



IEEE Product Safety Engineering Society Board of Directors Meeting



Meeting Notes

Date: November 1, 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;

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

New Directors for 2012: Paul Wang, Mike Nicholls, Steli Loznin, Juha K Junkkarinen

Participants:

Murlin Marks, Jim Bacher, Dan Roman, Daniece Carpenter, , Elya Joffe, Thomas Ha, Silvia Diaz Monnier, Richard Nute, Doug Kealey, Kevin Ravo, Tom Sefchick; Rich Pescatore;

Guests: Mike Nicholls; Steli Lozen; Paul Wang

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 11:01_AM CST

Adjourned at 12:03 PM CST

Action items from this meeting

Daniece – Doug N – study changing the Symposium to spring
Kevin Ravo will help with proposal

Dan Roman - Will form an IT committee to study services. Need recommendation by January, 2012.

Doug Nix - make a template for announcements for Chapter sponsored workshops

Ivan – submit ideas on awards to Murlin

Dan Roman – proposal to put conference papers on website for download

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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 - Daniece
 - 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
 - Attended chapter meeting in China
 - Chapter is having regular meetings

- Ø President's Statement
 - Reviewed TMC Society review
 - Outlook is generally favourable
 - Requested summary of presentation
 - Later, Asked for 3 year summary of work
 - Proposal for workshop(s) in Argentina or Brazil
 - Working with Silvia to develop
 - Reply from Consumer Elec.Society that they support,
 - Will propose to CES adcom to support; need to complete the proposal with more details for the CES

- Ø President Elect's Comments
 - Welcome to new board members
 - Discussed the next face to face meeting dates
 - Focus on 2 things
 - Follow-up on strategic work –
 - Member Services - This year in addition to the general framework, focus on issue of members chapters, member services, conference and colloquiums
 - Technical service – activities of TCs with emphasis of role or engagement
 - Succession plan in TC
 - 3 or 5 year plan for TC
 - Issues of global outreach
 - Will send “challenges” to each VP – items which President Elect feels we need to focus on to be successful with a master plan
 - Formalize the strategic plan more into the structure that TAB likes to see
 - Targeted to be completed by end of 2012 – early 2013
 - Use a basis for 5 year plan
 - Propose a slightly different format for meetings
 - Focus on plans or activities
 - Minimize reporting, discussion on proposals, activities, plans
 - Will add request for reports to the meeting notice

- Ø Treasurer's Report
 - No report

VP Reports

∅ Conferences

- Proposed workshops in Argentina, Israel, and Beijing

∅ Technical Activities

- No report

∅ Member Activities

- Working with Doug Kealey on a White Paper; Kevin Ravo will assist
- Focus on:
 - Increasing number, benefits, support for member service,
 - How to get volunteers,
 - Renewal of membership,
 - Understanding the voice of the member- what are they looking in industry and in our society
- China chapter report
 - Continue work with China section to get approval
- Discussion on awareness in Israel
 - Activities are not well known in Israel –
 - Need promotional material;
 - Will attend CB scheme auditors training in November and proposes to present promotional materials; reach out to the IEC TCs

∅ Communications

- See attached report
- Newsletter will be published in mid-November
- Proposes to include a picture of each board member
- Suggestion to raise awareness
 - Send a pdf of newsletter to top 100 manufacturers
 - Board commented that we can use conference newsletter
- LinkedIn consolidation is underway – need responses from some subgroup owners
- Item for comment
 - Moving mail archive to free mail archive service
 - Proposing to send announcement
- Suggestion to translate the newsletter
 - Paul volunteered to translate into Chinese;
 - Proposed a sub-committee to handle
- Proposal – make all past symposium content for download for members
 - noted copy right notice required
 - Motion passed

Ø **Old Business**

- No old business

Ø **New Business**

- No new business

Ø **Next meetings**

- 2012
- February 11-12, 2012 – Austin, TX
 - can we have a chapter meeting in conjunction with Board meeting?
 - Focus on Strategic planning – VP to submit bullet summary for a reports
- June 23-24, 2012 – Atlanta, GA
 - Possible hold a workshop in conjunction on June 23
- November 3-4, 2012 – Portland OR
 - Nov 7 – Board meeting with summary
 - Note that final summary to TAB review for society
- Teleconferences
 - November 1, 2011
 - December 6, 2011

Ø **Adjournment**

- Meeting was adjourned at 12:03 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
 - 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**
 - § 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 : **NOTE: Time change for Dec 6 teleconference to 11 AM CST (US)**

*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>