

## IEEE Product Safety Engineering Society Board of Directors Meeting

### Meeting Report

**Date: July 7, 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, Thomas Ha, Silvia Diaz Monnier, Richard Nute

Guests: Bob Rassa, Stefan Mozar, Josh LaTourneau Mark Montrose, Dan Arnold,

#### **Participants:**

Jim Bacher, Murlin Marks, Richard Georgerian, Dan Roman, Daniece Carpenter, Richard Pescatore, Doug Nix, Peter Tarver, Silvia Diaz Monnier, Richard Nute

Guests: Dan Arnold

### **AGENDA**

Meeting called to order

- Secretary's Report
  - Previous meeting minutes
  - Action items
- President's Report
- Treasurer's Report
- Past President Report

VP Reports

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

Meeting called to order at 2:08 AM CDST

### Agenda

- Secretary's Report
  - Previous meeting minutes
  - Action item
- President's Report
  - SRC
    - Survival depends on achieving 4 areas
      - Membership - July 2010 – 1000 members; by Feb 2010 show that we are within 3% of this goal (970 members); provide a comprehensive membership development plan
      - Finance – Remain off the financial watch list
      - Conference – Generate a 24% surplus for conference proceedings by Feb 2010
      - Publication – continue quarterly newsletters
  - TAB
    - Reviewed rules for Affiliate member
    - Explored accepting members at time of symposium registration at affiliate status
      - Discuss motion to change Bylaws to allow affiliates to vote and hold positions
  - TAB Fincom
    - PSES has been removed from the Finance Watch list
  - Marketing
- Treasurer's Report
  - No report
- Past president's Report
  - Chairing the nominations committee – looking for a few members to nominations committee

### VP Reports

- Conferences - 2009 Symposium
  - Proposal to engage Judy Johnson as a new sales person
  - Noted that 15% currently paid to sales offer now. Discussed offering 25% for new exhibitors or patrons
  - ICPHSO safety symposium held at the same time as PSES Symposium
    - Will talk to the board of the ICPHSO
  - Follow on meetings for 2009 symposium
    - UL will not be holding any training classes on HBSE
      - Presently are revamping the HBSE course
    - CSA training is discussing

- iNARTE offering 17025 lab auditor course, normally 4 day but will reduce in addition to the certification exam

➤ Member Activities

- Jim Pierce is working on sponsoring about 50 engineers from Intertek to join PSES
- Value to member document review
- Asked for ideas on what value to the member's company
- Discussed various offers for free membership to PSES
  - Send a free membership offer to TC – if IEEE member, free PSES member for 2009; need to be handled manually through Thomas Ha
  - Silvia offered to translate to Spanish
  - Reviewed proposed messages to members, former members , TC members to increase membership in society

➤ Communications

- Published article in our newsletter on the various ways to connect to the PSES
- Social Networks on LinkedIn and Ning
- New website on the Symposium
- EMC-PSTC Forum

➤ Technical Activities

- No report

➤ Old Business

➤ New Business

- Henry noted that there was list of to do items for Systems Council

➤ Adjournment

- Meeting was adjourned at 3:30 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
  - 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)
    - 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
    - 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
<b>1</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		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  6/28 – Jim to contact Ken for continuing interest Chair – Doug Nix
<b>2</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
	8/22		working on the focus letter
	2/8/09		still in progress 6/28 – working on it – using 2009 as example; must be more than focus letter; developing an overall strategy
<b>3</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 Loeb for more information
	2/8/09		To contact at the TAB meeting 6/28 – Mark Montrose – volunteered to contact IEEE CSA – Jim Bacher contacted reported on CSA agreement – item closed
<b>4</b>	<b>TBD</b>	<b>Daniece Dan</b>	<b>Develop proposal to put non-Xplore content from conferences on website as membership benefit</b>
	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

		6/28 – received material from all symposium, reviewing material	
<b>5</b>		<b>Dan R. Jack B.</b>	<b>Provide input for PSES to the new IEEE interface development group</b>
	Update	President e-mailed information to chairs	
	<b>4/7</b>	Now have access – moving forward on providing contact	
		6/28 – Dan R. progressing on providing content and linking; next steps for TAC to provide content	
<b>6</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	
	<b>4/7</b>	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