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**Meeting Minutes**

**June 11, 2018**

**Product Compliance Virtual chapter Organization committee**

Thursday, June 14, 2018 | 11:00 am Central Daylight Time (GMT-05:00) | 1 hour | Not started

Meeting number: 594 399 098

Meeting password: virtual\_chapter

Meeting link: <https://ieeemeetings.webex.com/ieeemeetings/j.php?MTID=mf6a9726c06d6eb7ec432ccb1282d3cac>

Video address:

Dial 594399098@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, Leslie Curry, Mariel Acosta.**

Participants: Lauren Foster, Thomas Brenner, Ryandi, Kati, Ken Kapur, Mariel, Uresh Patel, David Kramlich (in place for Sherry Tischler), Shaima Adin

Call to order \_\_\_12:06\_\_\_ pm NYUSA time - Start recording

(5 min) **Welcome**: Mariel

* Items to add to the Agenda:

Kati – how will members be notified of meeting? Mariel plans to send notice in same way that she sends WebEx link to us. Also publication in Facebook, LinkedIn and Twitter. Mike Anderson? Make sure that you are following PSES on Facebook. Lei Wang will distribute to all of PSES. Mariel will draft a paragraph, and Lauren to add to minutes.

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

* General
* Approval of previous Meeting Report

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

1) Mission/Vision. Final version

**Mission:**

To enhance professional skills by providing education, networking and leadership opportunities to IEEE PSES members, especially those that do not have local chapters nearby.

**Vision**

* Increase involvement among PSES members by providing a forum where they can share, inform, educate and bring value to the engineering community.
* Provide a forum where the PSES members can benefit from the accumulated knowledge of the society.
* Assist local chapters by providing material they can cover, when they cannot secure a speaker.

Mariel got feedback from one member – Ryandi. Important to note that it is for all PSES members. Keep it restricted to IEEE members.

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

Please everyone join in for support. Tomorrow, Friday, there will be a practice, trial run. 7am. Will set up for June 21st.

Second meeting will be Patrick Hintz from FDA on Lasers. Will be focused on ITE. (Not medical).

Format has 8-10 minutes to explain what we do, then introduce speaker. Then speaker 30-35 minutes, then Q&A

Lauren will do 8-10 minute presentation before speaker for July 19 meeting. Lauren will provide headshot for slides. Meeting is July 19. Trial run on July 12 or 13.

August meeting is set up with Pete Perkins. There will be a trial the week before August 16.

September meeting, speaker not confirmed. Kati has list of speakers as possibles with speakers.

There is an Australian speaker who can speak in October. Would need to find another time for 62368-1. We are interested in that.

Nate would be sponsor for January.

In November/December, need to start working on elections. Need a working team and head of team. Call for Nominations, Elections, Start Date. Need to draft call for Nominations, including self-nominations or nominated by someone else. Tom Brenner has volunteered to be on the committee. He will lead. Ad hoc. Need presentations, organized or semi-organized. When board joins their positions, just need to catch up. Ken Kapur (CA) and Kati (MN) will help out as well. Will contact James Millican and pull him back in.

**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:** Lithium Ion Battery Certifications: IEC 62133; **Speaker**: Rich Byczek=> Secured
* July 19 – **Sponsor:** Mariel/help  **Topic:** FDA certification requirements for lasers; **Speaker**: Patrick Hintz
* 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.
* 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

**Sponsor:** The job of the sponsor is to identify the speaker, get the slides, get the bio, do the introduction, get pre-arranged questions.

3) Official Elections- Need a working committee. Need a volunteer to lead the effort, and 2-3 volunteers to help put together a plan. 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>

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.

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

Ken is shadowing – Mariel’s position of VP of Member Services – she is stepping down. Ken was in Board of Governors. Has joined meeting today to see how we do virtual chapter. Ken’s talk. Has been in UL, now at Thermal Fischer? Says our group has significant potential for PSES. Find value for members.

Back up – where does chapter report into. We don’t have to be tied to a section, but we report into the society. Problem – way of getting funding. Gia is still not getting response in how to connect to get funding, and establish as a chapter? What is the problem for getting funding? Mariel has seen: money comes not from society but from the (location) section. Because virtual chapter serves everyone, figure out how to get money. Under VP Member Services is Chapter Coordinator. “Chapter is asking for money, can we help them?” Example – Nate’s brochure. In color.

Question from Ken Kapur; There are joint chapters. Could virtual chapter be a joint chapter? We considered this. A link to the symposium. Nate was going to check. For example, Santa Clara chapter. We had WebEx meetings. It’s something worth considering. Or is it better to be fully independent. Mariel says “no preference”, but not linking right now. It would be legwork. Maybe the Silicon Valley chapter.

(8-10 min) **Treasurer's Report:** Open-Nate.

* Status report – No report

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

* Status report – No report

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

* Status report – No report

(8-10 min) **VP Member Services:** Kati

* Status report –

Kati has a list of people. Ryandi is active. Kati’s list differentiates between basic members and people willing to act as speakers. Six new members plus two more. Eight people on organizing committee. Now TWENTY SEVEN people. Next, inviting people from 3M. Working with Gia on this. Yike Hu is trying to open a local chapter in Phoenix. He will join virtual chapter until he starts his chapter.

(5min) **Old Business**

(5min) **New Business**

* Open Floor for comments from attendees (any telecom attendee)

VP of technical activities, Sylvia, is launching a distinguished speaker program. There will be money for travel. Maybe we could use Virtual Chapter as a test. As people join her program, ask that they present with our chapter first. We get access to speakers of high qualities with good material.

(5min) **Next Meetings**

* June 21st, 2018 => Launch
* July 12th, 2018 => Core team meeting presentation
* July 19th, 2018 => FDA presentation
* Core team meets every 2nd Thursday of the month, 12 noon Eastern time.

There will be additional meetings for trial runs. You don’t have to be a PSES member to present. If you know someone.

Ken: this is PSES. Is this just product safety or all compliance? Conclusion – all compliance topics, all disciplines, not just ITE. Maybe machinery. What about environmental compliance or chemical compliance. Reach, RoHS, etc. At the meetings, collect feedback. What topics would people would be interested in?

Ken: there is a presentation on laser safety. Perhaps could announce at a local June meeting, that there will be a virtual chapter meeting. Ask other chapters to promote our chapter.

Any other people want to say hi. Urech says – good meeting. 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.

Shaima says hi. Doing a lot of great things. Looking forward to meetings. Not planning to take on responsibilities.

David Kramlich says hi. Thanks for letting him listen in. May have colleagues in Spain, China, Europe who may be interested in joining.

*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 \_\_\_12:59\_\_\_ pm EST USA time**