

IEEE Product Safety Engineering Society Board of Directors Meeting

Meeting Report

Date: February 7, 2010 - Board of Directors Meeting

Committee Members:

Murlin Marks, Jim Bacher, Richard Georgerian, Thomas Ha, Dan Roman, Jack Burns, Jan Swart, Daniece Carpenter, Richard Pescatore, Elya Joffe, Doug Nix, Peter Tarver, Jim Pierce, Ivan Vandewege, Silvia Diaz Monnier, Richard Nute, Doug Kealey,

Guests: Mark Montrose

Participants:

Murlin Marks, Jim Bacher, Richard Georgerian, Jack Burns, Daniece Carpenter, Elya Joffe, Peter Tarver, Doug Kealey, Jim Pierce

By teleconference: Dan Roman, Doug Nix, Thomas Ha, Silvia Diaz Monnier,

Guests: Mark Montrose

AGENDA

Meeting called to order

- Secretary's Report
 - Previous meeting minutes
 - Action items
- Past President Summary
- President's Statement
 - SRC & TAB Fincom – Last PSES meeting before review
- Treasurer's Report
- President Elect Report

VP Reports

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

- Old Business
- New Business

Meeting called to order at 8:22 AM CST

Action items from this meeting

2/7/2010

- Jan Swart – develop an analysis of reducing society dues for countries where the income is less than \$15K per year
- Daniece Carpenter to chair a committee to develop scope and responsibilities of a point of contact liaison. Work with the VP's to develop needs under each area
- Thomas Ha and Dan Roman to develop a slide deck for benefits of affiliate member vs full membership
- Murlin Marks, Elya Joffe, Mark Montrose to send bios to Thomas Ha for the Beijing workshop
- Dan Roman to work with Elya and Richard G. on a slide deck for benefits of PSES membership for EMC members
- Jack Burns to contact all technical committees to encourage articles for the newsletter
- Daniece Carpenter to write an article for the newsletter on how to write an article
- Dan Roman and Jack Burns to consider and develop a strategy to produce more Xplore level papers from the conferences. Proposal for next face to face board meeting
- Dan Roman and Thomas Ha to explore providing a CD of the conferences. Need pros and cons and budget.
- Elya Joffe to send a slide deck on conflict of interest to Jack Burns
- All Board members to identify budget items for 2011 and submit to Treasurer

➤ Secretary's Report

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

➤ Past-president's Report

- This will be a pivotal year
- End of this year, we will choose the president –elect
- Two of the directors will be reaching the term limits, so we need to search for new leaders

➤ President's Report

- SRC & TAB Fincom
 - Last PSES face to face meeting before the review
 - Symposium must be profitable,
 - Society needs to attain 1000 member
- Critical time in building the society

- Director's report
 - Wants to shrink the BoD from 31 to 15, will need change to constitution
 - Major discussion on the globalization and the expansion of IEEE into Europe and Asia
 - India
 - China
 - A proposal for a new level of membership - e-membership
 - Available for \$50 for members in countries where the income is less than \$15K
 - Membership benefits will be same, no printed materials – only electronic
 - Educational activities
 - Web modules to be made available
 - Humanities
 - Activities to be planned
 - Smart grid
 - IEEE are the leaders in the smart grid initiative
 - Contact power electronics society and partner in bringing
 - Finances
 - Restructuring of budget and charges
 - Need to work on partner with other societies on conferences

- Treasurer's Report
 - IEEE year in review – 2009
 - Forecasted issues because of the economy and made some reductions in spending
 - Because of these actions, situation is better for our society
 - Budgets for 2011 to be started shortly
 - 2010 budget
 - Budget is set
 - Actively manage spending
 - Have 3 initiatives to grow revenues

VP Reports

- Member Activities
 - Current count of 700+ members which is short of our goal
 - EMC free membership has not had a great response
 - Working with 3 chapters to sign members at the chapter meetings
 - Propose each of the board members attend EMC meetings to sign new members
 - Slide deck to address benefits for EMC members to join PSES
 - Technical activities will help to generate leads
 - Chapter chair teleconference to be held this month
 - Discussed a Chapter chair coordinator – possibly an elected position
 - Liaison to iNARTE
 - Elya and Richard are on iNARTE board
 - Propose iNARTE help to sign up members in Japan
 - Reply – have addressed this with their partners KEC, yet no action has been taken
 - Propose free society membership to sign the petition

- NRTLs
 - UL is currently working on subsidizing IEEE and PSES society fees for their employees as bulk. Target annual fee to be \$120 – 140, current fee is \$210
 - Board has already voted to reduced society fee to \$25 for 50 or more bulk member
- China
 - Negotiated a fee structure with IEEE for engineers with income <\$12K
 - With next 2 weeks, firming of workshop venue, speakers, etc.
 - Mark Montrose will be at an EMC conference – Mark Montrose will work the booth for EMC and PSES
- New chapter development
 - San Diego
 - Seattle
 - Olathe, KS
 - Portland
 - Phoenix
 - Vancouver
 - Argentina/Brazil
 - Hong Kong
 - Beijing
 - Germany
 - India
- Motion to elect Membership coordinators:
 - Bansi Patel for Region 1 -6,
 - Doug Nix for Region 7,
 - Motion seconded, and passed
- Awards – Peter Tarver is in the process of editing the documentation
 - Symposium type awards – document scope, criteria, etc.
 - Society awards – documentation submitted to TAB for approval
 - 11 awards, some will need IEEE approval
- Conferences
 - Survey feedback – respondents support the symposium
 - The board appreciates the effort from Doug Nix in leading the last symposium
 - Steve Brody is the chair of 2010
 - Doug Nix is meeting with exhibitor committee
 - Expanding the patronage, increase the number of exhibitors
 - Marketing to local community to increase attendees
 - Preliminary budget to be finalized in the next 2 weeks
 - Planning on 225 attendees
 - Contact other societies for co-technical sponsorship
 - Sponsorship will help in advertising to their members
 - 2009 symposium budget
 - Waiting on Revenue Canada for tax rebates
 - Estimate a 6% surplus

- MOU with other societies is becoming more difficult through IEEE
 - Propose a position under the VP responsible for working with other societies for opportunities – Society Liaison
 - Primary focus to contact societies who closely align with product safety
 - Exchange papers where interest would benefit members
 - Market and advertise each other's conferences, symposiums, etc.
 - Need a point of contact with each society
- 2010 colloquia –
 - July 26 -28 in Ft. Lauderdale 25 – 31 EMC Symposium
 - Registration is through the EMC registration port
 - Papers are being handled through Chris Dyer
 - Board meeting July 25
- 2011 Symposium
 - Proposed to be in San Diego
 - Bansi Patel has volunteered to be Chair
- 2012 Symposim
 - Proposed to be in Portland
- 2010 workshop in Beijing
 - April 17, following TC108 meetings in Beijing
 - 2 sponsors – CQC, ICT Institute of Technology
 - Rich Nute and Paul Wang are working on putting it together
 - It was the consensus of the Board that the Society President attend the conference

➤ Communications

- Article stream for newsletter continues to be a problem
 - The last 3 newsletters had little to no technical content
 - Some articles have been submitted; maybe enough for the next 2 newsletters
- Conference Catalysts is responsible to handle papers, symposium website, submission of Xplore articles
- Activity on website is around 24 per day, with a spike for a new newsletter
 - Symposium page activity is not currently available
- Created an advertising brochure to replace the IEEE magazine services brochure.
 - Available on our website
- Social Networking
 - PSES has a new group on Facebook
- Newsletter published quarterly
 - Current issues in password protection area of website for members only
 - Back issues available to anyone
- Xplore – for fee website holding IEEE conference papers
 - Most conference papers are not acceptable for Xplore
- CDs
 - Includes papers and presentations from conferences and distributed to attendees
- Eblasts
 - Generally send to PSES members only
 - Outside of PSES, need permission from other Society
 - Conference e-mail can have broader audience, still need permission from technical co-sponsor; limit of 8 per year
- Wikipedia – entry for PSES

- Interference Technology
 - Agreement with ITEM publications designed to get new members for forum
 - ITEM republishes discussion threads and questions from the forum
- InCompliance Magazine
 - Published by former Conformity staff
 - Trying to cross-pollinate; we get short articles from the magazine, and we give them longer articles for their magazine
 - Run ads for us

➤ Technical Activities

- TC Review
- Purpose – purpose of each TC shall be to manage the technical relationship of the Society in their area of expertise
- TC Activities
- Identify, evaluate, develop, promote, report
 - Discussed adding participate to the list
- Reviewed requirements to form a TC
- Reviewed existing TC
- FFATC – Forensic and Failure Analysis TC
 - Regular conference call
 - Supported full track at symposium
- Medical Product Safety TC
 - Conference calls
 - Supported full track at symposium
- Telecom TC – Peter Tarver
 - Announcement at TC luncheon during the Symposium
 - Some response from a mailing on the TIA listserve
 - Organization meeting – Feb 17, 10AM CST
- Risk Assessment TC
 - Organization meeting planned for March 5
- Industrial Equipment and Controls TC
 - Organization meeting week of Feb. 22
- Consumer appliance / electronic TC
 - Formation in process
- Education
 - Elya Joffe, Chair
- Computers
 - No leader, but held 4 meetings
 - Gary Schrempp
- Globalization
- Next TCs to be formed
 - Photovoltaics
 - Lasers
 - SEM

- Technical Liaison
 - Purpose of each TL shall be to represent and assist the PSES Board of Directors to manage the technical relationship
 - Existing – iNARTE – Richard Georgerian
 - Proposed
 - NFPA – committee on electrical equipment evaluation - Ivan Vandewege
 - NFPA – fire risk assessment – Jonathan Jordan
 - CSA TC Z1002 – Occupational health and safety – Doug Nix
 - ICPHSO – international consumer product health and safety org - Ivan Vandewege
 - Motion made to appoint to the liaison above – motion passed
- Discussed various questions about organization, operation
 - Daniece Carpenter was appointed the liaison to the IEEE WIE
 - Refer to attached report
- Educational committee
 - Proposal for the education committee
 - Knowledge, professional development, leadership, engagement, resource, qualifications, culture – key words
 - Mission – promote product safety education related activities of the IEEE PSES
 - Recommend and implement programs specifically intended to serve and benefit PSES members in educational pursuits
 - Vision – to become the major resource of choice for providing opportunities for individuals and
 - Goals
 - Establish awareness of product safety and compliance fundamentals
 - Initiate and support activities that will attract high quality students to the pPSES
 - Interact with institutions
 - Develop and foster programs
 - Initiate programs
 - Promote and reward excellence
 - Charter and scope
 - Cooperate, foster, and promote
 - 3 principle areas
 - University level education
 - Post-university or continuing education
 - Promotion of public awareness of PSES and technology
 - Liaison to other organization
 - IEEE EAB
 - Other societies
 - Liaison within PSES
 - TAC
 - GOLD representative
 - PACE coordinator
 - Organization - Chair, vice-chair, secretary
 - Subcommittees
 - Educational products
 - Education awards & recognition
 - Lifelong learning
 - University liaison
 - Industry liaison
 - Engineering career promotion
 - Student activities

- Old Business
 - Electronic voting discussed
 - Try to use only when quick action is mandated
 - Best is consensus at the face to face meeting, next is teleconference

- New Business
 - Future meetings - 2010
 - July 24-25, 2010 – Ft. Lauderdale, FL -- **NOTE CHANGE IN REPORTED DATE**
 - To be held in July in conjunction with EMC– Ft Lauderdale – July 26-28 mini-symposium sponsored by TC-8
 - Oct 2010 – Boston Symposium
 - Sunday before the 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 3:57 PM CST

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
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- Monthly teleconference schedule Send as teleconference meetings as outlook meeting notice and e-mail
 - First Tuesday of the month (unless scheduled otherwise)
 - March 2, 2010
 - April 6, 2010
 - May 4, 2010
 - June 1, 2010
 - July 6, 2010
 - August 3, 2010
 - September 7, 2010
 - October 5, 2010
 - November 2, 2010
 - December 7, 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)*