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**Meeting Minutes**

**March 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=m63332ce44eafd83f20a3678b1579bebe

**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: 591 766 471

Access code: 591 766 471

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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.**

**Participants: James, Kati, Lauren, Mariel, Lei**

Call to order 10:05 am Arizona USA time

Adjourn 10:55 am Arizona USA time

**Welcome:** Mariel

* No items were added to the agenda, and the agenda was approved.

**Housekeeping and Secretary's Report**: Lauren

* No items were amended to the previous Meeting Report

**Committee Team Status:** Mariel

* Recruiting- Need 12 members. We have 10 in the list but participation in monthly meetings has been low.
* There is a list of people whom Kati has worked with in the past. Kati will contact the members who have not participated in previous meetings and find out their status? A) Willing to be part of the organization committee only, b) willing to present only, c) willing to be a member of the chapter, only to join the monthly presentations, or any combination. Kati will also contact people who have previously been a part of the call.
* Kati asked about the procedure and the cost. Per Mariel, committee members must be part of the PSES society, but may not have to be part of the IEEE itself. Currently, the cost to be a member of IEEE in the United States is $201; it is lower in other countries. <https://www.ieee.org/membership_services/membership/join/join_dues.html> If you are a IEEE member, the additional cost to join PSES is $35. If you are not an IEEE member, the cost to join PSES is $110. <https://www.ieee.org/membership-catalog/productdetail/showProductDetailPage.html?product=MEMPSE043>
* Jim Dunbar just got new tasks at work. He was only joining to hear how everything worked so he could open a chapter in Raleigh. He also prefers face-to-face meetings over to web meetings. He will not be part of the committee.
* Also Ted got additional work. He cannot be part of the Committee, but can give talks.
* Lei will be Secretary and Liaison for local chapter. She will still be part of virtual chapter committee and bring her expertise.
* Question – can someone be a member of a local chapter and a virtual chapter. (Participate). Maybe not an officer of both.

**May Symposium:** Mariel

* So far planning to attend: Mariel, James, Kati, Gia, Lei, Nate (waiting on approval).
* Some ideas:
  + Let Mariel know when you arrive (520-971-3086)
  + Set up a table at lunch time for all 3 days to recruit more people who may be interested in a virtual chapter. Three ways to participate:
    - Attend meetings
    - Be part of committee
    - Be a presenter
  + Have Murlin mention the table and the virtual chapter during the meeting.
  + Sit together at meals to encourage talking, possibly spread out to two tables as necessary.
  + Coordinate an informal get together to meet in person – dinner.
  + Encourage people to become senior members.

Notes: The cheapest/seminar, hotel. $50 less for registration. Symposium is $229/night. Other hotels in the area (within 5 miles) are more than symposium hotel. Car parking is $20 per day. Avoiding a car is cheaper, maybe.

**Proposed 2018 Web Conferences:** Mariel

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: TBD
* July 19 – Sponsor: James? / Topic: 61010-1 and Risk Management/ Speaker: Lauren
* August 16 – Sponsor: Kati / Topic- Touch Current/ Speaker- Pete Perkins
* September 20 – Sponsor: Lauren / Topic – Medical Touch Current / Speaker: TBD
* October 18 – Gia or Kati / Topic: 62368-1, Editions and Country Adoption/ Speaker: TBD
* November 15 –Kati+Nate / Topic: TBD/ Speaker:TBD (note: we had not planned to have a meeting in November)

Notes:

Future committee meetings will be devoted in developing meeting content.

* Sponsor is the presentationg meeting coordinator.
  + Confirms speakers,
  + sends reminders.
  + Gets slides from speakers 48 hour previous.
  + Set up Polls for WebEx.
  + Speaker says “are there any questions?”
  + Have a back-up in case the presenter needs to cancel.
* Someone needs to break the ice and ask a question. Should have prepared questions. Maybe 2. Give an opportunity to people with cold feet to ask questions.
* Presentations are 30 minutes with 15 minutes for questions
* Lauren to ask Wade Munsch from MET, Grant Schmidtsbauer from Nemko, or Uwemeyer from TUV to present medical touch current.
* For October – consider 62368-1 and country adoption. (2nd edition is out, 3rd edition is coming.) A meeting about strategies for dealing with country differences.
* Find out if there is any special format required by chapters for their treasurer report: Mariel and Nate

**Tool to be used to ensure efficiency,(Collabratec?):** Mariel  
 - Collabratec: [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=) Has anyone gone on Collaberatec? Kati, Lei. No one else has tried. Mariel asked if James would also look. We will probably use this tool. It is free. As we get closer to the meetings, we will reconsider.

**VP Reports**

* Name of society, name of chapter, who is presenting, etc. (free format, consider using bullets.) Put together one week before meeting.
* As we go forward, we will discuss the VP report. Everyone read as circulated

**Next Meeting**

* April 12th, 2018
* Core team meets every 2nd Thursday of the month, 12 noon Eastern time, 10 am Mountain time.

**Adjourn** 10:55 am Arizona USA time