections ; motion passed –
* Secretary’s Report – minutes of February, 2015 meeting was circulated previously,
  + Motion made to accept, no comments or objections ; motion passed

**Past President's Report**

* The Nominations Committee is now forming and should be formalized by the 1st of April
  + Volunteers will include a past member of board and a non-member – need to finish by end of April
  + Election will be for 4 board member at large

**President-Elect Statement**

* Succession planning for president elect still ongoing
* Held webinar on how to do a presentation
  + Fewer attendees attended than signed up
  + Sent survey to non-attendees
* Marketing efforts for Sympoisum
  + Full page ad in PSES newsletter
* President Elect Report 

**President’s Discussion**

* Meeting Planning/Format – general / this meeting
  + Reports from VPs – thanks to all for getting reports out to the Board prior to the meeting
* Updates on Dashboard
* Dashboard 
  + Action items – Highlights from review of action items
    - Kevin will set up a second call for other people who can’t attend the primary call
    - Website is up and running
    - Updated Dashboard sent to the Board
  + Reviewed tactical plan
  + Reviewed conference plans
  + Discussed Newsletter editor
    - Talk to John McBain
    - Contract position with committee – Tom Lanzisero
    - Editor committee – Stefan
* Strategic Plan
  + Field of Interest –
    - we have 4 different versions found in varying places
    - Need to update all locations to align
  + The Strategic Plan is intended to be a 5 year roadmap and to be revised as needed
  + Motion to accept the plan; motion passed
    - The plan will now be submitted
  + Strategic Plan 

**Treasurer’s Report**

* Highlights from Treasurer Report
  + Received unexpected expenses from IEEEfrom the IEEE pension funding liability
  + IEEE initiative expense offset somewhat by a Investment return
  + Net of $2.5K
* Expected Net Worth (reserves) of $130K
  + Propose to set this as a prudent reserve
* 2015 Budget review
  + Income from conferences possibly at risk
  + Expected Net Surplus for society is $2.8K
* Discussed efficient spending, controlling expenses, reserve and surplus rules
* All expenses will need pre-approval
* 2016 Budget Preview
  + TAB wants budgets that are not conservative. Budgets should be practical and realistic
  + Budget should give lift to strategic and other goals
  + Have maximum impact and extend our reach to our technical community
  + Should have a standing list of special projects that are ready to go
  + May 22 is important as the renewal of product offering ( society dues)
* Key take aways from treasurer training
  + Goals are to simplify and make transparent IEEE budgeting and finance
* Treasurer’s Report 

**FinCom Report**

* Fincom Report
  + No report

**VP Reports**

**VP Technical Services**

* Will contact all Technical Committee chairs to confirm current activity and get a status report.
* A volunteer needed for forum chair for all TC chairs
* MOA and Exemplar – validate current certification methodology; review body of knowledge
  + Exemplar conducted survey on what topics should be included in scope
  + Major issue identified is the question of “Should the certificate requirements be re-examined and restructured??
  + Current certificate program be updated incrementally via exam updates and review of experience requirements?
  + Need a position from the Board by April 1
  + Exemplar presentation 
* 2015 ISPCE
  + Chapter chair meeting – allocated a block of time during presentations to be held in general area

**VP Communication Services**

From email

* Marketing Plan:
  + Update to the Marketing Plan is attached.
  + If I missed anyone's feedback, please resend. All new ideas and comments are welcome.
  + 
* Electronic Brochures:
  + 1 flat page design, separate PDF's available in English, Spanish, French, Japanese, & Chinese.
  + This version is intended to be used for all electronic marketing purposes - please copy this to the Chapters - see attached.
  + Thank you to those of you who provided translations.
* Printed Brochures:
  + 4 versions now available - English/Spanish, English/French, English/Japanese, & English/Chinese.
  + These will be distributed at "in person" marketing opportunities (symposium, tradeshows, chapter meetings).
  + A quantity have been sent to Thomas Ha at the EMC Symposium to have available at the PSES booth.
  + Brochures are currently stored with Bill Bisenius.
* Pop-Up Banners:
  + Thomas Ha had 2 Pop-Up Banners created that will serve as our "booth". See attached.
* Volunteer needs
  + Invites volunteers to help on the marketing committee
  + Another volunteer need is a newsletter editor
  + Need volunteer to take over Chapter Cahir forum
* Dan needs to maintain access to SAMEE
* Newsletter
  + Chapter news – post meetings and report from last meetings
    - Needs chapter news and content for each issue
  + Proposal for incentive for newsletter srticle content
    - Suggested a certificate or chance to win a door prize or award for best newsletter article??
* Website is now live
  + Proposal to post a short video from the symposium
* Need volunteer to take over Chapter Chair forum
* Communications Report 

**VP Conferences - Stefan**

* Future Symposia Locations
  + 2016 – San Diego – Patel
  + Working with committee on planning for Symposium
* 2015 Conferences
* 4 PSES members will attend a conference in Dresden Germany and give presentations
* ICCE Berlin, Sept. 2015
  + Proposal to be a technical co-sponsor
  + Possible financial input
* Conference quality
  + Developing a quality manual for conferences
* Future events
  + Safety workshop in Taiwan is in planning stages
  + Consumer Electronics Product Safety Conference with CES Show
* Publications
  + Next step should be a Transactions on Product Safety
  + Has an editorial team to start
  + Plans to use money from the reserves to start
  + Review after 6 years

VP Conferences Report 

**VP Member Services - Homi**

* Award activities
  + Received some replies to the award nominations
* Volunteer Needs
  + New chair for Chapter Chair Forum
  + Need volunteers to man booth for EMC Sympoisum in San Jose
* ACTION ITEM – all Board members to send chapter officer information to Homi

**Liaison**

Liaison information needs to be updated on the website

**Old/Unfinished Business**

* No old business

**New Business**

* No new business

**Review of Action Items**

* See Dashboard

**Summary of Financial Impact of Approved Motions**

* No such motions

**Next meetings**

* Face to Face (F2F)
  + March 15, 2015 – Virtual
  + May 16 / 17, 2015 – Chicago (with ISPCE)
  + October 24 / 25, 2015 – San Jose
* Teleconference
  + April 7, 2015
  + June 2, 2015
  + July 7, 2015
  + August – Summer Break

**Concluding Remarks**

All send comments on whether this worked well, what can we do better, should we do this again?

**Adjournment**

* Meeting was adjourned at 1:35 PM CDST.

**Meeting Schedules**

* Strategic Planning Committee
  + All VP’s are included
  + Strategic planning meetings will be held the Monday after the February BoD meeting.
* **2015 Face to Face** meetings
  + March 15, 2015 – Virtual
  + May 16 / 17, 2015 – Chicago (with ISPCE)
  + October 24 / 25, 2015 – San Jose
* **Monthly teleconference** schedule
  + Teleconference meetings sent as outlook meeting notice and e-mail
  + First Tuesday of the month (unless scheduled otherwise)
    - **2015**
    - January 6, 2014
    - February 3
    - March 3 – canceled
    - April 7
    - May 5
    - June 2
    - July 7
    - August – Summer Break
    - September 1
    - October 6
    - November 3
    - December 1
  + Please send a report of your activities and update to any action items for circulation before the meeting.

**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 around the world - <http://www.timeanddate.com/time/dst/2015.html>

**2015 Schedule for US**

Begins – March 8, 2015

Ends – November 1, 2015

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