

MINUTES

Organizational Meeting

5-Mar-10, 16:30-17:30 EDT

Teleconference, Phone: 866-803-2146 (US and Canada callers Only)

Passcode: 4559759

Key Objectives

#	OBJECTIVE	ACHIEVED
1	Form an organizing/executive committee	Yes
2	Discuss ways to carry out the following objectives:	
2a	IDENTIFY - identify the potential audience and establish a communication link with them	Yes
2b	EVALUATE - evaluate the need and opportunity for technical activities within their technical area	No
2c	DEVELOP – develop the technical material flow to and from their area	No
2d	PROMOTE - promote the growth and value of the PSES to their subject audience	No
2e	REPORT - report back to the PSES on the activities in their area	No
3	Draft a clear mission statement.	No
4	Set a regular meeting schedule	Yes

Attending

NAME	ROLE	ORGANIZATION
Doug Nix	Chair	Compliance InSight Consulting Inc.
Jack Burns	VP TAC	Dell
Gil Dominguez	Member	Pilz
Tom Doyle	Member	Industrial Safety Integration
Jonathan Jordan	Member	Dell
Steve Lawrence	Member	Scientific Atlanta - Cisco
Darren Slee	Member	Exponent

Minutes

#	ITEM	OWNER/TARGET
	Call to order: 16:30 EST	D. Nix
1	<p>Form an organizing/executive committee Discussion around the formation of the Organizing/Executive committee (ExCom) for the TC resulted in the following decisions.</p> <p>Key Roles: Chair Vice Chair Secretary Communications Coordinator</p> <p>Descriptions for these roles need to be developed to guide ExCom activities.</p> <p>The following people volunteered to fill the roles: Chair: Doug Nix Vice Chair: Darren Slee Secretary: Darren Slee (temporary) / Tom Doyle (will take over from Darren within 12 months) Communications Coordinator: Steve Lawrence</p>	<p>CAAW</p> <p>Submissions solicited for discussion at next ExCom meeting</p> <p>Submissions requested to be sent by 2-Apr-10</p>

#	ITEM	OWNER/TARGET
1 cont	<p>Discussion around the size of the ExCom resulted in a decision to limit the committee to 10-15 individuals. It was suggested that a “Membership Matrix” should be developed to ensure that the ExCom has a suitable make-up from all interested stakeholders. A matrix should be drafted for submission from the committee is required for discussion.</p> <p>The committee agreed that at least the following groups of stakeholders should be included in the ExCom Matrix:</p> <p>Regulators (e.g. OSHA, Ontario Ministry of Labour) Test/Certification bodies (e.g. CSA, UL,, etc.) Standards Developers (e.g. CSA, UL,, etc.) Users (e.g. Consultants, Industry, Inspection Bodies, etc.)</p> <p>Submissions related to the matrix content should be sent to the ExCom Chair, Vice-Chair and Secretary by 2-Apr-10.</p>	<p>CAAW</p> <p>Submissions solicited for discussion at next ExCom meeting</p> <p>Submissions requested to be sent by 2-Apr-10</p>
2	Discuss ways to carry out the following objectives:	
2a	<p>IDENTIFY - identify the potential audience and establish a communication link with them</p> <p>The following organizations were suggested for initial contact:</p> <ul style="list-style-type: none"> - Link to NFPA 70E, 550 (Jonathan Jordan) - Link to IEEE Standards Soc. (need contact) - CSA (Tom Doyle & Steve Lawrence to contact) - UL (Tom Savino?) - Governmental Agencies (need contacts) - TUV (need contact) - SGS (Need contact) - ASQ (Darren Slee) - Test labs (Need contacts) - Litigation and Defense lawyers (Doug will invite the lawyers that presented at the symposium. Tom may be asked to approach his contacts.) - Insurance companies (Tom Doyle) 	<p>Jonathan Jordan</p> <p>Tom Doyle</p> <p>Steve Lawrence</p> <p>Doug Nix</p> <p>Darren Slee</p> <p>9-Apr-10</p>

#	ITEM	OWNER/TARGET
2a cont	<p>It was suggested that we draft a letter of invitation that could be used to approach groups where we don't have personal contacts. This was deferred until we make our initial contacts and see what results are achieved.</p> <p>A reminder to those that have volunteered to make some calls, please contact your contacts and feel free to invite them to our meetings.</p>	<p>Jonathan Jordan</p> <p>Tom Doyle</p> <p>Steve Lawrence</p> <p>Doug Nix</p> <p>Darren Slee</p> <p>9-Apr-10</p>
2b	<p>EVALUATE - evaluate the need and opportunity for technical activities within their technical area</p> <p>This topic was not discussed in detail. Jack described the kinds of activities that the committee might be able to support.</p> <ul style="list-style-type: none"> - The Board of Directors is asking that TC's to provide speakers to the local Chapters. Volunteers requested! - Darren, Tom and Doug volunteered to be speakers at their local chapters. 	<p>CAAW</p> <p>9-Apr-10</p>
2c	<p>DEVELOP – develop the technical material flow to and from their area</p> <p>Jack explained to the group what kinds of technical materials might be produced by the committee.</p> <p>The committee did not discuss this topic in any depth.</p>	<p>CAAW</p> <p>9-Apr-10</p>

#	ITEM	OWNER/TARGET
2d	<p>PROMOTE - promote the growth and value of the PSES to their subject audience</p> <p>Jack addressed the group and explained the value that the TC's will bring to the PSES and the membership.</p> <p>The committee did not discuss this topic in any depth.</p>	<p>CAAW</p> <p>9-Apr-10</p>
2e	<p>REPORT - report back to the PSES on the activities in their area</p> <p>This topic was not discussed in any depth.</p>	<p>CAAW</p> <p>9-Apr-10</p>
3	<p>Draft a clear mission statement.</p> <p>Doug explained to the group what the general purpose of the TC was in his mind. He suggested that the TC could provide PSES members and TACs with risk assessment related expertise, and could do the same for industry, the IEEE Standards Society and other Standards Development Organizations. Doug introduced his vision of the mission for the TC:</p> <p>Provide risk assessment expertise to PSES and other PSES TACs, as well as acting as a centre of excellence for risk assessment within IEEE.</p> <p>Discussion included a suggestion that the mission statement should be developed to be coherent with the Society's Field of Interest statement.</p> <p>Submissions for the Mission Statement are requested for discussion at the next meeting. Submissions should be sent to the Chair, Vice-Chair and Secretary.</p>	<p>CAAW</p> <p>Submissions solicited for discussion at next ExCom meeting</p> <p>Submissions requested to be sent by 2-Apr-10</p>

#	ITEM	OWNER/TARGET
4	<p>Set a regular meeting schedule</p> <p>It was agreed that the ExCom would meet on the 2nd Friday of each month at 16:00 - 17:00 ET. Doug agreed to put it on the public Google Calendar.</p> <p>Jack mentioned that we could use the Dell Conference Bridge for our first couple of meetings, but requested that we seek another company to provide us with teleconferencing services. He mentioned that IEEE can provide this service.</p> <p>It was suggested that availability to use WebEx or a similar service to allow us to share documents during the meeting would be helpful.</p> <p>Steve suggested that Cisco might be willing to do this. He agreed to investigate it and report back at the next meeting.</p> <p>Darren also suggested that Exponent might be willing to provide these services to the TC. He agreed to investigate and report back at the next meeting.</p>	<p>Steve Lawrence</p> <p>Darren Slee</p>
	<p>Meeting Adjourned at 17:45.</p> <p>Next Meeting 9-Apr-10 at 16:00 ET. Phone: 866-803-2146 (US and Canada callers Only) Passcode: 4559759</p> <p>Other country call-in numbers are available. Email Doug Nix, dnix 'at' ieee.org, for your local number.</p>	<p>CAAW</p> <p>9-Apr-10</p>

Notes:

CAAW = Committee as a Whole

These minutes taken by the Chair as no Secretary had been appointed before the start of the meeting. Corrections, additions and changes should be sent to the Chair not later than 2-Apr-10 for inclusion in the minutes.