



IEEE Product Safety Engineering Society Board of Directors Meeting



Meeting Report

Date: January 4, 2011 - Board of Directors Meeting

Committee Members:

Murlin Marks, Jim Bacher, Dan Roman, Jack Burns, Daniece Carpenter, , Elya Joffe, Doug Nix, Peter Tarver, Jim Pierce, Ivan VanDeWege, Thomas Ha, Silvia Diaz Monnier, Richard Nute, Doug Kealey, Jan Swart, Ashish Arora, Kevin Ravo, Tom Sefchick

Guests: Bob Rassa, Stefan Mozar, Mark Montrose, Dan Arnold Mark Schaffer, Richard Pescatore

Participants:

Murlin Marks, Jim Bacher, Dan Roman, Jack Burns, Daniece Carpenter, , Elya Joffe, Doug Nix, Peter Tarver, Jim Pierce, Ivan VanDeWege, Thomas Ha, Doug Kealey, Jan Swart, , Kevin Ravo, Tom Sefchick

Guests: Bob Rassa, Mark Montrose Mark Schaffer,

AGENDA

Meeting called to order

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

VP Reports

- Member Activities
- Conferences
- Technical Activities
- Communications
- Old Business
- New Business

Action items from this meeting

Ivan – coordinate actions for IEEE Medal for Environmental and Safety Technologies nominations

Continuing Action Items from Last Meeting:

Jim Bacher – To co-ordinate rewording of FOI to reduce number of words to maximum of 75 words

Elya volunteered to help

Doug Keely – has draft of new FOI

Thomas Ha – To co-ordinate the purchase of banners for each Chapter

Daniece Carpenter, and Doug Keeley

Dan Roman – to set-up an area for Chapters, and for the Technical Committees to upload files

Thomas Ha / Doug Keely – to coordinate merchandise to support goals of chapter support and new members

Please note Meeting Schedules at end of this report

The meeting was called to order at 2:05 PM CST

Meeting report

- Guest – Mark Schaffer
 - Board member of Award Committee – IEEE Medal for Environmental and Safety Technologies
 - Presentation of the Award information and nomination criteria for the Medal
 - Mark will provide an article for our newsletter
 - Information will be posted on our website

- Secretary's Report
 - Previous meeting minutes – review meeting report as distributed
 - Change in February F2F meeting date to Feb 26, 27
 - Action items from this meeting will be distributed immediately after the meeting.

- Past-president's Summary
 - FOI – Draft for comment circulated; comments circulated
 - Draft to be revised and an email chain to discuss – will have finalized draft by F2F meeting in February

- **President's Statement**
 - 2011 Issues: 3 major areas to focus efforts on
 - Chapters
 - Conferences
 - Long Term planning
 - Will attend the CES show and attend UL conference site, and dinner as representative of Society
 - Projector – looking for suitable projector for use at meetings
- **Treasurer's Report**
 - Distributed new expense report
 - 2010 finances are being finalized; a surplus is projected
 - VP's are requested to submit budget requests

VP Reports

- **Member Activities**
 - Garmin considering to support purchase of banners
 - Will contact Chapters for local logos, etc.
 - Merchandise – purpose to boost attendance at Chapter meetings, and provide incentives for membership
 - China chapter – chapter is not official
 - Thomas will visit to collect membership payments, formalize meetings, how to support chapter
 - Chapter workbook draft is complete
 - Awards – consider who might participate on a committee to complete the awards program
- **Conferences**
 - Industrial Safety will hold a conference in Toronto, but could not find enough local people to staff a booth
 - Florida workshop – need local people to assist in arrangements
 - UK workshop – will hold on March 26 to accommodate the speaker schedule
 - 2011 symposium
 - Monthly meetings
 - Venue selected
 - 2012 conferences
 - CES workshop
 - Partner with CES and UL
 - Symposium
 - Venues are being reviewed
 - 2013 Symposium
 - Need chair

➤ **Technical Activities**

- Working on handoff to new VP
- Working on communication of sharing of ideas outside of a conference call

➤ **Communications**

- Newsletter posted last week and IEEE e-blast
 - Next newsletter queue is complete, but need articles for the following newsletters
- Hit a limit with LinkedIn on the limit of sub-groups
 - Has contacted LinkedIn support

➤ **Old Business**

- No old business

➤ **New Business**

- Mr. Rassa commented that he was impressed with amount of activity that our Society.
- Jim Pierce volunteered to host the June meeting in Portland.
- Our new Division director is Jeff Boav. Mark Montrose will invite him to our next meeting.
- Tom Sefchick has volunteered his projector for use at our meetings.
 - Commented on concerns that certification for forensic engineers has been proposed.

➤ **Adjournment**

- Meeting was adjourned at 3:43 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 Face to Face meetings
 - Feb 26-27, 2011 – San Diego --- **NEW DATE**
 - June 25-26, 2011 – Portland, OR
 - Oct 2011 – Symposium – San Diego
 - Sunday before the symposium

- Monthly teleconference schedule Send as teleconference meetings as outlook meeting notice and e-mail
 - First Tuesday of the month (unless scheduled otherwise)
 - **2011**
 - February 1, 2011
 - March 1, 2011
 - April 5, 2011
 - May 3, 2011
 - June 7, 2011
 - July 5, 2011
 - August 2, 2011
 - September 6, 2011
 - October 4, 2011
 - November 1, 2011
 - December 6, 2011

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)*

Please note that the times **may vary** depending on the local adoption of Daylight Savings Time. ALWAYS check your local time.

Time is based on US Central time zone. (Austin, Texas)

Convenient web based planner is at <http://www.timeanddate.com/worldclock/meeting.html>