



## Minutes

**Date: June 22, 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, Jack Burns, Daniece Carpenter, Dan Nachtigall, Peter Tarver

## AGENDA

Meeting called to order at 8:33 AM MDST

### ➤ Agenda

- Introductions
- Secretary's Report
  - Review of previous meeting minutes
  - Action Items
- President's Report
- Treasurer's Report
- Past President's Report
- VP Reports
  - Technical Activities
  - Conferences
  - Communications
  - Member Activities
- 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
<b>1</b>	<b>6/16/07</b>	<b>Daniece</b>	<b>Mascot: Safety Monkey</b>
	Update	The Safety Monkey has been adopted as our mascot	
	1/9	Doug is exploring 2 <sup>nd</sup> 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	
<b>2</b>	<b>6/16/07</b>	<b>Elya</b>	<b>write a summary of "Why join the PSES?"</b>
	Update	Summary completed and passed to Newsletter Editor	
	2/17	Revisions almost complete and will be ready for next newsletter	
	6/22	Will be ready for newsletter in 3 months	
<b>3</b>	<b>Q1CY08</b>	<b>Dan</b>	<b>Article on Senior Member</b>
	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	
	6/22	<b>Published – action item done</b>	

<b>5</b>	<b>6/22</b>	<b>Dan R.</b>	Update IEEE technical interest categories to include product safety
	Update		Sent request to e-mail box Irv – send e-mail to Jane Cerone
	5/6		Next update to include for renewals in August
	6/22		<b>Done - monitor to make sure complete</b>
<b>6</b>	<b>4/1</b>	<b>Dan R.</b>	Update PSES web page to include PSES Technical Committee activity
	Update		Updated web site Maintain activities to Jack  <b>Action Item closed</b>
<b>7</b>	<b>6/22</b>	<b>Dan R, Doug, Richard G. Ken</b>	<b>Explore options for virtual symposium, presentations Present report to BoD on opportunities, methods, costs, etc.</b>
	Update		
	5/6		Draft by June meeting
	6/22		Options still under investigation, need to explore Second Life – see Jane Cerone Denver chapter experimenting with webinars for local meetings Ken will be piloting web conference using dimdim.com for the chapter Chair meetings
<b>8</b>	<b>6/22</b>	<b>Richard G.</b>	<b>Develop focus letter for tag-a-longs, why to present at symposium, why attend a conference, why exhibit at symposium</b>
	Update		
	5/6		Draft by next meeting
	6/22		In process – draft by September Add to milestone chart
<b>9</b>	<b>6/3</b>	<b>Jack</b>	<b>Contact Mary Ward Callen to find contact information for ASSE and CSA; report to the BoD; draft letter for contact</b>
	Update		By next week
	5/6		Have attempted to contact, will continue attempts to locate information
	6/22		Contacted Ms Callen, referred to another IEEE contact, Jack to contact Matt Lowe for more information

<b>10</b>	<b>3/4</b>	<b>All Directors</b>	All directors to provide names for the GOLD Director appointee
	Update	In process	
	5/6	Jim Bacher to send e-blast for nominations	
	6/22	In process	
<b>11</b>	<b>Ongoing</b>	<b>All VP's</b>	<b>Continue with development of strategic plans to develop milestones and accomplishments</b>

		<b>Action Items ON HOLD</b>	
<b>A</b>	<b>6/16/07</b>	<b>Jack</b>	<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, contact to offer a joint technical committee	
	6/17	Postponed until TCs are formed and operational	
<b>B</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 teleconference	
	6/17	On hold pending operational Technical Committee organization	

- Action Item Updates – Updates noted above
  - Previous meeting minutes sent to all Board members
  - Members to review action items below
    - Report to Secretary with Item Due Dates as noted below or any updates
  - New Actions items assigned
    - Adcom Roster – send information on name, company, address, contact information to Daniece
    - Symposium – provide poster area for IEEE student chapter; information or experiment on student chapter
    - Membership Benefit -Daniece to contact Ken T., Dan R. to develop proposal to put non-Xplorere content from conferences on website as membership benefit
  - Motion to approve minutes from last meeting, seconded, motion passed
  
- President's Report
  - TAB recommendation that Board minutes be available for Adcom –
    - The meeting report is currently posted on the website; we will instruct on the location
  - IEEE Xplorer –
    - Reviewed number of downloads
    - Need to promote availability of papers
    - Method of revenue distribution has changed; POP allocation now averaged over 3 years; allocation % to be phased in until 2012 to lessen allocations to old titles.
  - TAB Review
    - Noted that one 3-year old society had 10 conferences last year
    - TAB Finance noted that society budget forecasting needs to be more realistic
    - IEEE has retained a consultant to review the reserve requirements
      - PSES is rapidly closing on achieving our reserve requirement of 50% of expenses
    - TAB noted amount of no-shows in conference presentation
    - TAB noted lack of participation of local chapters in Symposiums
    - TAB wants all Societies to be able to resolve ethics issue
      - Add to milestone chart for future tasks
    - Wants more international access; promotes translation of Society webpages
    - Request a representative to work with IEEE Membership Committee
      - Add action item for Ken
    - Request tags for new webpage development – will request later this year
    - Toyota to fund Environmental and Safety award
      - PSES chosen as a reviewer for candidates
      - Opportunity for TC to coordinate with PSES Awards Committee
      - Further details TBD

- Encourage timely awards
  - Example is recent award for Moore's Law
- Provisional Society review
  - Reported to TAB
  - Not favorable; remarked that we are not aware of where we are in relation to our Business Plan ver 2.
  - Will release a new questionnaire in December reflecting changes in operation of SRC
  - Need to work on our response in relation to business plan; will devote monthly teleconference to working on response
- Need to utilize more advertising
  - IEEE has a mail service
  - Need to add to budget
  
- Treasurer's Report
  - Review of FinCom report
    - 2008 budget is set – review of performance
    - 2009 budget has been submitted;
      - May be able to add a few things
      - Need 2009 conference budget
    - 2010 budget input is needed
    - Reserves are increasing and probably will meet 50% requirement
  - 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
  
- Past President Report
  - Election nomination committee
    - asked for potential candidates
  - Conference management
    - Other society wanted to engage a conference management service other than IEEE CMS
    - Toronto conference – review participation of local section or chapter
  - Conference and publication revenue
    - Division 6 presidents attended meeting to discuss new allocation method for Xplorer
  - TAB has decided to fund efforts for Computer Society for competition issues
  - TAB recommends a price differential in conference registration between IEEE members and non-members

➤ Vice President Reports

- Technical Activities
  - Handbook for the operation of the Technical Activities Committee and various TC's
    - Organization
      - Technical Advisory Committee to oversee operations of TC, representatives
      - Volunteers for TAC
        - Peter Tarver
        - Doug Nix
        - Rich Pescatore
        - Daniece Carpenter
        - Rich Nute
        - Jim Pierce
        - Cc: Richard G.
      - Report to the BoD on TC activities,
      - TC Responsibilities
        - Establish an e-mail list for interested parties
        - Review technical papers for conferences and publications
        - Organize special tracks and sessions at symposiums, conferences, etc.
        - Organize, participate and review standards
      - TC Structure
        - Begin with a minimum of 3 people
        - Meet at a minimum of once per month
        - TC Chairs to meet once per quarter
        - Annual report at Symposium meeting
      - Representative Liaison
        - Represent to other IEEE Societies and other organizations
        - May have alternates to assist, but not required
        - Report on activities to TAC and to BoD
        - Annual meeting at Symposium
    - TC Activities
      - Medical TC is functioning well
        - Holding teleconferences with good participation
      - ITE TC is not yet formed, several contacts but no chair
      - Forensics TC Chair is being recruited
      - Telecommunications, NEBS, Semiconductor TC suggested
    - Reviewed TC membership invitation letter

- Conferences
  - 2008 symposium – Austin
    - Received \$15k in grants for the conference
    - Tracks are full, registration is open
  - 2009 symposium – Toronto
    - Planning in process – Report from Doug Nix
    - Ten hotels contacted in the Pearson and Kitchener-Waterloo areas
    - Will contact some hotels in the Mississauga area
    - Nine hotels have replied with acceptable accommodations
    - Investigate Issues in dealing with Canadian currency, different tax structure, travel issues
    -
  - 2010 symposium
    - Opportunity for co-sponsorship with EMC in Ft. Lauderdale
      - Will monitor for paper supply in 2008
    - Interest from Boston
      - Need to clarify interest, look for potential alternates
  - Conference Management
    - Contacted by conference managers, Conference Catalyst, LLC for potential engagement in future conferences
  
- Communications
  - Symposium activities
    - E-blast
    - Received quote for Symposium CD's
    - Retain external company to format papers for Xplorer
  - Website
    - Job posting site - Activity on available jobs side
    - BoD meeting schedule promoted to increase visibility
  - Newsletter
    - Newsletter Editor has requested help
    - Proposal is to form a Newsletter Committee to act as editors
    - No interest expressed from guest authors on writing articles on hot topic
    - Contacted UL to request articles and white papers
  - Advertising
    - Industry magazines continue to offer free space for the Symposium ads



- Member Activities
  - Reports 594 active members as of 6/19/08
  - Growth rate is 3.5% where IEEE Society growth average is -2.9%
  - Establishing new chapters has been a challenge
    - Potential areas in Toronto, Denver, Long Island, West Virginia, and China but reaching 12 members has been difficult
    - Have sent material to iNARTE members in Japan
  - Hold 2 Colloquiums by the end of 2008
    - Held one in Portland, second not scheduled yet
  - Chapter Chair meeting held every other month
  - Open Milestones
    - Program for Society Leadership Development
    - Establish Fellow Committee
      - Have 5 members on the Fellow Committee
    - Establish Awards Committee
      - Award program is almost completed
    - Create posters for companies and universities
    - Attend R&B sponsored membership retreat

#### Strategic Planning Committee

All VP's are included

Strategic planning meetings will be held the Saturday night before the BoD

- Future meetings
  - Oct. 19, 2008 – Austin
    - In conjunction with Symposium
  - Feb 2009 – San Juan, Puerto Rico
    - PSES meeting location to be decided
    - TAB meeting in Condado Plaza, San Juan, PR
  - June 28, 2009 – Los Angeles, CA
    - TAB meeting to be held in Century Plaza Hotel, Los Angeles, CA
  - October, 2009 – Location TBD
    - In conjunction with Symposium
  - Monthly BoD teleconference schedule
    - First Tuesday of the month (unless scheduled otherwise)
      - July 8, 2008
      - August 5, 2008
      - September 2, 2008 – NOTE: potential for change for Labor Day)
    - Time

*US Time: 3 PM EDST - 2 PM CDST - 1 PM MDST - 12 PM (noon) PDST -  
Tel Aviv, Israel - 10 PM -  
Sydney, Australia - - 5 AM ( Wednesday )*

- Committee on Conferences
  - First Monday of the month (unless otherwise scheduled)
  - Time  
2 PM PST; 3 PM MST; 4 PM CST; 5 PM EST

- Old Business Items
  - PSES Mascot – develop proposal for contest
- New Business Items
  - No new business items
- Next meeting –
  - July meeting will be devoted to work on the business plan
  - Teleconference to be held on August 5, 2008 2:00 PM CST
- Send as teleconference meetings as outlook meeting notice and e-mail

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

- Meeting adjourned at 4:34 PM MDST

