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

**Meeting minutes**

**Nov 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**

Kati Wenzel, Lei Wang, Lauren Foster, Tom Brenner, Sherry Tischler, Yike Hu, Silvia Diaz Monnier, Don Gies, Mariel Acosta, Ken Kapur, Bansi Patel, Peter Perkins, Samir Sharma, Ken Arenella

**Attendees:**

Kati Wenzel, Tom Brenner, Yike Hu, , Mariel Acosta, Bansi Patel, Peter Perkins

Call to order \_\_\_12:08\_\_\_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 – Lauren Foster

d. VP Communications - Samir Sharma. (ok for 2 years)

e. VP Technical Activities – Dr.Jaya (?)

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

g. Webmaster - Jim Douglas

1. October Seminar Recap (Curt)

Well received, well attended (50 members), great speaker. A local chapter had scheduled this speaker for an activity but they had to cancel because of Covid, and they reached out to us, asking us if we could have him as speaker. Keep that option of asking local chapter for their speakers.

1. Membership update (Bansi)

New member- Regan Arndt. Bansi contacting the board of PSES recommending they join the chapter for visibility to our activities.

Bansi’s report

* I have sent an invitation letters to non-VC chapter members to join Virtual Chapter.
* Request was made to remaining of our board of governors at large and executive members to join, Virtual Chapter at last Board of Governors monthly meeting on November 7, 2020.
* Still don’t have confirmed e-mail address for Laura Stevens of Basco, her IEEE number is: 92993052.

I don’t have meeting attendance names to confirm for October 2020.

* + Send Lauren a copy of member list and keep the list updated with Lauren
1. PSES Gmail account (Lauren)- Lauren- absent. Try out sending email from the gmail account on Dec. Note, She is out until dec 17th, make sure she will be able to do this, or use a different path.
	* Account access
	* Mailing list, etc
2. PSES Website Updates (Yike)- We reviewed the quote, it seems fair. Bansi will bring it to the board as a yearly standing item for spending. Tom recommended a 10% increase year to year.
	* 2020 mins, presentations, and recordings uploaded in Box (Mariel Account)
	* Review Julia quote
3. Technical speaker
	* Daren shared past ISPCE program
	* Round table discussion update
4. 2021 Board transition (Tom and all) -Tom will schedule a 1 h meeting with Yike.
	* What is needed?
5. Presentations:
6. 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 | a. Topic: NA Division 2 Certification in 5 Easy Stepsb. Presented by: Paul Kelly, UL LLCNo. attendees: 33 |
| **Mar 19th, 20****Penciled-in** | Yike | Ashish Arora | **Manufacturing Li-ion Cells & Batteries** | No. attendee: ~90 |
| **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 | a. Topic: Global RoHS overview2. Presented by: Michael AndersonNo. attendee: 58 |
| **July 16, 20** | Kati | Scott Swaaley | NRTL certification process | a. Topic: Product validation, electrical design, and NRTL listing - A practical guide to product safety for entrepreneurs and small businesses b. Presented by: Scott Swaaleya. Number of attendees - 48 |
| **Aug 20, 20** | Samir  | Markus Fiebig | Circuit Interrupters with Fire Extinguishing Agent | a. Topic: Making safe products safer with Device-integrated Fire Protectionb. Presented by: Markus Fiebig, Senior Product Manager E-Bulb a. Number of attendees: 65. |
| **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 21st , 2021** | Mariel | Laurie B. Florence |  | Confirmed  |
| **Feb 18th ,2021** | Mariel/Tom | Patty Knudsen | Introduction to risk assessment | Confirmed  |
| **Mar 18th , 2021** | Bansi | Heribert Schorn | **Brexit Update** | Confirmed |
| **Apr 15th , 2021** | Yike | Gang Ji | **Rechargeable batteries for medical device** | Confirmed  |
| **May, 2021** | Skip | symposium | Skip  | **Symposium** |
| **June 17th, 2021** | ? | Leo Eisner | IEC 60601 update | Date confirmed. Presentation 1.5 hr long. Might take July spot as well |
| **July 15th , 2021** | ? | Leo Eisner | IEC 60601 update |  |
| **Aug 19th , 2021** |  |  |  |  |
| **Sep 16th , 2021** |  |  |  |  |
| **Oct 21st ,2021** |  |  |  |  |
| **Nov, 20** | Skip |  |  |  |
| **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 \_\_\_pm EST USA time**