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

**Meeting Minutes**

**May 9th, 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

For global call-in numbers go to the following link:

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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: Paul Robinson, Mariel, Lauren, Gia Pappas, Pete Perkins, Yike Hu, Silvia**

Call to order 12 pm NYUSA time –- Start recording

How many people attended the symposium – Pete says very well attended. Mariel is on the board. There will be a meeting in a few

(5 min) **Welcome**: Mariel

* Items to add to the Agenda:

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

* General
* Approval of previous Meeting Report - Mariel took notes last week. Let her know if there are corrections.
1. min) **Working item Topics**: Mariel

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

Professional development hours- 2 filed for April’s meeting. Secretary will pick up sending them. Professional development hours. Two people requested in April. Included marketing of this option in the slides. Lauren will be doing this.

1. Improving promotion of activities- Consider using Mail chimp. IEEE PSES group. Status for List Serve -Nate: Trial run status; needs help.

Meeting with Doug Nix. Will talk to Nate. May be a better tool than the list serv. You can have people sign up easily. Right now, requesting membership is asking Kati. She checks their IEEE membership, asks what capacity they want to join, then adds them to the list, notifies Mariel. Mail Chimp will allow people to register automatically. May be easier. And Mail Chimp lets you announce events. Very professional. We will look into this. Nate has been having issues with list serv. Mail Chimp is not free if you have a certain size. 2000 members. We’re not even close. Another service mentioned by Yike – Constant Contact, but it is a paid service and we have no budget.

1. Official Elections results! Need to fill VP of member services!
	1. Chair: Yike Hu,
	2. Vice Chair: Kati
	3. Secretary : Mariel
	4. VP of member Services: Open – We absolutely need someone to take on this role. Needs to be someone who answers e-mail quickly. Otherwise, not intensive work.
	5. VP of Communications: Shaima Adin
	6. VP of technical activities: Nate Osborne,
	7. WebMaster- Jim Douglas
2. Website launch: Target date Jan 2020. Get started with discussions.

We have an open invitation from Board, to provide a website for our chapter. We are part of the list of chapters on the IEEE PSES website. We can have a link to our website on this page. Also in the members only section, give the links to recorded presentations. There is a woman named Julia who would do the coding to put up the links for the recorded presentations. The goal for Jan 2020 is conservative. Could be sooner. Jim Douglass is our webmaster. Will also meet with Nate, and Julia. If someone else wants to join, contact Mariel.

1. 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.

TC 108 meeting for 62368-1. So many questions on fire enclosures. We were going to let people vote at the symposium. Not a lot of people voted, but Nate will review and tabulate. However, Mariel really hopes that we can do the fire enclosure talk, but we will stay open to what the members come up with Bob Griffin will speak. He is flexible about topic.

1. 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.

Need to petition to create a chapter. Mariel has sent a petition. Need approval. Once this happens (June), will move forward. We are in a good position to move forward with a local chapter set up in Minnesota as a base for our virtual chapter. We will have local members who will be the basis of the chapter, and affiliate members, from other chapters, or having no other chapter.

1. Next cycle election- close on dates so we have the elections in Dec, and close on how to tally votes.

This year was the first year we did elections. We did “hand raising”. We did a call for volunteers and nomination forms. But what we did not do is go through a formal process, sending the slate to the members and letting them vote. We need to start planning NOW. In June, need volunteers for nominations committee. Gia, please consider leading this. Elections will be annual. New board shadows acting board for one year.

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. |
| 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 discussionWe did have a meeting blast going out. There was an annoying beep when people joined the meeting. Mariel can turn this off. Because it was meeting #2, Doug tried to get it interactive, but because we muted everyone, this was difficult. Not everyone cannot unmute. (\*6 on the phone). Need to fix this. Also, we ran over the one hour limit – lost 10 people. We had about 30 people who stayed. |
| **May, 19** | Skip | symposium | Skip  | **Symposium – no meeting** |
| **June** **Speaker secured** | Mariel | Bob Griffin | Standard work/industry influence ANSI/IECEE; fire enclosure, Topic undecided. | Waiting to hear voting from symposium. By first Thursday of the month, Mariel will send out e-mail. Waiting for Nate to tally. Will notify Bob. Then put together notice. When Mariel sends out the notice to the chapter, sends out several notices. Note that there is a lot of information in the e-mail. |
| **July 18th, 19** | Tom Brenner | **Doug Nix** | Functional safetySession 3 | Daniece will run the meeting (Mariel out of the country)Secretary for Board of Governors. Very experienced. Mariel will set up the link. |
| **Aug 18th, 19** | Kati | **Curtis Bender +(Paul)** | Harmonization of iec/csa standards? EN=> through NRTL for North America. | **Two presenters. Have not yet closed on the topic.**  |
| **Sept 19th, 19****secured** | Jim D | Gary Tornquist | POWER SUPPLY SAFETY | Moderator/Speaker agreed – topic is firm. |
| **Oct 17th, 19****secured** | Yike | Ted Eckert | Alternate Low Power Modes  | Speaker agreed – topic is secured. |
| **Nov, 19** | skip | Local symposium | skip |  |
| **Dec, 19** | skip | Asia symposium | skip |  |
| **2020** |  |  |  |  |
| **Jan 16th, 20** | Ken Kapur? | Peter perkins? | Leakage-ITE? | Repeat. Note, we try to do the speaking list 6 months out so that speakers can plan, and if a speaker must cancel, we can rearrange easily. When we switch to Yike, she can take over for 2020 finding speakers and moderators. |
| **feb 20th, 20** | Gia- needs to confirm |  | **Haz locations?** An Introduction to Hazardous Locations - Basics and Protection ConceptsWilliam Fiske? |  |
| **Mar 19th, 20** |  |  |  |  |
| **Apr 16th, 20** |  |  |  |  |
| **May, 19** | Skip | symposium | Skip  | **symposium** |
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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 –

Kati is not on today’s call. Three people at the Symposium got certificates. Kati, Lauren, Nate. Ten people joined. Most of them are IEEE PSES members. Some joined because they saw Doug Nix’s presentation. The FDA Laser talk got a lot of interest. The FDA Laser Notice just came out. May want to look into this again. ~~We have over 60 meetings.~~ Consider doing a risk assessment topic; necessary for functional safety. Maybe Mike Sherman can do the topic.

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.

(5min) **Concluding Remarks**

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