

## IEEE Product Safety Engineering Society Board of Directors Meeting

### Meeting Notes

**Date: March 2, 2010 - Board of Directors Meeting**

#### **Committee Members:**

Jim Bacher, Murlin Marks, 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, Doug Kealey, Jan Swart

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

#### **Participants:**

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

Guest: Dan Arnold,

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### **AGENDA**

Meeting called to order

- Secretary's Report
  - Previous meeting minutes
  - Action items
- Past President Summary
- President's Report
  - Assignments
  - SRC & TAB Fincom
- Treasurer's Report

VP Reports

- Member Activities
  - Beijing workshop status
  - EMC-PSES drive
  - Chapter support
  - Chapter liaison with TAC
  - Awards
    - Status
    - Chapter of the year
- Conferences
  - 2010 Conference – Joint EMC-PSES workshop
    - Budget
  - 2010 Symposium
    - Budget
  - 2011 Sympoisum
    - Location and conference chair
- Technical Activities
- Communications
  - Newslette due dates and reminders
- Old Business
- New Business

- Government liaison request
- Systems Council

Meeting called to order at 2:09 PM CST

## Action items from this meeting

3/2/2010

- Jan Swart – develop an analysis of reducing society dues for countries <\$15K; draft to be circulated before the July meeting
  
- Secretary's Report
  - Previous mtg minutes – review meeting report as distributed
    - Motion to approve the minutes from the last meeting; approved
  - Action items from this meeting will be distributed immediately after the meeting.
  
- Past-president's Summary
  - Nominating committee
    - Bylaws require no more than 50% of the members be on the current Board
    - Dan Arnold will serve on the committee
  - A new chapter is forming in Japan
  - Beijing workshop
    - Have 5-6 people committed for presentations
  - Working on getting access into SAMIEE database
    - Will work on contacting people who need to renew membership
  
- President's Report
  - Assignments
    - Review the assignments file
    - Contact Murlin with any updates
    - Any Board member should identify themselves as a Chapter Angel to the nearest chapter
  - SRC & TAB Fincom
    - Criteria for SRC review
      - Membership
        - by Feb 2010, need 1000 members
        - 3 year plan to attain a minimum 1500 members

- Financial
    - Stay off the financial watch list through Feb 2010
    - 3 year plan for a sustained sufficient cash flow
  - Conference
    - Generate 20% surplus
  - Publication
    - Continue quarterly newsletter
    - 3 year plan for additional publications
- Treasurer's Report
- Financial results for 2009 is not final yet
  - Need July workshop budget
  - Need budget items for 2011
  - Action item – work with Mark Montrose to get resource information

## VP Reports

- Member Activities
- 2010 workshop in Beijing
    - April 17, following TC108 meetings in Beijing
    - 2 sponsors – CQC, CQCTS
    - Location will be close to the TC108 meeting location
      - Have identified 2 venues with food service
      - Need attendance estimates to choose best fit
    - Contact agencies with offices in Beijing to advertise
    - All Board members with offices in China should contact their counterparts
    - Safety and EMC magazine will advertise in China
  - EMC/PSES drive
    - Results are not up to expectations
    - Drive will be over at the end of March
    - All board members should attend their local EMC chapter meeting to sign members up
  - Chapter support.
    - Proposal for Steli Lozenen for the Region 8 member coordinator
  - Chapter liaison with TAC (Jack)
    - TBD -
  - Awards (Peter)
    - Status - no report
    - Proposed award for Chapter of the Year
  - Members
    - 800 – 950 currently
    - Need to focus on renewing members
    - Doug Kealy volunteered to help with contacting members who have not renewed

- Conferences
  - 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
  - Steve Brody is the chair of 2010-02-07
    - Preliminary budget to be finalized this week
      - Planning on 225 attendees
  - 2011 – Bansi Patel, San Diego
  - 2012 – Portland
  
- Communications
  - Website updates
  - Uptick in hits on the website from Japan
  - Cost to provide CD to every member at \$2 per CD estimated total \$5k
  - \$2500 for advertising
  - Need reminder for newsletter due dates
  
- Technical Activities
  - Medical TC meeting regularly
  - Telecom initial meeting held
  - Risk Assessment TC this Friday, to be chaired by Doug Nix
  - ITE TAC to be chaired by Gary Schrempp
  - Industrial control & equip TC to be chaired by Ken Thomas
    - Noted a need to diversify geographical
  - Consumer products TC – Marty Walsh & Robert Schick to form committee
  - Education – no activity
  - Automobile safety
    - Made a contact this week; Jan Swart can help with names
  - Interest in new TC's for photovoltaic and lasers;
  - Need a mission statement from each TC
  - Chapter Liaison needed on TC
  - Newsletter support
    - Each TC should have a short article on their activities in the newsletter
  
- Old Business
  
- New Business
  - Future meetings - 2010
    - 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

- Government liaison request
    - Discussion concluded that this was not appropriate for our society
    - Jack will touch base with TC for liaison
  - Systems Council
    - Discussion postponed to next meeting
    - Doug to review for touch points with our society
    - Murlin to get info on amount of support they are wanting
    - - Notes from Feb. Meeting:
    - Systems Council Is implementing an electronic environment for disseminating knowledge
      - Asked for a link on our web page to their conference
      - Request to co-sponsor their Environment, Safety and Occupational Health conference
- Adjournment
- Meeting was adjourned at 3:50 PM CST

## Meeting Schedules

- Strategic Planning Committee
  - All VP's are included
  - Strategic planning meetings will be held the Saturday night before the July, and October BoD meetings
- Future meetings
  - 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 16-17, 2010 – Boston Symposium
    - To be held in conjunction with the annual symposium, Oct 18 – 20, 2010
- Monthly teleconference schedule Send as teleconference meetings as outlook meeting notice and e-mail
  - First Tuesday of the month (unless scheduled otherwise)
    - 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 )*