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

**Meeting Agenda**

**Sept 12th, 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

+1-415-655-0002US Toll

1-855-282-6330US 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:** Lauren Foster, Pete perkins, Ken Arenella, Kati Wenzel, Tom Brenner, Yike Hu, Shaima Adin, Ken Shadoff,

Call to order 12:02 pm NYUSA time –- Start recording (only presentation meetings recorded- no longer recorging mont

(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. Welcome Shaima Adin
2. Professional development hours- 1 requested for Aug. Secretary – sent.
3. Open: Improving promotion of activities-
	1. Mail chimp- Waiting on Liz physical address
	2. List Serve - Dan Roman contacted to help?
4. Official Elections results! => Need to contact Shaima Adin see if she can start joining our calls
	1. Chair: Yike Hu,
	2. Vice Chair: Kati
	3. Secretary : Mariel
	4. VP of member Services: Bansi Patel
	5. VP of Communications: Shaima Adin
	6. VP of technical activities: Nate Osborne,
	7. WebMaster- Jim Douglas
5. Website launch: Target date Jan 2020. Money has been authorized by BoG. Need to get moving on this.
6. Open: Waiting on IEEE to get back to us about chapter recognition.

Liz Parazcondola received emails from Lauren, and Tom Brenner and John Allen. Liz is working with Laura Creighton who is supposed to contact us with us with recommendations. Sent follow up email on 8/8 and 9/6

1. Next cycle election- Select dates and leaders so we have the elections in Dec. How should we count votes.=> Tom Brenner-lead. Start process in Aug, Nominations finished End of October. => Tom has already met with his committee, plans to have a finalized version for the October Core team. Dec 6th, all nominations have to be in, then voting starts. Decided to speed up the process, Kati and Tom will meet next week and have the nomination forms ready for the sept presentation meeting. Decided that nominations need to be in by end of Nov.
	1. Results in Dec 12th. Gia, Kati, and Mariel +Yike
	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 and all other members of the executive and/or solid contributors. Soft copy.=>
		1. Lauren Status? Certificates can also be given as appreciation tokens to our speakers.= > add a line, thank you for your contributions, make it more personal
2. Presentations:
3. Help, support, cooperate, be fair, share

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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- Completed | Lauren | Don Gies | Lightning Protection for Wireless Telecommunication Transceiver Facilities (WiTF). | A; Blast email went out. Presentation was great, no noise.  |
| Oct 18- Completed | Gia | Paul Robinson | Difference between users in 62368-1 | A+; Blast email went out. No noise. |
| Jan 17- Completed | Lauren | Peter Diesing | Leakage for medical devices | A; Blast email to PSES did NOT go out. |
| Feb 21st, 19 Completed  | Nate | Peter perkins | Ouch-hot laptop | Trial 1 done. |
| Mar 21st, 19Completed | Tom Brenner | Doug Nix | Functional safety session 1 | A+; blast email went out. 6 new chapter members |
| Apr 18th, 19Completed | 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, 19Completed | Mariel | Bob Griffin | Product safety and the IoT | A, 67 attendees |
| July 18th, 19Completed | Tom Brenner | Doug Nix | Functional safetySession 3 | A, =~50,  |
| Aug 15th, 19Completed | Kati | Paul schilke +Curtis Bender  | Harmonization of iec and north American North America standard | A, 43Two presenters.  |
| **Sept 19th, 19****secured** | Jim D | Gary Tornquist | POWER SUPPLY SAFETY | Trial completed- Sept 5th at 12 noon EDTIEEE notice scheduled |
| **Oct 17th, 19****secured** | Yike | Ted Eckert | Alternate Low Power Modes in power supplies | Speaker agreed – topic is secured. Oct 1st, 12pm E- Mariel needs to schedule. |
| **Nov, 19** | skip | Local symposium | skip |  |
| **Dec, 19** | skip | Asia symposium | skip |  |
| **2020** |  |  |  |  |
| **Jan 16th, 20****Penciled-in** | Tom brenner | Ken Ross | **Need to decide topic, Legal obligations related to recalls?** |  |
| **feb 20th, 20****Penciled-in** | Sherri Tischler-  | Paul T Kelly | **Need to close on topix, he suggested** North American Division 2 Certification… In 5 Easy StepsAn Introduction to Hazardous Locations - Basics and Protection Concepts |  |
| **Mar 19th, 20** | Mariel | Laura Stevens | **TBD** | Waiting on response from Laura |
| **Apr 16th, 20****Penciled-in** | Lauren Foster | Mike Sherman | origins and basics of fire and shock protections |  |
| **May, 20** | Skip | symposium | Skip  | **symposium** |
|  |  | Peter perkins? | Leakage-ITE? Dalziel revisited presentation |  |
| **June, 20** |  |  |  |  |
| **July, 20** |  |  |  |  |
| **Aug, 20** |  |  |  |  |
| **Sep, 20** |  |  |  |  |
| **Oct, 20** |  |  |  |  |
| **Nov, 20** | Skip |  |  |  |
| **Dec, 20** | Skip |  |  |  |

**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 – 2 new members- 70 members

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)

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

-Can still look at someone for UPS. Daren Slee is an option for FA. failure analysis. Maybe Sylvia can present. Will consider in the future. 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 \_12:45\_\_\_\_pm EST USA time**