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

**Meeting minutes**

**Aug 9th, 2018**

**Product Compliance Virtual chapter Organization committee**

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

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| [**Join WebEx meeting**](https://urldefense.proofpoint.com/v2/url?u=https-3A__ieeemeetings.webex.com_ieeemeetings_j.php-3FMTID-3Dmab52267f83777ae176616bd16a6c5f34&d=DwMGaQ&c=jf_iaSHvJObTbx-siA1ZOg&r=GvFI0f8cd1z45Nc2rARwkR4kyxzrEICSeIfVxSUC-w4&m=_ykgk5uxRF4fcRSsS5ZxycqvxcvaiuTZqKB3Yjrj-ZQ&s=tVuv1t96oPhDToha79lsKROPHMivQ9u11hba-CNIxwg&e=)  |

https://ieeemeetings.webex.com/ieeemeetings/j.php?MTID=mab52267f83777ae176616bd16a6c5f34

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| Meeting number:  | 597 606 320  |
| Meeting password: | virtual\_chapter |

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| **Join from a video conferencing system or application** |
| Dial **597606320@ieeemeetings.webex.com** |
| You can also dial 173.243.2.68 and enter your meeting number. |

To dial from an IEEE Video Conference System: **\*1 597 606 320**

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.**

**Harry Jones, Kati Wenzel, Ken Kapur, Ron Borowski, Gia, Jessica, Tom Brenner, John Silliman,**

Call to order \_\_\_9:03\_\_ pm NYUSA time - Start recording

(5 min) **Welcome**: Mariel

* Items to add to the Agenda: None

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

* General
* Approval of previous Meeting Report - Approved

(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. Improving promotion of activities- Nate
2. Presentations:
	1. Status July 19th meeting. Presenter: Patrick Hintz from FDA- Lasers for ITE- Lessons learned-
		1. Need to be able to mute all for next meeting
		2. Do NOT log into Webex as moderator unless you **are** the moderator. If you do so in error, do NOT log out until end of meeting. Multiple persons are allowed to be present as moderators, but if any one of those, logs out, the meeting will end as we experienced in the July meeting.
	2. Status Aug 16th meeting. Presenter: Pete Perkins. Trial scheduled for Aug 6th. Slides, picture already received. Kati will moderate. Webex meeting created for both trial 6th, and meeting on the 16th. Slides updated, announcement needs to be created, and activity promoted via IEEE (Mike Nichols =>mnicholls@a-m-c.com, facebook, linked-in, Mike Anderson => anderson.emc@gmail.com)
	3. Status Sept 20th meeting. Presenter: Don Gies. Lauren will moderate. Need to create webex meeting.
	4. Status Oct 18th- Presenter: Paul Robinson. Gia will moderate. Webex presentation meeting has been created.

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| Date - Status | Moderator | Speaker | Topic | Comments |
| June 18- Completed | Mariel | Rich  | battery certification |  |
| July 18- Completed | Mariel/Lauren | Patrick | FDA laser |  |
| Aug 18- Secured | Kati | Pete Perkins | leakage ITE |  |
| Sept 18- Secured | Lauren | Don Gies | Lightning Protection for Wireless Telecommunication Transceiver Facilities (WiTF). |  |
| Oct 18- Secured | Gia | Paul Robinson | Difference between users in 62368-1 |  |
| **Jan 19** | Lauren | Peter Diesing | Leakage for medical devices |  |
| **Feb 19** | James | Lauren |  |  |
| **Mar 19** | Nate |  |  |  |
| **Apr 19** | Tom Brenner |  |  |  |
| **Jun 19** | Ken Kapur |  |  |  |
| **July 19** | Kati |  |  |  |
| **Aug 19** |  |  |  |  |
| **Sept 19** |  |  |  |  |
| **Oct 19** |  |  |  |  |

1. Official Elections- Generic announcement with Tom’s email address will be shown at next week’s meeting.
2. Dates: for sending call for nominations, sending out ballots,
	1. effective date for new board- Jan 1, 2019.

b) Draft distributed – Provide feedback comments re the call for nomination

c) Draft distributed for candidate info –

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

Presentation meetings will be held 3 Thursday of the month 12 noon Eastern time, 9 times a year (skip symposium months, May, Nov, Dec)

**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.

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 chapt. 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 – 2 new members, Glenn Lesmeister and David Crawford; James Millican changed email address. jmillican@carnegietechnologies.com

(5min) **Old Business**

(5min) **New Business**

* Figure out if a new webex account should be acquired by the virtual chapter. May be needed down the road, as participant to activities grow.
* IEEE PSES virtual chapter presence in the IEEE PSES website, maybe add a new role of Webmaster to the officer list to monitor that we are listed and the info is current. Eventual creation of Virtual chapter website or enhanced presence on PSES site.
* Harry – It would be a good idea to create a Summary of roles and expectations to be distributed to new officers.
* Open Floor for comments from attendees (any telecom attendee)

(5min) **Next Meetings**

* Aug 16th, 2018 => Peter Perkins- Touch current ITE
* Sept 13th, 2018 => Core team meeting
* Setp 18th, 2018 => Don Gies- Lightning protection
* 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.

* + Possible topics – robotics and safety requirements for personal robots. There are some ideas of people who might talk. The company “I Robots” has a job opening.

(5min) **Concluding Remarks**

 (1min) **Adjourn 9:57 am MST USA time**