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

**Meeting Minutes**

**Aug 8th, 2019**

**Product Compliance Virtual chapter Organization committee**

Product Compliance virtual chapter; PSES Secretary's Personal Room

<https://ieeemeetings.webex.com/meet/danieceieee.org>

591 176 079

Join by phone

+1-415-655-0002US Toll

1-855-282-6330US Toll Free

Access code: 591 176 079

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

**Gia Pappas (Gia Fedo), Kati Wenzel, Lei Wang, Lauren Foster, Tom Brenner, Nate Osborn, Sherry Tischler/David Kramlich/David, Yike Hu, Silvia Diaz Monnier, Don Gies, Mariel Acosta, Ken Kapur**

**Attendees:** Sherry Tischler, Tom Brenner, Kati, Lauren, Scott Iverson, Jim Douglas, Pete Perkins, Yike, Gia,

Call to order 12:03 pm NYUSA time –- Start recording (only presentation meetings recorded- no longer recorging mont

(5 min) **Welcome**: Mariel

* Items to add to the Agenda:

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

* General
* Approval of previous Meeting Report -
1. min) **Working item Topics**: Mariel

Reminder – Core Team meets on 2nd Thursday of the month.

1. Professional development hours- 1 requested for Aug. Secretary will pick up sending them.
2. Improving promotion of activities- Consider using Mail chimp. Mail chimp is the service that Doug Nix uses. People can sign up automatically (vs going through Kati). Mail Chimp allows announcement of activities. Also allow IEEE PSES group. Status for List Serve -Nate: Trial run status; needs help. Mail Chimp requires a physical address. Perhaps the IEEE Chapter address.- Status: Mariel asking Liz Parascondola at IEEE if we could use the their office address. What about going back to use list serve, was Dan Roman contacted to help?
3. Official Elections results!
	1. Chair: Yike Hu,
	2. Vice Chair: Kati
	3. Secretary : Mariel
	4. VP of member Services: Bansi Patel
	5. VP of Communications: Shaima Adin
	6. VP of technical activities: Nate Osborne,
	7. WebMaster- Jim Douglas
4. Website launch: Target date Jan 2020. Quote received. Will be discussed at the next Board of Governor meeting, with the request for funding. Initial meeting with webmaster happened May 21st.

Quote – asking board of governors for the money. BoG did not meet in July. We are in the agenda for the Aug 6th meeting.

1. Recognition of virtual chapter to log in our activities and run for chapter of the year.- Kati collected the 13 signatures from Minnesota interested people. Sent emails May 8/May 9 to petition@ieee.org / steve.c.weber@comcast.net. No answers yet. Sent reminders June 13.
	1. We have received the authorization of the section. Received link to initiate petition. Issue- I can only fill out the form to create a chapter under the Tucson section. In order to proceed with this plan we would need one of the 13 signature to fill the form and act as the local chair. Also, local members will need to be assigned for the executive team. I have no issues running the chapter like that. Thoughts?
	2. List will have local Minnesota, and people who are not members of local chapters. The rest will be called affiliate members.
	3. No GO for establishing the chapter with the MN local base. We received the enclosed push back from the MN section.
	4. A few ideas. I don’t think there is anything wrong with the “recognition of our chapter activities will go to the local win cities”is a big deal. We are all unpaid volunteers and recognition is a small part of making an organization work and worthwhile. There are lots of avenues for recognition beyond the chair.

	I don’t know much about how a virtual chapter would work.

	The way we are setup is Geographic - for example the Twin Cities Section. That structure gives you the support from the Twin Cities Section which can partner with your group to put on events and sponsor things like speakers or workshops. You do get a little oversight, but really I’ve not seen hardly any interference with chapters. If you were a virtual chapter the oversight would be some type of National level which doesn’t exist or is equipped to help you on a personal level with your chapter.

	I think you should go ahead with the Twin Cities as your geographic hub. We want you to succeed and 13 members is pretty good for a chapter here. If there are a bunch of virtual members outside the area it is fine with me.

	Have them nominate you as Program chair - which does all the cool stuff anyways ;)

	Give me a call if you have any questions.

	Eldon Nelson
	eldon\_nelson@ieee.org
	IEEE Twin Cities Section Chair 2019
	952-393-3481

Liz received emails from Lauren, and Tom Brenner and John Allen. Liz is working with Laura Creighton who is supposed to contact us with us with recommendations.

1. Next cycle election- Select dates and leaders so we have the elections in Dec. How should we count votes.=> Tom Brenner-lead. Start process in Aug, Nominations finished End of October.
	1. Results in Dec 12th. Gia, Kati, and Mariel +Yike
	2. Gia will not be able to continue serving as part of the core team past Dec 2019. – Can we create a certificate for Gia and all other members of the executive and/or solid contributors. Soft copy. Lauren will lead.
2. Presentations:
3. Help, support, cooperate, be fair, share
4. Trying to find speakers 62368-1 topics and UL standards, from the EU perspective, how to transition from EN to UL.=> Lauren (ask Curtis Bender)

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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 | A+; Blast email went out. No noise. |
| Jan 17-secured | Lauren | Peter Diesing | Leakage for medical devices | A; Blast email to PSES did NOT go out. |
| Feb 21st, 19  | Nate | Peter perkins | Ouch-hot laptop | Trial 1 done. |
| Mar 21st, 19 | Tom Brenner | Doug Nix | Functional safety session 1 | A+; blast email went out. 6 new chapter members |
| Apr 18th, 19Secured | Tom Brenner | Doug Nix | Functional safetySession 2 | A; beep- joining. Annoying +ran over and could not provide interactive discussion |
| **May, 19** | Skip | symposium | Skip  | **Symposium – no meeting** |
| June 20th, 19Speaker secured | Mariel | Bob Griffin | Product safety and the IoT | A, 67 attendees |
| July 18th, 19Speaker secured- Ready | Tom Brenner | Doug Nix | Functional safetySession 3 | A, =~50,  |
| **Aug 15th, 19****secured** | Kati | **Paul schilke +Curtis Bender**  | Harmonization of iec and north American North America standard | **Two presenters. No need for trial**  |
| **Sept 19th, 19****secured** | Jim D | Gary Tornquist | POWER SUPPLY SAFETY | Moderator/Speaker agreed – topic is firm. Trial scheduled- Sept 5th at 12 noon EDT |
| **Oct 17th, 19****secured** | Yike | Ted Eckert | Alternate Low Power Modes in power supplies | Speaker agreed – topic is secured. Oct 1st, 12pm E- Mariel needs to schedule. |
| **Nov, 19** | skip | Local symposium | skip |  |
| **Dec, 19** | skip | Asia symposium | skip |  |
| **2020** |  |  |  |  |
| **Jan 16th, 20** | Ken Kapur? | Mexico? |  | Mariel will contact a few people |
| **feb 20th, 20** | Sherri Tischler- |  | **Haz locations?** An Introduction to Hazardous Locations - Basics and Protection ConceptsWilliam Fiske? (Factory mutual) Paul Kelly,  | Mariel will send Paul Kelly’s email address. Try to secure |
| **Mar 19th, 20** | Mariel | Laura Stevens | **TBD** |  |
| **Apr 16th, 20** |  | Ken ross, | **Legal obligations related to recalls** |  |
| **May, 19** | Skip | symposium | Skip  | **symposium** |
|  |  | Peter perkins? | Leakage-ITE? Dalziel revisited presentation |  |

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.

**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.

(8-10 min) **Webmaster:** Position open

(8-10 min) **VP Technical Activities:**  Position open

* 1. min) **VP Communications:** Nate- Status report –
	2. min) **VP Member Services:** Kati- Status report –

IEEE website, members of IEEE PSES that are not associated with chapters.

Idea: Include the cost of membership into the symposium cost (that way companies would pay for the membership)

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-Can anyone talk about bulk power? UPS? Glenn is considering, will ask him later in the year. Leading TC2 or IEEE Pack?

We got the power supply talk. Can still look at someone for UPS. We did batteries in June 2018. May look at this again. Daren Slee. Also a possibility is failure analysis. Maybe Sylvia can present. Will consider in the future. Maybe add Mexico into the list of topic. Department of commerce, Curtis will find email address and send out, what about BREXIT=> tap on heribert.

Figure out which conference had more attendance to invite those speakers.

NEC -2017, coming up with a 2020 version. What new technologies have come under NEC=> Tom Brenner

(5min) **Concluding Remarks**

 (1min) **Adjourn \_12:47\_\_\_\_pm EST USA time**