



# IEEE Product Safety Engineering Society Board of Directors Meeting



## Meeting Notes

**Date: June 26, 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; Rich Pescatore; Stefan Mozar  
Guests: Henry Benitez, Dan Arnold, Donald Drobb, Pete Perkins, Art Henderson, Jesse Inkpen, Anna Klosterman,

### Participants:

Murlin Marks, Jim Bacher, Daniece Carpenter, , Elya Joffe, Jim Pierce, Ivan VanDeWege, Thomas Ha, Silvia Diaz Monnier, Richard Nute, Doug Kealey, Jan Swart, Kevin Ravo, Tom Sefchick;  
Guests: Henry Benitez, Dan Arnold, Donald Drobb, Pete Perkins, Art Henderson, Jesse Inkpen, Anna Klosterman,

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## AGENDA

Meeting called to order

- Secretary's Report
  - Previous meeting minutes
  - Action items
- Past President Summary
- President's Statement
- Treasurer's Report
- NRTL Perspective on PSES

### VP Reports

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

Meeting called to order at 9:11 AM PDST

## Action items from this meeting

Elya to set a meeting with the president of IEEE to meet with the presidents of the NRTLs to find synergies and opportunities

Thomas Ha to work on the LinkedIn page to encourage members to join PSES

Jim Bacher – contact Luis for position of Awards Chair

All VPs - Develop list of open positions; send information to Daniece by August meeting

All Board Members – consider the proposed membership bundling

Kevin Ravo volunteered to head the committee responsible for developing our approach

Daniece Carpenter. Jan Swart, Elya Joffe volunteered

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## Continuing Action Items from Last Meeting:

Strategic Plan – all board members to review the plan and send thoughts, ideas, suggestions to Murlin

2012 Budget – need input from each VP for budget items by May 20

If no budget items, please let Jan know

Need input on Distinguished Lecturer program

Need input for budget items for Awards

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## Continuing Action Items from Previous Meetings:

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

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

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**Please note Meeting Schedules at end of this report**

## Meeting Report

### ➤ **Secretary's Report:**

- Meeting report from the last meeting was distributed

### ➤ **Past President's Summary**

- Election status
  - Jack Burns and Richard Pescatore have hit term limits and will not be able to run for office for this election
  - Election Committee has been seated
  - Committee has nominated 6 candidates for 4 positions
  - Balloting should be sent to members by mid August to mid-September
  - A suggestion was made to have each candidate make a short introduction video and post on our website
- FOI has been approved

### ➤ **President's Statement**

- 2012 - VPs & President Elect
  - Vice president positions will be open for election in 2012
  - All VPs should cultivate a succession plan
- Strategic Plan
  - Sent a draft of the plan to members and will review this afternoon
- ISCE2011 - Consumer Electronics Society
  - Developing a relationship with CES
  - CES is very supportive of PSES
  - CES offers an aggressive opportunity to set up joint chapters

### ➤ **Treasurer's Report:**

- 2011 budget completed with a net surplus of \$1K
- Shortfall of \$4K halfway through the year, with low membership revenues
  - Conference revenue will be important piece of budget
- 2012 budget has been submitted
- Discussed effects of IEEE Society membership bundling on budget
  - Visibility of the Society becomes important in the opportunity for additional members
  - Kevin Ravo volunteered to head the committee responsible for developing our approach
    - Daniece Carpenter. Jan Swart, Elya Joffe volunteered

- **NRTL Perspective on PSES**
- Jim Pierce for Intertek:
  - The reason on the start of the society was the need for information, all engineers including the NRTL engineers, need training and
- Kevin Ravo for UL
  - Kevin joined IEEE as a channel for continued education; opportunity for professional development to give presentations, and write papers, make contacts with potential resources in the different industries, networking with individuals with knowledge
  - Sees a need for a brochure explaining the value of the society and opportunities to use as a potential sales tool for requesting grants, or support
- Dan Arnold for UL
  - Noted the alignment among all of the NRTLs to enhance the safety of products
  - In order to fulfill that need, each individual needs information
- Discussion
  - Value in professional development
  - Society has a lack of visibility;
  - Suggestion to have high level IEEE members, such as the president of TAB, meet with President of UL, Intertek, etc to promote a partnership

## Vice-President Reports

- **VP Membership**
  - Action Item: Banners
    - Have obtained 15 banners, will send to each chapter
  - Action Item: (w/Daniece) Merchandise Ideas
    - Have some ideas
    - Need to tailor offerings to regional cultural differences
  - China chapter status
    - Chapter petition is ready and will submit through the section for approval
    - Chapter wants to have Asia Pacific regional status, but that needs to come from the section, not the society
    - Propose that Doug Nix to present PSES pins to members and certificates to officers during his upcoming visit to Beijing
  - Chapter Issues
    - Chapters need and want direction
    - Chapter Angel program to be more fully developed
  - Membership support
    - LinkedIn membership now has 900+ members
    - Chapter Chair teleconference is being held on a consistent basis
    - Atlanta has been targeted as a opportunity for a new chapter with a growing lab industry
  - Awards
    - Award descriptions are ready for submittal
  - Other Membership Activities
    - Chapter best practice manual draft is complete

➤ **VP Conferences**

- San Diego Update
  - Need more paper submittals for the conferences. All VPs to encourage their chapter members and contacts to submit papers
- Future Conferences
- Other Workshops/conferences
  - Israel workshop planned
- Joint Opportunities
  - CES in January – Las Vegas – joint workshop
  - CES in June - Pittsburgh – joint workshop
  - Reliability Society has offered to hold joint conferences
  - System Safety has offered to hold joint conferences

➤ **VP Technical Activities**

- Major concentration over last 2 months is to solicit papers for Symposium
- Developing organizational positions under VP
  - Proposed positions:
  - Director of Technical Speakers Program – develop speakers program
  - Technical outreach liaison – responsible for connecting and assisting the TCs with other professional organization
  - Symposium support manager – responsible for symposium related duties
  - Director of Technical committees – future position – guide the TC
- Chapter Support
- Speaker/Topic List

➤ **VP Communications**

- Newsletter
  - New issue is ready to be published
  - Conference special issue to be published

➤ **Strategic Plan**

- Reviewed goals of strategic plan

➤ **2012 Portland Conference**

- Conference Committee introduced
  - Venue has been chosen

➤ **Symposium Plans**

➤ 2011 Symposium

- Will work on promoting discussion on LinkedIn to generate interest
- Need information on the technical tracks to develop promotions
- In Compliance magazine will provide ads

➤ 2012 Symposium – Portland

- Have chosen venue
- Working with Travel Oregon on spouse activities and perhaps attendee activities
- Working on choosing a theme

➤ General

- All symposiums should have a theme
  - Will promote identification of tracks
- Need to be proactive in getting more exhibitors
  - Give the exhibitors more opportunities to present on their products – maybe a separate track
- Need to be promoted at all sections and chapters

➤ **Old Business**

- No old business

➤ **New Business**

- Board members should consider the implications of the new membership bundling proposed by IEEE.
- Thanks to Jim Pierce and Intertek for hosting our meeting.

➤ **Next meetings:** October 9, San Diego (ExCom evening Oct 8)

➤ Teleconference: Tuesday, August 2, 2011

➤ Future face to face meetings

- Feb 2012 meeting proposed to be in Austin
- June 2012 meeting proposed to be in Atlanta

➤ Adjournment

- Meeting was adjourned at 4:11 PM PDST

## 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
  - 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**
    - January 4, 2011
    - February 1, 2011
    - March 1, 2011
    - April 5, 2011
    - May 3, 2011
    - June 7, 2011
    - July 5, 2011 – Canceled
    - 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>