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

**Meeting Agenda**

**July 12, 2018**

**Product Compliance Virtual chapter Organization committee**

Thursday, July 12, 2018 | 11:00 am Central Daylight Time (GMT-05:00) | 1 hour | Not started

Meeting number: 594 964 913

Meeting password: virtual\_chapter

Meeting link: <https://ieeemeetings.webex.com/ieeemeetings/j.php?MTID=mf2f458d5d890ec5f1eb3956da2a07685>

Video address:

Dial 594964913@ieeemeetings.webex.com

You can also dial 173.243.2.68 and enter your meeting number.

Audio connection:

+1 210 606 9466 US Toll,

+1 866 282 7366 US Toll Free

Access code: 594 399 098

For global call-in numbers go to the following link:

<https://ieeemeetings.webex.com/cmp3300/webcomponents/widget/globalcallin/globalcallin.do?siteurl=ieeemeetings&serviceType=MC&eventID=672496067&tollFree=1>

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**Committee Members: James Millican, Gia Pappas (Gia Fedo), Kati Wenzel, Lei Wang, Lauren Foster, Tom Brenner, Nate Osborn, Sherry Tischler/David Kramlich, Mariel Acosta.**

Participants:

Call to order \_\_\_\_\_\_ pm NYUSA time - Start recording

(5 min) **Welcome**: Mariel

* Items to add to the Agenda:

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

* General
* Approval of previous Meeting Report

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

10 minutes or less for a chapter overview, 35 minutes for presentation, and 15 minutes for Q&A

1. Presentations:
   1. Status July 19th meeting. Presenter: Patrick Hintz from FDA- Lasers for ITE. Trial completed, Lauren will moderate. Announcement/slides updated. Promote activity.
   2. Status Aug 16th meeting. Presenter: Pete Perkins. Trial scheduled for Aug 6th. Slides, picture already received. Kati will moderate. Slides will need to be updated, announcement created, and activity promoted via IEEE (Mike Nichols @mnicholls@a-m-c.com)
   3. Status Sept 20th meeting. Presenter: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_. Trial completed, Lauren will moderate. Announcement/slides updated. Promote activity
   4. Status Oct 19th meeting. Presenter: Patrick Hintz from FDA- Lasers for ITE. Trial completed, Lauren will moderate. Announcement/slides updated. Promote activity
2. Official Elections- Status from Tom Brenner who is leading the effort. Team: Ken Kapur, Kati . Some details that will need to be work out by the committee are:

a) Dates: for sending call for nominations, sending out ballots, effective date for new board.

b) Draft the call for nomination

c) Determine format required for candidate info.

<https://www.ieee.org/about/corporate/nominations/guidelines.html>

**Proposed 2018 Web Conferences:**  Proposed 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)

* July 19 – **Sponsor:** Mariel/Lauren  **Topic:** FDA certification requirements for lasers; **Speaker**: Patrick Hintz=> Secured
* August 16 – **Sponsor:** Kati / Topic- Touch Current/ Speaker- Pete Perkins=> Secured
* September 20 – **Sponsor:** Lauren / Topic – Medical Touch Current / Speaker: TBD
* October 18 – **Sponsor:** Gia / Topic: 62368-1, Editions and Country Adoption/ Speaker: TBD
* Jan 17, 2019 – **Sponsor:** Nate / Topic: TBD/ Speaker:TBD (Moved from Nov 18)
* Feb 21, 2019 James? / Topic: 61010-1 and Risk Management/ Speaker: Lauren=> May change to an FDA talk. Trying to secure speaker for this date. If it works out.
* Mar 21, 2019
* April 18, 2019

**Sponsor:** The job of the sponsor is to identify the speaker, get the slides, get the bio, do the introduction, get pre-arranged questions, prepare/distribute announcement or contact vp of communication to do that.

Future items: 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.   
 - Associating ourselves with the symposium.

-Research into how a different virtual chapter operates. Gia- In progress.

(8-10 min) **Treasurer's Report:** Open- nothing to report

* Status report – No report

(8-10 min) **VP Technical Activities:**  James

* Status report – No report

(8-10 min) **VP Communications:** Nate

* Status report –

(8-10 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**

* July 19th, 2018 => FDA presentation
* Aug 9th, 2018 => Core team meeting
* Aug 16th, 2018 => Touch current ITE
* Core team meets every 2nd Thursday of the month, 12 noon Eastern time. Presentation meetings will be held 3 Thursday of the month 12 noon Eastern time, 9 times a year (skip symposium months, May, Nov, Dec)

Recommendations for presentations topics:

Urech says –Maybe we could include a quick talk about updates in regulations. “XXX is getting published soon” Maybe two minutes. Maybe it would be a good presentation topic for the future.

(5min) **Concluding Remarks**

(1min) **Adjourn \_\_\_\_\_\_ pm EST USA time**