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

**Meeting minutes**

**May 14th, 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: Mariel, Don Gies, Tom Brenner, Kati- chaired the meeting, Sherri, Bansi, Pete, Mike Nichols, Samir, Ron Borowski, Heribert, Mike Anderson, Dr Jayaprakasan. Yike- excused.**

Call to order 12:00 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. Bansi has expressed his interest to serve another term as VP of membership. I think Bansi is doing a fantastic job this year and it will be great to have him serve continually. With this being said, we do have a open position of VP of technical activities next year. Maybe we can ask the current elect VP of member ship (Jaya) if he is interested in that role?
2. Samir (elected VP of communication) and Jaya (elected VP of membership) both agreed to attend today’s core meeting.
3. Nate replied to my inquiry. He is in the process of adjusting to new life under covid. I recommend him to attend today’s core meeting and have a discussion with the team
4. Shaima didn’t reply to my inquiry.
5. 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
6. 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. April seminar recap (Lauren)- Lauren- absent
2. PSES Website – Jim absent
	1. Website updates: (mins, presentation, etc updated)
	2. Jim has a learning session with Julia (JD)
3. PSES VC distribution list (Bansi)- 3 new members. Added to the distribution list, total of members 78

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| Mike Madsen | mmadsen@millerwelds.com |
|  David Werba | David.werba@millerwelds.com |
| Joel Sumarago | Joel.sumarago@lexmark.com |

* 1. Mike Nichols suggests we should send out invitation to our presentation through linked in. Mariel mentions that last year she used to post on linkedin, facebook, and sent email to PSES/EMC distribution list, that responsibility felt on the 2019 VP of communications. We have not received a lot of feedback from the 2020 VP of communications.
	2. Samir said that he could start his term earlier if needed.
	3. Mike Anderson posted the May presentation info on facebook and linkedin.
	4. Both Pete and Bansi have been forwarding the presentation info to their local chapter.
	5. Bansi gave status about the distribution list.
1. May Seminar update (Tom)
	1. Richard Nute: Tom: Trial went smooth. He mentioned we need more hosts for future meetings.
2. 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.
3. Presentations:
4. 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** | 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** | Trial completed, announcement sent out via IEEE notice |
| **June 18, 20** | Mariel | Michael Anderson | ROHS | Accepted |
| **July 16, 20** | Kati | Scott Swaaley | NRTL certification process | Accepted |
| **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**