



Meeting Report

Date: June 23, 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, Gary Schrempp

Participants:

Elya Joffe, Murlin Marks, Dan Roman, Thomas Ha, Jan Swart, Daniece Carpenter, Silvia Diaz Monnier, Richard Nute, Kevin Ravo, Mike Nicholls, Juha K Junkkarinen, Bill Bisenius, Grant Schmidbauer

Guests: n / a

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 8:33 AM PDST

Adjourned at 2:08 PM PDST

Action items from this meeting

06-23-2013

06-23.2013.01 - Daniece – send symposium brochure and slide to Elya and to Murlin

06-23.2013.02 - Doug – to coordinate call for papers, flyer, posters, as a package to continue for future activities

- 06-23.2013.03 - Bill to work with Doug N. on the rationale and consistent naming of the symposium, conferences, workshops, etc., and promoting a brand
- 06-23.2013.04 - Tom will work on promotion through LinkedIn
- 06-23.2013.05 - Dan and Bill to develop a roadmap for utilizing videos and teasers on various social media to generate members and revenue
- 06-23.2013.06 - Tom to develop a presence for the chapters at the conference with information in the program
- 06-23.2013.07 - Ivan – to move forward with the reorganization approved in this meeting; report on development by August telecom; full report by Feb. meeting in 2014; detailed structure and names by May, 2014
- 06-23.2013.08 - Ivan – set up the infrastructure necessary to implement the motion to establish a iNARTE support committee based on the TC plus any other volunteer; Jack Burns has accepted the position of Chair of the committee; Grant and Daniece, Rich Nute, Bill Bisenius, Jack Burns has volunteered. John Allen and Mark Frankfurth have expressed interest

06-04-2013

- 06.2013.01 - Thomas Ha – develop plan to market and encourage elevation to Senior Member through chapters
- 06.2013.02 - Elya – add topic of promoting Senior Member on June 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
- 05.2013.04 - 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 – Item closed as Murlin has assumed
- 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

- 03.2013.02 - 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

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

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

- 11.2012.13 –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

- Welcome Guests
- Report from ExCom
 - Very disappointed that none of the VPs were able to attend the meeting on the strategic meeting, and with some not even calling in during the BoD meeting –
 - Makes it very difficult to conduct business
 - Elya will send individual letters to those who did not participate.
 - Reviewed the 2 new goals in the strategic plan, and will ask for a motion to add them and to approve the deletion of 2 goals in the Feb meeting
 - Remarkd that the following needs to be updated
 - Leadership and Succession Plans
 - BoD member engagement in committees
 - All VPs to report on their budget spending in face-to-face BoD meetings

Consent Agenda Motions

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

Global Outreach Activities

- **Report from Past Symposia Outreach Activities**
 - TBD – No current activities
- **Plans for Future Global Outreach efforts**
 - Israel PSES Workshop
 - Postponed to later in November or early December
 - Argentina
 - Date of 28-29 of October has been set
 - PHM'2013
 - Conference will be held just outside of Washington, DC, following this meeting,
 - PSES are technical co-sponsors
 - Elya will give a presentation, John Allen will lead a workshop
- **Plans for Future Chapter Outreach**
 - Joint meeting with Consumer Electronics in silicon valley with workshop and AdCom meeting to be held in September
 - Also have some plans with Consumer Electronics to other societies

Past President Report

- Nominations and Appointments Activities (Report)
 - Have 6 good candidates
 - One candidate is on his 3rd try
- Future directions committee – have article in newsletter;

- Consumer electronics conference in Berlin
- MOU's
 - Have a package from other society
 - Propose a sister society relationship with Consumer Electronics
- UL Award –
 - Has been modified – Merrill award sponsored by UL;
 - Kevin has found a document at UL with relevant information;
 - Murlin has drafted a PSES document with the information from the UL document;
 - Next step is define criteria -who is eligible; one person per year, etc. discussed requirements of IEEE and precepts of award and presentation
 - idea proposed is to have one large award for a professional and a smaller award amount for a student
 - target to present award by 2015;
 - Award proposal must cycle through TAB etc.

Treasurer's Report

- PSES financial status – Report
 - Reminder that we have limited income resources which makes managing our budget challenging
 - 33.6 K for membership and periodicals – 23.2K actual;
 - 32.5K surplus budgeted for conference; expenses of 4K so far;
 - Have 14K or so for the year in budget;
- 2014 budget
 - IEEE administration charges will be significantly lower so a better financial picture
 - Brought membership & periodicals more in line with actuals



BoD Mtg - Finance
Update- July.pptx

Finance Report

FinCom Report

- Within our strategic plan is a goal to develop a financial program to insure the financial viability of the Society – Goal E
- Commented that we should consider the financial picture for each of the workshops
 - Idea proposed that we should perhaps charge for each attendee

VP Reports

VP Member Services

- Membership – 740 – 800 members
 - Renewals are consistent
 - Campaign for free membership – 2-5% renew the membership (about 10 members)
 - Comment that reports have come back that they could not justify the cost of the membership for renewal
 - Low hanging fruit is existing IEEE members to get for PSES members
 - 2 points
 - Membership is stable, although low;
 - Moving forward consider if it worthwhile to continue to give free 1 year membership
- Discussion of how to move forward to promoting the society as the place to be for a safety professional; building value;
 - Cannot do good marketing if we have nothing to sell; need to build a product and sell it outside of the society
 - Marketing of conferences to promote membership
 - Contact IEEE USA and send call for papers to all regions
 - Technical co-sponsors with ISS leadership
 - Contact ESD Association; local electrical inspectors; test labs; IET (Keith Armstrong); review GlobeSpace for technical co-sponsors for opportunities
- Survey at symposium
 - Ask If you are a member
 - Follow-up with question – What would make it worth you joining the PSES?
- Suggestion to charge non-members for Chapter meetings to build a perception of value
- Mike Nicholls has accepted the position of chapter coordinator
- Discussion of idea to provide some funding for a chapter representative to travel to a Chapter meeting?
- LinkedIn
 - 2400 members on group
 - Discussed how to use group to get new members and to survey group on value and services wanted
 - Bill and Tom will work on promotion through LinkedIn and Facebook
- Need a roadmap for utilizing videos and teasers on various social media to generate members and revenue – assigned a action item to Dan and Bill
- Awards committee –
 - Chapter of the year – under Mike Nicholls ;
 - Want to complete and present award at symposium in Austin
 - Get info from chapters with input to BoD at July meeting
- Awards – Juha and Grant – requested to work with Murlin on these awards
 - Recognition, appreciation
- Chapters – need to develop a schedule with activities for chapters
- Work with IEEE committee on retention is going well
- Work with student bodies was a recommendation from SRC
 - 2 local universities are interested in sponsoring 1 or 2 students – are we interested in waiving the symposium fee?

VP Communication Services

- Bill is working on marketing- please send any suggestions; thoughts



VP Communications
Services Report 2013

Communication meeting report

VP Conferences

- Report on symposium plans
- BoD in conjunction with the meeting to change to ExCom on Wednesday evening and Thursday after the symposium
- GlobeSpace – PSES is a technical co-sponsor, and will participate in the surplus

VP Technical Services

- Reorganization of the Technical Activities
- For the VP to continue being the chair of the TC may not be sustainable – may be better to have a TAC chair
 - Four committees under the VP – TAC; RAC; SAC; EAC
 - TAC – Technical Advisory Committee; formed with coordinator identified by July meeting
 - RAC – Representatives Advisory Committee ; formed with coordinator identified by July meeting; coordinate PSES liaisons and representatives
 - SAC – Standards Advisory Committee – future activity – streaming information from standards development to TAC
 - EAC – Education Activities Committee – future activity -
- Motion made to approved with this new structure, instruct the VP of Tech Services to implement; seconded; motion carries unanimously



Technical Services
Organization 23 June

- Structure
- Clarifications or inputs to Elya and Kevin
- iNARTE –
 - Discussion
 - Recognition – is it a recognized certification? If so, then it has value
 - Exam or criteria must be of value – PSES should provide guidelines for exam questions
 - Promotion and benefit to members – needs awareness
 - Motion that the board shall go forward with the MOU as signed; the Board will communicate through the representative to RABQSA of the advisory actions discussed at the meeting; seconded;

- Question – do we have the resources and organization to accomplish this job? The TCs should serve as the experts to review the questions; other volunteers may be recruited
- The VP of Tech activities should be in charge of implementation
- Suggestion that criteria for recertification are continuing education; CEUs; attendance, etc.



Certification.pptx

iNARTE Presentation

Strategic Planning Update

- 5 Year Strategic Plan update
 - Reviewed the strategic plan and added 2 goals
 - Removed 2 goals which were removed at the Feb meeting
- Motion to approve the strategic goals A through F as discussed and listed in the Strategic Plan; seconded; motion passed unanimously
- Review the tactics in the lasted version 2D and provide comments

Old/Unfinished Business

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

New Business

- No new business

Summary of Financial Impact of Approved Motions

- No such motions

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:
 - 10/2013: Austin, Tx
 - Note that meetings will be held **AFTER** the Symposium
 - Next teleconference will be July 9, 2013

- Adjournment
 - Meeting was adjourned at 2:08 PM PDST.

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 – **Rescheduled to Oct. 9 -10**
 - Oct 5 – ExCom meeting– **Rescheduled to Oct. 9**
 - Oct 6 – Board meeting– **Rescheduled to Oct. 10**

- **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 - **Rescheduled to July 9, 2013**
 - 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>