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

**Meeting Agenda**

**Jan 9th, 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

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**Committee Members: Win, succeed, strive, master, achieve**

Kati Wenzel, Lei Wang, Lauren Foster, Tom Brenner, Nate Osborn, Sherry Tischler/David Kramlich, Yike Hu, Silvia Diaz Monnier, Don Gies, Mariel Acosta, Ken Kapur, Shaima Adin, Bansi Patel

**Attendees:** Kati Wenzel, Lauren Foster, Tom Brenner (excused himself- sent updated status), Nate Osborn, Sherry Tischler, Yike Hu, Mariel Acosta, Ken Kapur, Bansi Patel, Jim Douglas, Pete Perkins,

Call to order 12:05 pm NYUSA time

(5 min) **Welcome**: Yike Hu: Welcome message give by Yike.

* Items to add to the Agenda:

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

* General
* Approval of previous Meeting Report - No comments received. Meeting notes approved.
1. min) **Working item Topics**: Yike Hu

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

1. Introducing the 2020 Officers
	1. Chair: Yike Hu,
	2. Vice Chair: Kati Wenzel
	3. Secretary: Mariel Acosta-Geraldino
	4. VP of member Services: Bansi Patel
	5. VP of Communications: Shaima Adin
	6. VP of technical activities: Nate Osborne,
	7. WebMaster- Jim Douglas
2. Certificates of appreciations and thanks to the exiting officers. (VP-Membership )- Lauren and Bansi will work on getting appreciation certificates.
	1. Chair: Mariel
	2. Vice Chair: Gia
	3. Secretary: Lauren
	4. VP of member Services: Kati
	5. VP of Communications: Nate
	6. VP of technical activities:
	7. WebMaster-
3. BOG officer roles
	1. Yike: Oversees chapter activities
	2. Kati: Leads the discussion between IEEE and VC to officialize affiliation: Kati discussed her findings, response from IEEE enclosed at the end of the email as attachment 1. Core team members want to keep pushing for IEEE to be able to be recognized as chapter. Ken Kapur mentions we could still be associated to an existing chapter, by adding the local executive into the executive team for the virtual chapter. Bansi reported that the idea of virtual chapter was welcomed at the section 6 tab meeting. Lauren suggested we go to other societies and speak about the virtual chapter model so that it is not only PSES pushing IEEE.
	3. Mariel: Leads the monthly meeting invite, and host seminar meeting room: If any host needs a trial meeting, please send me dates/times that are available to schedule the meeting.
	4. Nate: Leads the technical program enhancement and maintain online technical presentation repository: Plans to reach out to members to see what they are interested in, get more engagement. Plans to send a survey out.
	5. Shaima: Leads the PSES advertisement on IEEE website, LinkedIn, Facebook, etc. : Shaima did not join but in talks with Yike said that she will help. Yike will follow up with Shaima to see where she is at with the promotion of the Jan activity. Mariel will send Email with instructions to create an IEEE notice message to Yike, and Shaima.
	6. Bansi: Leads the member outreach efforts to grow membership base. Bansi wants to send an email out to the chapter membership to say thank you for being a member. Suggestion was to have the thank message added to the Survey done by Nate.
4. Website launch: Target date Jan 2020. Money has been authorized by BoG. Initiated project with Julia Ionov from creative 365. Mariel created drop box, authorized Jim and Julia. Uploaded all past presentations and recordings in order for Julia to upload to our new web… Mariel provided a quick overview of where we were. Mariel will resend email with access to the dropbox that has all the documents to both Yike and Jim.
5. Status of Election for 2021 elected officers.
	1. Sherri willing to help, find the name of the person who is willing to help. Yike asks tom to be the next chair. Elected board as it stands Jan 9, 2020

Virtual Chapter Executive Committee for 2020 Elected board. (To shadow active board):

a.      Chair – Tom Brenner

b.      Vice chair – Sherri Tishchler?

c.      Secretary - Lauren

d.      VP Communications - Samir Sharma.

e.      VP Technical Activities -

f.       VP Member Services - V.Jayaprakasan attached (shadow).

g.      Webmaster - Would Jim Douglas consider adding a second year?

1. Membership survey- requested by Lei Wang, PSES chapter coordinator: Nate will draft the questions, and add the question from Lei, so that we only send one set of questions. Nate plans to use survey monkey. Bansi has provided the membership list.
2. Presentations:
3. Help, support, cooperate, be fair, share

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| **2020** |  |  |  |  |
| 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** | Announcement? Dry run? |
| **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 | How much harmonization exists, why a certification in one part of the world would not work in the other. |
| **Mar 19th, 20****Penciled-in** | Mariel | Laura Stevens | **International RoHS Regulations** | accepted |
| **Apr 16th, 20****Penciled-in** | Lauren Foster | Mike Sherman | origins and basics of fire and shock protections | Email address of mike sent to Lauren - Nov 14 |
| **May, 20** | Skip | symposium | Skip  | **symposium** |
| **June, 20****Penciled-in** |  | Heribert+Ken | BREXIT- | Based on progress of Brexit |
| **July, 20** |  |  | Part II of Ken Ross’s presentation? |  |
| **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.

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

-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

Additional potential speakers, Peter Perkins, Leakage-ITE? Dalziel revisited presentation

Rich Nute- Long list of topics

Cybersecurity- we know a lot of experts, Bansi Patel, and Curtis Bender.

(5min) **Concluding Remarks**

 (1min) **Adjourn \_\_1:03\_\_\_pm EST USA time**

**Attachment 1**

**Email from IEEE regarding virtual chapter recognition:**

I had corresponded with staff within IEEE Member and Geographic Services (MGA) about whether there was any discussion about expanding the Chapter program to include the concept of "virtual chapters".   They understood the reason why your Society was seeking such a construct.    The IEEE bylaws, though, don't include this concept, and I've been looking for an alternative approach that would allow you to communicate effectively among the people indicating interest in staying connected.

Now I'm certain MGA is not seeking an expansion of the Chapter structure to incorporate virtual chapters, there are two programs which would work well, but I heard there had been a lack of interest in the main one I'd like to re-suggest.   Assuming the PSES leadership is ok with your plan (I say this because there could possibly be some initial catalog setup fee for the main suggestion), I would recommend the following:

1.  The Technical Community program -- which has been evolving over the past year or two.

I know PSES has had an online community before, and it may even still exist on the IEEE Collabratec platform.    The Technical Community program Technical Activities put together is a bit different than that.    It enables people to identify they'd like to be part of your community, which then in turn gives you the right under the privacy laws (particularly the GDPR rules) to correspond with them directly on anything related to your Society -- announcements of virtual gatherings, calls for papers, conference announcements, and more.    You would be able to request the communication be sent through enotice (via vtools) for the safest and fastest approach to sending the communication.  In addition, since Chapter participants will have a special asset placed on their IEEE membership record indicating they are a participant in the Virtual Community, they can be seen discovered through IEEE's Business Analytics tool by the community's primary leader.

A person would best find the Technical Community (Virtual Chapter) by placing an ad on your webpage.   Your newsletter or society-wide communications could also carry an ad.    The ad(s) would contain a URL bringing them to the proper catalog landing page for the community.