

IEEE Product Safety Engineering Society Board of Directors Meeting

Meeting Notes

Date: May 5, 2009 - Board of Directors Meeting

Committee Members:

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

Participants:

Jim Bacher, Murlin Marks, Dan Roman, Jack Burns, Daniece Carpenter
Guests: Silvia Diaz Monnier

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
 - Marketing PSES
 - SRC Report / IAS / Reliability
 - SSIT
- Treasurer's Report
 - 2010 budgets

VP Reports

- Conferences
 - 2009 Symposium
 - Future years
- Technical Activities
- Member Activities
 - Chapters
 - Awards
- Communications
- Old Business
- New Business

Meeting called to order at 2:13 PM CDST

Note: a quorum was not met

As a quorum was not present, a Meeting Report will not be generated. These are the notes of the discussions during the meeting.

Agenda

- Secretary's Report
 - Review of previous meeting report
 - As a quorum was not present, the attendees were requested to review the report and comment.
- President's Report
 - Proposal to appoint Silvia Diaz Monnier replacing Mark Montrose; Rich Nute replacing Dan Nachtigall –
 - Attendees agreed – The proposal will be sent to all Board members and an electronic vote taken.
 - Sanne Cubberly has resigned – Jim will send request for GOLD member for replacement
- Marketing
 - Benefits targeted for why a person wants to be a member – also need benefits for why a company should support membership
 - Target current IEEE
- SRC Report / IAS / Reliability
 - *Will accept into Reliability and IAS as a TC, but not change the name to include PSES*
 - *SSIT – society on social implications of technology*
 - *Governance documents state that all societies in their section have someone on their board*
 - *Question to Board - do we want to appoint a representative*
 - *Will investigate conference calls and number of face meetings*
- Treasurer's Report
 - Budget is due today – Murlin will send to all board
 - Conference in the Boston area and a tag-a-long with EMC in Florida – need numbers
 - Conferences are the main source of income – 2nd source is membership
 - Have funds allotted for VP activities in 2010 budget
 - We currently meet TAB fincom requirements

VP Reports

- Conferences - 2009 Symposium
 - No Report
- Technical Activities
 - TCs are moving along , but not a pace would like
 - Working with Dan Roman to get e-mail distribution for each TC
 - Also looking at social networks as a means to build members; asked Jonathan Jordan to look at group established on LinkedIn
 - Industrial products – Mark Frankfurth proposed additional members, but are only SEMI members; requested to look further
 - Doug Nix is looking at the Risk Assessment committee
 - Need to talk to Murlin re: education committee
 - Web page – pending work to be completed

- Member Activities
 - No report
- Communications
 - Josh set up a group on Ning as an experiment; looking at other options on Facebook, LinkedIn
 - Discussion on using networking sites, pros and cons of each, how to interlink
 - Web site updates are done
- Old Business
 - None
- New Business
 - None
- Adjournment
 - Meeting was adjourned at 3:35 PM CDST

Meeting Schedules

- 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)
 - 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
 - April 6, 2009
 - 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		
##			
	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