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

**Meeting minutes**

**March 12th, 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**

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, Shaima Adin, Bansi Patel

**Attendees:** Heribert, Yike, Kati, Mariel, Tom, Bansi, Jim Douglas, Sherri Tischler

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.

1. 2020 Officers (Please upload your bio)
	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. Action items from Feb
	1. Certificate of recognition to 2019 board was sent.

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1. Feb meeting recap (Sherri)- Only one thing, the email address for the speaker should be listed in the slides for any follow up questions. Paul did a great job, and it seems he liked the experience because he volunteered to do a second session.
	1. Sherri’s guide to the moderator was reviewed
	2. The guide will be uploaded to PSES VC website under working document
2. PSES Website Update (Jim) Jim Douglas: Given I have a 3M laptop and work over the 3M system I was and unable to obtain files via dropbox, Filezilla at 3M or webmaster files and training. 3M has some intensive security measures and getting approvals has been very limited. I have been looking for ways to support this activity within 3M and so far nothing yet. Looking into possibly ways that will work at 3M to complete this. May try to complete this at home on personal internet system once I obtain a non-3M hardware to do so
	1. Jim met with Julia. Right now, he can not do any of the work needed to be the website coordinator.
	2. Julia to upload information to PSES member only section and see if Jim can download information from there.
3. Meeting announcement: Linkedin post/password protection. Discussed the possibility that we post a generic note on linkedin, with a link to the website. In the website, we could post the webex call info under the member only section to get IEEE PSES members access the data.
	1. Two copy of announcement will be created in future. One copy is same as current version. The other copy will contain direction to guide traffic to PSES VC website.
	2. A section of the PSES VC member only will be used as the place to store password for each seminar.
4. PSES VC recognition (Tom)
5. Tom Brenner: I’d like to follow up on where we are with Chapter recognition within the PSES and IEEE as a whole. I intended to go to the “local” IEEE Worcester County (Massachusetts) Section meeting last night but worked until 6:15 and didn’t feel up to it.  The Section has previously offered to support a chapter which as of now must still be organized within an IEEE Section.  We decided a while back that this does not make sense for a membership that is widely dispersed geographically and some of us wrote to IEEE requesting a change to the requirements for organizing chapters.  We got some responses but no action has been taken as far as I know.
6. Discussed possibilities about formal recognition, no real plan to make it through due to IEEE strict rules. Bansi proposed to bring this forward again to the IEEE PSES board of governor’s meeting.
7. Tom mentioned we need to have a way to get recognition for the work we are doing.
8. Virtual chapter should continue to work as an independent chapter, potentially as seed to grow local chapter.
9. Bansi will report back his discussion with the board meeting in next core meeting.
10. Bansi Patel. One new member added. Doing a lot of work promoting the chapter, including among the students. Bansi will send a note to Yike with a possible contact.
11. May consider setting up a meeting during May- in case ISPCE is cancelled.
12. Misc
	1. Bansi will send Yike a couple of names for potential speakers. Potentially to have a key note speaker for the may seminar.
13. Presentations:
14. Help, support, cooperate, be fair, share

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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** | Dry run completed. |
| **Apr 16th, 20****Penciled-in** | Lauren Foster | Mike Sherman | origins and basics of fire and shock protections | Accepted |
| **May, 20** | Skip | symposium | Skip  | **symposium** |
| **June 18, 20****Penciled-in** | Curtis Bender | Kevin Robinson | OSHA | Accepted |
| **July 16, 20** | Mariel | Michael Anderson | ROHS | Accepted |
| **Aug 20, 20** | Tom Brenner | Ken Ross | Part II of Ken Ross’s presentation | Tom to reach out |
| **Sep 17, 20** | ? | Heribert+Ken | BREXIT-  |  Heribert is OK to do this presentation by September |
| **Oct 15, 20** |  |  |  |  |
| **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 |  |  |  |

**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 \_\_pm EST USA time**