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

**Meeting minutes**

**June 11th, 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, Tom, Yike, Bansi, Samir, Sherri, Mariel, Jim Douglas (excused)**

Call to order 12:02 pm NYUSA time

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

* General

-Is there any way to print a list of attendees for each meeting? Bansi will ask Daniece. Sherri found the info online during the meeting:

<https://my.usgs.gov/confluence/download/attachments/516523679/How%20to%20obtain%20list%20of%20Webex%20Attendees.pdf?api=v2>

-Samir will start on the role of vp of communications for 2020.

-Bansi recommends having every officer to stay in the role for 2 years active. Have elections every other year. It would require we change the term to 3 years, the first year would be shadow. Tom Brenner will take on the action item to change the term to 2 years.

- Bansi will be the moderator later in the year, he requested he wanted to shadow another moderator so that he is ready when his turns comes up. Kati has agreed to include him in all communications as she prepares to moderate the July call.

- Tom commented he can not find Sherry’s moderator guideline, Yike said she would resend.

(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
	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. 2021 Elected board

a. Chair – Tom Brenner

b. Vice chair – Sherri Tishchler

c. Secretary -Lauren Foster

d. VP Communications - Samir Sharma.

e. VP Technical Activities - OPEN

f. VP Member Services - V.Jayaprakasan

g. Webmaster - Jim Douglas

1. VP report
2. May seminar recap (Tom)
3. Board member change
	1. VP membership for 2021
	2. VP communication for 2020
	3. VP technical activities for 2020
4. PSES VC distribution list (Yike, Bansi)
	1. We have a listserv list approved by IEEE. VP membership could start to import the member communication list to the listserv and we can ask new member to directly subscribe to this list. -MAG- can we target sending the chapter info, scheduled for July1st, using the new VC distribution?

- Distribution list- listserv- Yike, asks if anyone has experience creating the listserv. No one has experience. Kati and Bansi will work on getting info and tutorial.

1. PSES Website Updates (Jim)
	1. Website updates: (mins, presentation, etc updated)
2. June Seminar update (Mariel)- Announcement ready, trial meeting done, slides completed.
	1. Mike Anderson
	2. Mariel is out for July => Yike will run the meeting.
3. Board Member Role Description:
	1. **Chair:** Oversee functions of other officers, run core team meetings, coordinate regular meeting schedules with Vice Chair, sponsors/presenters and act as liaison to society. Prepare agenda for core team meetings. Responsible to see that online presentation tools are adequate and functioning. Responsible for conducting presentation meetings, along with assigned sponsor. Address financial issues, as needed.
	2. **Vice Chair**: Oversee scheduling of regular presentations (with others). Nominating Committee lead. Coordinate selection and scheduling of speakers with sponsors and other board members as necessary. Hosts or delegates role of host to sponsor of speakers for meetings.
	3. **Secretary:** Send meeting announcements (internal communications), take meeting notes, provide Newsletter (quarterly article) summarizing PSES Virtual Chapter activities to PSES Chapter Coordinator. Sends Certificate of Professional Development hours. With VP of Communications, coordinate external communications.
	4. **VP of Communications**: Handle external communications to the Society, annual International and regional Symposia; outreach to industry groups and other entities in coordination with VP of Member Services. Creates announcements for presentations and coordinates distribution to the PSES, posts information on social media (Linked-in, Facebook, etc.)
	5. **VP of Technical Activities**: Responsible for identifying potential speakers and maintaining pipeline for speakers and presenters; monitor technical developments in compliance for presentation topics. Sends Certificates of appreciation to speakers.
	6. **VP of Member Services**: Communicate benefits of IEEE and PSES membership to new and existing members. Responds in timely manner to inquiries about PSES chapter membership. Maintains list of Chapter members
	7. **Webmaster:** Coordinate content and updates for Virtual Chapter with IEEE PSES webmaster.
4. Presentations:
5. 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 | Dry run completed.s |
| **July 16, 20** | Kati | Scott Swaaley | NRTL certification process | Accepted; mariel is out for this week. |
| **Aug 20, 20** |  | 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.

Mariel will add Sherri’s guide when RE-sending the meeting minutes.

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

(5min) **Concluding Remarks**

 (1min) **Adjourn \_12:30\_pm EST USA time**