



IEEE Product Safety Engineering Society Board of Directors Meeting



Meeting Notes

Date: May 29, 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:

Murlin Marks, Dan Roman, Daniece Carpenter, Silvia Diaz Monnier, Doug Kealey, Kevin Ravo, Tom Shefchick, Paul Wang, Mike Nicholls, Steli Loznen, Juha K Junkkarinen, ,

Guests: , Jim Bacher, Bill Lowe (CSA)

AGENDA

Meeting called to order

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

VP Reports

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

Meeting called to order at 2:06 PM CDST

Adjourned at 2:58 PM CDST

Action items from this meeting

5/29/2012

- 05(2).2012.01 – Doug Kealey – Will send a blast to the board, listing topics and asking if any more potential speakers for the Atlanta workshop
- 05(2).2012.02 – Thomas Ha, Doug Kealey, Dan Roman – Consider teleconferencing chapter meeting options

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

Agenda – 5/29/2012

Approval of last meeting report

- * June meeting preparations (BoD meeting and Workshop) –
Need to have membership/chapter applications on site!
- * Strategic Planning –
ExCom and 1/2 BoD meeting will be dedicated to strategic planning
(First draft prepared, to be distributed soon –
it was distributed to past presidents only for first review) –
PLAN TO ATTEND
- * Membership –
Status in China Chapter,
update of "white paper",
new chapter efforts
- * Conferences –
Status of Portland,
ArgenCon
- * Technical activities –
Plans for activities in Portland,
reorganization plans (status)
- * Communications –
Has History Committee initiated activities?

Meeting report**Call to Order, Introductions/Opening Remarks**

- Welcome Guests and Introductions of all attendees

Secretary Report

- Approval of Agenda
 - Added status report for GOLD member
- Meeting Report for May 1 meeting
 - Corrected date; Report accepted as corrected

Past President's Summary

Working on nominations for Board election

All candidates need to submit thoughts on achievements for BoD, a photo, and a bio

Nominations: Kevin Ravo; 5 others have committed for nominations

Interested: Bill Lowe, 3 others have expressed interest

President's Statement:

- Strategic planning
 - Need to begin preparing for June meeting
- Plan to attend the workshop held in conjunction with BoD if possible
 - Advertisement for workshop – PSES website, Intertek website, Intertek communicating to customers, LinkedIn
 - Intertek marketing will handle registration
 - Registration is \$35 which will go toward PSES membership if IEEE
 - Have 3 speakers; room for another

- Testing and evaluation of LED products
- Basic field failure analysis
- Lithium ion battery failure analysis
- Will send a blast to the board, listing topics and asking if any more

Treasurer's Report

- Received input for 2013 budget
- Need ways to raise revenue

VP Reports

VP Member Services

- Santa Clara Chapter meeting, – one week ago provided a teleconferenced speaker
- John Allen, Chicago Chapter to provide for June
- EMC symposium, Pittsburgh
 - Conference with chair in Pittsburgh, Mike Oliver
 - Proposed meeting to set up joint chapter
 - Suggested we would be better fit with Power Engineering Society, which is already a joint chapter
 - In Pittsburgh, the focus is on power generation;
 - If get enough prospective members in Pittsburgh, should have a stand-alone chapter
- Provide thoughts of what is wanted for future meetings
- China chapter
 - 4 official members
 - Trying to encourage more to renew membership
 - Will have a meeting in November to plan how to restart chapter efforts

VP Conferences

- Portland Symposium
 - Hope to have China contingent to give presentations

VP Technical Services

- No report

VP Communication Services

- Working on eblast for technology navigator – have some problems with the search functions
- Getting ready to work on next newsletter
 - Proposed link to recorded chapter meetings
 - IEEE is concerned about storage space
- History committee has been formed; but have not received any reports
 - Jim Bacher has promised information input

Old/Unfinished Business

- Argentina workshop - Silvia– working last details for one day workshop
 - Announcements sent locally, but have participation for other countries
 - Proposed an eblast through IEEE

New Business

- No new business

Action Item (old and new) Review

Closing Remarks

- 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 2:58 PM CDST

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 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

- **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>