IEEE Product Safety Engineering Society
Board of Directors Meeting

Agenda

Date: February 18, 2007 - Travelodge, Los Angeles, CA

Committee Members:

Attendees: Henry Benitez, Mark Montrose, Jim Bacher, Murlin Marks, Ken Thomas, Jack Burns, Richard Georgerian, Daniece Carpenter, Dan Nachtigall

Absent: John Freudenburg, Elya Joffe, Bansi Patel, Richard Pescatore, Dan Roman
Guest: Bob Rasa, PSES Mentor

A. Call to Order and Introductions
    a. (9:07 AM) Henry opened the meeting and reviewed the agenda
    b. A special guest was introduced, Bob Rasa, the new IEEE Mentor for PSES
B. Previous meting minutes were reviewed and accepted
C. Finance Committee report
    a. Henry and Murlin reported on the results of the IEEE FinCom and TMC meeting
    b. The next report from PSES needs to show our strategic plan with timelines and milestones The report will highlight each area's goals and how they support the Society goals. Areas for report include membership, technical activity growth, plans for a journal or magazine, frowth in conferences and Society fiscal stability. Noted in the budget goal is to increase reserves. Current budget is forecasted at 600+ members with a 20% increase next year to 720 members. Noted was that currently almost one third of the PSES members are also new to the IEEE.
    c. Target for the 2007 Budget included
        i. Realistic membership target
        ii. Practical conference growth and income
        iii. Development of assertive strategies
        iv. Low adcom expenses
D. Treasurer's Report
    a. First pass draft budget will be submitted for input on adcom, conference budgets
    b. Expenses for technical activities, membership, and communications will be included under adcom expenses
    c. Cost center needs for each area to be proposed at next teleconference
    d. Noted was that conference accruals need to be submitted to IEEE by November 30 of each year.
E. Draft strategic plan review
    a. Henry presented an overview of each areas draft strategic plans
F. Conferences Strategic Plan – Richard G.
    a. Conferences are a benefit to our members and complimentary focal for interaction of other VP areas
    b. Currently one symposium is planned with several tag-a-long meetings or workshops to increase draw. Future symposiums plan to expand the number of associated workshops and meetings.
    c. Conference topics will be expanded to include various compliance topics
    d. Richard is developing a plan to encourage local workshops and conferences
    e. Target is to establish the first international conference
    f. One development area is to co-sponsor or participate in existing conferences. Mark reviewed the field of interests indicated several societies with which to build relationships.
G. Communications – No report
H. Membership – Strategic plan points
    a. Develop approach for similar interest companies for support with PSES activities
        i. MET Labs has been approached for support to get attendees and assist with activities

ii. Targeting CSA as the next communication
b. Encourage local chapter chairs for increased interaction
c. Send welcome letters to new members
d. Raise awareness with increased advertising
i. Potential avenue is company intranets
e. Fellow Nominating committee Chair
i. Stig Nielson nominated and confirmed by the Board

I. Technical Activity Committee
a. TAC is an avenue to develop papers for conferences, support membership participation, and develop a paper stream for a publication. It should coordinate with TACs inother Societies, participate in standards development, and provide development membership and leadership as a value to our members.
b. Reorganize the activities under 3 main areas
i. Professional Subcommittee – Based on product types or job function
1. Identify and develop promotional activities, membership, advertisers, vendors, and potential product safety research topics
2. Goal of at least 3 papers, presentations, or articles per subcommittee. Provide peer review of paper submissions
ii. Organizations Subcommittee – PSES representative to the other product safety related organizations
1. identify and develop joint technical material development, membership, and present summary of activities at annual symposium
iii. Standards Subcommittee – PSES representative on the respective standard development committees
1. Identify and promote membership from committee, present summary of activities at annual symposium
c. Each subcommittee tasked with setting a chair and vice-chair and a minimum number of members. Committees to be geographically diverse, with a minimum participation of periodic teleconferences and participation in the symposium and any local conferences, or other activities
d. Communications requested to assist in developing e-mail list for each group to facilitate peer to peer development of committees

J. General Participation
a. Each Board member was asked to identify a minimum of two areas in which to participate
b. A list of external contacts was developed

K. Action Item Review

Item	Due	Owner	Action
1	**1/16/07**	**Mark**	**Policy for conference participation**
	Update 1/16	Policy will be changed to Guideline as this is meant to guide future opportunities for conference participation Document to be reviewed by members and comments to be sent to Mark; To be discussed for adoption at Feb meeting under New Business	
	2/18	Deferred to next meeting	
2	**1/16/07**	**Ted**	**Get affiliations with other Society TCs**
	Update 1/16	Ted not present; Daniece to send a note offering continuation	
	2/18	No report	

3	**1/16/07**	**Dan A.**	**Exploring a model "Safety Monkey"**
	2/18	Henry to check on status	
4	**1/16/07**	**John**	**Contact NFPA about developing relationship**
	Update 1/16 2/18	Henry talked to John re: membership and participation John to contact NFPA - develop proposals for a cooperative relationship promoting paper submission, participation in conferences, links on website TAC – Jack B to check on status, reassigned to TAC	
6	**1/16/07**	**Ted**	**write a summary of "Why join the PSES?"**
	Update 2/18	No report	
7	**1/16/07**	**Ken**	**Form a subcommittee with Ted and Jack to contact other organizations**
	Update 1/16 2/18	Have been unable to coordinate a subcommittee meeting due to holidays however the group (Jack, Ted, and I) will still be utilized. Reassigned to TAC	
8	**1/16/07**	**Jack**	**Re-write letter to send to members to send to educational institutions**
	2/18	Reassigned to Chair of Education Committee	
9	**1/16/07**	**Murlin**	**Murlin to determine need to spend funds by year's end**
	Update 1/16	Completed	
10	**2/18/07**	**Jack**	**Set up with a trade journal to support a "best of show" award**
	2/18	Possibly rolled to Ken T under membership	
11	**2/18/07**	**Dan A.**	**Develop Product Safety Engineering curriculum**
	2/18	Reassigned to TAC	
12	2/18/07	Ken T.	Nominate a PSES Fellows Nominating Committee Stig Nilsson was nominated, Murlin moved that we accept , Carpenter seconded, discussion, motion passed

L. Next Meeting
   a. Teleconference – March 6, 2007
   b. Face to face meeting - June, 2007 in Philadelphia, PA

M. Motion to adjourn made and seconded – meeting adjourned at 5:04 PM PST