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

**Meeting agenda**

**April 12, 2018**

***WebEx INFORMATION***

<https://ieeemeetings.webex.com/ieeemeetings/j.php?MTID=m15e69d146c1c9bc3f16ab2a46ddbbabd>

**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)

Meeting number: 595 583 312

Access code: 591 766 471

Meeting password: safety\_virtual

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**Committee Members: James Milican, Gia Pappas (Gia Fedo), Kati Wenzel, Lei Wang, Lauren Foster, Tom Brenner, Nate Osborn, Leslie Curry, Heather Darrah, Mariel Acosta.**

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**Participants: Sherri, Lauren, Mariel, Kati, Gia, Tom**

**Guests:**

Call to order \_\_\_\_\_\_ am Arizona USA time - Start recording

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

(5 min) **Welcome**: Mariel

* Any items to add to the agenda?
* Approval of Agenda

(5 min) **Housekeeping and Secretary's Report**: Lauren

* General
* Approval of previous Meeting Report

(15 min) **Working item Topics**: Mariel

* Active Recruiting- Need 12 members. We have 10 in the list
	+ Consider adding to email signature the role at the virtual chapter
* Event center=> Evaluate creating an event instead of a meeting for the presentations
* May symposium, How many attending? May IEEE PSES Symposium- So far planning to attend: Mariel, Kati, Gia, Tom, Nate (waiting on approval), Sherri- (2 people coming from Ecolab)
	+ We can promote our activity in the symposium brochure. Paragraph needs to be completed by April 20. If we have it before April 20th, the info can be posted in the web too. => Nate =>send draft to the team by Friday, 12
	+ Some ideas: => Time shifts
		- Set up a table at lunch time to recruit more people; => Will have to be done informally. Talk about what we want 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
		- Identify people who could help organize, people who could present, get in their schedule. Determine owner.

**Proposed 2018 Web Conferences:**  Schedule

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

* June 21 –Sponsor: Mariel / Topic: How to Start a Chapter and Best Practices/ Speaker: Panel to be confirmed= Maybe cover technical topic (battery/FDA)
* July 19 – Sponsor: James? / Topic: 61010-1 and Risk Management/ Speaker: Lauren
* August 16 – Sponsor: Kati / Topic- Touch Current/ Speaker- Pete Perkins- in the agenda
* September 20 – Sponsor: Lauren / Topic – Medical Touch Current / Speaker: TBD
* October 18 – Gia / Topic: 62368-1, Editions and Country Adoption/ Speaker: TBD
* Jan 17, 2019 –Nate / Topic: TBD/ Speaker:TBD (note: we had not planned to have a meeting in November)=>he knows someone Intertek chief battery
* Feb 21, 2019
* Mar 21, 2019
* April 18, 2019
* Format for the meeting
	+ 5 min- welcome- Who we are, when do we meet; Put together some slides
	+ Introduce speaker.- 1 min
	+ Closing- Next presentation meeting, next meeting for the organization committee. Ways to volunteer.
	+ Adjourn.
* Official Elections- Date proposal a) for sending call for nominations, b) sending out ballots, c) effective date for new board. Determine format required for candidate info.
* Research into how a different virtual chapter operates. Gia

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.

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

* Status report

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

* Status report

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

* 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**

* April 11th, 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)

(5min) **Concluding Remarks**

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