

IEEE Product Safety Engineering Society Board of Directors Meeting

Meeting Notes

Date: October 25, 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, Richard Georgerian, Dan Roman, Jack Burns, Daniece Carpenter, Elya Joffe, Doug Nix, Peter Tarver, Ivan Vandewege, Thomas Ha, Silvia Diaz Monnier, Richard Nute

Guests: Steve Brody

AGENDA

Meeting called to order

- Secretary's Report
 - Previous meeting minutes
 - Action items
- President's Report
 - SRC & TAB Fincom
 - Marketing
 - Collaboration on Environment, Safety and Occupational Health (ESOH) with Systems Council
- Treasurer's Report
- President Elect Report
- Past President Report
 - Elections
 - EMCS – Membership Offer

VP Reports

- Conferences
 - 2009 Symposium
 - 2010 Conference
 - 2010 Symposium
 - 2011 & 2012
- Member Activities
- Communications
- Technical Activities
- Old Business
- New Business

Meeting called to order at 8:22 AM EDST

Action items from this meeting

10/25/2009

- ◆ Jack Burns to talk with keynote speaker regarding Product Safety education in universities.
- ◆ Thomas Ha to have chapter secretaries provide an executive summaries of each meeting
- ◆ Jack Burns to have TC secretaries provide short articles on activities.
- ◆ Jack Burns to contact member of WHO.
- ◆ Richard Georgerian to begin forming committees under VP Conferences.
- ◆ Richard Georgerian to contact Systems Council for links to our conferences on their website and vice versa. Also to discuss co-sponsorship with their Environment, Safety and Occupational Health conference – need details on dates, scope, etc.

➤ Secretary's Report

- Previous mtg minutes – review meeting report as distributed
- Action items from the last meeting
 - Daniece to develop a proposal to hold the Feb 2010 BoD meeting in Austin at Dell – Done; Feb meeting will be held in Austin
 - Henry to develop a proposal to hold the June 2011 BoD meeting in Portland
- Action items from this meeting will be distributed immediately after the meeting.

➤ President's Report

- SRC & TAB Fincom
 - Will postpone review until June, 2010
 - Symposium must be profitable,
 - Society needs to attain 1000 member
 - As of 10/26/09 we have 696 members, an increase of 100 members
 - Membership recruitment plans
 - Thomas Ha working on plan for 200 members;
 - EMCS has motion for free members;
 - Power & Energy is considering a similar motion;
 - Considering plan for contacting all IEEE members with TIP codes with interest in FOI
- Collaboration on Environment, Safety and Occupational Health (ESOH) with Systems council
- Elya Joffe proposed formation of an Education committee under the Technical Committees to develop educational opportunities for the members
- Discussed development of chapters and members in South America
- Discussed ideas for chapter promotion and various ideas for the newsletter
- Discussed tapping into World Health Org contacts with various safety projects

- Treasurer's Report
 - Still need a candidate for Treasurer next year
 - Reviewed 2010 budget
 - We are off the Fincom watch list
 - 2 years of not meeting reserve allocations will cause possible relisting

- President elect
 - Propose Dell to host the Feb 2010 BoD meeting
 - Henry to develop a proposal for Portland for June 2011

- Past-president's Report
 - Submitted a total of seven candidates for the board election
 - 3 candidates have not served on the board
 - Schedule –
 - To Printer: 5 October 2009
 - Mail Date: 12 October 2009
 - Election Due Date: 23 November 2009
 - Announcement of Results: by 30 November 2009
 - Report on EMCS motion to allow free memberships
 - Discussed promoting memberships through cooperation with established chapters

VP Reports

- Conferences
 - 2009 Symposium
 - 145 registrants, 30% Canadian, revenue 56K, expenses 50%
 - 50 papers; 20 exhibitors; 2 new publications in tote bags
 - 2010 Conference
 - Planning is progressing; 2-1/2 day paper track in conjunction with EMC Society Symposium
 - 2010 Symposium
 - Committee is now forming
 - Contacted the Northeast Product Safety Society, mailing list of 300
 - 2011 & 2012
 - TBD
 - Review other venues for add-on conferences
 - Discussed promotion of local conferences
 - Half day conference supported by Society
 - Discussed forming various committees under VP Conferences

- Member Activities

- Approval on motion to provide EMCS membership
 - Will need to send e-mail with directions
- Developing relations with the Chinese Institute of Technology, Beijing, China
 - Potential 200 members
 - Pricing is a big issue; requested a price of >\$100 (US) for combined IEEE and PSES membership
 - Value of IEEE membership and Society membership is not recognized in Asia
 - Few chapters are operating in Asia
 - Wants a seminar presentation on the value of IEEE
- Need 5 volunteers to work under the membership committee
- Develop new methods of enlisting new members
 - Use of social network sites
 - Other new technology
- Discussion of retention of members
 - Perceived value of being a member
 - previous papers from Symposia,
 - videos of speakers
 - Local chapter to provide a sense of belonging
- Discussion of recruiting members by offering free memberships to sister societies
- April 12 – 15 – EMC conference in Beijing – contacted by chair to set up a booth
- Motion made to appoint Elya Joffe as the Chair of the standing committee of Education Committee beginning in January, 2010 under the Member Activities VP. Motion passed.

➤ Communications

- Call for volunteers to assist administration for the LinkedIn site
- Topics gleaned from the ListServ by Item is continuing
- Newsletter is in need of technical articles, chapter news, other content
- A call for papers to be published in the newsletter
- 2010 Symposium and 2010 colloquium paper call is published in the symposium program

➤ Technical Activities

- Motion made to appoint Ivan Vandewege and Sandy Weinerger for the chairs of their respective Technical Committees. Motion passed.
- Survey from last Symposium with indications of interest areas; response of 22 different areas
- Actions to complete structure document and to enlist more volunteers to establish technical committees

➤ Old Business

- None discussed

➤ New Business

- Future meetings - 2010
 - Feb 6 -7, 2010 – Austin, TX
 - July 17 – 18, 2010 – Ft. Lauderdale, FL
 - To be held in July in conjunction with EMC– Ft Lauderdale – July 19 – 21 mini-symposium sponsored by TC-8
 - Oct 2010 – Boston Symposium
- Systems Council
 - Is implementing an electronic environment for disseminating knowledge
 - Board reviewed and discussed proposal
 - Asked for a link on our web page to their conference
 - Request to co-sponsor their Environment, Safety and Occupational Health conference
- Value to members
 - Discussed free access to Xplore for members; decision to postpone until membership reach > 1200
 - Discussed distribution of Symposium CD's to each member
 - Additional ideas will be distributed by Jim Bacher

➤ Adjournment

- Meeting was adjourned at 5:12 PM EDST

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
 - Feb 6 -7, 2010 – Austin, TX
 - July 17 – 18, 2010 – Ft. Lauderdale, FL
 - To be held in July in conjunction with EMC– Ft Lauderdale – July 19 – 21 mini-symposium sponsored by TC-8
 - Oct 2010 – Boston Symposium

- Monthly teleconference schedule Send as teleconference meetings as outlook meeting notice and e-mail
 - First Tuesday of the month (unless scheduled otherwise)
 - December 1, 2009
 - January 5, 2010
 - February 2, 2010
 - March 2, 2010
 - April 6, 2010

 - 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)*

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