



## Meeting Report

**Date: May 7, 2013 - 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, 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, Ivan VanDeWege, Jan Swart, Daniece Carpenter, Richard Nute, Kevin Ravo, Tom Shefchick, Steli Loznen, Juha K Junkkarinen, Bill Bisenius, Grant Schmidbauer

Guests: Jack Burns

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## 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 2:02 PM CDST

Adjourned at 3:47 PM CDST

## Action items from this meeting

### 05-07-2013

05.2013.01 - Thomas Ha – Form a committee to handle member recognition including pin and certificate distribution

05.2013.02 - Thomas Ha – develop plan to market and encourage elevation to Senior Member through chapters

05.2013.03 - Elya – add topic of promoting Senior Member on June meeting

05.2013.04 - Ivan – develop ideas to help Dan with reports from each TC for the newsletter

05.2013.05 - Jack Burns – form a committee to consider whether PSES will continue to support iNARTE, and make recommendations to the Board; the committee will make recommendation whether to honor or withdraw; if honor how do we arrange to support

#### **04-12-2013**

04.2013.01 - Ivan – based on description from Murlin, consider creating a TC on the future of consumer electronics committee

04.2013.02 - Tom Ha – identify a person to take the role of the Awards Chair

04.2013.03 - Murlin to talk to Kevin regarding the history of UL for an article for the newsletter

04.2013.04 - Silvia to form contacts in WIE and prepare reports for the F2F meetings

#### **03-12-2013**

03.2013.01 - Elya - to write article for Chapter Newsletter - Item completed and closed

03.2013.02 - Board to reply with thoughts on need for safety engineer certification by April teleconference; discussion on value of iNARTE support in June

03.2013.03 - Elya will check with IEEE for multimedia training courses (IEEE e-learning or similar; SCV PSES archives) -- follow up with Steve Welch by the May meeting

03.2013.04 – Bill to work with marketing chair to work on marketing brochure – Bill has taken ownership of brochure

03.2013.05 – Bill - Under member services to serve as the survey coordinator to develop conference surveys, member activities survey - report by April; survey draft by August

03.2013.06 – Bill – develop membership satisfaction survey; draft by September telecom

03.2013.07 – Bill – Develop an brief elevator pitch from the State of PSES information  
5/7: Draft circulated

03.2013.08 – Daniece – Check with Gary on ETS facility tour during Symposium in Austin  
– Item completed and closed

#### **02-10-2013**

02.2013.04 - Bill Bisenius and Dan Roman to collaborate on a training video by June meeting

02.2013.05 - Bill to develop elevator pitch for the members and for the corporate sponsors – draft by March telecom

3/12 draft completed; second draft due by April telecom

5/7: Draft circulated

02.2013.06 - Bill Bisenius will collect thoughts on how to market the Society and propose concepts for the March meeting. Daniece, Elya, Stefan, Kevin, Grant, Tom, Anna are bounces

Due by June face to face – concepts by April

#### **01-08-2013**

01.2013.05 - Murlin to explore the logistics of the certificates and pin distribution and report by March meeting – defer to May meeting

01.2013.07 – Thomas – Establish a plan for the Chapter Leadership meeting for the Austin Symposium

01.2013.08 – Daniece to update roster for 2013  
5/7: Item completed and closed

**12-11-2012**

- 12.2012.02 - All BoD members – comments on Named Awards proposals - (add to minutes Kevin to approach UL on Merrill award - comments received; proposal made to UL (Feb, 2013)
- 12.2012.03 - all Bod members – thoughts on how to approach companies for an award endowment by October meeting

**11/04/2012**

- 11.2012.02 – Stelli – Write report on Israel workshop held in August -
- 11.2012.05 – Stelli – Work to set meeting with IMQ to explore joint activities to increase membership in Europe
- 11.2012.13 –Tom Ha – focal for seeking candidate for awards coordinator – Tom to contact Doug Kealey by March telecom

**10/02/2012**

- 10.2012.01- Doug Nix - Event volunteer policy – propose to get sweat equity credit; need to consider – BoD members to email Doug Nix with your thoughts - need report by Doug Nix by March telecom
- 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 – (3/12) IEEE is revamping their program, and will not have anything until later this year – (4/2) expecting marketing materials from IEEE
- 10.2012.03- Ivan – make sure that the TAC meetings at the Symposium are advertised, perhaps an e-blast

**9/04/2012**

- 09.2012.01 - Tom Ha/ Doug Kealey - Follow up on Atlanta Chapter status with Atlanta leaders. Need report by March telecon
- 09.2012.03 - Rich Nute / Elya - Follow up with U.S. Nuclear Regulatory Agency contact. Need report by March telecon

**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 discussed
- 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
- 06.2012.08 – 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. – report needed by March telecon

**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, 2013

01.12.b – Doug Nix – make a template for announcements for Chapter sponsored workshops - Due by June, 2013

## Meeting report

### Call to Order, Introductions/Opening Remarks

#### Consent Agenda Motions

- Approval of Agenda - Motion made to accept, seconded, motion passed
- Approve Secretary's Report – April 2013 Telecon minutes; Motion made to accept, seconded, motion passed

#### Past President's Summary

- **Report attached**



Past president rpt  
May 2013.docx

- Kevin Ravo is looking into providing historical information of UL, and product safety
- Distribution of pins and certificates; summary of IEEE capabilities
  - Suggest to move duties under Member Services
  - Any comments should be directed to Murlin
- Elections
  - 5 candidates, and 1 potential candidate
- MOU
  - Consumer electronics society has been very supportive
  - Considering a sister society linkage
- Future Directions committee
  - Moving along
- Awards program
  - Board members should think about nominees
- Fellows program
  - We have one nominee;
  - Need to follow-up for status

#### President- Elect's Statement

- iNARTE report

#### President's Statement:

- Society review
  - Response submitted
  - Expect a smooth passage of recommendations at TAB
- Strategic planning – to be discussed at the June meeting
  - Approval of Strategic Goals as amended in the February BoD Meeting
  - Addition of 5<sup>th</sup> Goal: "Development of Financial Resources"
  - Addition of 6<sup>th</sup> Goal: "Create and develop a long term leadership and succession plan"
- Global Outreach
  - Elya will represent us at the Reliability society conference

## Treasurer's Report

- Budget
- Income from membership is down; assume that member numbers
- Expenses are in line
- Note that if membership income is down, should align expenses
- Sent 2014 budget to committee
  - Projected a lower membership growth to align better with realistic current numbers and growth
  - Needs to be submitted by May 15
- FinCom – proposed a mission statement for the committee
  - **The PSES FinCom mission is to provide resource oversight, and support for building society resources.**
  - Direction is to
    - Oversee expense
    - Nurture revenue

## VP Reports

### VP Communication Services

- History committee
  - Having a little trouble getting the individuals to participate and respond with some notes, or ideally, write an article
- Newsletter status
  - Sent messages to associate editors for a status, and encourage each associate editor to contribute at least one article. Better to develop a series
  - Asked Tom and Ivan to suggest candidates for associate editor for chapters
  - Need associate editor for Technical Committees
  - Noted that EMC's conference edition is published by In Compliance magazine
  - Discussing changing the format of the newsletter to more of a magazine feel
  - Also looking at modernizing the website
- Symposium
  - Call for papers – need more messages calling for papers
  - Discussed process and opportunities for paper presentations and publishing in Xplore

### VP Conferences

- Feedback from Lesson Learned from Portland – no feed back
- Status of closing Portland Symposium - closed
  - Symposium is now closed with no outstanding items
- Technically co-sponsored activities
  - Working on co-sponsorship on Austin symposium
- Status of 2013 Symposium
  - Working on co-sponsorship for symposium
- Workshop in June – with Board meeting
  - Looking at 2 day event, but not enough interest
  - Has registration URL
  - Will publish flyer

- Workshop is advertised on the IECEE website at <http://www.iecee.org/>
- No report on proposed workshop in Argentina
- Update on GlobeSpace
  - Re-registration as not for profit conference in Cyprus;
  - Will revise MOU;
  - Call for paper due shortly;
  - Website is up
- Shenzhen – Proposed workshop
  - Paul Wang – Stefan – met and Paul is chair for conference in November

### VP Technical Services

- Report on
  - iNARTE/RABQSA PSES support – Jack Burns will be working on it – will form a committee
    - PSES signed an MOA agreeing to serve as the knowledge base;
    - A new MOA was signed when iNARTE merged with RABQSA
    - iNARTE proposed that a new body of questions be developed; to date no substantive action has been taken
    - Question – do we still support? – discussion of responses
  - Reorganization of TAC, RAC, etc – no report
  - 3-5 year plan for TAC/TC – no report

### VP Member Services

- Report attached



Member Services -  
May 7.docx

### Old/Unfinished Business

- Consumer Reports Appliance Fire article – Ad-Hoc Committee update – no report
- No other old business discussed

### New Business

- Open floor for comments
- WIE Liaison – Silvia
  - According to statistics provided in the WIE meeting:  
Only 4% of PSES members are female members (27 of a total of 682 PSES members). 52% of female PSES members are WIE members (14 of a total of 27 female PSES members).  
I have checked with IEEE Statistics and the WIE Statistics does not match any IEEE statistics (nor 2012, not 2013, but similar to 2012 IEEE statistics). PSES has 728 members in march 2013 (full members, students and affiliate), and 694 in 2012.

### **Summary of Financial Impact of Approved Motions**

- Technical co-sponsor approved – no financial impact

### **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 Elya and/or Daniece with your updates

### **Closing Remarks**

- Next Face to Face (F2F) meetings
  - Locations for 2013 BoD meetings:
    - 6/2013: Vancouver, BC, Canada (w/CSA)
    - 10/2013: Austin, Tx
  - Next teleconference will be June 4, 2013

### **➤ Adjournment**

- Meeting was adjourned at 3:47 PM CDST.



## Meeting Schedules

- Strategic Planning Committee
  - All VP's are included
  - Strategic planning meetings will be held the Monday after the February BoD meeting.
  
- **2013 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 - Postponed to March 12
    - 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>