



IEEE Product Safety Engineering Society Board of Directors Meeting



Meeting Report

Date: May 1, 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, Luis Araujo

Participants:

Elya Joffe, Murlin Marks, Dan Roman, Doug Nix, Ivan VanDeWege, Thomas Ha, Daniece Carpenter, Doug Kealey, Kevin Ravo, Tom Shefchick, Mike Nicholls, Juha K Junkkarinen ,
Guests: , Dan Arnold, Mark Montrose,

AGENDA

Meeting called to order

- Ø Welcome
- 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 2:03PM CDST
Adjourned at 4:04 PM CDST

Action items from this meeting

5/1/2012

- 05.2012.01 - Tom & Doug – Mention nominations are open for the Board at the next chapter telecom; send communication to send nomination to Murlin by mid-May
- 05.2012.02 - Tom & Doug – work on presence in EMC Symposium in Pittsburgh

4/3/2012

- 04.2012.01 – Thomas Ha to identify potential GOLD board members. Remove current GOLD member for non-attendance.
- 04.2012.02 – Doug Kealey to continue with Atlanta proto-chapter arrangements.
- 04.2012.04 - Elya to prepare “Presidential” letter for Beijing chapter chair, Paul to translate
- 04.2012.05 – Doug Nix to check with Anna that there is an appropriate conference activity to give a Best Paper Award.

3/6/2012

- 03.2012.01 - all BOD - anyone with ideas with society awards make proposal
- 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
 - Ad hoc group formed
- 03.2012.05 - Action Item: Need from VPs –budget estimate for the year

2/12/2012

- 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 Has – verify rules for chapters
- 02.12.13 – Thomas, Doug, Dan, Daniece – develop membership satisfaction survey by May telecom
- 02.12.18 – Thomas and Doug K. – Establish a plan for the Chapter Chair meeting for the Portland Symposium

01/2012

- 01.12.a – Thomas Ha - Distinguished Lecturer program – need to work on developing program – would like to have a preliminary plans by June
- 01.12.b – Doug Nix – make a template for announcements for Chapter sponsored workshops

Please note Meeting Schedules at end of this report

Meeting report

Call to Order, Introductions/Opening Remarks

- Welcome Guests and Introductions of all attendees

Secretary Report

§ Approval of Agenda – Corrected date; approved as corrected.

Past President's Summary

Email blast was sent to all members requesting BOD nominations

Will review nomination list later this month. if not a total of 6 candidates, will work to increase

Requested all board members to encourage contacts and colleagues to send nominations

Membership should contact chapters who might have interested members

Consent Agenda Motions

- Approve February 2012 Meeting Agenda (Elya)
- Approve Secretary's Report – October 2011 Meeting Minutes (Daniece)
- Approve Secretary's Report – January 2012 Telecon Minutes (Daniece)

President's Statement:

§ Strategic Planning: Membership, Technical activities and Conferences

- Initiation in June Meeting
- Draft mission and vision to be circulated to committee in the next week

§ iNARTE

- iNARTE will merge on May 6 with RABQSA as a new division – Rich Georgerian and Elya are on the current board of iNARTE
- Now forming an iNARTE advisory board
 - § Seeking nominees for membership to advisory board and PSE certification committee
 - § Interested parties should contact Elya for details

§ PSES accomplishments

- To be submitted to TAB
- Must be submitted by May 6

Treasurer's Report

- Budget is in process

VP Reports

VP Member Services

- White Paper status
 - Circulated a draft copy, and received some comments
 - Next step is to develop a membership development – consists of 2 parts
 - § Membership development
 - § Member development
 - Need to form a committee
 - § Ask from the Board and from the chapters
- China chapter status – Paul Wang
 - Contacted HQ in New Jersey
 - Noted that China members have not renewed membership, no activity so dropped
 - Will contact Beijing members to renew
 - HQ replied that the 6 month membership is not mandatory; can be up to the section
- Chapter Development Opportunities and Strategies – Thomas/Doug K.
 - Yesterday had conference call with TC chairs and chapter chairs
 - Focus on mutual benefits between the 2 groups, such TC serving as speakers, chapters promoting membership in TC
- Status of Joint Chapter efforts with CE Society
 - No new developments; still in progress
- Awards and Recognition – Murlin
 - Conference committee working on conference awards
 - Society award program is not ready for submittal
- Affinity Group (WIE, GOLD, SAC)
 - GOLD – current member
 - § Tom to write letter to thank you for the good will; a time has passed without a report or contact we will need appoint someone else
 - Tom to search for potential candidates and contact for future participation
 - SAC – Student Activities
- Other Membership Activities
 - § Workshop in Atlanta
 - § Call with leader; intended to form chapter; developing workshop with 3-4 speakers
 - § ITS is willing to support with food and arrangements
- CQC is planning to send 1 or 2 people to the Symposium

VP Conferences

- Portland 2012 Update
 - Held monthly teleconference of conference committee;
 - Keynote is in place
 - Full number of tracks for the technical portion
 - Held tour of venue held; and a status update conference with Conference Catalysts which went well
 - Working on a webinar on writing technical papers and being authors – Writer's workshop
 - Marketing materials in development

- A number of Exhibitors have committed
 - § if you have contact information on potential exhibitors, please contact one of the conference committee members
- A companion program is in development
- Dates of future conference
 - Austin - Westin at the Domain, October 7-9, 2013
- Ad hoc committee report
 - Conclusion – moving conference to May, 2014, first week
 - 2015 – Chicago, chair John Allen
 - 2016 – considering Vancouver, Canada
- Presence in EMC 2012 (Pittsburgh) – Doug N. & Tom
- Conference Awards – Doug N.
 - Conference committee is developing plan
- Local and Global Workshops
 - Agencon 2012 (Argentina) – Silvia
 - § Program details are in development
 - South Africa – Elya
 - 2014 – EMC symposium in Israel – will be asking for technical co-sponsorship
- Challenges to be considered next
 - Challenge 4 – global conference presence
 - Challenge 5 – strengthen ties with other organizations
- Various MOUs are in development

VP Technical Services

- 3-5 year TAC/TC plan – no report
- Reorganization of TAC, RAC, etc. – no report
- Chapter support
 - Meeting of TC and chapter chairs
 - See need for a web tool to present webinars; use for remote speakers at chapter activities
- iNARTE Safety Engineer Certification
 - Questions - Evaluation/generation – TCs - Elya will connect Brian Lawrence with Ivan to work out details
- Safety in Transportation TC
 - Have made some contacts to establish a chair
- IEEE Transportation Electrification Project (TEP)
 - Involvement
 - Representative
 - Will investigate connection with safety in transportation TC
- Involvement of PSES in standard activities
 - Haven't explored, but see the need for consideration
 - Need to review any constraints on the society in developing standards
- 2012 Symposium
 - TC meetings at symposium
- Systems Council
 - Want papers on systems safety to go into their Journal
 - Councils can have chapters now – opportunity to create a joint PSES/Systems council chapter
 - Potential cooperation with conferences
 - Mark to write article for newsletter

VP Communication Services

- Formation of PSES Standing History Committee
 - Appointment of Rich Pescatore as History Committee

Old/Unfinished Business

- Consumer Reports Appliance Fire article
 - Ad Hoc committee Report – Rich N.
 - No report from committee

New Business – Elya

- No new business

Closing Remarks – Elya

- Next Teleconference is June 5, 2012, as 2 PM Central Time (US)
 - Moved to May 29
- Next Face to Face (F2F) meeting is June 22-23, 2012 – Atlanta, GA
 - Workshop to be held in conjunction with BoD meeting on June 22
- Nov 3-4, 2012 – Symposium – Portland, OR

∅ Adjournment

- Meeting was adjourned at 4:04 PM CST

Meeting Schedules

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

- Ø Future **Face to Face** meetings
 - February 11-12, 2012 – Austin, TX
 - § Focus on Strategic planning – VP to submit bullet summary for a reports
 - June 22-23, 2012 – Atlanta, GA
 - § Workshop to be held in conjunction with BoD meeting on June 22
 - 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

- Ø **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 – **NOTE – Moved to May 29, 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>