



**IEEE Product Safety Engineering Society
Board of Directors Meeting**



Minutes

Date: March 5, 2007 - Teleconference

Participants:

Jim Bacher, Richard Georgerian, Dan Roman, Ken Thomas, Jack Burns, Daniece Carpenter, Richard Pescatore, Dan Nachtigall
Guests: Dan Arnold

AGENDA

- Secretary’s Report
 - Review of previous meeting minutes

- Action Items

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
	3/5		To be reassigned
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	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	
	2/18	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	Have been unable to coordinate a subcommittee meeting due to holidays however the group (Jack, Ted, and I) will still be utilized.	
	2/18	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	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	
10	2/18/07	Dan A.	Develop Product Safety Engineering curriculum
	2/18	Reassigned to TAC	
11	4/3	All VP’s	Continue with development of strategic plans to develop milestones and accomplishments
12	4/3	Jim	Send the metric criteria for the Red/green lights – to be evaluated in Feb 2008

➤ Action Item Updates

➤

- President's Report
No report
- Treasurer's Report
- VP Reports
 - Technical Activities
 - Development of peer e-mail list for TAC subcommittees is in process
 - Conferences
 - Richard P. explored holding a companion IEC TC meeting with our Symposium
 - Member Activities
 - Proposal presented to develop 11 x 17 posters for advertisements and to raise awareness, continued theme throughout 4 posters
\$240 for art, \$75 to print, budget for postage TBD
Ken to write a one page summary
 - Jim Bacher commented that as a VP, small amounts for each VP can be authorized
 - In process of identifying the right people to talk with at UL, MET Labs, CSA and other companies
 - Will send e-mail to each person who hasn't renewed, highlighting the reduced price opportunity
 - Murlin proposed enrolling the chapters in building members
 - Communications
 - New feature added to the website
Spotlight on an interesting thread on the EMC-PSTC forum
 - Dan is contacting the authors on the thread to request additional information or to contribute an article
- Murlin asked about plans for paid advertising; proposed development of a plan for potential budget of \$2K
- Old Business
None
- New Business
Next meeting – BoD teleconference April 3
- Meeting adjourned at 5:08