



IEEE Product Safety Engineering Society Board of Directors Meeting



Meeting Notes

Date: August 2, 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 Shefchick; Rich Pescatore;

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

Participants:

Murlin Marks, Jim Bacher, Dan Roman, Jack Burns, Daniece Carpenter, Ivan VanDeWege, Thomas Ha, Doug Kealey, Tom Shefchick

Guests: Dan Arnold, Mike Nicholls, Luiz Araujo

AGENDA

Meeting called to order

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

VP Reports

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

Meeting called to order at 2:05 PM CDST

Adjourned at 3:30 PM CDST

Action items from this meeting

Continuing Action Items from Previous Meetings:

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

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

Meeting report

- Ø Secretary's Report
 - Previous meeting minutes – review meeting report as distributed
 - Action items from this meeting will be distributed immediately after the meeting.

- Ø Past-president's Summary
 - Summary of CE – Berlin

Ø President's Statement

- Attended AdCom for Consumer Electronic Society in Berlin
- Considers this as a good model for our society
- Noted that Stefan Mozar, a member of both our Board and the CE Board
- CE Society has a number of conferences set
 - Conference scheduled for Berlin, Japan, and China
- Has established a Distinguished Lecturers program
- Some issues include trying to establish best practices
- Attended the Conference
 - Got forms for 15 new members
- Visited VDE in Berlin
 - This office mainly handles publishing of standards
 - Will contact the compliance office in Frankfurt – call for papers will go to that department
- Top 3 actions to be completed
 - Chapter best practice
 - Conference wrap-up actions
 - Strategic plan
- Will present PSES status at IEEE weekend after Symposium

Ø Treasurer's Report

- No report

VP Reports**Ø Member Activities**

- Membership at 829
- Previous focus on gaining members
 - Chapter meetings, developing relationship, value for members
- LinkedIn about 1200 members
 - Dan – to furnish paragraph on LinkedIn activities,
- Banners – shipped 1st phase out; working on 2nd phase
- Chapters - Best practice; & chapter guide
 - Completed and posted to web site
- China
 - Need letter from Murlin to section requesting approval for chapter
- Held chapter chair teleconference today with good attendance
- Encouraging memberships
- Symposium
 - Will have workshop on chapter development
- Members
 - Have system to send automated emails for new, renewing members,
- EMC booth at EMC Symposium
 - Successful - got 10 members
- New chapter chair in Chicago

Ø Conferences

- Encourage all for symposium participation
- Extension of the hotel reservation
 - Has been extended to 15th – working on more

Ø Technical Activities Murlin for Ivan

- Three very active Technical Committees
 - Working on finding people for organizational chart
 - Rich Nute – has accepted responsibility for developing a technical speaker program
 - Working on filling other
- Will conduct a survey with technical activities

Ø Communications

- Maxed out the number of subgroups in LinkedIn, and wanted to move chapters to word press but have run into difficulties with permissions
- Will be a more flexibility for chapter chairs
- Newsletter will be delayed until after conference
 - Need technical content for newsletter
- Question – have we talked to exhibitors about advertising in the newsletter?

Ø Old Business

- No old business

Ø New Business

- No new business

Ø Adjournment

- Meeting was adjourned at 3:30 PM CDST

Meeting Schedules

- Ø Strategic Planning Committee
 - All VP's are included
 - Strategic planning meetings will be held the Saturday night before the June, and October BoD meetings

- Ø Future Face to Face meetings
 - Oct 2011 – Symposium – San Diego
 - § Sunday before the symposium

- Ø 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 – postponed to 9/13
 - § October 4, 2011 - cancelled
 - § **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>