



IEEE Product Safety Engineering Society Board of Directors Meeting

Meeting Report

Date: January 8, 2013 - 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, Kevin Ravo, Tom Shefchick, Paul Wang, Mike Nicholls, Steli Loznen, Juha K Junkkarinen, Stefan Mozar, Bill Bisenius, Grant Schmidbauer

Guests: Dan Arnold, Jim Bacher, Mark Montrose,

Participants:

Elya Joffe, Murlin Marks, Dan Roman, Doug Nix, Jan Swart, Daniece Carpenter, Richard Nute, Kevin Ravo, Mike Nicholls, , Juha K Junkkarinen, Bill Bisenius,

Guests: Dan Arnold, Mark Montrose

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 2:04 PM Central Daylight Time

Adjourned at 4:01 PM CDT

Action items from this meeting

01-08-2013

01.2013.01 - Daniece – email VP of conference and membership a request to prepare slides on considerations and questions of strategic plan for the February meeting

All board members to review strategic plan and be prepared to discuss at the Feb meeting

01.2013.02 - Dan Roman to check with chair of history committee if can fulfill commitment

01.2013.03 - Daniece send to Ivan – by Feb board meeting to report the structure to support iNARTE

01.2013.04 - Elya to send to Bill and Juha information on what is needed and coordinate with Ivan; invite John Allen and include on invitation

01.2013.04 - Murlin to explore the logistics of the certificates and pin distribution and report by Feb meeting

- 01.2013.06 - Kevin – how to coordinate call for papers for conference for 2014, and explore timing for various symposium/conference actions
- 01.2013.07 – Thomas – Establish a plan for the Chapter Chair meeting for the Austin Symposium
- 01.2013.08 – Daniece to update roster for 2013

12-11-2012

- 12.2012.01 - All BoD members – comments on award proposals from Murlin by Dec 20, 2012 – item closed
- 12.2012.02 - All BoD members – comments on Named Awards proposals - (add to minutes Kevin to approach UL on Merrill award
- 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 – item closed
- 12.2012.05 – Dan Roman – contact Anna for acknowledgement for last symposium in the newsletter – item closed
- 12.2012.06 - Elya - report on iNARTE Advisory Board activities – item closed
- 12.2012.07 - New officers – need picture of each new officer - item closed
- 12.2012.08 –Stelli –developing a Product Safety encyclopedia; update with what support is needed; Item is closed

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 – item closed
- 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 – item closed
- 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 – item closed
- 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 – item closed
- 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 – item closed
- 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

9/04/2012

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

09.2012.03 - Rich Nute / Elya - 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

07.2012.03 – 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 – item closed

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 – item closed

07.2012.05 – Ivan – Begin preparations to form a representative advisory committee for all representatives to various contacts and organizations

6/23/2012

06.2012.04 – Thomas Ha – investigate IEEE fee reduction for large group sign-up for membership fees

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

06.2012.13 – Thomas Ha to identify potential GOLD board members. Remove current GOLD member for non-attendance.

5/29/2012

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

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

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 hope everyone had a good holidays
- Motion to approve agenda; second; motion passed; motion passed
- Meeting Report – sent to all members; corrections on action item; 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 meeting were the attached 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_



D_Chapter of the Year Award_12 2012i



PSES Awards Program Details.pdf

- Liaison to Consumer products society
 - Will attend the CES program to attract new members
- Need call for papers for the 2013 Austin symposium
 - Symposium website still refers to Portland
 - Discussed the symposium website and placement on Society website
 - Want to have a call for papers for the next symposium by the due date of this year paper
 - Propose to have meeting with Doug Nix, Kevin Ravo, chair of 2014 Symposium, and Gary Schrempp, chair of 2013 Symposium to address how to prepare for transition, call for papers, advertising, etc.
 - Also want to consider advertising, Doug to talk with Elya to clarify

President-Elect's Summary

- Will start to attend TAB meetings to learn
- Planning to take advantage of some of the IEEE training opportunities

President's Statement:

- Society review will be in February
- Upcoming face to face Board meeting
 - Strategic meeting will be in 2 parts
 - Short term strategies – membership and conferences
 - Ask each VP to prepare slide deck on considerations
 - 5 year goals – want to develop them so that we can start
- No new information on global outreach

Treasurer's Report

- Some society goals were not met, Jan and Elya did some cost cutting
 - Periodicals – was less than expected
 - Membership – Budgeted for \$33K, received \$24K
 - Symposium did better than anticipated – net was up – \$35.7 K
 - \$27K to IEEE for admin
 - Cut travel costs to 26K
 - Results for the year was Favourable
 - Will send budget to each VP; will send new expense form

VP Reports

VP Conferences

- Requested 2012 symposium report
 - Expect it to be finalized by end of January
- Conference guide has been posted – no additional comments
 - Need discussion on timing of website, call for papers, etc.
- Use of Hubvents – no further information
 - This has been included in the budget for next symposium
- Working on co-sponsorship with ISTA conference in June
 - IEEE tool is proving to be an obstacle
 - Prevents posting of conference in database if all MOU are not completed
 - Workshops
 - Argentina – joint event with EMC and PSES
 - June workshop in Vancouver – have some commitments and will work on structure

VP Member Services

- Awards proposal
 - See Past President's report above
 - Motion to approve the 3 awards, and 2 certificates, amended to be only 3 awards, seconded,
 - Murlin to work with TAB awards committee to have them approved by IEEE
 - Motion passed
 - Motion to approve the 2 certificates; seconded
 - Discussion on certificates
 - Proposed to be a pdf attached to welcome letter for initial membership
 - Motion to table until Feb meeting; seconded; motion passed
 - Murlin to explore the logistics of the certificates and pin distribution
 - Named awards
 - Doug Nix has not received any additional comments

VP Technical Services

- No report from VP
- Discussed iNARTE and PSES MOA to support iNARTE
 - send to Ivan – by February board meeting to report the structure to support the iNARTE
 - discussed a committee to support headed by Bill Bisenius to move ahead
 - action item – Elya to send to Bill and Juha, and to invite John Allen to serve on committee
 - send information on what is needed and coordinate with Ivan
 - John Allen has expressed interest, to invite him to participate
- Elya has included a call for volunteers for formation of the Education Committee

VP Communication Services

- Newsletter being assembled
 - All articles have been submitted
- History committee
 - Still stalled – will be at top of priority list to get started
- Note that this will be the tenth symposium – is an opportunity to have an event
 - Could have article on ten previous symposiums for newsletter
 - Subcommittee to explore special event or ways to mark the 10th symposium
 - Mark Montrose will help on info on first 2 symposiums – no volunteers so item dropped
 - Also could have article on ten years of Society in 2014

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

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 March 5, 2013
- Adjournment
 - Meeting was adjourned at 4:01 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 meeting
 - 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
 - Teleconference meetings sent as outlook meeting notice and e-mail
 - First Tuesday of the month (unless scheduled otherwise)
 - **2013**
 - January 8
 - February 5 – no teleconference to be held
 - March 5
 - April 2
 - May 7
 - June 4
 - July 2
 - August 6
 - September 3
 - October 1
 - November 5
 - December 3
 - If you cannot attend, please send a report of your activities and update to any action items

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>