

IEEE Product Safety Engineering Society Board of Directors Meeting

Report

Date: February 8, 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, Ivan Vandewege, Thomas Ha
Guests: Bob Rassa, Ted Freeman, Dan Arnold, Stefan Mozar

Participants:

Jim Bacher, Murlin Marks, Henry Benitez, Mark Montrose, Richard Georgerian, Dan Roman, Jack Burns, Daniece Carpenter, Richard Pescatore, Doug Nix, Peter Tarver, Jim Pierce, Sanne Cubberley, Ivan Vandewege,
Guests: None

AGENDA

- Secretary's Report
 - Review of previous meeting minutes
- Action Items - update on Action items from last meeting notes
- President's Report
 - SRC & TAB Fincom
 - Marketing
- Treasurer's Report
- Past President Report
- FOI
- VP Reports
 - Technical Activities
 - Conferences
 - Communications
 - Member Activities
- iNARTE
- Old Business
- New Business
- Adjournment

Meeting called to order at 8:20 AM CST

- Secretary's Report
 - Review of previous meeting minutes
 - Approval of last telecom minutes – approved as sent out
 - Review of action items

- President's Report
 - Review of Director activity
 - Noted that Dan Nachtigall is now considered inactive and dismissed from from the position of Director.
 - President to appoint a replacement to finish his term
 - Mark Montrose submitted his resignation as a Director due to conflict of interest as the Division Director.
 - President to appoint a replacement to finish his term

- SRC & TAB Fincom
 - Provisional Society report
 - Status SRC Report – submitted to SRC
 - SRC will meet with PSES on Thursday of TAB meeting week
 - Membership
 - In the membership year of 2008, PSES lost 48 members and gained 75 new members.
 - Need to aggressively market membership
 - Conference on history of technical societies
 - Member requested to attend and give 20-25 minute talk and the history of the Society
 - Marketing Committee
 - Asia – magazine in China will run ad for Symposium
 - Grace Lin talked with editor to resolve issues.
 - Agreement to be signed by Doug Nix
 - iNARTE has provided a list of contacts in Japan
 - Identify benefits on membership for individual and for companies
 - Technical Interest Profile (TIP) now lists Safety
 - Can send promotional e-mail to each IEEE member who is not a PSES member

- Treasurer's Report
 - Reviewed the 2008 and 2009 budget
 - Reviewed reserve level and income from conference
 - Reviewed charges from IEEE investments to Society
 - Need budget items from committees and VPs by end of March

- FOI
 - Board reviewed and discussed changes to the FOI.

IEEE PSES Field of Interest –

The field of interest of the Society is the theory, design, development and implementation of product safety engineering for electronic and electro-mechanical equipment and devices. This includes the theoretical study and practical application of analysis techniques, testing methodologies, conformity assessments, and hazard evaluations.

- Past President's Report
 - Noted new members of the Board with a round of introductions
- iNARTE
 - Presentation on iNARTE interests and certification
- VP Reports
- Technical Activities
 - Reviewed technical committees organization
 - Purpose – manage technical relationship
 - TC activities – general
 - Requirements to form a TC
 - Survey results – 5 or more for 40-45+ responses
 - Computers, peripherals or ITE
 - Medical
 - Government regulations
 - Risk assessment
 - Standards
 - Consumer appliance / electronic
 - TC in process
 - Computers
 - Telecom wireless
 - Forensics
 - Education / academia
- Conferences
 - 2009 symposium
 - Hotel contract finalized
 - Taxes on Canadian services – can receive a rebate on most of the taxes
 - EDAS.info – conference management system to manage symposium papers, call for papers, etc.
 - All of the previous exhibitors have been contacted
 - Marketing team is developing target market communications to local organizations

- New track – Liability – lawyers from 3 main regions to present and serve on panel discussion
- Propose a showing, display, etc. of the papers published as Journal papers in the newsletter section
- Purpose is to enter them into the symposium proceedings, so that they can be entered in Xplore
- 2010 Workshop
 - Co-sponsor with the EMC2010
 - Following-up with Fred Heather this week. Phone call is planned and the EMC2101 Feb. 17 telecon is possible.
 - One room is available for week.
 - Need to plan the technical program logistics and payment plan.
 - Should TC8 of the EMC society sponsor the event?
- 2010 PSES
 - Planned for Boston area.
 - Steve Brody is 2010 Chair and is Vice-Chair of the 2009 PSES.
- 2011 PSES
 - Call for sponsors for the 2011 is posted on the PSES website.

- Communications
 - Web Page
 - Job site very popular
 - Technical roadmap site
 - Newsletter journal articles – getting into Xplore
 - Virtual seminar
 - Conformity Mag is working on a virtual tradeshow
 - ITEM is proposing posting questions from the forum on their Forum site

- <http://www.interferencetechnology.com/technologies/antennas/forums.html>

- Member Activities
 - Reviewed Award program
 - Need to finalize paperwork and add timelines
 - Proposal to include additional information with the 5 year pins

- Meeting adjourned at 4:38 PM CST

- Strategic Planning Committee
 - All VP's are included
 - Strategic planning meetings will be held the Saturday night before the June, and October BoD meetings

- Future meetings
 - 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)
 - April 7, 2009
 - May 5, 2009
 - June 2, 2009
 - July 7, 2009
 - August 4, 2009
 - September 8, 2009
 - October 6, 2009
 - November 3, 2009
 - December 1, 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
 - April 6, 2009
 - May 4, 2009
 - June 1, 2009
 - July 6, 2009

➤ Action Items

Item	Due	Owner	Action
1	6/16/07	Elya	write a summary of "Why join the PSES?"
	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
			8/5 almost done
	2/8		Published - 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		Draft by June meeting
	6/22		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
	2/8		working
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		Draft by next meeting
	6/22		In process – draft by September Add to milestone chart
			8/22 – working on the focus letter
	2/8		Working on it
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		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 Loeb for more information
	2/8		To contact at the TAB meeting

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	Possible to put it on the website in the members section Need to review material to find which material will be suitable	
7		Dan R. Jack B.	Provide input for PSES to the new IEEE interface development group
	Update	President e-mailed information to chairs	
8	Ongoing	All VP's	Continue with development of strategic plans to develop milestones and accomplishments
	Update	Need updates from all VP's for next meeting	
##	Update		
##	Update		
##	Update		
##	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
 - 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