



Minutes – Foxborough, MA – 11 June 2005
Hosted by: John Freudenberg

Participants: Dan Arnold, Jim Bacher, Henry Benitez (via teleconference for portions of the meeting), Jack Burns, John Freudenberg, Richard Georgerian, Murlin Marks, Mark Montrose, Bansil Patel (2006 conference discussion only, via teleconference) and Rich Pescatore. Guests: Arthur Michael, Tony Nikolassy, and Cliff Stark. After 4pm: Raymond Lamy, Erick Monk, and Joseph Sheekan. Mike Sherman for Journal discussion only (via teleconference).

Call to Order and Overview

- Mark called the meeting to order at 9:10 EST and discussed the format of the meeting, which will be in caucus mode, except when motions were made or a member requested formality. Under meeting mode, we would function under “Robert’s Rules of Order.” Mark thanked the Northeast Product Safety Society (NPSS) and John Freudenberg in particular for hosting this meeting. John said that NPSS has 42 past officers, including eleven lifetime members. There are about 150 members who essentially only come to meetings hosted by the NPSS. The real NPSS is a core organization for few active participants. The remaining members are not used to being “active” in a structured organization, i.e. paying dues and publishing papers. Thus, PSES represents a culture [shock] change for them. The ADCOM and majority of NPSS members support the PSES with cooperative efforts to be established between the two safety organizations.
- Mark gave a presentation on the IEEE infrastructure and organization (attached). Intelligent Transportation Systems is the newest society that began operation this calendar year. Mark briefly discussed IEEE benefits available to members, which is of significant value for self-employed engineers.
- At the end of April, PSES membership was up 43% in calendar year 2005 over the end of 2004. We have 485 members to date. With continued chapter development and NPSS support, we should do well with increased membership.

Officer Reports

Secretary’s Report (Murlin Marks)

- The 5 March 2005 minutes of the board meeting held at UL, Research Triangle Park, North Carolina, were approved without change.

Treasurer’s Report (Dan Arnold)

- Dan presented the financial report, which is attached.
- Dan reported that we have treated our finances as if we were a start up business. We run a very lean operation with minimal expenses and overhead.
- The 2006 budget cycle has started. Our first pass budget has been submitted. The second pass will be performed this month and will be “locked down” in July. In essence, we believe the 2006 budget is highly achievable and low risk, reflects true society operations, and results in a modest net surplus. The key assumptions are that we will have 600 members (paying \$35 per member dues), we will not receive any grants, and will have a modest ten percent conference surplus. The key risks: the 600 membership figure is only a projection, a ten percent conference surplus has been elusive, and the impact of a PSES journal is unknown. From a TAB standpoint, this should be a “good” budget, because it is achievable.

VP Technical Activities (Rich Pescatore)

- Rich discussed development of the PSES Technical Committees (TCs) and is now getting them organized. Chairmen of various TC’s have been identified, yet none have become really active at this time. Safety of medical equipment (TC-5) is moving along, but the others haven’t responded. Rich asked for assistance in following through. The BoD discussed the definition of “functional safety.” It seems that there are various definitions; we need to come to some agreement.

VP Conferences (Elya Joffe – represented by Richard Georgerian)

- **2005 Conference:** Thirty-seven papers have been submitted so far. The topics are well rounded. Jim Bacher is assisting with the final program. We need to re-consider the Call-for-Paper process for next year. With each year, we have a bit more lead time. We are using IEEE Conference Management

Services to handle symposium activities. This serves the dual purpose of getting the tasks done and showing us the methodology that we may choose to do ourselves in the future.

It is important to have one person coordinating the symposium process. Our strategy is to work with vendors to build confidence and support rather than simply saying pay our price or don't participate. BoD members need to register for the conference sooner than later!

- The BoD discussed approaches to getting more participation by both vendors and attendees this year and the future.
- The BoD discussed approaches for getting papers and other presentations. One issue is whether the speakers should be required to pay full registration.

-Action Item: Come up with policies for trade groups/standards organizations/not-for-profit organizations conference participation – Mark & Elya

-Action Item: Contact trade groups/standards organizations/not-for-profit organizations about conference participation – John Freudenberg

The BoD discussed the 2005 symposium budget. Some line items need to be "tweaked" to get closer to actual. This budget has a net surplus of four percent. A motion to accept the conference budget as submitted was made and approved.

Conference registration is now online. Also, registration at the conference hotel, the Hyatt Regency, is also online. Rates are \$133 per night. We should encourage people to use this hotel so we can maximize conference room discounts based on room block commitment.

The website is up to date. We've had over 1,600 hits so far.

- **2006 venue selection:** By telephone, Banshi Patel reported on the status of planning for the 2006 conference in Southern California. He is checking on the dates of October 2 and 3 for availability.
- **2007:** We need a proposal by our October meeting. John said that a longer conference might provide better justification for attending a conference. We will consider ways to affiliate with other chapters and societies.
- **2008:** We would like to set this up in conjunction with the EMC society in Portland.
- Elya Joffe submitted a procedural document "Guidelines for the VP of Conferences & Symposia" for adoption. We will review this document for acceptance at our October meeting. Give comments to Richard Georgerian and Elya Joffe as soon as possible.

VP Communications Report (Jim Bacher)

- **Journal:** Mike Sherman joined by telephone
Our publication will have more emphasis on applied topics versus academic papers. The IEEE Engineering in Medicine and Biology Society (EMBS) has requested co-sponsorship of the journal. At the end of the first year, if we have a journal, we should get at least \$90K in distribution from IEEE. Mark discussed journal parameters and details on the approval process to occur in TAB next week. We need 12-13 papers submitted to get eight, 8-page solid papers for our every issue. The Phase-II form for acceptance by the IEEE Products Services and Publication Board (PSPB) is attached.

Mike Sherman discussed the present submittals received. We need articles on consumer safety. Also, more international authors are desired. He needs three or four board directors to assist him in making decisions on different criteria on paper acceptance.

-Action Item (all):

Provide names of PSES members to form an advisory committee for the journal – Jim Bacher.

-Action Item: Get peer reviewers (Rich) and assistant editors (Jim) – Rich Pescatore and Jim Bacher
We might also look at potential co-sponsorship with Reliability, Industrial Applications, and Consumer Electronics Societies.

-Action Item: Check into setting up journal MOUs, etc. – Mark
Send ideas and suggestions to Mike by email.

- Other matters: In the coming week, Jim will be working on smaller marketing ads and will develop links to go into group emails lists and websites.

We have sufficient content for the first newsletter. It should be ready by the end of July.

Dan Roman is doing a fabulous job as our webmaster. We have had over 10K hits in the last 1-1/2 years. Dan has received kudos from the IEEE website "police" for conforming to IEEE guidelines. The BoD has a private page for business use. We now have a Members Only area on the site. This Member Only area will be used for posting the newsletters and other PSES member-only benefits. All the old Product Safety Newsletters (PSNs) are now available on line to the general public.

VP Membership Services (Daniece Carpenter, represented by Jack Burns)

- Jack went over Daniece's report. The BoD discussed "affinity" relationships versus affiliations. For membership purposes, we need to clearly define the type of relationship we are talking about. Mark will send society affiliation background to the BoD. (see attached).
- Action Item:** Coordinate identifying ways to affiliate with other chapters & societies – Daniece
We have 9 official chapters as of today, including 3 international. Dallas and Central New England are close to being certified. We would like chapter information for the newsletter be provided by the chapter secretary.
- Action Item:** Set up reflectors for chapter chairs – Daniece/Dan Roman
- BoD elections are coming up. There are four positions to fill. A "Call for Nominations" has been sent out on the emc-pstc@ieee.org email reflector.
- The BoD thanked Ted Freeman and Rich Pescatore for their efforts with the PSES Charter Certificate in getting them processed and mailed.
- We have 485 members. 112 are International (23%), from 29 countries other than the U.S.

Other Business – Joseph Sheehan joined the meeting. The BoD discussed NFPA (National Fire Protection Association) participation with PSES. Mark said the NFPA could be an affiliate organization with PSES. Raymond Lamy and Erik Monk also joined the meeting. Introductions were made around the table for our new guests.

Old Business – none

New Business

- Corporate donations/grants were discussed. No opportunities exist at this time
- **List Server** – There is strong support for keeping the PSES list server combined with EMC. We can change the list server name to PSES-EMCS with a five-year phase out. Jim discussed the complexities of changing the name.
- Action Item:** Check with IEEE about how to change the name of the list server – Jim
- John discussed using SEMI's webex and teleconference package. The BoD discussed use of teleconferencing to view chapter meetings. Mark said he would like to see the BoD operate on a local, wireless system during the meeting.
- **Life members** – We are looking at this issue from a Society standpoint. John asked how we might honor long-term service to TC-8, NPSS, and to individual chapter members. Jack moved and the motion was second that Daniece should chair an ad hoc Awards Committee to consider all facets of honoring PSES members. All chapter chairmen should be invited to have a member on the committee. The motion carried.
- Action Item (Daniece):** Set up an official Awards committee to make recommendations at the October BOD.
Daniece to contact Henry Benitez as he was the Awards Chair for EMCS. We would like to be able to use a teleconference to get a list of honorees in time for our October conference and to vote on recipients at the October meeting (Jack, John, Henry and Daniece volunteered to be on this committee).
- Action Item:** Forward information to Henry about electronic voting procedures – Mark

Next meeting: Our next teleconference is set for July 5, 2005 at 4 PM CST. Our next face-to-face meeting will be in **Shaumburg, on Sunday, October 2.**

Adjournment: 5:55pm EST.

Murlin Marks
Secretary

ACTION ITEMS

- (3/6/2004) Henry to develop teleconferencing/electronic-voting procedure – open (proposal to be reviewed by the BOD ASAP).
- (3/6/2004) ADCOM to develop comprehensive calendar (Henry to work on 2006 dates).
- (8/15/2004) Jack to coordinate contacting universities and trade schools.
- ~~(11/12/2004) Mark to follow up with TUV-America grant – completed. No funding to be received~~
- (11/12/2004) Elya to follow through with a Russian contact
- ~~(11/12/2004) Richard Georgerian to identify 2006 Symposium venue candidates by March, 2005 BOD meeting – hold to June, meeting – done~~
- (3/5/2005) Daniece to develop a format for business cards – Daniece should contact Mark about this.
- (3/5/2005) Richard Georgerian to look into banner options.
- (3/5/2005) Henry to purchase a gavel
- ~~(3/5/2005) Daniece to find out deadlines for setting up membership stuffer – drop~~
- ~~(3/5/2005) [post meeting] Jack to contact Chicago area manufacturers to build show traffic – done~~
- ~~(3/5/2005) [post meeting] Bansi to check out Southern California area for 2006 symposium and prepare proposal – done~~
- (6/11/2005) Mark & Elya to come up with policies for trade groups/standards organizations/not-for-profit organizations conference participation.
- (6/11/2005) John Freudenberg to contact trade groups/standards organizations/not-for-profit organizations about conference participation.
- (6/11/2005) Jim Bacher to provide names of PSES members to form an advisory committee for the Journal.
- (6/11/2005) Rich Pescatore to get peer reviewers, and Jim Bacher to get assistant editors for Journal
- (6/11/2005) Mark to check into setting up journal MOUs with other Societies, etc.
- (6/11/2005) Daniece to coordinate identifying ways to affiliate with other chapters and societies not associated with IEEE.
- (6/11/2005) Daniece and Dan Roman to set up email reflector for chapter chairs.
- (6/11/2005) Daniece to set up an ad hoc Awards committee to make recommendations; define awards to be given and solicit candidates for the 2005 conference.
- (6/11/2005) Mark to forward information to Henry about electronic voting procedures