



Minutes

Date: February 17, 2008 - Board of Directors Meeting

Committee Members:

Jim Bacher, Henry Benitez, Mark Montrose, Murlin Marks, Richard Georgerian, Dan Roman, Ken Thomas, Jack Burns, Daniece Carpenter, Richard Pescatore, Elya Joffe, Dan Nachtigall, Doug Nix, Peter Tarver
Guests: Ted Freeman, Dan Arnold, Bob Rassa

Participants:

Jim Bacher, Henry Benitez, Murlin Marks, Richard Georgerian, Ken Thomas, Jack Burns, Daniece Carpenter, Richard Pescatore, Elya Joffe, Peter Tarver

AGENDA

Meeting called to order at 8:38 AM EST

➤ Agenda

- Introductions
- Secretary's Report
 - Review of previous meeting minutes
- Action Items
- President's Report
 - SRC and FinCom report
 - Long Range Planning Report
- Treasurer's Report
- VP Reports
 - Technical Activities
 - Member Activities
 - Communications
 - Conferences
- Old Business
- New Business

➤ Secretary's Report

- Review of previous meeting minutes
 - H. Benitez moved to accept the meeting report, M. Marks seconded; vote to accept

➤ Action Items

Item	Due	Owner	Action
1	6/16/07	Daniece	Mascot: Safety Monkey
	Update	The Safety Monkey has been adopted as our mascot	
	1/9	Doug is exploring 2 nd Life opportunities Table further discussion of mascot appearance until February meeting	
	2/17	No report: Discussion of forms the mascot might take such as drawings, stuffed animal, pins, etc. Develop proposal for contest for mascot form	
2	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	
	9/11	Secretary to contact for a copy	
	10/4	Requested copy to be sent to Secretary	
	10/21	Elya to supply	
	2/17	Revisions almost complete and will be ready for next newsletter	
3	2/18/07	Murlin	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	

	6/17	Michael Morse, professor teaching PS – use as a contact	
		Murlin to follow up	
	9/11	Murlin is pursuing, has contacted some representatives from IEEE	
	12/11	Still has not had response; also waiting on input from Technical Committees	
	1/9	Need to contact IEEE	
	2/17	Identified the IEEE Education contact; move to long term goals for Education TC	
4	Q1CY08	Dan	Article on Senior Member
	Update		
	10/21	Elya completed article	
	12/11	Discussion on where to publish – recommendation to put in newsletter, on website, and send as discussion item to chapters	
	2/17	To be published in our next newsletter, also discussion on locating on our website	
5	Ongoing	All VP's	Continue with development of strategic plans to develop milestones and accomplishments
6	2/18/07	Jack & Awards Com.	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	
	9/11	Awards committee is still coming up to speed, award pending development	
	12/11	Proposal to be discussed	
	2/17	Awards Committee completed actions; Awards program proposal submitted Action completed	
7		Dan	Update IEEE technical interest categories to include product safety
	Update		
8		Dan	Update PSES web page to include PSES Technical Committee activity
	Update		

9		Dan, Doug, Richard G. Ken	Explore options for virtual symposium, presentations Present report to BoD on opportunities, methods, costs, etc.
	Update		
10		Richard G.	Develop focus letter for tag-a-longs, why to present at symposium, why attend a conference, why exhibit at symposium
	Update		
11		Jack	Contact Mary Ward Callen to find contact information for ASSE and CSA; report to the BoD; draft letter for contact
	Update		
11	3/4	All Directors	All directors to provide names for the GOLD Director appointee
	Update		

		Action Items ON HOLD	
A	6/16/07	Jack	Get affiliations with other Society TCs
Status: On Hold	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	
B	5/7/07	Murlin	Re-write letter to send to members to send to educational institutions
Status: On Hold	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	

- Action Item Updates – Updates noted above
 - New Actions items assigned
 - Dan Roman
 - Update IEEE technical interest to include product safety
 - Update PSES web page to include TC activity
 - Dan Roman, Doug Nix, Richard Georgerian, Ken Thomas – explore options for virtual symposium, presentations
 - Richard Georgerian – develop focus letter for tag-a-longs, why to present at symposium, why attend a conference, why exhibit at symposium

➤ President's Report

- Provisional Society review
 - Some miscommunication on SRC requests; resubmission of forms to the SRC showing the progress made over the past year.
 - Society must report to Provisional Oversight Committee before June meeting of TAB
 - Need to use IEEE's resources such as IEEE membership in ASSE, and MOU with CSA
- Membership renewals
 - Membership should contact each individual not renewing for reminder or find out why
- New action item – Jack to contact Mary Ward Callen to find contact information for ASSE and CSA; report to the BoD; draft letter for contact
- Website
 - Update Chapter information on Society website
 - Improve information on benefits of Society membership
- TAB meeting report
 - Required to have a GOLD member on the BoD in a non-voting capacity
 - New Action Item – All directors to provide names for the GOLD Director appointee
 - MGA creating new programs to recruit members – J. Bacher to provide a MDA contact for K. Thomas
 - Need to contact Regional Director to notify of proposed conference or Symposium
 - Member benefit for the Journal type papers are in the newsletter; need to remove those when newsletter is moved to public area
 - Investigate providing Xplorer access as part of membership
 - Review price difference of symposium between member and non-member
 - Prepare report on member retention and conference activities outside of the USA
- Long Range Planning
 - VP's to propose future goals and objectives

➤ Treasurer's Report

- Review of FinCom report
 - Met with Jim Gatlin, advisor for finances
 - Budget for 2008 has been finalized
 - Fincom has requested draft budget for 2009
- Budgetary concerns are
 - Minimum 20% surplus from conferences
 - Control of budget items to remain solvent
 - Build minimum reserves for the Society
 - Need budget proposals from VP's

➤ Vice President Reports

○ Conferences

- 2008 symposium – Austin
 - Planning in process
 - Merchandising opportunities
- 2009 symposium – Toronto
 - Planning in process
 - Issues in dealing with Canadian currency, different tax structure, travel issues
- 2010 symposium
 - Opportunity for co-sponsorship with EMC in Ft. Lauderdale
 - Interest from Boston
- Discussed competition with timing of symposiums
- Reviewed statistics for 2007 symposium
- Explore options to publish Symposium papers in IEEE Xplorer
- Explore options to present at the Symposium by electronic means
- Explore options to attend individual Symposium presentations remotely
- Promote more paper on NFPA issues – enlist help of VP's for TC and Membership

○ Technical Activities

- Preparing a handbook for the operation of the Technical Activities Committee and various TC's
 - Discussion of strategic organization for the TAC and TC's
 - RAC – Representative Activities Committee – Representative to other Societies
 - SAC – Standards Activities Committee – Standard Liaison
- TC's can be used as a membership recruitment and retention tool
- TC Activities
 - Medical TC is functioning well
 - ITE TC is not yet formed, several contacts but no chair
 - Forensics TC Chair is being recruited
 - Need visibility on the PSES website and e-mail, list serves

○ Member Activities

- TUV Rheinland, Human Resources, discussing more activity with Society
 - Potential activity in training
- NFPA discussions progressed
 - NFPA did not offer any discounts for seminars
- CEU & PEU – discussion of cost versus value of providing as a member benefit
- Chapter Chair teleconference will be held every 2 months in 2008
- Award program proposal under review by Board

- Proposal needs to be made to TAB at next meeting for approval of award program
 - Advertisement of chapter meetings need to be encouraged
 - Communications
 - Mike Weidener has agreed to stay on as editor with additional help
 - Website development – comments Inquiries on jobs listing and any area for candidates
 - Future meetings discussion
 - Some PSES meetings were at the same time as the TAB meetings. There seems to be some synergy to hold the meeting at the same time
 - June 22, 2008 – Denver
 - Oct, 2008 – Austin
 - Feb 2009 – San Juan, Puerto Rico
 - PSES meeting to be decided
 - Monthly teleconference to be continued
 - March 4, 2008 1:00 PM CST
 - Conferences Committee March 3, 2008 4:00 PM
 - Add Doug Nix and Gary Schremp
 - Old Business Items
 - PSES Mascot – develop proposal for contest
 - New Business Items
 - No new business items
 - Next meeting – March 4, 2008 2:00 PM CST
 - Send as teleconference meetings as outlook meeting notice and e-mail
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|------------|------------|--------|
| US | US | |
| East coast | West coast | Israel |
| 2 PM | 11 PM | 9 PM |
- Meeting adjourned at 3:19 PM CST