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**IEEE Product Safety Engineering Society**

**Board of Directors Meeting**

**Date: December 1, 2015 - Board of Directors Meeting Report**

**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

Participants

Kevin Ravo, , Mark Maynard, Dan Arnold, Daniece Carpenter, Mike Nicholls, Stefan Mozar, Bill Bisenius, Richard Nute, Grant Schmidbauer, , Mariel Acosta Geraldino, Thomas Lanzisero, Silvia Diaz Monnier,

Guests: Harry Jones Jeff Pasternak Nahum Gershon

**Next Meeting***: (Please refer to the* ***Meeting Schedules page*** *for a full list of scheduled meetings. The meeting Schedules page is at the end of this report. )*

Teleconference: 2016 2 PM Central US

* + - January 5, 2016

Face to Face: 2015

* None for 2015 – Look for schedule for 2016 at the end of this report

Meeting called to order at 2:03 PM Central

Meeting adjourned at 3:12 PM CST

**Meeting Report**

Welcome / Housekeeping and Secretary’s Report

* Welcome to the new Directors to our meeting
* Approval of agenda motion proposed and seconded
  + Agenda accepted
* Congratulations to Rich Nute – our new Fellow

Secretary’s Report

* Approval of previous Meeting report
  + Meeting Report circulated
  + Report accepted
* Position Descriptions
  + Progress report
  + Documents are complete and Review is in progress.
  + Will work with each person to review and complete
  + Work with Mike for post PDF
  + Add sections for time commitments and training available
  + Set a review cycle for positions descriptions on an annual basis

Past President’s Report

* Thank you to Elya for his contributions as Past President
* Kevin will be taking over the Nominations Committee and Constitution/By-Laws revision
  + Nominations Committee
  + Constitution and By-Laws revision
* Past President Report - No report

President Elect’s Report

* Attended the TAB meeting. No new work items from the TAB meeting, but there were discussions of IEEE organization restructuring ideas
* Attended Leadership Orientation
* President-Elect Report - 

President’s Discussion

* Updated Dashboard
  + Review and comment or update as needed
  + Dashboard - \_\_\_\_\_\_\_\_\_\_\_\_\_
* Volunteer Positions were discussed
  + Potential volunteers are listed in the BOD Reference in the Dashboard
  + Encourage all to send new potential volunteer contact information to Kevin
* Strategic plan
  + Need to review the tactical activities on the dashboard to make sure they are still relevant
* VP of Member Services has asked to resign as VP due to personal issues
  + Proposed Mariel to assume the duties for the remainder of the term
  + All Executive committee approved the proposal
  + Motion made and seconded to appoint Mariel to the office of VP of Member Services to serve the remainder of the term.
    - Motion passed unanimously

Treasurer’s Report

* Year to date financials have not significantly changed
  + Will finish the year with a net surplus
* Surplus for the year $13.6K
  + Utilized TAB Finance to place an order for prizes for $3K
  + Yet to be done
    - Merchandise - $5K
    - Brochure translations
    - Newsletter participation
* Propose a new initiative template for use in the future for review and comment. Treasurer will circulate template for comment
* Mariel, Stefan, Kevin, Daniece – finance committee for projects – November meeting will be full board
* Treasurer Report - \_\_

**Vice President Reports**

**Technical Activities**

* Exemplar Global
  + Continuing to work on Exemplar Global activities
  + Need volunteers to review exam questions
    - Need volunteers from TCs and general population
* Technical Activities Report - \_\_no report\_\_\_

**Communications**

* Newsletter
  + Would appreciate any ideas for content
  + Transitioning to the new editor
  + 4th quarter newsletter probable publish date will be in January. 2016
  + Looking for a contact to provide standards update information for the newsletter
* Website
  + Announcements, chapter announcements
  + Suggestions to improve website would be welcome
* Communications Report - 

**Conferences**

* ISPCE 2016
  + Progress is good
* Rotating conference to be set up for the second half of 2016
* Working to set up conference calls for the Conference Committee
* Workshop on medical wearables proposed in conjunction with another conference
  + Propose a medical devices and wearables workshop
  + Possible partners with EMBS and LSTC (Life Sciences)
  + Late September next year in the Washington DC area
* Invited to Berlin conference again
  + Motion made to participate in the Berlin Conference with no financial stake
  + Motion passed
* Propose becoming a technical member of the LSTC
  + Benefits of a growth market to membership
    - Has components of product safety inherent in industry
  + Associate membership cost is $5000 per year
    - This would be a non-budgeted item
* Publication
  + Early January should be the completion of the handover of the newsletter
* Talked to some Societies on starting a new Journal at the TAB meeting on a joint participation basis
  + EMC, Reliability have shown interest in contributing to a new journal
  + Will contact other Societies for interest
* Sidney, Australia joint chapter now has 6 members
* Anyone will contributions to the newsletter should contact Stefan.
* Conferences Report - \_\_\_\_\_

**Member Services**

* Circulated a questionnaire and reminder for the Chapter of the Year
* Opened a Collabortec room for Chapter Chairs
* Chapters
  + Found new email contact for some chapters
  + Chicago chapter had a webinar in October; tried to circulate information on webinar, but issues prevented the e-blast, investigating issues
  + Orange County Chapter Chair needs to be confirmed, believe that the Chair is Homi; Rich confirmed
  + India Chapter has had 7 activities in the recent past
  + Chapters have been requested to send pictures and reports for the newsletter
* Member Services Report - 

**Liaison Report**

No reports

**Old Business**

No old business

**New Business**

Closing Remarks from President

Thanks to all for your participation in the last couple of years. We have some new blood on the Board, with new ideas.

Thanks to the outgoing Directors: Bill, Rich, Kevin, Grant

Elya will be exiting as the Immediate Past President, and welcome to Kevin who will transition to that position.

Welcome to the new President – Mark Maynard

Welcome to the new Directors: Grant, John Allen, Harry Jones, Ken Kapur, Grant is returning as a Director and the others are new to the Board.

Adjourned meeting at 3:12 PM



**Meeting Schedules**

* **2016 Face to Face** meetings
  + February 20 / 21, 2016 – Virtual
  + May 14 / 15, 2016 – Anaheim, CA (with ISPCE)
  + October 15 / 16 2016 – Virtual
* **Monthly teleconference** schedule
  + Teleconference meetings sent as outlook meeting notice and e-mail
  + First Tuesday of the month (unless scheduled otherwise)
    - **2016**
    - January 5
    - February 2
    - March 1
    - April 5
    - May 3
    - June 7
    - July 5
    - August 2
    - September 6
    - October 4
    - November 1
    - December 6
  + Please send a report of your activities and update to any action items for circulation before the meeting.

**Time : 2 PM Central US time**

**Please note** that your local time **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/2016.html>

***2016 Schedule for US Daylight Savings***

*Begins – March 13, 2016*

*Ends – November 6, 2016*

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

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