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

**Meeting Agenda**

**April 11th, 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

+1 866 282 7366 US 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:** Mariel, Nate, Pete Perkins, Don G, Kati, Jeff Pasternak, Heribert, Drew, Curtis Bender, Nicole Olson, Yike

Call to order 12:07 pm NYUSA time –- Start recording

(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- First one filed. Suggest to add a chart to our common deck with information about it.
2. Improving promotion of activities- IEEE PSES group.
3. List Serve -Nate: Trial run status; needs help. Was going to contact
4. Official Elections- Tom could not join. Decided after meeting=> All candidates ran without opposition. Try voting next cycle. Slides updated in the Chapter slide deck. Try to recruit VP of Member Services.
   1. Chair: Yike Hu,
   2. Vice Chair: Kati
   3. Secretary : Mariel
   4. VP of member Services: Open
   5. VP of Communications: Shaima Adin
   6. VP of technical activities: Nate Osborne,
   7. WebMaster- Jim Douglas
5. June Meeting will be open to everyone per last meeting vote. Need to develop a plan to promote the activity at the symposium, PSES local chapters and perhaps via other societies. Speaker Bob Griffin. Need to close on topic. Try to get people to vote at the symposium. Have audience vote on one of 3 topics for Bob to present, and have Bob present on the topic that wins. Vote your option in the back on the business card. Tie to an award, whomever is picked from the bowl. =>authorization by Murlin Mark; 1) Standards, 2) Fire enclosure.
6. Recognition of virtual chapter to log in our activities and run for chapter of the year.- Kati- Status on collection of signatures for the Minnesota chapter, that will serve as base for the virtual chapter. -13 signatures- working on sending the form to the IEEE. List will have local Minnesota, and people who are not members of local chapters. The rest will be called affiliate members.
7. Presentations:
8. Help, support, cooperate, be fair, share
9. 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, 19**  **Secured** | Tom Brenner | **Doug Nix** | Functional safety  Session 2 | **Meeting invite ready, working on marketing** |
| **May, 19** | Skip | symposium | Skip | **symposium** |
| **June** |  | Bob Griffin | Standard work/industry influence ANSI/IECEE; fire enclosure, |  |
| **July 18th, 19** | Tom Brenner | **Doug Nix** | Functional safety  Session 3 | **Daniece will run the meeting (Mariel out of the country)** |
| **Aug 18th, 19** | Kati | **Curtis Bender +(Paul)** | Harmonization of iec/csa standards? EN=> through NRTL for North America. |  |
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| **Sept 19th, 19**  **secured** | Jim D | Gary Tornquist | POWER SUPPLY SAFETY | Moderator/Speaker agreed |
| **Oct 17th, 19**  **secured** | Yike | Ted Eckert | Alternate Low Power Modes | Speaker agreed |
| **2020** |  |  |  |  |
| **Jan** | Ken Kapur? | Peter perkins? | Leakage-ITE? |  |
| **feb** | Gia- needs to confirm |  | **Haz locations?** An Introduction to Hazardous Locations - Basics and Protection Concepts William Fiske? |  |

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 –

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?

(5min) **Concluding Remarks**

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