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

**Meeting Minutes**

**May 10, 2018**

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| **Virtual Chapter core team WebEx Meeting** |
| Thursday, May 10, 2018 |
| 9:00 am  |  Mountain Standard Time (Arizona, GMT-07:00)  |  1 hr |

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| [**Join WebEx meeting**](https://ieeemeetings.webex.com/ieeemeetings/j.php?MTID=m3e1f9b6c3f1ed30e6ccb1e6096099ff4) |

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| Meeting number: | 598 733 904 |
| Meeting password: | virtual\_chapter |

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| **Join from a video conferencing system or application** |
| Dial **598733904@ieeemeetings.webex.com** |
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To dial from an IEEE Video Conference System: **\*1 598 733 904**

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| **Join by phone** |
| **+1 210 606 9466** US Toll |
| **+1 866 282 7366** US Toll Free |
| Access code: 598 733 904 |

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**Committee Members: James Milican, Gia Pappas (Gia Fedo), Kati Wenzel, Lei Wang, Lauren**

**Participants: Mariel, Brad Willard - Zebra, Mike Sherman – Rayco Inc, Thomas Brenner, Mariel, Lauren, Sherri Tischler**

**Guests:**

Call to order \_\_\_12:15\_\_\_ pm NYUSA time - Start recording

Adjourn \_1:03\_\_ pm NY USA time

(5 min) **Welcome**: Mariel

* Items to add to the Agenda: Nate’s brochure Approval of Agenda

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

* General
* Approval of previous Meeting Report

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

1) Review draft Mission/Vision.

Here is a draft for our chapter vision/mission. Please review and send comments.

Mission:

To provide education, networking and leadership opportunities to IEEE PSES members that do not have local chapters.

Vision

Increase involvement among PSES members by providing a forum where they can share their expertise and benefit from the accumulated knowledge of the society.

Assist local chapters by providing material they can cover for months where they cannot secure a speaker.

Question: Can people be part of local chapter and virtual chapter? Yes. We will be recording our sessions, so that local chapters can have material. Not meant to be mutually exclusive. Local chapters can have more discussion and networking, so there is reason to participate in both chapters.

2) Review the intro slides for the Chapter presentation meeting. Keep in mind, we are trying to save most of the time for the technical presentation.

PSES Virtual\_ slides\_draft\_april18\_2018.pptx

We have secured a speaker. Rich Byzcek from Internet. (He has sent his slides. Need bio.) Mariel will open. A bit of marketing! But focus on the speaker. Consider being part of core team, member of executive team. Become member – Kati, Become speaker – james. Become core member – Mariel.

In presentation, Mariel will explain that you can be part of virtual AND local chapters. Mariel will spell out each level: Participating, presenter, core, executive.

Mariel will run a trial run. Date TBD. Denise Carpenter – secretary of society, will “drive” the meeting, the technical part of the WebEx. Official meeting is June 21st.

Presentation time is 12 noon NY time.

3) Presentation status launch- Jun 2018. Status for other presenters. We need to secure speakers for sept/Oct, and start planning for next year.

4) Presentation time. 12 noon NY time.

5) May symposium: Make sure to download the symposium App so we can keep in touch – you can find Mariel’s phone number on the Chat. Use this to work out when/where lunch will be to get together. Mariel cannot coordinate an outside dinner. Mariel will be putting together an evening meeting . We may sit at the same table for lunch.

* + Possibly we will have a brochure for the symposium- Nate (VP Marketing) Reminder. You can become a affiliate of PSES without becoming an IEEE member. Question: How much is it? Comment: “Your Name Here” Change to italics, add exclamation point. Should add the actual fee for affiliates. Going to printer on Friday. Feedback IMMEDIATELY. There is something in the brochure about money. Needs clarification. Money for affiliate only, money for IEEE member + affiliate. No fee for joining the chapter.
  + 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/Lithium Ion Battery Certifications: IEC 62133/Rich Byczek
* July 19 – Sponsor: James? / Topic: 61010-1 and Risk Management/ Speaker: Lauren=> May change to an FDA talk.(Laser Notice 66). Trying to secure speaker for this date. 61010-1 is still tentative because there is a special process for getting a speaker from the FDA. If it works out.
* August 16 – Sponsor: Kati / Topic- Touch Current/ Speaker- Pete Perkins- in the agenda
* September 20 – Sponsor: Lauren / Topic – Medical Touch Current / Speaker: TBD

(Ask Mariel about an alternate speaker.)

* 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

The job of the sponsor is to identify the speaker, get the slides, get the bio, do the instroduction, get pre-arranged questions.

* 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.

We don’t have a formal executive board, because we’re not an official chapter yet. Probably around December. Mariel went to IEEE website to look at how IEEE does it. Gives an idea of how to word things. Non-IEEE members can nominate, people can self-nominate. <https://www.ieee.org/about/corporate/nominations/guidelines.html>

Everyone should take a look and start thinking about it. Mariel to send link.

* Research into how a different virtual chapter operates. Gia- In progress. Having difficulty contacting this chapter.

Note: Mike is on executive board of a Reliability Society chapter. They get $200 a year. Mariel has some money ($2000). Some money will be spent on Nate’s brochures.

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.   
 - Associating ourselves with the symposium.

- Need to figure out if an IEEE PSES member can belong to the local chapter AND also our chapter.  
Maybe we will get info from the PSES Symposium.

(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 – Six more members. Mike Sherman, Brad, Scott may be presenters.

Kati sent a 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

June 14th is next CORE team meeting. June 21st is launch.

Want to ADVERTISE our meetings. Twitter, Linked In, Facebook. June 21st, then July 12th. Nate or Mariel