



# IEEE Product Safety Engineering Society Board of Directors Meeting

Our yet  
to be created  
logo

## Minutes

Teleconference Call  
January 6, 2004

Participants: Dan Arnold, Jim Bacher, Henry Benitez, Jack Burns, Daniece Carpenter, George Gregory, Richard Georgerian, Murlin Marks, Mark Montrose, Rich Pescatore, and Dan Roman.

### Item Description

1. Call to Order – Mark called the meeting to order at 2:04 PM Pacific Standard Time (PST.) We will use the agenda (PSES\_Meeting Agenda 1-6-04.doc) as a template. New Division Director Nominees to ADCOM were introduced; Gregg Kervill and Elya Joffe.
2. Confirmation of appointed positions (Secretary and Treasurer) – Murlin will serve as interim secretary until a suitable nomination is made for a permanent assignment. Mark encourages the BOD to make nominations for this non-voting role. Dan Arnold is our Treasurer.
  - Treasurer Report (Dan Arnold) – Dan reported that he has no numbers put together yet. However, he has looked over our by-laws and constitution, and feels they make sense and are workable. We need to set up a reimbursement policy. Dan's other Q1 goals: Prepare fiscal 2004 budget, prepare draft operations manual, have grant review role to "bulk-up" PSES.
  - Dan uses Quick Book. He also will head up the Finance Committee.
  - Any reimbursement requests should be submitted to Dan so he can get a handle on our cash flow.
  - Mark to get a copy of the approved IEEE reimbursement form and forward to the BOD. **(Action Item 1 – Mark)**
  - Jack asked if we should approve pre-budgeted expenses.
  - Mark said that he is planning to attend the TAB meeting in Georgia. It is general policy to cover TAB meeting expenses. Henry proposed and Murlin seconded a motion to cover Mark's expenses. Jack modified the proposal to cover air fare and hotel expense. (Mark confirmed that we had a quorum.) The motion passed without dissent.
3. Selection of Vice Presidents – Mark suggested that we wait until March to decide, and encouraged interested individuals to nominate themselves. Until the positions are in place, Mark will lead the discussion of their various activities below.
4. VP Member Services Report – (TBD)
  - Logo contest – Jim will put something together this week. **(AI 2 – Jim)**
  - Email reflector for PSES ADCOM – Jim is making up two reflectors; one for the BOD, and one for the symposium committee.
  - Membership development – At the end of December, we had 159 total members, with 155 identified as regular members, 3 students, 1 affiliate. Jim will be promoting PSES at Southcon. Our goal is to have 1750 full members by the end of 2004.
  - The BOD discussed ways to boost membership. We need to "reach out" to design engineers who are involved with product safety, but who are not necessarily PS professionals. We need to put a press release together.
  - Rich (Pescatore) suggest that we provide the specific IEEE codes for joining the PSES to members of emc-pstc. We need to point out that IEEE members can add a new society membership at any time. It was suggested that we also work with the membership people at IEEE headquarters. **(AI 3 – Jack)**
  - We need to contact all PSTC chapters to make sure they understand their new affiliation, and the need to encourage PSES membership. **(AI 4 – Daniece)**
  - Conferences and trade shows (known and potential) – Jim has several shows to attend. Murlin will assist Mark at the IES conference in Oakland in February. George Gregory will also be in attendance.
  - Road-shows – We should get in touch with IEEE Member Services when we need IEEE informational materials.
5. VP Communications Report – (TBD)
  - Mark's Article for Conformity magazine – Mark is getting more details about early Product Safety Group activities.
  - Development of membership filler ads for other society's newsletter/publications – Jim is working on this.
  - Other literature – Daniece & Jack will coordinate flier development; they will try to put something together in time for Southcon. **(AI 5 – Daniece & Jack)**
  - Journal on Product Safety Engineering – Mark has identified an Editor-In-Chief nominee.

- Henry suggested that Rich Nute as a PSES Newsletter candidate. Murlin will contact Rich, as well as John McBain and Roger Volgstadt to see if one of them is interested. **(AI 6 – Murlin)**
7. VP Technical Services Report – (TBD)
    - NARTE MOU – Mark will pursue a NARTE MOU for discussion at our March meeting.
  8. VP Conferences Report – (TBD)
    - Status report – Henry reported that we will have a Santa Clara Conference tagged on at the end of the EMC Symposium in August (Aug 13-15, 2004). The details will be discussed via teleconference. The first meeting is scheduled for January 7, 2004.
    - Dan Arnold will open a conference account. We are blocked in at the Santa Clara conference center. We are waiting for an IEEE release to proceed. Richard Georgerian indicated that the EMC TC-8 PS workshop is being set up as a launchpoint for the PSES conference.
    - Confirmation vote for conference “concentration bank account” – Dan Arnold led a discussion of a concentration bank account. Dan moved and Jim seconded “In accordance with bylaws article B8 (8.3) the PSES 2004 conference treasurer moves that the board consents to establishing an account for deposit/ disbursement of funds.” This will be an IEEE concentration banking account, approximately \$250,000 maximum size with Dan Arnold (treasurer) and Henry Benitez (chair) as signatories. An audit of the account will be performed by IEEE at an appropriate time. The motion passed without dissent.
    - \$5,000 conference start-up loan – Dan requested a motion to allocate \$5K as a loan for seed funding for the Santa Clara conference. Jim seconded the motion. The motion passed without dissent.
  9. Old Business – None yet!
  10. New Business – Discussed how to set up a permanent address for the PSES. Jack will check with IEEE **(AI 7 – Jack)**
  11. Next meetings: Teleconference (same time/place) 2 PM CST, February 3, 2004.
    - Our first face-to-face meeting changed to March 6, Dell Computers (Austin, TX). Jack & Daniece to make arrangements **(AI 8 – Jack & Daniece)**
    - Future meetings: August 13, 14 or 15, Santa Clara (During the conference)  
November 13 or 14 in Chicago.

3:38 PM PST, meeting adjourned.

Murlin Marks  
Secretary

#### **ACTION ITEMS**

1. Mark/Dan Arnold – Get IEEE expense report form.
2. Logo Contest – Jim will put something together this week
3. Jack to talk to IEEE membership re working together to gain IEEE/PSES members
4. Daniece will contact chapters re PSES
5. Flier – Daniece & Jack will coordinate flier development (try to put something together in time for Southcon)
6. Murlin to contact Rich Nute, John McBain, and Roger Volgstadt re starting up a newsletter
7. Jack will ask IEEE about permanent address options
8. Jack & Daniece will make arrangements for March 6 meeting