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

**Meeting minutes**

**Aug 13th, 2020**

**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 Tol

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**

Kati Wenzel, Lei Wang, Lauren Foster, Tom Brenner, Sherry Tischler, Yike Hu, Silvia Diaz Monnier, Don Gies, Mariel Acosta, Ken Kapur, Bansi Patel, Peter Perkins

**Attendees:** Bansi, Heribert, Mariel, Kati, Thomas Brenner, Yike, Sherri, Samir (late, will join at 12:30pm)

Call to order 12:02 pm NYUSA time

(5 min) **Welcome**: Yike Hu

* General

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

* General
* Approval of previous Meeting Report -
1. min) **Working item Topics**: Yike Hu

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

A few points I would like to add to today’s core meeting.

1. 2020 Officers
	* Chair: Yike Hu
	* Vice Chair: Kati Wenzel
	* Secretary: Mariel Acosta-Geraldino
	* VP of member Services: Bansi Patel
	* VP of Communications: Samir Sharma
	* **VP of technical activities: OPEN**
	* WebMaster- Jim Douglas
2. 2021 Elected board **(2-year term**)

a. Chair – Tom Brenner

b. Vice chair – Sherri Tishchler (ok for 2 years)

c.  **Secretary – OPEN**

d. VP Communications - Samir Sharma. (ok for 2 years)

e. VP Technical Activities – Dr.Jaya

f. VP Member Services – Bansi Patel (Ok for 2 years)

g. Webmaster - Jim Douglas

July Action Item:

Mike will make official announcement to the PSES society for the openings.

Also put opening announcement in the PSES newsletter

Back up plan: Sherri could host the monthly meeting, Chair- Tom could manage taking meeting minutes, and more of a communication role, sending the meeting invite. More discussion will be needed, Yike suggested a separate call between Tom, Yike, Sherri, Mariel and Samir. Yike will send a meeting invite.

-Consider… Tom could reach out to Lauren to see if she could cover the secretary role with a reduced set of responsibilities. Lauren.Foster@metlabs.com

1. VP report

Bansi covered the material in his report. He wants to know if we could inform IEEE PSES new members are told that there is a virtual chapter. Switched Nate and Shaima from core team to membership. Added Heribert to core team. More details on Bansi’s report.

-Laura Stevens **stevens.laura@basco.com-email** **does not work. Anyone knows her current email address?**

1. July seminar recap (Kati)- 48 attendees (49 by Bansi). Good presentation. No technical difficulties.
2. PSES VC distribution list (Kati and Bansi)

July Action item:

Kati and Bansi will get back to the team in the next meeting

* Yike spent some time using the tool. She feels it is not user friendly. “tied to one person”. Yike will forwarded the instructions to Kati and Bansi. Kati tried, but was not successful. Yike suggests that the secretary owns a new distribution list everytime a new person steps into the role.
1. PSES Website Updates (Jim)
	* Website updates: (mins, presentation, etc updated)

July Action item:

Kati will check with Jim for uploading materials.

1. Aug Seminar update (Samir)- trial done, announcement sent. IEEE notice went out. Additionally, the speaker created a linked in group. Status: Ready.
2. Identify technical speaker

July Action item:

Using the ISPCE May speaker list as a reference, board members identify topic of interest and bring to the team for discussions.

1570618836 Robust Multi-cell Rechargeable Battery Sub-System for Medical Device Gang Ji (Medtronic Energy and Component Center & Medtronic PLC, USA); Partha Gomadam, Zhi Fang and Prabhakar Tamirisa (Medtronic Energy and Component Center, USA) Batteries & Energy Storage Systems

1570628377 Energy Storage Systems Compliance Requirements with a Focus on Battery Management Systems Fabio Furlan (34 Bunsen & CSA Group, USA) Batteries & Energy Storage Systems

1570624607 Risk Assessment for LVD, EMC and RED Directives Patty Knudsen (Teradata Corporation, USA) Compliance 101

1570625629 Basic Product Safety for Electronic Products Julio Posse (Sony Electronics Inc., USA) Compliance 101

1570625583 Wireless Power Transfer Fundamentals Tom Tidwell (Nemko USA, Canada) Safety Science/HBSE

9-What to do with the email address virtualchapter.PSES@gmail.com.

-Emails sent to this address need to be answered in a timely manner.

Yike will send email to Shaima to get pw and account transferred to Samir.

1. Presentations:
2. Help, support, cooperate, be fair, share- VP of technical committees. Yike will reach out to both acting and next year VP to see if they are available to contact speakers from the ISPCE to see if we get volunteers to fill out the first 4 months of 2021.

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| **2019** |  |  |  |  |
| Jan 17, 19 Completed | Lauren | Peter Diesing | Leakage for medical devices | A; Blast email to PSES did NOT go out. |
| Feb 21, 19 Completed  | Nate | Peter perkins | Ouch-hot laptop | Trial 1 done. |
| Mar 21, 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, 19completed | Jim D | Gary Tornquist | POWER SUPPLY SAFETY | B+, 41 enter/exit beep kept going off, though attendance remained at 41. Mistake on announcement. |
| Oct 17th, 19Completed | Yike | Ted Eckert | Alternate Low Power Modes in power supplies | A+, About 37 participants |
| **Nov, 19** | skip | Local symposium | skip |  |
| **Dec, 19** | skip | Asia symposium | skip |  |

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| **2020** |  |  |  |  |
| **Jan 16th, 20****Penciled-in** | Tom brenner | Ken Ross | **Topic:** **Component part and raw material suppliers vs. OEM** | Done |
| **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 | Done |
| **Mar 19th, 20****Penciled-in** | Yike | Ashish Arora | **Manufacturing Li-ion Cells & Batteries** | Done |
| **Apr 16th, 20****Penciled-in** | Lauren Foster | Mike Sherman | origins and basics of fire and shock protections | There was a ton of positive feedback in the chat, that echo my sentiments. The attendance was 79 at the highest. |
| **May, 20** | Tom Brenner  | Richard Nute | **Hazardous Live and Limited Current Source** | Done |
| **June 18, 20** | Mariel | Michael Anderson | ROHS | Done |
| **July 16, 20** | Kati | Scott Swaaley | NRTL certification process | Done |
| **Aug 20, 20** | Samir  | Markus Fiebig | Circuit Interrupters with Fire Extinguishing Agent | Dry run scheduled |
| **Sep 17, 20** | Bansi | Heribert+Ken | BREXIT- | Heribert is OK to do this presentation by September |
| **Oct 15, 20** | Curtis Bender | Kevin Robinson | OSHA | Accepted for June. Now moved to Oct due to Covid-19 impact |
| **Nov, 20** | Skip |  |  |  |
| **Dec, 20** | Skip |  |  |  |

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| **2021** |  |  |  |  |
| **Jan , 21** |  |  |  |  |
| **Feb , 21** |  |  |  |  |
| **Mar, 21** |  |  |  |  |
| **Apr, 21** |  |  |  |  |
| **May, 21** | Skip | symposium | Skip  | **symposium** |
| **June, 21** |  |  |  |  |
| **July , 21** |  |  |  |  |
| **Aug , 21** |  |  |  |  |
| **Sep , 21** |  |  |  |  |
| **Oct , 21** |  |  |  |  |
| **Nov, 20** |  |  |  |  |
| **Dec, 20** | Skip |  |  |  |

Feel free to add topics/speakers that you would like to hear about. We need to draft a schedule for Jan-April 2021 so the new chair does not get overwhelmed.

**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.

**Sponsor: please send the announcement to secretary before the first week of your presentation month.**

(5min) **Concluding Remarks**

 (1min) **Adjourn 1:00\_\_\_pm EST USA time**