



Minutes – Teleconference – May 4, 2004

Participants: Dan Arnold, Jim Bacher, Henry Benitez, Jack Burns, Richard Georgerian, George Gregory, Murlin Marks, and Mark Montrose

Item Description

Call to Order – Mark called the meeting to order at 4:07 pm CDT. He said that things have been fairly quiet, with efforts focused on our August conference and getting the society started. He will be in Kansas City, MO for a TAB meeting on June 17-19, 2004. Our membership is at 328.

1. **Officer Reports**

Secretary's Report (Murlin) – The March 6 and April 6 minutes were reviewed and approved without change.

Treasurer Report (Dan Arnold)

- Dan will send out a summary year to date expense report to the BoD. We are in the black. Dan is not worried about our overall budget. Regarding next year's budget, the IEEE budget process is very incremental. Two issues Dan presented to the BoD: 1) What dues do we want for 2005? 2) How many members do we anticipate? The BoD discussed different membership projections, and the "value" of membership. It was decided to keep dues at \$35, and to set 1,000 members as a reasonable number for the PSES to have by the end of 2005. This would be consistent with an estimate of 500 as a reasonable number of members by the end of 2004. We need to aggressively encourage more members!
- As a budgetary matter, we do not anticipate any periodicals in 2005.

2. **VP Member Services Report** (Daniece)

- Mark reiterated the need to show potential members the value of IEEE and PSES membership. It was suggested that we add an action item for Dan Roman to add a link for IEEE benefits (e.g. IEEE life and health insurance) to our website. (AI13).
- We now have two official chapters: Santa Clara (Silicon Valley) and Central Texas. Israel needs two more signatures to qualify. Oregon and Colorado are working on their petitions. Twelve qualified signatures are needed. Mark pointed out that once there are eight or nine local members signatures, members from outside the local area could sign the petition to get the chapter started.
- Mark will make contact with leads in the Chicago area to determine the level of support possible for chapter creation, and if we have their support should we have our conference there in 2005.
- Jim reported that Mel Berman should have time soon to work on our marketing literature.
- Mark noted that we need to begin the election process for new BoD members next year. A call for candidates must go out (via emc-pstc and all members) with a deadline to submit their name for consideration (technically this was supposed to be by April 15). A biography is required that will conform to the format used by EMC for this year (recommendation for this year). We'll use electronic balloting via the virtual community. Ballots should be mailed on or before 15 August, balloting completed by 15 October. IEEE will inform the candidates of the results. Current BoD members may run for election. Time spent during this transition period does not count toward term limits.
[Reference: Article B4 of the Bylaws]

3. **VP Communications Report** – (Jim)

- Jim sent an email to the forum subscribers asking if people were going to attend the symposium. Of ten replies so far, five said no, three yes, and two not sure. So far, five people have signed up for the conference.
- Dan Roman reported that site activity has been high, although lately the pace has slowed down. We have a secure site set up for the BoD. We will also create a "members only" area to create some benefits for members. Jim said that all kinds of arrangements can be made on the IEEE community website.
- Mark will send a welcome letter to all members asking for their ideas, now that we have their email addresses. He will work with Jim and Daniece to develop wording that helps us get a sense of what new members are looking for in the PSES, and hopefully will gain leads toward new members.

- Mark said that Electronics Design Magazine is interested in writing an article about the PSES. This is a great opportunity since design engineers are key for expanded membership in the PSES.
 - Our site got a lot of hits after Mark's Conformity article.
 - Jim will follow up with Mike Sherman.
4. **VP Technical Services Report** – (Rich Pescatore)
No report. For the moment, he is focusing on the symposium, with creation of Technical Committees to follow.
 5. **VP Conferences Report** – (Elya/Henry)
We will have a special meeting on May 11 (4:30 CDT), primarily to have the opportunity to speak with Elya, who will be in the U.S. Elya has been sending reams of materials to Mark, Richard G., and others. Mark will send members of the conference committee, not on the BoD, an invitation to participate in the teleconference call that afternoon/evening.
 6. **Old Business** – No old business.
 7. **New Business** – No new business.

Next meeting: Mark reminded everyone that a special Part B of this meeting will be a teleconference on Tuesday, May 11 at 4:30 CDT. Our next regular meeting will be 2 PM CDT, June 1; usual place.

5:21 PM CST, meeting adjourned.

Murlin Marks, Secretary

ACTION ITEMS

2. (1/6/2004) Logo Contest – Jim will finalize image – open
3. (1/6/2004) Daniece to talk to IEEE membership re working together to gain IEEE/PSES members – open
4. (1/6/2004) Daniece – Chapter Guidebook – open
6. (1/6/2004) Jim to start up a newsletter – open
9. (3/6/2004) Jim to contact Mike Sherman, re: Journal editor – open
10. (3/6/2004) Henry to develop teleconferencing/electronic voting procedure – open
11. (3/6/2004) ADCOM to develop comprehensive calendar – open
12. (3/6/2004) Daniece to create a Chapter Development task force – open
13. (5/4/2004) Dan Roman to link IEEE benefits to our website – open
14. (5/4/2004) Daniece to come up with BoD election process – open