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**Meeting minutes**

**Oct 11th, 2018**

**Product Compliance Virtual chapter Organization committee**

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

**Attendees:** Gia Pappas (Gia Fedo), Kati Wenzel, Lauren Foster, Tom Brenner, Nate Osborn, , Mariel Acosta, Ken Kapur, Tom Brenner, Jeff Pasternak, Don Gies, Curtis Bender, Chris Rash, Eric Latvala

Call to order =~12:10 NYUSA time

(5 min) **Welcome**: Mariel

* Items to add to the Agenda:

(5 min) **Housekeeping and Secretary's Report**: Lauren – No comments for the previous meeting minutes. Lauren will circulate a call for jobs. Ken mentioned his company has a few.

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 working on creating a listserv based on the link Mariel sent. Should have it ready for the Nov meeting.
3. Official Elections- Review second draft; replace treasurer with webmaster, add that any financial issues that arise will be handled by the chair and the connection to the BoD. Final review will happen Thu, Friday final version will go out.
4. Webex event for today’s meeting: Attendees were all muted, they had to call in order to be heard. Attendees could not chat with one another, try again in Nov.
5. Should we open meeting to non IEEE PSES members: Both Ken and Nate would be open to having the meetings opened to everyone. Ken suggested the material is only forwarded to IEEE PSES members. Mariel, what about chapter members, what benefit do they get out of being chapter members? Right now, only chapter members get the slides. Both Jeff and Don suggested we keep the chapter for IEEE PSES members. Nate suggested we open one meeting per year open to everyone. Mariel suggested we do it for the July meeting, and announce at the symposium… Maybe next year we could add the Nov SPCE plug=>the Jan meeting. Someone suggested to consider different times to reach out people in different parts of the world, or maybe do the same event life 2x, to reach out more people
6. Presentations:
7. Status Sept 20th meeting. Presenter: Don Gies. Lauren will moderate. 22 attendees. Only issue was a 5min break and the link to webex did not work, people had to connect using the webex meeting number.- Good feedback, make sure that we always have more than one copy of the presentation, like we did in Sept.
8. Status Oct 18th- Presenter: Paul Robinson. Gia will moderate. Webex trial scheduled. Waiting on enotice to be distributed, Nate will follow up with his contact if he does not see the eblast by Friday.
9. Help, support, cooperate, be fair, share
10. For 2019, Peter Perkins has agreed to 2 talks, a repeat of leakage for ITE, and hot laptop=>basic understanding of thermal skin burns and brings In the key original work defining proper limits for touch temperatures from equipment along with additional experimental results developed to gain practical understanding of the application. Need to figure out where to put him in the schedule-

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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 |  |
| Jan 19-secured | Lauren | Peter Diesing | Leakage for medical devices |  |
| **Feb 21st, 19** | Nate | Peter perkins? | Ouch-hot laptop |  |
| **Mar 21st, 19** | Tom Brenner |  | Functional safety |  |
| **Apr 18th, 19** | James |  |  |  |
| **Jun 20th, 19** | Ken Kapur | Peter perkins? | Leakage-ITE |  |
| **July 18th, 19** | Kati |  |  |  |
| **Aug 15th, 19** |  |  |  |  |
| **Sept 19th, 19** |  |  |  |  |
| **Oct 17th, 19** |  |  |  |  |

Nate: how to join committee- Nate has a contact he may bring in as a speaker.

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.

(8-10 min) **Treasurer's Report:** Open- nothing to report

* Should we change this role to webmaster position, given we do not have a budget and we do have a need for someone to monitor our presence on the web.- Yes, decided to replace with webmaster.
  1. min) **VP Technical Activities:**  James- Status report – Covered
  2. min) **VP Communications:** Nate- Status report –
  3. min) **VP Member Services:** Kati- Status report – Jeff Pasternak new member.

(5min) **Concluding Remarks**

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