



IEEE Product Safety Engineering Society Board of Directors Meeting

Meeting Notes

Date: December 11, 2012 - Board of Directors Teleconference

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

Guests: Dan Arnold, Luis Araujo, Jim Bacher, Henry Benitez, Mark Montrose, Gary Tornquist, Jeff Voss (Division Director), Lijuan Hao (candidate for Board)

Participants:

Elya Joffe, Murlin Marks, Dan Roman, Doug Nix, Thomas Ha, Daniece Carpenter, Tom Shefchick, Mike Nicholls, Steli Loznen,

Guests: Bill Bisenius, Dan Arnold, Grant Schmidbauer

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 Central Daylight Time

Adjourned at 3:39 PM CDT

Action items from this meeting

12-11-2012

- 12.2012.01 - All BoD members – comments on award proposals from Murlin by Dec 20, 2012
- 12.2012.02 - All BoD members – comments on Named Awards proposals
- 12.2012.03 - all Bod members – thoughts on how to approach companies for an award endowment
- 12.2012.04 – Daniece – send copy of last Strategic Plan to new BoD members
- 12.2012.05 – Dan Roman – contact Anna for acknowledgement for last symposium in the newsletter
- 12.2012.06 - Elya - report on iNARTE Advisory Board activities
- 12.2012.07 - New officers – need picture of each new officer

12.2012.08 –Stelli –developing a Product Safety encyclopedia; update with what support is needed; closed

12.2012.09 02.12.18 – Thomas and Doug K. – Establish a plan for the Chapter Chair meeting for the Portland Symposium - Item closed (Need to start planning for Austin symposium in 2013)

11/04/2012

11.2012.01 – Daniece to prepare a format for VP reports for each meeting. Work with each VP to use a general report format, or a customized one for each area

11.2012.02 – Stelli – Write report on Israel workshop held in August

11.2012.03 – Rich Nute/Elya Joffe – write report on South Africa presentations

11.2012.04 – Doug Nix – Symposium committee to write a report with each chair writing what went right/wrong; draft for January for next Symposium committee

11.2012.05 – Stelli – Work to set meeting with IMQ to explore joint activities to increase membership in Europe

11.2012.06 – Doug Nix – Perform a brief study of the financial viability of SSIT conference; propose either technical or financial based on study

11.2012.07 – All BoD – future proposals need to be made in the formal motion format; Elya will send the format with pros/cons/financial implications

11.2012.8 – Tom Ha, Daniece to work on Chapter Leadership newsletter

11.2012.09 – Tom Ha – provide all chapter officer contact to Dan Roman for inclusion to the Chapter listserve

11.2012.10 – Tom Ha work with marketing chair to work on marketing brochure

11.2012.11 – Elya to provide Tom Ha with EMCS marketing brochure and survey

11.2012.12 – Tom Ha - Under member services to have a survey coordinator to develop conference surveys, member activities survey

11.2012.13 –Tom Ha – focal for seeking candidate for awards coordinator

11.2012.14 – Elya & Jeff Voss – Develop an brief elevator pitch from the State of PSES information

10/02/2012

10.2012.01- All BoD members - Event volunteer policy – propose to get sweat equity credit; need to consider – BoD members to email Doug Nix with your thoughts

10.2012.02- Doug Nix - Mentoring program proposal – attendees of writing class wanted mentors to help them with their writing – led to see about IEEE mentor program which need so be revitalized; have proposal to review

10.2012.03- Ivan – make sure that the TAC meetings at the Symposium are advertised, perhaps an e-blast - Item Closed

9/04/2012

09.2012.01 - Tom Ha - Follow up on Atlanta Chapter status with Atlanta leaders.

09.2012.02 - Murlin - Check on Best Paper Award status with Pete Perkins – Item closed

09.2012.03 - Rich Nute - Follow up with U.S. Nuclear Regulatory Agency contact

7/31/2012

07.2012.01 – Doug Nix - Form a subcommittee to set some criteria on poster sessions, PowerPoint; experiments, etc. during a conference or symposium - subcommittee is formed; details are being

07.2012.02 – All Board Members - Each Board member review and send any comments or information on any section of the draft report to the SRC from September 5 -10, 2012; comments to be sent to Elya – Item closed

- 07.2012.03 – Doug Nix – Investigate what measures are in place to encourage authors to register and appear at the symposium –draft a no show policy; needs to be reviewed by BoD
- 07.2012.04 – Doug Nix, Thomas Ha – Investigate what concessions might be made to accommodate a reduced or comp registration for the CQC visitors – limited budget for comps
- 07.2012.05 – Ivan – Begin preparations to form a representative advisory committee for all representatives to various contacts and organizations
- 07.2012.06 – Murlin – encourage industry or others to submit ideas or sponsor special awards - Item closed

6/23/2012

- 06.2012.02 – Rich Pescatore - Written report on status and plan for History Committee by next teleconference - Item closed
- 06.2012.03 – Elya – to provide presentation for chapter use on the society awareness; Daniece to send CT – remind Elya – Item closed
- 06.2012.04 – Thomas Ha – investigate IEEE fee reduction for large group sign-up
- 06.2012.05 – Thomas Ha – CQC-PS will visit Symposium; report on plans for welcome – Item closed
- 06.2012.06 – Daniece - Gratitude of hosting event certificate; 4 individual, 1 to lab - Item closed
- 06.2012.07 –Kevin Ravo – investigate various methods of recording and broadcasting presentations
- 06.2012.08 –Doug Nix - Conference – check with Anna – if we have A/V; what does it take to record some of the presentation? Transfer to next symposium in Austin, 2013
- 06.2012.09 –Stelli – communicate with Ivan before the Symposium in developing a Product Safety encyclopedia; what support is needed – Item closed
- 06.2012.10 –Elya – send information on TEP, IEEE Transportation Electrification Project to Daniece – Item closed
- 06.2012.11 –Elya – send revised strategic plan, ver 1b, for comments to BoD – Item closed
- 06.2012.12 –Elya – to check with TAB on situation with Beijing chapter on putting obstacles to creating new chapters – Item closed
- 06.2012.13 – Thomas Ha to identify potential GOLD board members. Remove current GOLD member for non-attendance.
- 06.2012.14 – Elya Resend IEEE roster – update with corrections to Daniece – Item closed
Need to update one for 2013

5/29/2012

- 05(2).2012.02 – Thomas Ha, Doug Kealey, Dan Roman – Consider teleconferencing chapter meeting options – in progress; one meeting

4/3/2012

- 04.2012.04 - Elya to prepare “Presidential” letter for Beijing chapter chair, Paul to translate – still investigating situation in China and evaluating need -

3/6/2012

- 03.2012.01 - all BOD - anyone with ideas with society named awards make proposal; especially looking for input from industry – Item closed

2/12/2012

- 02.12.07 – Thomas Ha – identify lead volunteer for social networks such as LinkedIn -

02.12.13 – Thomas, Doug, Dan, Daniece, Elya – develop membership satisfaction survey; draft by September telecom

02.12.18 – Thomas and Doug K. – Establish a plan for the Chapter Chair meeting for the Portland Symposium - Item closed (New – start planning for Austin symposium, 2013)

01/2012

01.12.a – Thomas Ha - Distinguished Lecturer program – need to work on developing program – would like to have a preliminary plans by February, 2013

01.12.b – Doug Nix – make a template for announcements for Chapter sponsored workshops

Meeting report

Call to Order, Introductions/Opening Remarks

- Welcome, and happy holidays in all celebrations
- Motion to approve agenda; second; motion passed
- Meeting Report – sent to all members; some minor corrections for typos; moved to accept; seconded; motion passed

Secretary Report

- Approval of Consent Agenda - Motion made to accept, seconded, motion passed

Past President's Summary

- Proposal for awards was presented and discussed
 - Named awards
 - Annual type of awards such as membership, chapter of the year – discussion of definitions of types
 - Murlin would like to receive your comments – will have a revised proposal for vote in January Discussed during our board meet the attached were award descriptions for four awards: Initial Membership Award, Service Anniversary Award, Certification of Appreciation Award, and Chapter-of-the-Year Award. Also attached is an older pdf file, that I think was developed by Jim Bacher.
 - The Initial Membership Award provides a certificate for “new” members. Hopefully, the Service Anniversary Award will encourage members to stay with us. The Certificate of Appreciation and Chapter-of-the-Year Awards are intended to motivate a higher level of volunteerism in our society. An additional motivation (for me) is for the latter three awards to get members to our annual ISPCE for the presentations and buzz that goes with them. Our Newsletter, Conference Program and email communications with members need to be aligned with the awards.



A_Initial Membership Award_12 2012r1.doc



B_Service Anniversary Award_1



C_Certificate of Appreciation Award_1



D_Chapter of the Year Award_12 2012i



PSES Awards Program Details.pdf

President's Statement:

- Society review will be in February
- Next Face to face meeting is in February
 - See dates of teleconferences and face to face meetings at end of this meeting report
- Thanks to all contributors to the Society Review document
 - Plan to submit on Thursday
 - Jim and Murlin will also attend SRC meeting
- Strategic Goals
 - All Board members should review last draft and be prepared to discuss
- South Africa workshops
 - Speaking to groups of students, business professionals
 - 5 locations in 4 days
 - Goals are recruitment of members and to found a new chapter

Treasurer's Report

- Society Income source is mainly from
 - Membership fees
 - Conference/Symposia
- 2013 Budget is complete
 - VP had the opportunity to provide input
 - President provided input
- Need to manage our budget better
 - Conference budget and forecast final before end of fiscal year
 - Travel costs are a large part of the budget
 - Recommend that all travel is pre-approved
- Reviewed financial figures and report for 2012 and forecast for 2013

VP Reports

VP Conferences

- Named awards
 - Proposals with description of intended award
 - January – discussion on how to approach companies for endowment
- 2013 Symposium
 - Need call for papers
- Investigation of financial or technical conference
 - Not able to get financial data; recommendation for a technical co-sponsor ISTA13
- Mentor program – IEEE is in process of redoing mentor program
 - Asked if we could be the test case for the software
 - No objections from Board to proposal
- Report from Dan Arnold on 2012 Symposium
 - Surplus net of \$38-39K from symposium
 - Exceeded our stretch goal of \$30K
 - App 180 registrants
 - Plan to close out books by first of year

VP Member Services

- White Paper is completed
 - Discussed what next steps would be?
- China
 - CQCTS expressed appreciation for the actions of the Board and Society
 - Will assign a person to report what steps to promote society within CQCTS
 - Atlanta chapter
 - Doug Kealey is still working to start the chapter
 - All membership applications have been processed
- Membership satisfaction survey
 - Will be completed by end of Dec
 - Will send by IEEE e-blast
- Membership Brochure
 - Will have draft by end of Dec
- No report on China chapter or proposed Pittsburgh chapters
- Need to follow up with joint chapters with Consumer Electronics Society
- A gentleman from Central Texas contacted Doug Nix to form a joint SSIT chapter

VP Technical Services

- Published the final draft of the TC Handbook
 - Strategies for TAC
- Holding meetings with the TC at the symposium
 - PSES newsletter had announcement of TC meeting
- Working on population of organizational chart with volunteers
- Encyclopedia project – project to develop and publish a product safety encyclopedia
 - Covers many areas of interest with product safety – consumer, ITE, etc.
 - Stelli to circulate his slide deck
 - Motion to table subject for more investigation on publishing avenues, financial implications, etc.;; motion seconded; motion carries
- iNARTE plans to talk with the TCs

VP Communication Services

- Newsletter
 - Next issue is planned for the end of December
 - Need call for papers for 2013 symposium
- History committee
 - No progress reported for December meeting
 - November History committee report
 - framework for the material; Chair will be asking for help
 - Committee report –



IEEE PSES
History.docx

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Old/Unfinished Business

- Consumer Reports Appliance Fire article
 - Report that there was no new information.

New Business

- Report on iNARTE merger with RABQSA – Elya (see circulated report from Elya)
 - Possibilities in China for certifications and educational program
 - Forming the iNARTE Advisory Board – will have a RABQSA telecom in January
 - Looking into S. Korea
- Stelli Loznen has volunteered for the Educational Committee and accepted as a member

Strategic Planning

- Identify and Define the strategic goals – see circulated report from Elya)
 - Consider FOI, Mission and Vision
 - Observe examples from other IEEE Societies
 - Reviewed and discussed each goal
 - Motions made to accept each goal after discussion; all goals accepted
 - Objective for next meeting – breakdown each goal to be handled by each group
 - IEEE Transportation Electrification Project (TEP involvement and representative
 - Jan Swart appointed representative
 - Consumer Reports Appliance Fire article – no report and continues to be open
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Action Items (old and new) Review –

**Elya asked everyone to review the action items (see Page 1 & 2) to mark them off or address them before our next meeting.
Provide Daniece with your updates.**

Closing Remarks

- Next Face to Face (F2F) meetings
 - Locations for 2013 BoD meetings (other suggestions?):
 - 2/2013: Santa Clara, CA – week before TAB
 - 6/2013: Vancouver, BC, Canada (w/CSA)
 - 10/2013: Austin, Tx
 - Next teleconference will be January 8, 2013
- Adjournment
 - Meeting was adjourned at 3:39 pm CDT.

Meeting Schedules

- Strategic Planning Committee
 - All VP's are included
 - Strategic planning meetings will be held the Monday after the February BoD meeting.

- Future **Face to Face** meetings
 - 9-11 Feb, 2013 – Santa Clara, CA
 - Feb 9 – ExCom meeting
 - Feb 10 – Board meeting
 - Feb 11 – Strategic Planning meetin
 - 22-23 June, 2013 – Vancouver, BC Canada
 - June 22 – ExCom meeting
 - June 23 – Board meeting
 - June 21 (Friday) – workshop with CSA could be a possibility
 - 5-6 October, 2013 – Symposium – Austin, TX
 - Sunday before the symposium
 - Oct 5 – ExCom meeting
 - Oct 6 – Board meeting

- **Monthly teleconference** schedule Send as teleconference meetings as outlook meeting notice and e-mail
 - First Tuesday of the month (unless scheduled otherwise)
 - **2013**
 - January 8
 - February 5
 - March 5
 - April 2

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>