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

**Meeting minutes**

**Sept 10th , 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

[+1-415-655-0002](tel:%2B1-415-655-0002,,*01*594560902%23%23*01*)US 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>

.\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*.

**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: Kati, Pete Perkins, Bansi Patel, Yike Hsu, Heribert Schom, Sherri Tischler, Mariel Acosta, Dr. V. Jayaprakasan**

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.

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 – OPEN**

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

e. VP Technical Activities – Dr.Jaya (\*He joined the call and agreed to serve)

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

g. Webmaster - Jim Douglas

\*New topic: Dr V Jayaprakasan- can we do a whastapp group? To discuss items in between presentations and reach out different Geos

1. 2021 Secretary role update

Distribute work.

* WebEx – Sherri
* E-mails to chapter – Lauren

\*-Distribution list has to be created

-Lauren will try to log into the gmail account. Lauren needs to get with Samir to get the pw and code that is sent out to Samir’s phone. Yike will send an email to start the connection.

1. VP report – No new minutes.

\*Bansi – updated member list. 86 members. Dr. Jaya willing to take VP technical activities role. He is in India; 9 hour difference to the East coast of the USA. We should call him to go over the role. Mariel – there are two e-mails that are bouncing back. Richard Gardner and Lauren Stevens. Bansi will flag those email addresses in his distribution list.

1. Aug seminar recap (Samir)- \*Yike will send to Bansi the list of attendees.
2. PSESVC Gmail account update

\*We have an account for announcements, questions. Can monitor for incoming e-mails. Because Samir is linked to the gmail account, if anyone else wants to use it, make sure Samir is on line so that he will receive the code and send it to you.

* Samir now can log-in to the gmail account
* We should consider use the gmail account as the secretary account. So any communications to the VP chapter members can come directly from here. And the mailing list can be created in this account, which can be passed down from term to term.

1. PSES Website Updates (Jim)
   * Website updates: (mins, presentation, etc updated)

**Email from Jim:**

1. I can NOT open or use the software required to update the web site with my 3M laptop or use 3M internet to complete this activity.  I have mentioned this before and tried to make to make it happen but can NOT do it per 3M security.
2. Was going to get laptop an use at home system but after going through how to complete the updates it may be better to have this in the hands of someone more savvy at it. Updating this particular website is not very straight forward and  I do NOT have the band with or hardware to do it unless I use a family members laptop which is hit or miss.
3. Julia will do it for $25 per month. This is cheaper then buying the a PC to complete this activity

I recommend to have Julia Lonov complete the updates on the website.

\*We have no money until the next budget year. We cannot pay Julia.

Note – there is a need for money. We need to submit a budget. Consider if we should absorb the costs until the board of governors covers us. Bansi will bring it up at the BoG to see what they say. Proposal may be needed for the formal request. Yike asked to review the website and send her any mistakes found

1. Sept Seminar update (Bansi) \*Had a dry run Sept 9. Everything is all set for next week. The e-mail from IEEE has not gone out yet. Samir has sent e-mail to Timothy for distribution. Should see something by Monday.
2. Identify technical speakers

\*We have 4 email addresses,

Knudsen, Patricia" <Patricia.Knudsen@Teradata.com

Posse, Julio" <Julio.Posse@am.sony.com

Elizabeth Perrier <eperrier@orbiscompliance.com

Fabio Furlan -fabio.furlan@csagroup.org

\*Bansi will reach out to ISPCE to get e-mail addresses. By next Tuesday or Wed. Look at virtual symposium line-up so we do not repeat the same presentations. Who will contact potential speakers? Yike will contact. Copy Dr. Jaya who will be shadowing, as we want the VP of technical committees to perform this function in the future.

\*Bansi suggests showing a slide of the future topics and letting attendees post their preferences. Sherri will record from the notes/chat.

|  |  |  |
| --- | --- | --- |
| 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) |  |
| 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) | We have one on the same topic scheduled for Sept 2020 |
| 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.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **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, 19  Completed | Tom Brenner | Doug Nix | Functional safety session 1 | A+; blast email went out. 6 new chapter members |
| Apr 18th, 19  Completed | Tom Brenner | Doug Nix | Functional safety  Session 2 | A; beep- joining. Annoying +ran over and could not provide interactive discussion |
| **May, 19** | Skip | symposium | Skip | **Symposium – no meeting** |
| June 20th, 19  Completed | Mariel | Bob Griffin | Product safety and the IoT | A, 67 attendees |
| July 18th, 19  Completed | Tom Brenner | Doug Nix | Functional safety  Session 3 | A, =~50, |
| Aug 15th, 19  Completed | Kati | Paul schilke +Curtis Bender | Harmonization of iec and north American North America standard | A, 43  Two presenters. |
| Sept 19th, 19  completed | 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, 19  Completed | 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 |  |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **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 Steps  An Introduction to Hazardous Locations - Basics and Protection Concepts | a. Topic: NA Division 2 Certification in 5 Easy Steps  b. Presented by: Paul Kelly, UL LLC  No. 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 overview  2. Presented by: Michael Anderson  No. 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 Swaaley  a. 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 Protection  b. 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 |  |  |  |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **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.

\*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 1:00\_\_\_pm EST USA time**