



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



Minutes

Date: June 17, 2007 - Board of Directors Meeting

Hilton Philadelphia Airport
4509 Island Avenue
Philadelphia, PA 19153

Committee Members:

Henry Benitez, Mark Montrose, Jim Bacher, Murlin Marks, Richard Georgerian, Dan Roman, Ken Thomas, Jack Burns, Daniece Carpenter, John Freudenburg, Banshi Patel, Richard Pescatore, Elya Joffe, Dan Nachtigall
Guests: Ted Freeman, Dan Arnold, Bob Rossa

Participants:

Henry Benitez, Mark Montrose, Jim Bacher, Murlin Marks, Richard Georgerian, Dan Roman, Ken Thomas, Jack Burns, Elya Joffe, Dan Nachtigall, Daniece Carpenter

AGENDA

Meeting called to order at 8:46 AM EDST

- 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
	6/17		Distributed to Board members in early June, VP Conferences has no comment,
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

	6/17	Postponed until TCs are formed and operational	
3	6/16/07	Daniece	Exploring a model “Safety Monkey”
	Update 4/3	Reassigned to Daniece	
	5/7	Have 3 possibilities – noted that there is a video game called Safety Monkey – explore co-operation with game owner’s	
	6/17	Displayed 2 examples, researching custom stuffed toy shops for availability and prices	
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	
	6/17	Explored appointment of PSES representative to a NFPA technical committee	
5	6/16/07	Elya	write a summary of “Why join the PSES?”
	Update 4/3	Reassigned to Elya	
	5/7	Daniece to contact with summary and request for due date	
	6/17	Summary is complete and circulated; Elya will re-circulate	
6	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	
	5/7	Original draft received from Jack – Bob Rassa gave contacts for IEEE; contacted but no reply, waiting for additional support from TAC Rework letter to a sendable form, propose resources needed to support TBD next teleconference	
	6/17	On hold pending operational Technical Committee organization	
7	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	

	5/7	Dan, chair awards committee will take ownership - to contact Elya to develop	
8	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	
	5/7	Murlin – sent e-mail to contacts; will research – reassigned to Murlin Michael Morse, professor teaching PS – use as a contact	
	6/17	Murlin to follow up	
9	4/3	All VP's	Continue with development of strategic plans to develop milestones and accomplishments
10	7/30	Jim	Contact IEEE Membership Committee to propose automatic renewal and multi-year renewals
	Update		
11	7/30	Richard G.	Contact EMC Society on technical co-sponsor for 2007 Symposium
	Update		
12	7/30	Elya	Send articles on Senior Member
	Update		
13	Update		

➤ Action Item Updates – Updates noted above

➤ President's Report

Overview of main objectives of TAB

- Concentrating on financial viability, increasing membership, providing membership benefits
- Changes to infrastructure charges beginning in 2008
 - Majority of charges from Transactions
 - Result will be to reduce charges for our Society
- Strategies to reduce TAB Management oversight
- Discuss Agenda
 - Added items under New business
- TAB TMC report
 - TAB Management report did not include all items
 - Meeting with TMC representative reviewed items which had been submitted
 - Reviewed TAB Management Presentation
 - Reference appended TMC Report – H. Benitez
- Fincom Report
 - Meeting reserve requirements are ahead of schedule
 - Reference Fincom Report – H. Benitez

➤ Membership Growth Tracking

- Growth 150 in 2003 to 550 in 2007, app 35% growth each year
- Concern is that growth is leveling off
 - 2007 net gain is 8 members from new – dropped
- 30% of our members are new IEEE members
- Use and knowledge of SAMIEE and new tools increasing
- Reference chart – J. Bacher

➤ 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

- Need financial items for 2008 budget from each VP tied to specific strategic issues by June 30
- Last year's budget only contained administrative items for meetings and conference expenses

➤ Milestone Chart Review

○ Membership

- Member welcome committee
 - 24% of total membership in international but represent 30% of cancellations
- Establish Local Colloquiums
- Program for Society Leadership Development
 - Establish program to develop leaders
 - Note that people love to be asked, but may be shy about volunteering
- Establish Awards Committee
 - Need to establish and document criteria
- Posters for companies and universities
 - Work on providing an ad template for the Symposium
- Idea for IEEE membership
 - Ala carte membership
 - Models or packages for membership
 - Full membership
 - Affiliate dues reduction
- IEEE Board concentrating on strategic planning
- Reviewed other milestones
 - Ideas
 - Automatic renewal choice
 - Multiple year renewal
 - Retention
 - Reviewed response to personal contact on non-renewals
 - Rich Nute nominated for Fellow by D. Carpenter

○ Conferences

- Annual conference
 - Additional conference in 2010 with EMC in Ft. Lauderdale
 - 2007 Symposium
 - 45 papers submitted
- International conference
 - 2009 conference in Canada proposed
 - Planning for Mid-East conference supported by Israel Chapter
 - Considering an Asian conference
 - Propose a 1-day workshop supported by an international chapter
- Propose a track in the Asia-Pacific IEEE conference
Attract >200 attendees
 - Proposal article in The Institute
 - Consultant's Corner in Exhibitor area
 - Product Safety 101 workshop
 - Increase cost differential for non-members to attend Symposium

- Increase Exhibitors
 - Exhibitors will come as attendance increases
 - Redefine exhibitor to include consultant
- Reviewed other milestones in presentation
- TAB is increasing conferences staff

- Communications
 - PSES Newsletter
 - Published quarterly
 - Developing stream of paper
 - Beginning to get overflow
 - Publish a list of topics inviting articles on these
 - Contact
 - professors of Product Safety courses
 - companies of safety equipment
 - invitation for articles as stuffer in tote bags
 - Proposal: Solicit papers on ESD
 - Website
 - Focusing on the Symposium
 - Chapters area established
 - Newsletter feature from popular topic on EMC-PSTC list-serve
 - Contacted all authors of interesting threads

- Technical Activities
 - Recruit chairs for technical committees
 - TC's organized by group
 - Professional, Organizational, Standards
 - Identify people, evaluate need, develop material flow, promote growth and value of PSES, report to PSES on activities
 - Tasks of TC's documented
 - Recruit representative for advisory committees
 - NARTE
 - ANSI
 - Refer to Technical Committee presentation
 - Recruitment strategy
 - Develop e-mail list
 - Status
 - Definition Phase 90%
 - E-mail process is defined but not documented
 - TAC Functional Guidelines have been written
 - Budget nor defined
 - Recruitment – In process
 - Implementation
 - Jack to furnish presentation –
 - Jack to contact John Norgard, EMCS, regarding budget for EMC TC

- Consumer electronic – Daniece to talk to Gary Tornquist for contacts for Smart House tie in to Consumer appliances
 - Mark Montrose – Consumer Electronics
 - Henry to talk to Steve Ortman
 - Dan Nachtigall – industrial
 - Henry, Mark, Elya - Kimbal Williams – Transportation
 - Mark – contact Lew Bass for list of potential chairs of System Safety
 - Ed Karl – Semi
 - John McBain, Thomas Burke,
 - Joe Green - CSA
- Treasurer's Report
- Requires input from vice-presidents for budget items by June 30
 - Need a budget item for promotional items such as pens and key chains
- President-Elect report
- 5 Year Strategic Planning Committee
 - Discussed need for an oversight committee chaired by President-Elect
 - Volunteers - Elya , Daniece, Murlin
 - Suggested a Handbook of Product safety as a recommended practice
 - Explore marketing ideas
- VP Reports
- Continue generating ideas on 1 to 2 VP objectives each
 - Member Activities
 - Member Development
 - Recruit senior members
 - Chapter Development
 - Chapters are the core of the IEEE,
 - Members get benefits primarily from chapters
 - Identify locations with at least 5 members, encourage to form chapter
 - Proposal to recruit IEEE members as member of PSES as no charge for the first year for signature on petition
 - Proposal for anyone attending the first meeting to have free one year membership

- Establish Chapter Angels
 - Establish Regional coordinators
 - R4
 - Recruitment, retention, renewal, recognition
 - Awards
 - Need to define criteria
 - Ideas – Best Chapter, Most Improved Chapter
 - Technical Activities
 - Identify potential chairs for the Technical Committees
 - Involve academia to write papers, develop course
 - Communications
 - More resources for journals and newspaper articles
 - IEEE does not want to consider any less than 4 issues per year
 - Conferences
 - Explore increasing the differential in price
 - Increase tag-a-longs to Symposium
 - Explore international conferences
- Old Business
- Action items
- New Business
- Status of non-active Board members - John F
 - John's IEEE membership has expired and has missed 3 meetings
 - Governance – Bylaws
 - Proposed version Includes mandatory items per TAB
 - Needs acceptance by TAB
 - El. Joffe made a motion to accept, second by K. Thomas; Motion carried
 - Elections
 - 4 terms expiring – Jim Bacher John F. Dan Roman. Bansi Patel
 - Discussed additional contacts for interest

- Next meeting – teleconference –Aug 7

US	US	
East coast	West coast	Israel
2 PM	11 AM	9 PM

- Meeting adjourned at 5:13 PM EDST