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

**Meeting Minutes**

**Feb 14th, 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

+1 210 606 9466 US Toll

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Access code: 591 176 079

Host PIN: 8633

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: Mariel Acosta, Lauren Foster, Pete Perkins, Nate Osborn, Yike Hu, Andrew Deionno, Ken Kapur, Curtis Bender, Tom Brenner, Gia, Heribert Schorn, Kati Wenzel**

Call to order NYUSA time –- Start recording

(5 min) **Welcome**: Mariel

* Items to add to the Agenda:

There were e-mails/invites for all year’s meetings. The presentation meeting will be sent 2 weeks prior because it has to be set up. Mariel has been able to use a special Webex meeting room.

(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. Everyone in the chapter is welcome to join.

1. Improving promotion of activities-
2. List Serve Nate

The list serve has been created PSESVC. Nate will do a trial run – test e-mail. Everyone respond. The PSESVC is for all members. Nate will create a separate list serv just for the Core team for the trial.

1. Official Elections- Have you heard about potential candidates? We need to personally reach out to in order to be successful.

Tom will update the list. Will send a list of the updated candidates. (Not now). Will send out nomination.

* 1. Chair: Yike Hu, ~~Tom Brenner is considering running for the executive team as chair.~~
  2. Vice Chair - Kati
  3. Secretary - Mariel
  4. VP of member Services
  5. VP of Communications – Shaima Adin
  6. VP of technical activities: Nate Osborne,
  7. WebMaster- ~~Nate Osborne,~~ Jim Douglas

Two years elected position. First year is shadowing. Second year, someone runs it, and newly elected person shadows. Elections every year.

1. June Meeting will be open to everyone per last meeting vote. (Will not have the statement “Only open to PSES members”) Need to develop a plan to promote the activity at the symposium, PSES local chapters and perhaps via other societies.
2. Recognition of virtual chapter to log in our activities and run for chapter of the year.- In progress. IEEE has said they want us to be a technical committee. Mariel is looking for an INACTIVE chapter. Found one. “Dormant”. They prefer not to. So they are looking at it, but not likely. Mariel is asking other chapters – ONLY INACTIVE CHAPTERS. What is the plan? We are floating. We can attach to “anything”. The main concern for inactive chapter. Would we “steal their members”? Isn’t it a huge opportunity? Reminder: IEEE manages chapters by having them reporting to a region/location. There is no way to have a virtual chapter. Must have 12 members in one city. It is a requirement to form a chapter. There is no exception. There are 40 of us, but they are all over. Is it possible that we have enough in a location to have a Minnesota chapter? Kati and Gia looking into it. It’s a voting issue. Other possibility? Cannot be one person. Can we just say that we are in Phoenix, for example? We know that there are six people in Phoenix. Mariel says the odds are better in Minnesota. 3M, Ecolabs, IBM. Graco. Someone has to do the work. Have them send a e-mail to Kati. Minnesota has to have “Founding Members”. Figuring out as we go because this is new. Mariel will send forms to Kati about starting a chapter.
3. 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 | A; Blast email to PSES did NOT go out. We figured what happened. The right people did not get the information. That will be fixed for the next meeting. E-mail from Nate to Ken. |
| **Feb 21st, 19** | Nate | Peter perkins | Ouch-hot laptop | Trial 1 done. – The info e-mail has gone out. |
| Mar 21st, 19  Secured | Tom Brenner | Doug Nix | Functional safety | Need to schedule trial – Slides are ready to go, needs to figure out timing. It’s a big topic, lot of material, may do a series, or at least a follow-up presentation. Ready to find a date/time that Mariel can do it. Only during the day. |
| **Apr 18th, 19** | ~~Curtis Bender?~~  Tom Brenner | **Doug Nix** | Harmonization of iec/csa standards? EN=> through NRTL for North America. – MOVES TO JULY – Functional safety second meeting becomes April. | **We still don’t have a speaker. Maybe we could have the “Part 2” Functional Safety. There is a new member who may present. Kati is working with them. Curtis will “encourage”.** |
| **June 20th, 19** | Ken Kapur | Peter perkins? | Leakage-ITE  “Touch Current for Electronic Equipment” |  |
| **July 18th, 19** | Kati |  | Harmonization of iec/csa standards? EN=> through NRTL for North America. – MOVES TO JULY |  |
| **Aug 15th, 19** | Gia? – She may not be available |  | **Hazardous Location???** | **We need to query the membership, not have the core team figure it out. Need membership to come up with speakers. Nate and Lauren and Curtis. We can use Skype We will develop a query.** |
| **Sept 19th, 19** | Yike - YES |  |  |  |
| **Oct 17th, 19** | Jim D? |  |  |  |

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

98-10 min) **VP Technical Activities:**  Position open

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

No new members. Kati will figure out if there are 12 Minnesota members. Mariel

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? Topic? Brexit on UK website. Plan for new UKCA mark. Pete Recommends a UK speaker. Other potential topics – Risk Assessment. Scott Iverson, possible speakers. What about the May symposium. Who is going? Mariel. Yike may be a speaker – she has submitted an abstract.

(5min) **Concluding Remarks**

(1min) **Adjourn pm EST USA time Adjourn at 12:57**