

IEEE Product Safety Engineering Society Board of Directors Meeting

Meeting Report

Date: April 7, 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, Doug Nix (rep by Steve Brody), Peter Tarver, Jim Pierce, Sanne Cubberley, Ivan Vandewege, Thomas Ha
Guests: Bob Rassa, Ted Freeman, Dan Arnold, Stefan Mozar, Josh LaTourneau

Participants:

Jim Bacher, Murlin Marks, Henry Benitez, Daniece Carpenter, Richard Pescatore, Doug Nix (rep by Steve Brody), Ivan Vandewege, Thomas Ha
Guests: Dan Arnold, Josh LaTourneau

AGENDA

Meeting called to order

- *Secretary's Report*
 - *Review of previous meeting minutes*
- *Action Items - update on Action items from last meeting notes*
- *Past President Report*
- *President's Report*
 - *Status SRC and TAB Fincom Report*
- *Marketing*
- *Treasurer's Report*

VP Reports

- *Conferences*
- *Technical Activities*
- *Member Activities*
- *Communications*
- *Old Business*
- *New Business*

Meeting called to order at 2:05 PM CDST

- Secretary's Report
 - Review of previous meeting report
 - Report accepted
- Past President's Report
 - Proposal to appoint Silvia Diaz Monnier as a replacement
 - Have one candidate – Mark Frankfurth; may contact another candidate
- President's Report
 - Approved new chapter in Long Island, and in Hong Kong
- Marketing
 - A Marketing Committee was established to develop materials for marketing the Society. A Marketing Committee for the 2009 Symposium has also been established.
 - Full page and a half page ad has been proposed
 - Marketing plan to target new patrons and exhibitors – discussed marketing plans and pricing
 - Plans for education institution involvement in Symposium
- Treasurer's Report
 - The Treasurer has received some budget items for 2010
 - At current level, each VP could have up to \$2K for items
 - The society should be increasing activities and spending each year

VP Reports

- Conferences - 2009 Symposium
 - Hotel contract signed with hotel web page to reserve rooms
 - Marketing subcommittee – Josh has assumed chair
 - 5 exhibitors have signed contracts
 - EMC MOU progressing; Toronto section MOU stalled; with International computers discussed; with robotics discussed
- Technical Activities
 - Industrial Products TC – Discussed formation of the TC with Mark Frankfurth; Mark proposed 3 new members. All of the proposed members are currently in semi-conductor manufacturing. An effort will be made to reach out to other areas
 - Telecom TC – Need to follow up on discussion on formation with proposed leader
 - Reviewers for papers at the conference – sent names of tech reviewers

- Member Activities
 - Awards program – reviewed and questions sent to Thomas
 - 5 year pins – check on pins sent to Thomas
 - New areas for chapters – Beijing, Arizona,
 - Chapter financial support discussed

- Communications
 - Registering our logo as a trade mark will cost a minimum of \$3000, requested a quote for the maximum
 - Interference Technology (ITEM) has started running the forum questions. No major spike in our web site traffic or EMC-PSTC traffic.
 - ITEM asked for an updated description of our society for their annual catalog. I'm providing them something based on what they ran last year. I'm using our updated FOI. I made all the updates on the TIP web site. We'll see if that goes anywhere. We'll see if that goes anywhere.
 - Ad for PSES and our call for papers has been sent to Janet at EMCS with a request to run it in their newsletter.
 - Besides our main page, the most popular pages for hits are the symposium page and our jobs page.
 - Several web site updates are pending.

- Old Business
 - None

- New Business
 - None

- Adjournment
 - Meeting was 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 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)

- May 5, 2009
- June 2, 2009
- July 7, 2009
- August 4, 2009
- September 8, 2009

- 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)*

➤ Conferences Committee

- First Monday of the month

- May 4, 2009
- June 1, 2009
- July 6, 2009
- August 3, 2009
- September 7, 2009

- Time :

US Time: 5 PM EDST - 4 PM CDST - 3 PM MDST - 2 PM PDST -

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➤ Action Items

Item	Due	Owner	Action
1	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
	2/8/09		Investigating streaming on the web – 2009 symposium
2	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
	2/8/09		still in progress
3	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
	2/8/09		To contact at the TAB meeting
4	TBD	Daniece Dan	Develop proposal to put non-Xplore 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
	3/3/09		Received material from each Symposium
5		Dan R. Jack B.	Provide input for PSES to the new IEEE interface development group
	Update		President e-mailed information to chairs
	4/7		Now have access – moving forward on providing contact

6	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	
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	Update		
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	Update		
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	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	
	4/7	John Allen – UL is interested in forming outreach to educational institutions	

- 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