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| **IEEE_MBblue** | **IEEE Product Safety Engineering Society**  | pseslogo_medium |

**Meeting report**

**Feb 8, 2018**

***WebEx INFORMATION***

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| [**Join WebEx meeting**](https://ieeemeetings.webex.com/ieeemeetings/j.php?MTID=mc7704f05893b097b7b3b6b8c6e640b7d)  |

<https://ieeemeetings.webex.com/ieeemeetings/j.php?MTID=mc7704f05893b097b7b3b6b8c6e640b7d>

**Join by phone**

Call-in toll-free number: 1-866-282-7366 (US)

Call-in number: 1-210-606-9466 (US)

[Show global numbers](https://www.tcconline.com/offSite/OffSiteController.jpf?cc=7460907573)

Conference Code: 590 187 231

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**Committee Members:**

Mariel Acosta, Kati Wenzel, Nate Osborn

**Participants:**

**Guests:**

Call to order \_\_10:05\_\_\_\_ am Arizona USA time

Adjourn \_\_10:45\_\_\_\_ am Arizona USA time

 **Welcome**:

* No items to added to the agenda
* Approval of Agenda – so moved and motion passed

**Housekeeping and Secretary's Report**:

* New format for agenda and meeting minutes discussed

**Working item Topics**:

* Society and Council review plan
* Collabratec- Invitation sent out to each of the working committee to ease
* Link to recorded webex:
	+ https://ieee-collabratec.ieee.org/app/groups/5085/IEEE-PSES-Virtual-chapter/files
* Send VP status report template for reference: Mariel
* Find out if there is any special format required by chapters for their treasurer report: Mariel and Nate
* Closing: Request for questions regarding info provided for a) Chapter guide; b) chapter best practice; c) Description of different roles for traditional chapters. Keep in mind you need to modify the summary as you work in the position to better describe the workload. If you have any questions please add them to the next agenda.
* May IEEE PSES Symposium- So far planning to attend: Kathy, Gia, Mariel, Nate (waiting on approval).
	+ Some ideas:
		- Set up a table at lunch time to recruit more people; Informally talk about what we ant to do, and explain where they can help.
		- Depending on how many people can make it to the symposium we may conduct the May meeting in person
		- Coordinate an informal get together to meet in person.

3- Tool to be used to ensure efficiency,(Collabratec?)**- Open,**
 - I done this [https://idonethis.com](https://urldefense.proofpoint.com/v2/url?u=https-3A__idonethis.com_&d=DwMFAg&c=jf_iaSHvJObTbx-siA1ZOg&r=GvFI0f8cd1z45Nc2rARwkR4kyxzrEICSeIfVxSUC-w4&m=QghqFcrVhEGbpF49AXvbPp4jPUwmq3MDS6nyju-GqUU&s=G5BzIDnhzkPFyY0cbwz1l7sOPhPZESKa2KekTuEaFaI&e=); requires a fee per person. Considering investing into it, giving access to people with work items.
 - Collabratec: You should have received an email with a link to a group I created, [https://ieee-collabratec.ieee.org/app/groups/5085/IEEE-PSES-Virtual-chapter/activities](https://urldefense.proofpoint.com/v2/url?u=https-3A__ieee-2Dcollabratec.ieee.org_app_groups_5085_IEEE-2DPSES-2DVirtual-2Dchapter_activities&d=DwMFAg&c=jf_iaSHvJObTbx-siA1ZOg&r=GvFI0f8cd1z45Nc2rARwkR4kyxzrEICSeIfVxSUC-w4&m=QghqFcrVhEGbpF49AXvbPp4jPUwmq3MDS6nyju-GqUU&s=qS2U999zsaiLT3WqTEvQGfmv1_c2UwkN_TrQKNQpem0&e=) (I believe you will need to create an account **Action item:**

4) Association of our group (2 month timeframe)- **OPEN**
 **Action items** - IEEE section - **Tom** will check into that. Mariel will send examples of how other online chapters meet
 - Established chapter- **Nate** to take a look at what it would take to act as a branch of a local chapter. Link to chapter contacts sent. **Mariel** Needs to find info about the virtual chapter.
 - Associating ourselves with the symposium.

- Need to figure out if an IEEE PSES member can belong to the local chapter AND also our chapter.

5) Discuss line up for presentation- ownership per month. Each owner to start contacting the presenters.- Nate and Kati will lead the Nov meeting. Asking for volunteers for the other months.

(15 - 20 min) **Treasurer's Report:** Nate

* Status report

(15 - 20 min) **VP Technical Activities:**  James

* Status report

(15 - 20 min) **VP Communications:** Heather

* Status report

(15 - 20 min) **VP Member Services:** Kati

* Status report

(5min) **Old Business**

(5min) **New Business**

* Open Floor for comments from attendees (any telecom attendee)

(5min) **Next Meetings**

* March 8th, 2018
* Core team meets every 2nd Thursday of the month, 12 noon Eastern time.

*Monthly Web Conferences* **2018** -

-Presentation meetings will be held 3 Thursday of the month 12 noon Eastern time, 9 times a year (skip symposium months, May, Nov, Dec)

Proposed 2018 Web Conferences

* June 21 – Sponsor / Topic/ Speaker
* July 19 - Sponsor / Topic/ Speaker
* August 16 - Sponsor / Topic/ Speaker
* September 20 - Sponsor / Topic/ Speaker
* October 18 - Sponsor / Topic/ Speaker
* November 15 – Kati+Nate / Topic/ Speaker

***Reminder – USA Daylight Saving Time Begins on March 11, 2018***

(5min) **Concluding Remarks**

(1min) **Adjourn** \_\_10:45\_\_\_\_ am Arizona USA time