



# IEEE Product Safety Engineering Society Board of Directors Meeting



## Meeting Notes

**Date: March 6, 2012 - Board of Directors Meeting**

### Committee Members:

Elya Joffe, Murlin Marks, Dan Roman, Doug Nix, Ivan VanDeWege, Thomas Ha, Jan Swart, Daniece Carpenter, Silvia Diaz Monnier, Richard Nute, Doug Kealey, Kevin Ravo, Tom Shefchick, Paul Wang, Mike Nicholls, Steli Loznen, Juha K Junkkarinen, Stefan Mozar, Ashish Arora,  
Guests: , Dan Arnold, Jim Bacher, Mark Montrose, Henry Benitez

### Participants:

Elya Joffe, Dan Roman, Jan Swart, Daniece Carpenter, Silvia Diaz Monnier, Richard Nute, Tom Shefchick, Paul Wang, Mike Nicholls, Steli Loznen, Juha K Junkkarinen  
Guests: , Dan Arnold, Mark Montrose, Henry Benitez

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## AGENDA

Meeting called to order

- Secretary's Report
  - Approval of Agenda
  - Approval of Report
- Past President Summary
- President's Statement
  - Consumer Reports Appliance Fire article
  - Strategic Planning: Membership, Technical activities and Conferences
  - Technology Navigator <<http://technav.ieee.or>>
- Treasurer's Report

### VP Reports

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

Meeting called to order at 2:06 PM CST  
Adjourned at 3:27 PM CST

## Action items from this meeting

### 3/6/2012

- 03.2012.01 - all BOD – need ideas for Society awards, make proposal at the next meeting
- 03.2012.02 – Ivan - form ad hoc group within the Forensic TC to address ways to respond;  
Rich Nute will serve as advisor; list of short term and long term goals with timeline
- 03.2012.03 - Anna/Gary (program chair) & Doug – suggest a workshop on human factors;  
ideas on additional presentation/track/etc. on this topic;  
Tom Sefchick to propose some activity on this topic
- 03.2012.04 - Action to all, and especially TC - what additional keywords should be added to search for PSES Tech Navigator; send to Elya and he will pass to applicable IEEE contact
- 03.2012.05 - Need from VPs – Budget estimate for the year
- 03.2012.06 - Elya – send to Jan the EMCS financial policy to use as example for the development of PSES policy
- 03.2012.07 – GOLD Member has not attended the required number of BoD meetings; Elya to ask Thomas Ha to write letter to thank you for the good will; a time has passed without a report or contact and we will need appoint someone else
- 03.2012.08 – Elya to ask Thomas to search for potential candidates and contact for future participation
- 03.2012.09 – Thomas and Doug – by next telecom develop plan for activities, what to display, etc. at the Pittsburgh EMCS; in June meeting make formal presentation
- 03.2012.10 - Elya to send to Silvia the information on members in section 9

### 2/12/2012

- 02.12.01 - All Board members – express interest on whether they will run for officer positions to Murlin by April
- 02.12.02 - Elya –send to Murlin and Doug Nix contacts in the Pittsburgh area  
Mike Oliver, EMC Symposium chair in Pittsburgh
- 02.12.03 - Thomas Ha – contact Mike Oliver for complimentary booth at EMCS Symposium in Pittsburgh
- 02.12.04 - Doug Kealey – contact group in Atlanta for possible meeting during Board meeting in June
- 02.12.05 - Ivan – request check with TC for possible members in Atlanta area who can be a speaker
- 02.12.06 - Jan – send notice to all VP for budget items for 2013
- 02.12.07 - Thomas Ha – identify lead volunteer for social networks such as LinkedIn
- 02.12.08 - Thomas Ha – verify rules for chapters
- 02.12.09 - Doug Kealey – provide chart of member locations by section; number per section by end of next week
- 02.12.10 - All VP's – review Murlin's white paper on awards; suggest what awards should be developed for the next 5 years by March meeting
- 02.12.11 - Doug Nix – list of awards for the Symposium committee by March meeting
- 02.12.12 - Dan Roman – contact marketing committee for plans on strategic plans, surveys, etc.
- 02.12.13 - Thomas, Doug, Dan, Daniece – develop membership satisfaction survey by May telecom
- 02.12.14 - All Board members – visit IEEE Community area for PSES
- 02.12.15 - All VP's – how to solicit newspaper articles for the newsletter by May telecom
- 02.12.16 - Doug Kealey – push chapters to submit articles on chapter activities to the newsletter

- 02.12.17 - Conference Committee – seek articles from co-sponsored conferences to be republished in newsletter
  - 02.12.18 - Thomas and Doug K. - Establish a plan for the Chapter Chair meeting for the Portland Symposium
  - 02.12.19 - Elya – send info on IEEE Government Relations committees – some opportunities for volunteers
  - 02.12.20 - Thomas Ha – review GOLD member list for potential candidate to be GOLD representative on Board
  - 02.12.21 – Daniece – number the action items for traceability – Item closed
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## **Continuing Action Items from Previous Meetings:**

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### **1/10/2012**

Challenges document – VP to review and provide input to Elya  
Agree with challenge or provide alternate proposal  
Item complete

Distinguished Lecturer program – need to work on developing program – would like to have preliminary plans by June – Thomas

Ad for PSES needs to be updated with new FOI and 2012 Symposium – Jim Bacher

### **2011**

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

2013 Budget – need input from each VP for budget items by May 20 to Jan

If no budget items, please let Jan know  
highlight any conference/workshop submit to vp conferences for submittal  
budget items for Awards

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

# Meeting report

## Call to Order, Welcome

- Welcome
- Condolences to Daniece for the passing of her Father.

## Secretary's Report

- Approval of Agenda
  - Added discussion of GOLD member to New Business
- Approval of Report
  - Moved to approve, seconded, approved with corrections from Elya

## Past President's Summary: Murlin

- Reference email
- Conference awards – conference committee may create and approve
- Action item –all BOD - anyone with ideas with society awards make proposal
- Has set up the nominations committee
- Note article on fire to be discussed later



M Marks Comments -  
2012-03-06.pdf

## President's Statement:

- Consumer Reports Appliance Fire article
  - Want to consider what would be the best way to act, if any at all
  - Rich Nute –
    - Article implies that as these appliances were UL, that UL is inadequate
    - Supposition is that the standards are inadequate
  - Tom Sefchick – his forensic investigations are to the component; his website sefchick.com has some examples
  - Stelli – noted that instructions are not always considered
  - Mark Montrose noted that should be not only in a conference, need to contact labs,
  - Action item – form ad hoc group within the forensic TC to address ways to respond; Rich Nute will serve as advisor; list of short term and long term goals with timeline
  - Action item – Anna/Gary (program chair) & Doug – suggest a workshop on human factors; some additional presentation/track/etc. on this topic; Tom Sefchick to propose some activity on this topic



Appliance Fire - Is  
your Home Safe.pdf

- Strategic Planning: Membership, Technical Activities and Conferences
  - Start developing on plan based on membership, technical, conferences focus

- Technology Navigator <<http://technav.ieee.or>>
  - Tool from IEEE; search key words to lead someone to the PSES along with publications, conferences, etc.
  - Action to all, and especially TC, enter and search, what additional keywords should be added?
    - send to Elya and he will pass to applicable IEEE contact
    - Comment – Dan Roman originally set up the website and Communities and deliberately was at first very constrained in setting tags; does not want to use a shotgun approach

### Treasurer's Report

- Reported on the status of funds left in various accounts.
- Action Item: Need from VPs – estimate for the year
- Action item – Elya to send the EMCS financial policy for and example to use in development of PSES policy
- Discussed conference budgets going forward

## VP Reports

### VP Member Services – Tom

- Action Item: (w/Daniece) Merchandise Ideas
  - Ideas submitted to VP; need to consider purpose of merchandise
- White Paper – in process
- China chapter status
- Chapter locations, Chapter Development Opportunities and Strategies – Thomas/Doug K.
- Joint Chapter efforts with CE Society
- Other Membership Activities
- Affinity Group (WIE, GOLD)
  - Bring reports on WIE
  - GOLD – current member has not attended required number of meetings for the past year
    - Ask Tom to write letter to thank you for the good will; a time has passed without a report or contact and we will need appoint someone else
    - Ask Tom to search for potential candidates and contact for future participation
- Activity with consumer electronics
  - List of chapters of both societies; will transfer info to Doug and Tom to encourage new joint chapter

### VP Conferences

- Reviewed progress on the proposal to move the Symposium to spring
  - Suggest the June meeting voting – prepare proposal and motion for formal voting



28-Feb-12Minutesof  
SymposiumDateChan



ISPCE Date Change  
Survey Results 1-Mar

- EMCS Pittsburgh – will grant tabletop in exchange for some advertising; have preliminary
  - Action – Doug and Tom – by next telecom develop plan for activities, what to display, etc; in June meeting make formal presentation

- Review report for March



Mar-2012  
Conferences Update.

- Argencon – Silvia
  - Will have funds for a local expert to attend conference for special presentation
  - Consumer electronics
- Workshop in Brazil – contact to hold workshop in same time frame – Silvia
- Have more contacts to form a chapter in Argentina
- Action Item - Elya to send to Silvia the information on members in region 9

#### **VP Communication Services – Dan**

- Have put the banner ad for the EMCS Symposium on the website
- Newsletter
  - Next edition needs articles by the end of March

#### **VP Technical Services – Ivan**

- No update

#### **New Business – Elya**

- GOLD Member – Ashish Arora
  - Action to be taken
  - Details under VP Member Activities

#### **Adjournment**

- Meeting was adjourned at 3:27 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 November BoD meetings
  
- Future **Face to Face** meetings
  - February 11-12, 2012 – Austin, TX
    - Focus on Strategic planning – VP to submit bullet summary for a reports
  - **June 23-24, 2012** – Atlanta, GA
    - Potential workshop to be held in conjunction with BoD meeting
  - Nov 3-4, 2012 – Symposium – Portland, OR
    - Sunday before the symposium
    - Nov 7 – Board meeting with summary
    - Note that final summary to TAB review for society
  
- **Monthly teleconference** schedule Send as teleconference meetings as outlook meeting notice and e-mail
  - First Tuesday of the month (unless scheduled otherwise)
    - **2012**
    - January 10, 2012
    - February, 2012 – no teleconference held
    - March 6, 2012
    - **April 3, 2012**
    - May 1, 2012
    - June 5, 2012
    - July 3, 2012
    - August 7, 2012
    - September 4, 2012
    - October 2, 2012
    - November 2012 – no teleconference scheduled
    - December 4, 2012

### 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 - - 7 AM ( Wednesday ) - Beijing, China – 4 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>