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

**Meeting Minutes**

**July 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

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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: Ken Shadoff, Curtis Bender, Sandy Weininger, Lauren, Kati, Bansi, Heribert , Jeff P, Tom, Mariel, Jim Douglas, Gia**

Call to order 12:02 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- 1 requested for June. 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.
3. 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.~~ Bansi Patel will fulfill the role. Member since 1968. Graduated in 72. Doing product safety for years. Retired 3 years ago. Works as consultant. Life senior member. Note: October 8th – 1 day session of PSES.
	5. VP of Communications: Shaima Adin
	6. VP of technical activities: Nate Osborne,
	7. WebMaster- Jim Douglas

Shaima did not know that she had been elected. We need to reach out to any other new core team members if they are not already attending.

1. 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. Wil update about money next month.

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. Have asked Kati to be founder and chair. Officially, Minnesota people will have to be listed as the board members, even though others will be doing the work. There are only 30 days till out the form. We’re running out of time. It will be okay to have shadows and officials.
	4. The benefit of being a chapter is to go for Chapter of the Year and win $250. Do we really need to be a chapter? We weren’t going to go through the Technical Committee, because it is meant to have a single theme. Daniece talks about Technical Committees, they are topic based. Are expected to present white papers for their topics. Look at new technical regulations and standards. As a chapter, can have either technical or professional or informational topics. It’s too different. The virtual chapter is something new for the IEEE, so there are no rules. They are supposed to be geographical based. Mariel says let’s just go ahead and do it, and fix anything that comes up. Note that many geographic chapters don’t work. A lot of people feel that we should continue being a virtual chapter, and force the IEEE to create a new type of chapter instead of associating with Minnesota. The board of governors know that we are a virtual chapter with fake people in Minnesota. MANY people do not feel good about associating with Minnesota. Mariel is concerned that it may take 5 years! There is a person who has been helping. Mariel will get it. Liz (IEEE) We can flood this person with e-mails that the virtual chapter concept is necessary. Mariel-will send an email to Liz (IEEE) to push on the issue of IEEE to come up with a way to recognize a virtual chapter.
	5. No GO for establishing the chapter with the MN local base
2. Next cycle election- Select dates and leaders so we have the elections in Dec. How should we count votes.=> Tom Brenner. Start process in Aug, Nominations finished End of October.
	1. Results in Dec 12th. Gia, and Kati (ken Kapur -check with him).
	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. Soft copy. Mariel will send Lauren a template.
3. Presentations:
4. Help, support, cooperate, be fair, share
5. 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, 19****Speaker secured- Ready** | Tom Brenner | **Doug Nix** | Functional safetySession 3 | (Mariel out of the country) Daniece (Secretary for Board of Governors.) will run the meeting. Trial July 9th.Information posted on IEEE website and linked-in website.Please plan some questions. |
| **Aug ~~18~~~~th~~~~, 19~~ 15th****secured** | Kati | **Paul schilke +Curtis Bender**  | Harmonization of iec and north American North America standard | **Two presenters. No need for trial** **Slides to be sent to Kati and Daniece carpenter. Need bio. The two guys running the presentation have many years experience. May have many questions – planned for.** |
| **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. |
| **Nov, 19** | skip | Local symposium | skip |  |
| **Dec, 19** | skip | Asia symposium | skip |  |
| **2020** |  |  |  |  |
| **Jan 16th, 20** | Ken Kapur? | Peter perkins? | Leakage-ITE? |  |
| **feb 20th, 20** | Sherri Tischler- |  | **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 – 1 new member, Bansi, change to 1 e-mail address. New columns updated. When we become official chapter, we will have official vs. affiliate members. There are people who would be willing to present. There are topics that people are interested in. Bansi, when you become VP of member services, PLEASE respond quickly to requests to join. Ask questions about new people.

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 \_\_1:05\_\_\_pm EST USA time**