Meeting Notes

Date: July 9, 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, Ivan VanDeWege, Thomas Ha, Daniece Carpenter, Richard Nute, Kevin Ravo, Tom Shefchick, Paul Wang, Mike Nicholls, Juha K Junkkarinen , Bill Bisenius,
Guests: None

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   2:49 PM CDST

Action items from this meeting

07-09-2013
07.2013.01 - All BoD – Respond to Elya's request for top 5 things that we have, and that we need
07.2013.02 - Respond to Juha for the outline and subject items safety seminar at the University of British Columbia
07.2013.03 - Murlin will send info on awards to BoD and for distribution to chapter chairs

07.2013.04 - Kevin – will create a dashboard for updates on conferences, committees and other activities

07.2013.05 - Elya to inform the date of the next telecom – may need to postpone to August 13 or other date

06-23-2013

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

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 y 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

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

Consent Agenda Motions
- Approval of Agenda - Motion made to accept, seconded, motion passed
- Secretary's Report – minutes of last meeting deferred to next telecom as just sent out

Past President's Summary
- Will begin review of papers for the Symposium

President- Elect's Statement
- As we are getting more active with conference committees etc – should we create a tracking tool?
  - Kevin volunteers to come up with a tracking tool

President's Statement:
- Product Safety module in EECE 380
  - Electrical Engineering Design Studio – University of British Columbia
  - Can we complete an outline for 4-6 hours presentations by the end of the week
  - Juha volunteered to lead
- Global outreach
  - Reliability Society Conference
- Membership Benefit Survey
  - Elya sent some questions to all BoD; please respond if you have not already
  - Purpose is to get together a list of questions to ask
  - Top 5 things that we are providing; and top 5 that we need to have

Treasurer's Report

- No report
- No new report from FinCom – need ideas for new income streams; work on strategic goal

VP Reports

VP Communication Services

- Any comments on report at last meeting? If so send to Dan in the next 2 weeks
- Newsletter status
    - Newsletter was published
    - Jim will be stepping down as the layout person
        - Dan will do temporarily
        - Will search for another person
- Awards
    - Would like to recognize Jim for an award for his work – Dan will prepare proposal
    - Proposal for all past presidents to be recognized for service – Murlin to prepare
    - Also to note to chapters on Chapter of the Year award

VP Conferences

- No report

VP Technical Services

- Reviewing RABQSA report
- Jack has volunteered to lead the effort for the iNARTE certifications
- Board approved new structure for the technical activities subcommittee
- Presence at the Symposium for the Technical Services and Committees
    - Arrangements need to be made for meetings
    - Luis is leading

VP Member Services

- Some Chapters are not meeting performance requirements
    - Looking into the Orange County Chapter
    - New secretary did not know how to record meetings
- Mike is following up with the other underperforming chapters
- EMC symposium
    - Need volunteers for the booth

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

New Business
- Open floor for comments
  - No comments

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 – Meetings **Rescheduled to Oct. 9 -10**
  - Next teleconference will be August 27, 2013

- ➢ Adjournment
  - Meeting was adjourned at 2:49 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 – **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 - ***Rescheduled to August 27, 2013***
        - 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