



Minutes

Date: April 3, 2007 - Teleconference

Participants:

Henry Benitez, Murlin Marks, Richard Georgerian, Dan Roman, Jack Burns, Daniece Carpenter
John Freudenburg,
Guests: Bob Rassa

AGENDA

Meeting called to order at 4:06 PM CDST

- 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 | 6/16/07 | Jack | Get affiliations with other Society TCs |
| | Update 4/3 | | Reassigned to Jack - review fields of interest for evidence of interest in product safety, contact to offer a joint technical committee |
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| 3 | 6/16/07 | Daniece | Exploring a model “Safety Monkey” |
| | Update 4/3 | | Reassigned to Daniece |
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| 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 - proposals would include a workshop at the symposium, submit papers at conference, have booth at conference | |
| | 4/3 | John to explore possibilities with NFPA -- Need overview of NFPA , areas of cooperation - conferences, publication, technical committees, workshops; one avenue is to become PSES representative to NFPA technical committee; | |
| 6 | 6/16/07 | Elya | write a summary of "Why join the PSES?" |
| | Update 4/3 | Reassigned to Elya | |
| 7 | 1/16/07 | Ken | Form a subcommittee with Ted and Jack to contact other organizations |
| | Update 4/3 | Target groups - ASQ, NFPA, SERAD, System safety society, ASSE | |
| 8 | 5/7/07 | Murlin | Re-write letter to send to members to send to educational institutions |
| | Update 4/3 | Reassigned to Murlin - Draft by next meeting | |
| 9 | 2/18/07 | Jack | Set up with a trade journal to support a "best of show" award |
| | Update 4/3 | Possibly enlist help of Ken T under membership - target Compliance Magazine as a possibility | |
| 10 | 2/18/07 | Dan A. | Develop Product Safety Engineering curriculum |
| | Update 4/3 | Dan A. to work with Murlin as Education Committee Chair Comment: Moshe Kam is Chair of IEEE Education Activities Board, need to contact for direction Also discussed strategy to involve more academia as a participation in society activities perhaps offer a workshop for injecting product safety into college curriculum | |
| 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 |
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- Action Item Updates

- President's Report
Comment: Critical to have strategic plans and accomplishments ready for the next TAB meeting

- Treasurer's Report
IEEE has requested a 2007 budget forecast update – expect forecast up to 2010 any changes in travel related expenses, initiatives / projects, conferences, revenue expenses, publications
 - All VP's to send budget needs to Murlin by May 1, ongoing reports for next year
 - P.dunne@ieee.org – send rules on current rules for IEEE initiatives – propose to develop speakers at educational orgs
 - Membership Retreat – RAB is funding expenses except for airfare, May 4 – 6 , New Brunswick NJ

- VP Reports
 - Technical Activities
 - Development of peer e-mail list for TAC subcommittees is in process
 - Need help – need more contacts for potential committee chairs – action item for board members to propose, Jack will send list for inclusion – make action item

 - Conferences
 - Propose to board for 2010 to co-sponsor with EMC in Fort Lauderdale in week of July 26 – permission to explore

 - Member Activities
 - 11 x 17 posters for advertisements and to raise awareness, continued theme throughout 4 posters
 - 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
 - Holding monthly Chapter Chair teleconferences

 - Communications
 - High resolution copies of the posters now available
 - Completed draft e-blast on election, call for papers, ad for articles

- Old Business
 - Murlin asked about plans for paid advertising; proposed development of a plan for potential budget of \$2K – Dan will work with Jim
 - Potential budget for local advertising for symposium – Richard g. needs funds

- New Business
 - Next meeting – BoD teleconference May 1; June 17 in Philadelphia

- Meeting adjourned at 5:56 PM CDST