

IEEE Product Safety Engineering Society Board of Directors Meeting

Meeting Report

Date: October 6, 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, Henry Benitez, Dan Roman, Jack Burns, Daniece Carpenter, Doug Nix, Silvia Diaz Monnier, Richard Nute

Guests: None

AGENDA

Meeting called to order

- Secretary's Report
 - Previous meeting minutes
 - Action items
- Past President Report
 - New BoD members
- President's Report
 - Marketing
- Treasurer's Report

VP Reports

- Conferences
 - 2009 Symposium
- Member Activities
 - Update on China trip
 - New members
 - Awards
- Technical Activities
- Communications
- Old Business
- New Business

Meeting began at 2:08 PM CDST
Quorum not met

Action items from this meeting

Daniece to develop a proposal to hold the Feb 2010 BoD meeting in Austin at Dell

Henry to develop a proposal to hold the June 2011 BoD meeting in Portland

- Secretary's Report
 - Previous mtg minutes – review meeting report as distributed
 - Action items – Action items from this meeting will be distributed immediately after the meeting.

- Past president's Report
 - Submitted the a total of seven candidates for the board election
 - Schedule –
 - To Printer: 5 October 2009
 - Mail Date: 12 October 2009
 - Election Due Date: 23 November 2009
 - Announcement of Results: by 30 November 2009

- President's Report
 - Membership – *We now have over 600 members*

- Treasurer's Report
 - Symposium proceedings look good
 - Still need a candidate for Treasurer next year
 - President elect – meeting schedule
 - Propose Dell to host the Feb 2010 BoD meeting
 - Henry to develop a proposal for Portland for June 2011

VP Reports

- Conferences - 2009 Symposium
 - Revenues \$.48K; expenses >\$29K
 - Registration 115 people; approximately 15 comped for special speakers and invited attendees
 - 20 exhibitors; 1 silver patron, but no gold or platinum patrons; 1 tote bag sponsor, and several tote bag material sponsors
 - Minimum hotel block has been met
 - Symposium schedule posted on website;

- Member Activities
 - Approval on motion to provide EMCS membership
 - Will need to send e-mail with directions

- Communications
 - No report

- Technical Activities
 - No report

- Old Business
 - None discussed

- New Business
 - Future meetings - 2010
 - Feb 13 -14, 2010 – Atlanta,
 - To be relocated to Austin, TX
 - June 2010 meeting – to be held in July in conjunction with EMC – ExCom July 17; BoD July 18 – Ft Lauderdale – July 19 – 21 mini-symposium sponsored by TC-8
 - Oct 2010 – Boston Symposium

- Adjournment
 - Meeting was completed at 3:17 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)
 - September 1, 2009
 - October 6, 2009
 - November 3, 2009
 - December 1, 2009

▪ Time :

*US Time: 3 PM EDST - 2 PM CDST - 1 PM MDST - 12 PM (noon) PDST -
 Tel Aviv, Israel - 10 PM - Buenos Aires – 4 PM
 Sydney, Australia - - 5 AM (Wednesday)*

- Conferences Committee
 - First Monday of the month
 - 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 6/28 – Jim to contact Ken for continuing interest Chair – Doug Nix
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 6/28 – working on it – using 2009 as example; must be more than focus letter; developing an overall strategy
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 6/28 – Mark Montrose – volunteered to contact IEEE CSA – Jim Bacher contacted reported on CSA agreement – item closed
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

		6/28 – received material from all symposium, reviewing material	
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	
		6/28 – Dan R. progressing on providing content and linking; next steps for TAC to provide content	
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	
##	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	
	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