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

**Meeting minutes**

**Oct 8th , 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

**Attendees: Mariel, Yike, Bansi, Curtis Bender, Daren Slee, Heribert Schorn, Kati, Lauren Foster, Pete Perkins, Samir Sharma, Thomas Brenner**

Call to order \_12:04\_\_\_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
	* 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. 2021 Secretary role update (Recap of Sept 3rd meeting)

**Vice chair**

Schedule Webex (ie: create proper links) for meetings.  Send WebEx information to secretary for use in announcement emails **and invitations**.

1. Core planning meeting
2. Presentation meeting
	1. Schedule the whole year meetings in Jan so that dia-in information is available to VP-Communications and secretary
3. Start and record presentation meeting. Send the recording link to Secretary for distribution.
4. Pull attendee list from webex account and send to VP membership (Bansi)

**Secretary**

1. Need membership list from Bansi to create 1) Core team mailing list; 2) Membership mailing list
2. Use PSES VC Gmail account to send out email of PSES Virtual Chapter Presentation **announcement** to the entire chapter members : 1) Announcement of this month’s PSES VC seminar; 2) Slides and recording for the previous presentation.
3. Send out email of PSES Core meeting mins to the entire chapter members
4. Take core meeting mins
5. Prepare the PH certs for presentation participants who request it.
6. September Seminar recap (Bansi): 4 new members. 60 attendees. Confirmed that Bansi will be the moderator for the Brexit-2 presentation, done by Heribert.
7. October Seminar update (Curtis); Trial meeting completed. Announcement sent out via IEEE notice. Everything is ready. Bansi will send out a slide about the IEEE PSES virtual symposium.
8. VP report (membership gain update – Bansi)- 4 new members

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| Gawrzyjal, Kaz |
| Hildebrand, Donald \* |
| Ji, Gang |
| Powell, Douglas |

1. PSESVC Gmail account update (Samir, Lauren)- Info transferred. Pending only having Lauren go through the verification process.
	* Samir transfer this account to Lauren for PSES VC communications
2. PSES Website Updates (Yike,Bansi)
	* PSES OK to sponsor
	* Julia quote, for adding the more recent info into the website, website modification, monthly presentation slides and video recording. Information is sent out to Julia via box. Yike and Julia have access to box. Mariel granted access to Tom Brenner. All slides and meeting minutes have been posted by Mariel. Yike can upload the recorded presentations.
	* What is the youtube account password to upload Webex recording?- Julia was the one who uploaded the first recording into youtube, she probably has the information needed.
3. Identify technical speakers

Two speakers confirmed presentation. One tentative. No replies for the other 7. Mariel will take Jan as moderator, Yike will take April as moderator. Discussion on how to find more speakers. We could have a round table, that would cut the time a presenter needs to get prepared. For any round table we would need to have a moderator willing to lead the discussion. Yike will reach out to Curtis and Samir. Yike is planning to send out a survey.

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| Title | Author | Comments |
| Energy Storage Systems Compliance Requirements with a Focus on Battery Management Systems | Fabio Furlan (34 Bunsen & CSA Group, USA) |  |
| Robust Multi-cell Rechargeable Battery Sub-System for Medical Device | Gang Ji (Medtronic Energy and Component Center & Medtronic PLC, USA); Partha Gomadam, Zhi Fang and Prabhakar Tamirisa (Medtronic Energy and Component Center, USA) | OK to present. April 2021 |
| Risk Assessment for LVD, EMC and RED Directives | Patty Knudsen (Teradata Corporation, USA) |  |
| Basic Product Safety for Electronic Products | Julio Posse (Sony Electronics Inc., USA) |  |
| Wireless Power Transfer Fundamentals | Tom Tidwell (Nemko USA, Canada) |  |
| Lithium-ion Cell Failure Mechanisms and Mitigation Strategies | Keith Beers (Exponent, Inc., USA) |  |
| Mobil Devices for Hazardous Locations | Dave Burns (Shell Projects & Technology, USA) |  |
| Managing Product Safety Knowledge | Mike Sherman (Graco Inc., USA) | Mike spoke in 2020 seminar series already. Lower priority. |
| New regulations of China CCC, SDoC and RoHS | Paul Wang (G&M Compliance & G&M Compliance, China) |  |
| BREXIT - Market Changes & Impacts | Derek Silva and Bruce McGill (Intertek, USA) | We are already having a Brexit meeting. Lower priority?Bansi says repeat next year. Schom says have should have another Brexit update in the February 18th. Sherri agrees. Ask the members if there is interest. |
| North American and IEC Standards: A Comparison in the Approach to Safety of Energy Storage Systems | Laurie B. Florence (UL LLC, USA) | Ok to present Jan 2021 |
| MEXICO Safety Regulatory Updates NOM-001, NOM-019 and New Testing Requirements | Elizabeth Perrier (Product Regulatory Compliance- Latin America & Orbis Compliance LLC, USA) |  |
| Getting Started with Cybersecurity - How Manufacturers Can Approach Emerging Requirements | Laura Elan (CSA, USA) | Yike reached to Laura in April without getting feedback. Lower priority |

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 | 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- | Recap missing |
| **Oct 15, 20** | Curtis Bender | Kevin Robinson | OSHA | Dry run completed |
| **Nov, 20** | Skip |  |  |  |
| **Dec, 20** | Skip |  |  |  |

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| **2021** | Moderator | Speaker | Title | Note |
| **Jan 21st , 21** | Mariel | Laurie B. Florence (UL LLC, USA) | North American and IEC Standards: A Comparison in the Approach to Safety of Energy Storage Systems |  |
| **Feb 18th , 21** | Bansi | Heribert | Brexit Follow up |  |
| **Mar 18th , 21** | ? | Tom Tidwell ? | Wireless Power Transfer Fundamentals |  |
| **Apr 15th , 21** | Yike | Gang Ji (Medtronic Energy and Component Center & Medtronic PLC, USA) | Robust Multi-cell Rechargeable Battery Sub-System for Medical Device |  |
| **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.

\*Idea – what about something to do in between meetings. Especially for getting in touch with members overseas. Add to agenda for next month.

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

(5min) **Concluding Remarks**

 (1min) **Adjourn \_12:01\_\_pm EST USA time**