



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



**Minutes**

**Date: October 4, 2007 - Board of Directors Meeting**

**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 Rassa

**Participants:**

Henry Benitez, Jim Bacher, Murlin Marks, Richard Georgerian, Dan Roman, Ken Thomas, Jack Burns, Daniece Carpenter, Banshi Patel, Richard Pescatore, Dan Nachtigall  
Guests: Dan Arnold

**AGENDA**

Meeting called to order at 4:07 PM CDST

- Secretary's Report
  - Review of previous meeting minutes
  - Conference call number – any problems report to Daniece
  
- Action Items

Item	Due	Owner	Action
1	1/16/07	Mark	<b>Policy for conference participation</b>
	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,
	10/4		To be discussed at Oct 21 meeting
2	6/16/07	Jack	<b>Get affiliations with other Society TCs</b>
<b>Status: On Hold</b>	Update 4/3		Reassigned to Jack - review fields of interest for evidence of interest in product safety,

	6/17	contact to offer a joint technical committee Postponed until TCs are formed and operational	
<b>3</b>	<b>6/16/07</b>	<b>Daniece</b>	<b>Exploring a model "Safety Monkey"</b>
	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	
<b>4</b>	<b>1/16/07</b>	<b>John</b>	<b>Contact NFPA about developing relationship</b>
	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	
	9/11	Reassigned to another - Ken will find a NFPA person to talk and start discussions	
	10/4	Ken reports that he is networking to locate the right contact	
<b>5</b>	<b>6/16/07</b>	<b>Elya</b>	<b>write a summary of "Why join the PSES?"</b>
	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	
	9/11	Secretary to contact for a copy	
	10/4	Requested copy to be sent to Secretary	
<b>6</b>	<b>5/7/07</b>	<b>Murlin</b>	<b>Re-write letter to send to members to send to educational institutions</b>
<b>Status: On Hold</b>	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	

	6/17	teleconference On hold pending operational Technical Committee organization	
<b>7</b>	<b>2/18/07</b>	<b>Jack</b>	<b>Set up with a trade journal to support a “best of show” award</b>
<b>Status: Pending Awards SC</b>	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	
	9/11	Awards committee is still coming up to speed, award pending development	
<b>8</b>	<b>2/18/07</b>	<b>Dan A.</b>	<b>Develop Product Safety Engineering curriculum</b>
	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	
	9/11	Murlin is pursuing, has contacted some representatives from IEEE	
<b>9</b>	<b>4/3</b>	<b>All VP’s</b>	<b>Continue with development of strategic plans to develop milestones and accomplishments</b>
<b>10</b>	<b>7/30</b>	<b>Elya</b>	<b>Send articles on Senior Member</b>
	Update 9/11	Secretary to contact Elya	
	10/4	Request sent to Elya	
<b>12</b>	Update		

- Action Item Updates – Updates noted above
  
- President's Report
  - Report to TAB is due in November
  - All VP's need to update their progress on the strategic milestones
  
- Treasurer's Report
  - Budget preparation is progressing  
IEEE has requested a 2007 budget forecast update – expect forecast up to 2010
  - Last year's budget only contained administrative items for meetings and conference expenses
  - Another pass at the budget is scheduled to be shortly; results of conference will be crucial, but won't have until early November
  - VP's to look at items for 2009
  
- Vice President Reports
  - Continue generating ideas on 1 to 2 VP objectives each
  
  - Member Activities
    - Member Development
      - Recruit senior members
      - Fellows program – Mark Montrose, Daniece Carpenter volunteers
    - Awards
      - Need to define criteria
      - Ideas – Best Chapter, Most Improved Chapter
    - Advertising
      - Doug Nix has finished the ad
    - Association development
      - Will contact NFPA
    - Activities
      - Working with Elya to promote activities in that region
      - working with Doug Nix to get Ontario chapter formed
        - Networking with local CSA for help
      - Monthly chapter chair conferences
    - Strategic milestones
      - Fellow nominations – work on nomination documentation
      - Local colloquiums – planning one in Chicago
    - Request for Agenda Item at next meeting
      - Devote some time on generating ideas; brainstorm on action to get members

- Technical Activities
  - All NARTE questions reviewed and returned
  - Technical Committee activity
    - TC chairs – meeting planned at symposium
  
- Communications
  - No report
  
- Conferences
- 2007 Symposium
  - 129 registrants, 20 vendors 3-4 consultants; full schedule of papers for 2 days, Narte workshop and exam, UL HBSE workshop; ITI TC2 and TRC
  - Exceeded room nights
- Strategic milestones
  - Breadth of primary conference – added workshops, vendors additional meetings, consultants corner
  - Ahead of registration year over year
  - 2008 symposium in Austin / 2009 symposium in Canada
    - Plans to add workshop on medical, RoHS, WEEE – may increase to 2-1/2 or 3 day conference
- Request for agenda item
  - How to get our vendors to help us
  
- Old Business
  - Governance – Bylaws
    - To discuss next steps at meeting on 10/21
  - Elections
    - 4 terms expiring – Jim Bacher John F. Dan Roman. Bansi Patel
    - Material sent to IEEE
    - Ballots have been distributed by IEEE
    - Schedule
      - Mail Date: 21 September 2007
      - Election Due Date: 2 November 2007
      - Announcement of Results: by 9 November 2007
  
- New Business
  - No new business items

➤ Next meeting – at symposium – Oct 21 - Breakfast at 8 AM; meeting at 8:30 AM

➤ Send as teleconference meetings as outlook meeting notice and e-mail

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

➤ Meeting adjourned at 5:19 PM CDST