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**Meeting Minutes**

**Jan 10th, 2019**

**Product Compliance Virtual chapter Organization committee**

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| **IEEE PSES Virtual chapter core team meeting** |
| Thursday, January 10, 2019 |
| 12:00 pm | Eastern Standard Time (New York, GMT-05:00) | 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-3Dm09920f76b01d1504da9902801b13f151&d=DwMGaQ&c=jf_iaSHvJObTbx-siA1ZOg&r=GvFI0f8cd1z45Nc2rARwkR4kyxzrEICSeIfVxSUC-w4&m=lyJlY7cUMIj3O5voThwk2RohMXaS_n1PQ4J8K75EIVs&s=r42YQ2yKbcP2Cd0RQav7gGU95BjujksCQI02sm2L0Ww&e=) |

<https://ieeemeetings.webex.com/ieeemeetings/j.php?MTID=m09920f76b01d1504da9902801b13f151>

Meeting number: 599 530 790

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| [Global call-in numbers](https://urldefense.proofpoint.com/v2/url?u=https-3A__ieeemeetings.webex.com_ieeemeetings_globalcallin.php-3FserviceType-3DMC-26ED-3D752209067-26tollFree-3D1&d=DwMGaQ&c=jf_iaSHvJObTbx-siA1ZOg&r=GvFI0f8cd1z45Nc2rARwkR4kyxzrEICSeIfVxSUC-w4&m=lyJlY7cUMIj3O5voThwk2RohMXaS_n1PQ4J8K75EIVs&s=uT-hzsOYcu1rzsLNhjdmzPqXQDB_Y3qZQtNhTkpInmo&e=) | [Toll-free calling restrictions](https://urldefense.proofpoint.com/v2/url?u=https-3A__www.webex.com_pdf_tollfree-5Frestrictions.pdf&d=DwMGaQ&c=jf_iaSHvJObTbx-siA1ZOg&r=GvFI0f8cd1z45Nc2rARwkR4kyxzrEICSeIfVxSUC-w4&m=lyJlY7cUMIj3O5voThwk2RohMXaS_n1PQ4J8K75EIVs&s=ffYPyszuUuJQpZu-FUDW2mWoOV8Aipg5XOTi8j-v8mc&e=)  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:,Don, Jeff, Pete, Glenn, Lauren, Jim Douglass, Uresh, Tom Brenner, Kati Wenzel,**

Call to order NYUSA time – 10:02am - Start recording

(5 min) **Welcome**: Mariel

* Items to add to the Agenda:

(5 min) **Housekeeping and Secretary's Report**: Lauren – I did not have the local list for distribution. Mariel sent out. Kati has list of all members. Nothing was missed.

* General
* Approval of previous Meeting Report -

1. min) **Working item Topics**: Mariel

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

1. Improving promotion of activities-
2. List Serve Nate Nate is working on listserv, has created “dominion” Just needs to populate. He will be working on this this week.
3. Recognition of virtual chapter to log in our activities and run for chapter of the year.- In progress. Mariel says we have three options: (1) we can call ourselves a technical committee. (2) Be attached to the board. (3) Attach to another chapter. Mariel does not like us being a technical committee because we don’t have a specific focus. Others agree. The idea of attaching to the chapter is because we need 12 people in a specific area to start a chapter. So we would use an existing chapter, they would not need to meet. Is it allowed to be in more than one chapter? Do we need to be a chapter? Is there money? Recognition is a useful tool. Chapter of the Year. Founding members. Mariel says money is secondary because we don’t have expenses, and we have a direct connection to the society (Board of Governors) for funds. “We are ahead of the IEEE, they need to catch up”. We talked to another virtual chapter, but not IEEE. They piggy-backed with a San Diego chapter. They have frequently been “Chapter of the Year”. There are inactive chapters that we could take over. There is a IEEE PSES chapter questionnaire. Mariel is going to fill it out.
4. Official Elections- Have you heard about potential candidates? We need to personally reach out to in order to be successful.
   1. Chair: Yike Hu, Tom Brenner is considering running for the executive team as chair. Only Yike has formally submitted a bid.
   2. Vice Chair=> Kati may consider
   3. Secretary – Mariel is considering
   4. VP of member Services=> No one has signed up.
   5. VP of Communications
   6. VP of technical activities: Nate Osborne,
   7. WebMaster- Nate Osborne, Jim Douglas Only Jim has formally submitted a bid.

We need to send out a “last call”. We can make a push at the next meeting. Close nominations on January 31st. Send out instructions with list of candidates, write-ins acceptable. Need to design this. The 45 people on the membership roster can vote. May need a separate meeting for counting the votes. Nominate someone else. On the 17th meeting, make “last call” as a slide. Give the link.

1. One meeting per year open to everyone? I reached out to the symposium chairs. Murlin, the May symposium chair welcomed the idea of having the June virtual chapter meeting offered to all Symposium attendees. He suggested it was offered as something they received as added benefit for participating in the symposium. With that in mind, I believe we will have to revisit this topic in future meetings. I would like that each of the core team member think about options on where to draw the line. This does not reach out to EVERYONE. All IEEE members and non-IEEE members. Comment: need to reach out to as many people as possible. Non-IEEE. Not sure how to do it. It is an injustice to limit it. Need marketing. We have an announcement on LinkedIn and on Facebook, but there is no WebLink, and we don’t provide the weblink to anyone outside of IEEE. We could send out to local chapters. Let’s grow to 1000-2000 people!!!!! How many can we handle? 1000. But have to manage background noise. That’s a good problem! Is there an IEEE policy about allowing or not allowing people to participate in the meeting? Definitely Mariel does not want to open the meeting outside of IEEE. We need to add value for the people who are paying for membership. But maybe if we opened it, we would draw people to the IEEE! Another comment, not everyone can get to the symposium. We want to reach these people. There is more to the society than just the symposiums. Could we charge admission?
2. VOTE: Open June to anyone, non-IEEE. No one opposed, carries.

We really need to get symposium speakers to speak at our virtual chapter meetings. Mariel says that two of our recent speakers were previous symposium speakers. And we will make more effort to reach out to “Best Paper” speaker, and other speakers that members liked.

1. Right now, here is the way we are doing it:

1) Activities from the chapter are opened to all IEE PSES members.- Fulfilling ' adding value to the membership' part of our mission.

2) Activities + copy of the slides + Link to the recording- available only to Virtual chapter members. (I also copy the BoG for IEEE PSES as they would be the ones funding us when we need money.)

3)If we were to copy everyone after the symposium, then we would also be adding value to the symposium participation, but we would not address the concern raised about reaching out to non members.

1. Presentations:
2. Help, support, cooperate, be fair, share
3. 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 |  |
| **Feb 21st, 19** | Nate | Peter perkins | Ouch-hot laptop | Need to schedule the trial, week of feb 11 (Wed?) |
| Mar 21st, 19  Secured | Tom Brenner | Doug Nix | Functional safety |  |
| **Apr 18th, 19** | Curtis Bender? |  | Harmonization of iec/csa standards? EN=> through NRTL for North America. |  |
| **June 20th, 19** | Ken Kapur | Peter perkins? | Leakage-ITE |  |
| **July 18th, 19** | Kati |  |  |  |
| **Aug 15th, 19** |  |  |  |  |
| **Sept 19th, 19** |  |  |  |  |
| **Oct 17th, 19** |  |  |  |  |

Peter Diesing is presenting from home. He has sent everything we need. Nate is not here. We need to announce this ASAP. Lauren to update slides from October. Add information about election and information about job openings. Pete is on-line, practice on Wednesday, Feb 11th. Need to run a trial. Tom to contact Doug about March presentation. Tom would like to talk to someone off-line about how to sponsor. Mariel gave Tom information. Curtis is trying to secure a speaker for April 18th. June 20th meeting is a repeat of Leakage because of all of the technical difficulties. Can do a presentation in June or July on transitioning to 62368-1. This will include IEC updates from April. Another possible topic – what happens when a standard calls out 60950-1, but we now have 62368-1. An issue for each standards committee. What about the medical standard. What about Tom Burke or X. Schmitbeyer? Isolation requirements in medical standard changed because 60950-1 was going away. Needs more research. Talk to the certifiers. Something for the future.

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.

Tom (August), Don (October), Lauren (September) will take slots as moderators.

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

98-10 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.

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

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

Mariel has not sent the Meeting Invite for the 17th meeting. We need to be sending out meeting invites sooner. Not just a few days in advance. Maybe a month in advance.

COME WITH QUESTIONS.

(5min) **Concluding Remarks**

(1min) **Adjourn 12:56 pm EST USA time**