



## Minutes

**Date: January 6, 2009 - Board of Directors Meeting**

### **Committee Members:**

Jim Bacher, Murlin Marks, Henry Benitez, Mark Montrose, Richard Georgerian, Dan Roman, Jack Burns, Daniece Carpenter, Richard Pescatore, Elya Joffe, Dan Nachtigall, Doug Nix, Peter Tarver, Jim Pierce, Sanne Cubberley, Doug Nix, Ivan Vandewege, Thomas Ha  
Guests: Irv Engelson, Bob Rassa, Ted Freeman, Dan Arnold, Stefan Mozar

### **Participants:**

Jim Bacher, Henry Benitez, Mark Montrose, Richard Georgerian, Dan Roman, Jack Burns, Daniece Carpenter, Richard Pescatore, Doug Nix, Jim Pierce, Sanne Cubberley, Doug Nix, Thomas Ha

## AGENDA

Meeting called to order at 2:08 PM CDST

### ➤ Agenda

- Secretary's Report
  - Review of previous meeting minutes
- President's Report
  - Status SRC Report
  - February meeting
  - Marketing committee
- Past President's Report
- Treasurer's Report
- VP Reports
  - Conferences
  - Technical Activities
  - Member Activities
    - Awards program
    - New Chapters
  - Communications
- Old Business
- New Business

- Secretary's Report
  - Review of previous meeting minutes
  - Approval of last telecom minutes – approved as sent out
  
- President's Report
  - New action – IEEE has new interface
    - President to send information to Board members
    - Dan Roman, Jack Burns appointed as volunteers to complete our section
  - Provisional Society report
    - Status SRC Report – submitted to SRC
    - SRC will meet with PSES on Thursday of TAB meeting week
  - February meeting
    - Hotel info to be sent shortly
    - ExComm - Saturday night; Board – Sunday
  - Marketing Committee
    - Ideas to be generated by the end of January
  - Work on a statement of the benefits of membership
    - Thomas Ha, Dan Roman, Daniece Carpenter, Murlin Marks, Rich Pescatore
  
- Treasurer's Report
  - No report
  
- Past President's Report
  - Welcome to new members of Board

### **Vice President Reports**

- Conferences
  - 2008 Symposium Update
    - Positive results for financials, 19.7% surplus
  - 2009 Symposium Update
    - Hotel contract is finalized and in process of signing
      - Hilton Conference and Suites, Markham
    - EDAS - Electronic conference paper registration process set up
      - <http://edas.info/>
      - Advantage easier to handle authors and papers
      - Advantage marketing on international conference boards
    - Discussed changes for next year in promoting separate tracks
    - Discussed promoting more exhibitors,
      - Targeting companies in a broader area of compliance
  - 2010 symposium – Boston
    - Steve Brody to chair, is currently vice-chair of 2009 symposium
  - 2010 Joint conference with EMC
    - Richard G. to chair

- 2011 symposium
  - Will issue a call for host locations
  
- Technical Activities
  - TAC supporting of promoting tracks at the Symposium
  - Additional TAC started on Global Standards
  - 4 – 5 people involved in appliance compliance activities
  - Ed Jones, IBM, interested in getting the Computer TAC started
  - Medical and Forensics TACs met in December
    - Medical interested in working with EMBS society
  
- Member Activities
  - Transition is complete
  - Sees a need for education to the members to understand when renewing a membership in IEEE, a second step needs to be completed to renew Society membership
  - Will investigate training in how to use the member database, BMS
  - E-mail to be sent to members reminding to renew membership
  - UL University discount – Brad Smock is director of UL University
    - Need to touch base with UL to verify discount
    - Possible negotiate an increase in discount
  - Award program
    - Received requirement that each award needs to be approved
  - New Chapters
    - Working with a group in Hong Kong
    - Joint chapter formed in Toronto
    - Propose chapters in Seattle, Phoenix, Japan
      - Phoenix and Japan has many iNarte members
  - Suggestion to send all symposium attendees who are not members, invitation to join
  
- Communications
  - Most active part of website is the job section
  - Calendar section updated
  - New action – IEEE has new interface
    - Dan Roman, Jack Burns appointed as volunteers to complete our section
  
- Old Business
  - Field of Interest
    - Committee to revise Field of interest
    - Committee members are Jim B., Daniece C., Doug N., Richard G.
  - Senior Membership – All Board members should apply for senior member status

- New Business
  - Need volunteers – work on a statement of the benefits of membership
    - Thomas Ha, Dan Roman, Daniece Carpenter, Murlin Marks, Rich Pescatore
  
- Meeting adjourned at 3:14 PM CDST
  
- Strategic Planning Committee
  - All VP's are included
  - Strategic planning meetings will be held the Saturday night before the February, June, and October BoD meetings
  
- Future meetings
  - Feb 7-8, 2009 – Dallas, TX - ExCom 2/7; BoD 2/8
    - TAB meeting in Condado Plaza, San Juan, PR; Feb. 10 - 15
  - June 28, 2009 – Los Angeles, CA
    - TAB meeting to be held in Century Plaza Hotel, Los Angeles, CA; June 23-28
  - October, 2009 – Toronto, Canada
    - In conjunction with Symposium
  
- Monthly teleconference schedule Send as teleconference meetings as outlook meeting notice and e-mail
  - First Tuesday of the month (unless scheduled otherwise)
    - March 3, 2009
    - April 7, 2009
    - May 5, 2009
    - June 2, 2009
  - Time :
    - US Time: 3 PM EST - 2 PM CST - 1 PM MST - 12 PM (noon) PST -*
    - Tel Aviv, Israel - 10 PM -*
    - Sydney, Australia - - 5 AM ( Wednesday )*
  
- Conferences Committee
  - First Monday of the month
    - Feb 4, 2009
    - March 3, 2009
    - November 3, 2008
    - December 1, 2008

## ➤ Action Items

Item	Due	Owner	Action
1	6/16/07	Elya	write a summary of "Why join the PSES?"
	Update 2/17 6/22		Summary completed and passed to Newsletter Editor  Revisions almost complete and will be ready for next newsletter Will be ready for newsletter in 3 months 8/5 almost done
2	6/22	Dan R, Doug, Richard G. Ken	Explore options for virtual symposium, presentations Present report to BoD on opportunities, methods, costs, etc.
	Update 5/6 6/22		Draft by June meeting  Investigation still under investigation, need to explore Second Life – see Jane Cerone Denver chapter experimenting with webinars for local meetings  Update Stream web – 2009 symposium
3	6/22	Richard G.	Develop focus letter for tag-a-longs, why to present at symposium, why attend a conference, why exhibit at symposium
	Update 5/6 6/22		Draft by next meeting  In process – draft by September Add to milestone chart 8/22 – working on the focus letter
4	6/3	Jack	Contact Mary Ward Callen to find contact information for ASSE and CSA; report to the BoD; draft letter for contact
	Update 5/6 6/22		By next week  Have attempted to contact, will continue attempts to locate information  Contacted Ms Callen, referred to another IEEE contact, Jack to contact Matt Loeb for more information
5	TBD	Ken	Request a representative to work with IEEE Membership Committee
	Update 9/9		
6	TBD	Daniece Ken; Dan	Develop proposal to put non-Xplorer content from conferences on website as membership benefit

	Update		
<b>7</b>		<b>Dan R. Jack B.</b>	<b>Provide input for PSES to the new IEEE interface development group</b>
	Update		
<b>8</b>	<b>Ongoing</b>	<b>All VP's</b>	<b>Continue with development of strategic plans to develop milestones and accomplishments</b>
	Update	Need updates from all VP's for next meeting	
<b>##</b>			
	Update		
<b>##</b>			
	Update		
<b>##</b>			
	Update		

			<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