



Minutes – Teleconference – October 5, 2004

Participants: Dan Arnold, Jim Bacher, Henry Benitez, Daniece Carpenter, Jack Burns, Richard Georgerian, Greg Kerville, Murlin Marks, and Mark Montrose. Guest: Ken Thomas (4:15-34pm CDT).

Item Description

Call to Order and Overview – Mark called the meeting to order at 4:03 CDT. Things have been moving along slowly. He has been getting lots of material for the next TAB meeting. Governance is a major issue. The BOD discussed membership numbers. The BOD nominees have been invited to join us in November.

1. **2005 Symposium** – Richard Georgerian will send out a comprehensive spreadsheet for 2005 symposium venues. We will decide which to go with at our November meeting.

At 4:15, Ken Thomas joined the conference to discuss Chicago venues for 2005. Ken said that he can go to different hotels to check them out and take digital photos for us to get a view of each location.

The Westin O'Hare is near the airport. There are many hotels and restaurants in the immediate area. It's mostly hotel lounge type stuff for nighttime. There are some nice restaurants in the area.

The Woodfield Hyatt is about ½ hour from the airport. It's close to the Woodfield Mall that has shopping and nice restaurants. You really need a car to venture further than that.

The Hyatt McCormick is a 3rd possibility. It's near the lakefront, but not in a good neighborhood. Not far from downtown, but probably wise to use a taxi to get there. Driving/parking downtown is tricky and expensive.

Ken will also try to look at other hotels in the O'Hare area.

Ken said he hopes to have a Chicago PSES chapter soon. The BOD looks forward to seeing whether Portland or Chicago makes it first!

[Ken left the teleconference.]

We also have at least one good Austin location, although we need to determine if it's available in the late October, early November timeframe. We haven't yet heard back from Boston. Richard hopes to hear something from Boston within a few weeks.

The late October, early November timeframe looks best for our 2005 conference.

Daniece will head up an effort to set up a 2005 PSES Symposium steering committee. Mark will work with Judy on exhibits.

2. **2005 BOD Meetings** – Jack asked about the locations for our 2005 BOD meetings. Mark asked the BOD to suggest possible warm and cheap locations for a February meeting. We'll have a second meeting in June. The third meeting will be at our conference.
3. **Membership** – Daniece reported that October 18 is the mail date for our election, with the response due by November, and the results announced in December. We will invite the nominees to our November meeting.
4. **Secretary's Report** (Murlin Marks) – The August 14-15 minutes were approved without dissent.
5. **Treasurer's Report** (Dan Arnold) – Dan will send out the Symposium financials before our November meeting.

In discussions with IEEE accounting folks, Dan has determined that the 2003 UL grant was given without any restrictions. UL did ask for an annual status report. We will discuss this report at our November meeting at UL. It was suggested that some recognition for this grant be put on our website. The BOD discussed how to give recognition for this support. It must be handled delicately, and encourage additional grants.

6. **VP Communications Report** (Jim Bacher) – Jim reported that fifteen to twenty people are interested in starting a newsletter and/or journal. Jim needs to nudge this along.

The BOD discussed CD sales, and how to market them with Art Michaels. Richard Georgerian will put a proposal together BOD review. Greg would also like the same arrangement.

7. VP Conferences (Elya Joffe) – We should get a detailed report in November.

8. **Old Business** – No old business.

9. **New Business** – Jack asked about PSES membership reminders in the annual IEEE renewals. It's too late for the 2005 packages, which have already gone out, but the BOD agreed that membership has been an uphill battle because IEEE has done little to draw attention to our new society. We will ask

Conformity Magazine for some ad space. Jim will put something together. Plus perhaps an article. Greg asked for material to build into an article.

Next meeting: Our next meeting will be at UL Northbrook in the Chicago area on Saturday, November 13. At 5:23pm CDT, the BOD teleconference was adjourned.

Murlin Marks, Secretary

ACTION ITEMS

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 (Moving at a snail's pace; Mark has an example of a journal proposal he will send to Jim.)
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 (Jim will discuss this with Dan.)
14. (5/4/2004) Daniece to come up with BoD election process – completed! (And job well done!)
15. (7/6/2004) Daniece to put a sponsor package together for presentation at the August conference – completed
16. (8/15/2004) Jack to coordinate contacting universities & trade schools – open (Jack will report on progress at our November meeting. Meantime, Jack will work with Mark and Rich Pescatore to open discussions with Cal Poly at San Luis Obispo, where Mark will be making a presentation for the student IEEE group. See AI # 18)
17. (8/15/2004) Richard Georgerian/Gregg Kervill to act as NARTE Liaison – completed (Move this to permanent assignment list.)
18. (10/5/2004) Mark to work with Cal Poly San Luis Obispo contacts to see if educational liaison possible - open