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**IEEE Product Safety Engineering Society**

**Board of Directors Meeting**

**Date: April 5, 2016 - Board of Directors Meeting Report**

**Committee Members:**

Mark Maynard, Kevin Ravo, Dan Arnold, Daniece Carpenter, Mike Nicholls, Stefan Mozar, Luiz Araujo, Mariel Acosta Geraldino, Silvia Diaz Monnier, Jack Burns, Steli Loznen, Thomas Lanzisero, Bansi Patel, Grant Schmidbauer, John Allen, Harry Jones, Ken Kapur

**Participants**

Mark Maynard, Kevin Ravo, Dan Arnold, Daniece Carpenter, Mike Nicholls, Stefan Mozar, Luiz Araujo, Mariel Acosta Geraldino, Silvia Diaz Monnier, Bansi Patel, Grant Schmidbauer, John Allen, Harry Jones, Ken Kapur

**Guests:**

Brian Weeks, Exemplar Global; Wen-Chung, Kao (Newsletter Editor)

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

Teleconference: 2 PM Central US

* + - **July 12** (2nd Tuesday – moved for USA holiday)

Face to Face:

* October 15 - 16, 2016 – Austin, TX

Meeting called to order at 8:17 PM Pacific

Meeting adjourned at 4:45 PM Pacific

**Meeting Report**

Welcome / Housekeeping and Secretary’s Report

* General - Welcome to all to Orange County, California.
* Approval of agenda motion proposed and seconded
  + Agenda accepted

Secretary’s Report

* Approval of previous Meeting report
  + Meeting Report circulated
  + Report accepted

iNARTE Report

* Brian Weeks, Vice President, Operations talked about the iNARTE program, Exemplar Global, and his work on the program for the last 6 months.
  + iNARTE is a brand and business of Exemplar Global that deals with the engineering fields.
  + iNARTE began in 1982, adding EMC programs in 1989, and other fields through the years as a 3rd party certification of professionals in several areas of expertise. iNARTE joined Exemplar Global in 2012.
  + iNARTE customers are fairly divided with half in the USA, and half in other countries, primarily south east Asia.
  + A recent survey shows that value is perceived in certification as a professional.
  + Discussed the need for PSE certification with some reasons as more critical systems, more regulations, and time to market is decreasing.
  + Challenges for both PSES and iNARTE are Recruitment, Retention, Recovery, and Recognition.
  + The value to both PSES and iNARTE is recognition of each as the professional organization for membership.
  + The 2013 survey results were reviewed and discussed
  + There is opportunity is Japan with a rising desire for certification
    - Japan – KEC activities
      * Expert committee
      * Seminars
      * Reviewed certification numbers
      * Expanding with promotion at seminars, classes, visiting member companies, promotion at companies where a certified individual works
      * Created an iNARTE PS education course
  + The strategic purpose is the relationship and to reconnect with the market.
  + Intention is to formulate the PS certification framework with a new scope, content and structure of the PS program, and development of a new exam.
  + Proposal – iNARTE PS Certification Program : \_\_\_\_\_\_\_\_
  + iNARTE presentation : \_\_\_\_\_\_\_

Past President’s Report

* Election of new Board members
  + Have 5 submittals for nomination, but would like to have at least 6
  + The Symposium will provide an opportunity to recruit more nominations.
* Material for Bylaws and Constitution changes
  + Intention is to make the Constitution a very high level document that does not need to change often. The Bylaws are still high level but with more details and calls out the operations manual, strategic plan, etc.
  + Work on the operations manual should be a priority now
  + Approved by the Board.
  + Motion to submit the current drafts to IEEE; motion seconded; motion passed.
* Past President’s Report : \_\_\_\_\_\_\_\_

President’s Discussion

* Updated Dashboard
  + Items have been updated
  + Review and comment or update as needed
  + Dashboard - \_\_\_\_\_\_\_\_\_\_\_\_\_
* Volunteer Positions open
  + Potential volunteers are listed in the BOD Reference in the Dashboard
  + Encourage all to send new potential volunteer contact information to President
* ISPCE Symposium is here
* Stefan has been working on collaboration with other Societies for conferences and other activities
  + International conference in Taiwan
  + Conference in Northeast USA in November 2017

Treasurer’s Report

* General discussion and overview of PSES finances and future reporting
  + Comment – a suggestion to note why the difference in budget versus actual
* 2017 renewal offering
  + Discussed offering and fees
    - Motion to submit offering from 2017; motion seconded and passed
* Treasurer Report - \_\_\_\_\_\_

**Vice President Reports**

**Technical Activities**

* Exemplar Global
  + Collaborating with Elya on the iNARTE program
* Technical committees
  + Will work on improving communications
* Meetings at ISPCE
  + TA committee meeting will be held.
* Technical Activities report: \_\_\_\_

**Communications**

* Encourage board members to review the website periodically and update the information frequently
  + Added a Calendar for chapter meeting
  + Wants to add a Calendar for the Technical Committees
* Social Media
  + LinkedIn now has over 3000 members
  + Discussed ways of using social media to encourage the use of the website
  + Discussed using interviews and articles as promotion for next Symposium
* Marketing
  + Have a need for a marketing lead person
* Newsletter
  + We have a new editor for the newsletter
  + Propose a link on the website to submit articles and a separate space to submit ideas
* Communications Report - \_\_\_\_\_\_\_

**Conferences**

* Background
  + PSES has about 900 members currently.
  + Symposium has 146 paid registrants, maybe 100 are already members
  + Service to the remaining 800 members could be a roaming conference which would add to the annual attendance
* ISPCE 2017 will continue to be the flagship conference and will remain in the Silicon Valley area for at least the next 3 years
* Roaming conferences
  + Boston in 2017 is considering a 2 day conference
  + Question on how to handle the technical papers
* International outreach could be a rotating Asian conference
  + Taiwan has the manufacturing support from the government with assistance and grants
  + Taiwan Conference/Workshop to be held at the National Normal University, Taipei on December 22, 2016 for a 1 day event. Hope for more academic papers
  + Conference could also rotate to Japan, S. Korea and China as prime opportunities
* Niche markets
  + Delay in medical device conference due to illness of chair and reviewing alternatives
    - Healthcare workshop possible at 2016 end
* CES ICCE – Berlin
  + We should try and get some papers for Berlin to engage with German and EU Safety specialists
* IEEE USA
  + Propose an invitation to IEEE USA Conference Chair, Charles Rubenstein
  + Will help to advertise our events
* Joint conferences
  + Many other societies are interested in collaboration
* Publication
  + Planning launch of Transactions by January 2018 with 2 issues per year, 30 articles per issue
* Motion made to appoint Murlin Marks as the 2017 ISPCE Symposium; motion seconded and passed
* Motion made to appoint Steve Brody to chair the Boston conference; motion seconded and passed
* Motion made to allow the VP Conferences to negotiate, with the final approval of BoD; motion seconded and passed
* A financial model requiring a performance base was discussed and approved
* Conferences Report - \_\_\_\_\_

**Member Services**

* PSES booth for Symposium – for member recruitment
  + Asking for volunteers to man the booth
  + Proposed Schedule was discussed and volunteers accepted.
* PSES booth for other conferences
  + Will propose to get banners for each chapter
  + Some chapters already have a banner
* Free booth offered at the EMC Symposium, July 25-29
  + Asking for volunteers to man the booth
* Google calendar for chapters created
* Awards
  + Chapter of the year has been named for 2015 - San Diego
  + Propose to introduction of a new award for 2017 - Most Improved Chapter
  + Achievement & Recognition Awards
    - Grant has accepted the position of the next Awards Chair
    - Rich Nute has been elevated to a Fellow
      * Candidates can contact Stefan with strategy to be identified as a nominee for Fellow
  + Have President and Past-President pins for distribution
  + Reviewed the awards and criteria
* Virtual Chapter
  + Mariel will lead the effort to establish the chapter
* Chapter Angels
  + Reviewed chart of chapters and mentors
* Chapter annual meeting
  + Foster collaboration with chapters
  + Websites – need to increase value of website, need relevant information about the Chapter; increase coordination between chapters and the newsletter
  + Chapter of the year questionnaire has been revamped.
  + Chapter spreadsheet : \_\_\_\_\_\_\_
* Member Services Report - \_\_\_\_\_\_\_

**Liaison Report**

* Volunteer for YP Representative
  + Need a volunteer

**Old Business**

* Will set up a meeting to consider changing the name of the conferences, symposiums, etc.

**New Business**

* Begin to gather ideas for 2016 supplemental spending (unbudgeted)
* Motion to investigate an e-commerce portal for a cost up to $100 per month, motion seconded; motion passed
* Propose to have a face to face meeting in October
  + Agreed that the face to face meeting has much value
  + Propose to meet in Austin, proposal accepted

Meeting Adjourned at 4:45 PM Pacific

**Meeting Schedules**

* **2016 Face to Face meetings f**or **2016** 
  + February 20 / 21 – Virtual
  + May 14 / 15 – Anaheim, CA (with ISPCE)
  + October 15 / 16 – Austin, TX
* **Monthly teleconference** schedule for **2016** 
  + Teleconference meetings sent as WebEx meeting notice and e-mail. Meetings held via WebEx
  + First Tuesday of the month (unless scheduled otherwise)
    - January 5
    - *February 2 – No meeting*
    - **March 1**
    - **April 5**
    - *May 3 - No meeting*
    - *June 7 - No meeting*
    - **July 12** (2nd Tuesday – moved for USA holiday)
    - **August 2** ( *may be cancelled – decision to be made at July meeting* )
    - **September 6**
    - *October 4 - No meeting*
    - *November 1 - No meeting*
    - **December 6**
  + Please send a report of your activities and update to any action items for circulation before the meeting.

**Time : 2 PM Central USA time for monthly teleconferences**

**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 USA 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>