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

**Meeting Agenda**

**Nov 8th, 2018**

**Product Compliance Virtual chapter Organization committee**

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| **Event:** | November Core team meeting |  |
| **Type:** | Unlisted Event |
| **Program:** | Core team meeting |
| **Event address for attendees:** | <https://ieeemeetings.webex.com/ieeemeetings/onstage/g.php?MTID=e3d112c50bf1243d5ec34fc3b87a149cd> |
| **Event address for panelists:** | <https://ieeemeetings.webex.com/ieeemeetings/onstage/g.php?MTID=e382b219427d6f2a650cae8ba0cf74193> |
| **Date and time:** | Thursday, November 8, 2018 12:00 pm Eastern Standard Time (New York, GMT-05:00)   Thursday, November 8, 2018 9:00 am Pacific Standard Time (San Francisco, GMT-08:00)   Thursday, November 8, 2018 11:00 am Central Standard Time (Chicago, GMT-06:00) |
| **Duration:** | 1 hour |
| **Event number:** | 595 951 784 |
| **Event password:** | Novmeet |

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:** Win, succeed, strive, master, achieve

**Gia Pappas (Gia Fedo), Kati Wenzel, Lei Wang, Lauren Foster, Tom Brenner, Nate Osborn, Sherry Tischler/David Kramlich, Yike Hu, Silvia Diaz Monnier, Don Gies, Mariel Acosta, Ken Kapur**

**Attendees: Doug Nix, Kati , Tom brenner, Gia, Nate, Curt Bender, Yike Hu, Lauren, Pete Perkins, Andrew Deionno, David, jim douglas,**

Call to order 10:03 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 -

1. min) **Working item Topics**: Mariel
2. Improving promotion of activities- Nate. Research if a group email can be created to reach all chapter members. Nate will create list based off updated membership list that Kati will send him.
3. Some IEEE PSES members are not receiving the blast email sent by IEEE.
4. Recognition of virtual chapter to log in our activities and run for chapter of the year.- In progress.
5. Official Elections- Have you heard about potential candidates? We need to personally reach out to in order to be successful.
   1. Chair: Yike Hu is considering running for the executive team as chair.
   2. Vice Chair
   3. Secretary
   4. VP of member Services
   5. VP of Communications
   6. VP of technical activities: Considering running Nate O
   7. WebMaster-
6. One meeting per year open to everyone? I reached out to the symposium chairs. Murlin, the May symposium chair welcomed the idea of having the June virtual chapter meeting offered to all Symposium attendees. He suggested it was offered as something they received as added benefit for participating in the symposium. With that in mind, I believe we will have to revisit this topic in future meetings. I would like that each of the core team member think about options on where to draw the line. Right now, here is the way we are doing it:

1) Activities from the chapter are opened to all IEE PSES members.- Fulfilling ' adding value to the membership' part of our mission.

2) Activities + copy of the slides + Link to the recording- available only to Virtual chapter members. (I also copy the BoG for IEEE PSES as they would be the ones funding us when we need money.)

3)If we were to copy everyone after the symposium, then we would also be adding value to the symposium participation, but we would not address the concern raised about reaching out to non members.

1. Presentations:
2. Status Oct 18th- Presenter: Paul Robinson. Gia moderator: Everything seem to have worked out perfectly. Participants were muted on entry.
3. Help, support, cooperate, be fair, share
4. We have received a new potential speaker, Doug Nix, with functional safety as one of his expertise.

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| Date - Status | Moderator | Speaker | Topic | Comments |
| June 18- Completed | Mariel | Rich | battery certification | A |
| July 18- Completed | Mariel/Lauren | Patrick | FDA laser | B- =>Interruption |
| Aug 18- Completed | Kati | Pete Perkins | leakage ITE | May need to schedule a 2nd time C- => feedback |
| Sept 18- Secured | Lauren | Don Gies | Lightning Protection for Wireless Telecommunication Transceiver Facilities (WiTF). | A; Blast email went out. Presentation was great, no noise. |
| Oct 18- Secured | Gia | Paul Robinson | Difference between users in 62368-1 | A+; Blast email went out. No noise. |
| Jan 19-secured | Lauren | Peter Diesing | Leakage for medical devices |  |
| **Feb 21st, 19** | Nate | Peter perkins | Ouch-hot laptop |  |
| Mar 21st, 19  Secured | Tom Brenner | Doug Nix | Functional safety |  |
| **Apr 18th, 19** | ~~James~~ |  |  |  |
| **June 20th, 19** | Ken Kapur | Peter perkins? | Leakage-ITE |  |
| **July 18th, 19** | Kati |  |  |  |
| **Aug 15th, 19** |  |  |  |  |
| **Sept 19th, 19** |  |  |  |  |
| **Oct 17th, 19** |  |  |  |  |

1. Website- We have the option of getting a tab in the IEEE PSES website- which means we have access to a webmaster. We would need a volunteer to help to keep all activities and content up to date.

**Sponsor/moderator:** 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.

(8-10 min) **Webmaster:**

98-10 min) **VP Technical Activities:**  ~~James- Status report –~~

* 1. min) **VP Communications:** Nate- Status report –
  2. min) **VP Member Services:** Kati- Status report –

IEEE website, members of IEEE PSES that are not associated with chapters.

(5min) **Concluding Remarks**

(1min) **Adjourn 1:00 pm EST USA time**