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

**Meeting minutes**

**July 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

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, Nate Osborn, Sherry Tischler/David Kramlich/David, Yike Hu, Silvia Diaz Monnier, Don Gies, Mariel Acosta, Ken Kapur, Shaima Adin, Bansi Patel, Peter Perkins

**Attendees: Kati, Yike, Bansi, Samir, Sherri, Joel Sumarago, Mike Nicolls , Peter Perkins, Mariel (Excused)**

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.V

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

g. Webmaster - Jim Douglas

Notes: Kati will announce the opening in the July seminar

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

Also put opening announcement in the PSES newsletter

1. VP report

Note: Bansi: PSES BOG opening, Kati will also announce that in next week’s seminar with Bansi’s one page slide.

Pete: the monthly seminar meeting should be open to anybody; Speaker also sends out announcement to contacts

Non-member don’t have access to recordings or slides as they are not in the mailing distribution list

Kati will emphasize the point in the meeting.

Pete: 2nd half of the year IEEE membership half priced

1. June seminar recap (Mariel)
	1. Topic:  Global RoHS overview
	2. Presented by: Michael Anderson
	3. Number of attendees (list?)- 58
	4. Attendee list pulled from Webex
	5. Yike to send Bansi the attendee list and populate the July meeting attendee list
2. PSES VC distribution list (Kati and Bansi)

June action item: Kati and Bansi will work on getting info and tutorial.

Notes: Kati will look into further of the List serv account from IEEE

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

1. PSES Website Updates (Jim)
	* Website updates: (mins, presentation, etc updated)

Notes: Jim had training session Julia.

Kati will check with Jim for uploading materials.

1. July Seminar update (Kati)

Notes: Dry run with Scott done this week. Topic on NRTL process. Video run was also tested to work properly. IEEE Enotice on this one was out on 07/08. Samir will get the link to the July seminar and publish it on linkedin.

The announce should also on the PSES website. (Samir to send the link to Mike or Julia).

1. Technical Speaker Reach out

Notes: Using the ISPCE May speaker list as a reference, board members reach out to a group of people to try to get speakers for 2021

* + If the ISPCE Nov. meeting announcement is ready, PSES VC is happy to announce that meeting in the monthly seminar.
	+ Find the best paper and let them speak in the VC
	+ Yike to send the team the list of speaker topics for choice.
	+ Bansi reach to speakers in a upcoming energy and regulatory body meetings.
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 | Dry run done |
| **Aug 20, 20** | Samir  | Markus Fiebig | Circuit Interrupters with Fire Extinguishing Agent | Accepted |
| **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 \_12:59\_\_pm EST USA time**