



## Meeting Notes

**Date: November 5, 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: Mark Maynard

### Participants:

Murlin Marks, Dan Roman, Ivan VanDeWege, Thomas Ha, Jan Swart, Daniece Carpenter, Silvia Diaz Monnier, Richard Nute, Kevin Ravo, Tom Shefchick, Mike Nicholls, Steli Loznen,  
Guests: Mark Maynard

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**Next Meeting:** *(Please refer to the Meeting Schedules page for a full list of scheduled meetings)*

Teleconference: December 3, 2013 2 PM Central US

Face to Face: February 8-9, 2014; Chicago

Meeting called to order at 2:05 PM CT

Adjourned at 3:10 PM CT

## Action items from this meeting

### 11-05-2013

11.05.2013.01 - Murlin – get a draft of a proposal for the William H. Merrill for review by the Board

### 10-01-2013

10.10.2013.01 - Elya to check on letters to unsuccessful candidates

– Item completed and closed

10.10.2013.03 - Mike to build a generic business plan for new chapters by Nov 1

– Chapter of the Year plan completed

– item completed

10.10.2013.04 - Elya to secure a list of iNARTE product safety certified engineers and send to Ivan

10.10.2013.06 - Elya to send information on Vehicle Electrification Committee to Mike

10.10.2013.07 - Doug Nix and Tom Ha to draft a letter to each speaker from the symposium  
and to each non-member from the symposium

– item completed and closed

10.10.2013.08 - All Board – anyone who has not responded to Elya's Top 5, please send your responses

10.10.2013.09 - Mike – to work on a Senior Member program through the Chapters

10.10.2013.10 - Tom – to make sure that the new Senior Member program is published throughout the society; 11/5 to be completed by Dec teleconference

10.10.2013.11 - Dan – republish the Senior Member article; will be in December newsletter

10.10.2013.12 - Tom – bring a proposal for a reduced member fee for E-members; 11/5 - talking to IEEE

10.10.2013.13 - Elya – check on details of VCEP

10.10.2013.14 - Doug – will check on details of Second Life

10.10.2013.15 - Doug / Dan - Mentoring program proposal - IEEE is revamped their program and have a new online experience; expecting marketing materials from IEEE; article for newsletter will be republished

### **10-09-2013 – ExCom Meeting**

10.09.2013.01 - Elya – Research cost of VCEP platform

### **10-01-2013**

10.01.2013.01 - All Board members - Board members to send ideas to increase revenue, interest, and members to Murlin by October meeting; copy Elya as the next FinCom chair

### **06-23-2013**

06-23.2013.02 - Doug – to coordinate call for papers, flyer, posters, as a package to continue for future activities – 10/10 -ongoing

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 - 10/10 ongoing

06-23.2013.04 - Tom will work on promotion through LinkedIn – 10/10 ongoing

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 – 10/10 ongoing – Elya to check on EMC promotional video; Silvia to check on WIE

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 – 10/10 discussions ongoing

### **05-07-2013**

05.2013.01 - Thomas Ha – Form a committee to handle member recognition including pin and certificate distribution – 10/10 ongoing

05.2013.04 - Ivan – develop ideas to help Dan with reports from each TC for the newsletter – 10/10 ongoing

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

04.2013.01 - Ivan – based on description from Murlin, consider creating a TC on the future of consumer electronics committee – 10/10 ongoing

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

8/27 - Kevin to resend history article

10/10 – Murlin to write an article for newsletter to submit material on history of product safety engineering

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

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; 10/10 ongoing

03.2013.04 – Bill to work with marketing chair to work on marketing brochure – Bill has taken ownership of brochure ; 10/10 ongoing

03.2013.06 – Bill – develop membership satisfaction survey; draft by September telecom 10/10 draft has been completed; new draft to be circulated by Nov 2013 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; 10/10 need to revisit

#### **9/04/2012**

09.2012.01 - Tom Ha/ Doug Kealey - Follow up on Atlanta Chapter status with Atlanta leaders. Need report by March telecom; 10/10 ongoing, Doug Kealey replaced by Mike

09.2012.03 - Rich Nute / Elya - Follow up with U.S. Nuclear Regulatory Agency contact. Need report by March telecom; 10/10 reassigned to Rich only

#### **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

#### **6/23/2012**

06.2012.04 – Thomas Ha – investigate IEEE fee reduction for large group sign-up for membership fees – 10/10 ongoing

06.2012.13 – Thomas Ha to identify potential GOLD board members. Remove current GOLD member for non-attendance. – report needed by March telecom; 10/10 member removed; contact identified; Tom will follow up with contact

#### **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 – 10/10 ongoing

ideas to present on writer's workshop by training additional presenters

develop database of identified persons and topics

Tom to visit the EMC Society Respected Speaker's Bureau for ideas

01.12.b – Doug Nix – make a template for announcements for Chapter sponsored workshops - Due by June, 2013 – 10/10 Doug will resend

## Meeting report

### Call to Order, Introductions/Opening Remarks

#### Consent Agenda Motions

- Approval of Agenda - Motion made to accept, no comments or objections ; motion passed
- Secretary's Report – minutes of October, 2013 meetings; no comments or objections

#### Past President's Summary

- C&BL Update
  - At the SRC meeting, it was queried if we were following the constitutions and ByLaws

#### President- Elect's Statement

- Dashboard
  - To start using it next year
  -   
Dashboard  
Workbook 19 aug 201
  -
- The teleconferences will continue under the new president
- Face to face meetings listed at the end of the meeting report
  - Might make some changes to increase efficiency
- 2014 Symposium
  - Call for papers is out;
  - Website is up;
  - A number of exhibitors are interested;
  - Dell has signed up to be a patron;
  - Track chairs have been found
- Strategy Document
  - Might be difficult to complete in one meeting;
  - Will divide and consider one section at a time,
  - Enter some tactics for near, medium and long term strategies

#### Treasurer's Report

- Conference forecast came in and are very close to the budget
  - Conference should be closed and reported for this year

#### FinCom Report

- Fincom Report
  - No Report

## VP Reports

### VP Technical Services

- iNARTE PSE Certification status and inputs
  - No report from Jack
  - Will get a list of members of both iNARTE and PSES
- Reorganization of TA per BoD resolution
  - No report
- Presence and visibility in ISPCE 2013
  - Advertising and meetings arrangements by TC
  - 4 TCs had meetings
  - Handbook directs that articles for Symposium newsletter and advertising with posters
    - Need improvements from the TCs

### VP Communication Services

- Newsletter content
  - Intend to send newsletter out by mid December
  - Murlin will prepare an article of historical content
  - Need info by first of December
- Working on finding candidates for a successor
- Talked to magazines at symposium for use of a template for the newsletter
- Forwarded the award for Gary Weidner along with an extra bag
  - Gary was very appreciative
- Pictures of the symposium have been posted on the website
- Provided feedback on marketing strategy
- Marketing strategy
  - Looking for a response from each board member
  - New ideas are welcome
- Looking for members who are interested in serving on the marketing committee
- Working on training video platforms

### VP Conferences

- No report

## **VP Member Services**

- Working on marketing through LinkedIn and the member initiatives
- Working with Paul on conference in Shenzhen
  - Intend to form a joint chapter with Consumer Electronics Society
- Interest in forming a chapter in Michigan
- Awards activities
  - Chapter of the Year
  - Acknowledgments
    - Sent one e-blast and planning a second one
  - Board members can make submittals
  - William H Merrill Award
    - First Draft completed
    - Propose Board to make proposal to submit to UL
    - Discussion of the need for a MOU; will
  - Sprague Award
    - Need a company to sponsor

## **Old/Unfinished Business**

- Consumer Reports Appliance Fire article – Ad-Hoc Committee update
  - Recommend to take it off as no activity for an extended period of time
- 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 –**

- Please 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
  - February 2014 – Chicago
- Next teleconference will be December 3, 2013
- Adjournment
  - Meeting was adjourned at 3:10 PM CT.

## 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**
  
- **2014 Face to Face meetings**
  - 8-9 Feb, 2014 – Chicago ( Venue for 2015 Symposium)
    - Feb 8 – ExCom meeting
    - Feb 9 – Board meeting
  - 3-4 May – Symposium – San Jose
    - May 3 – ExCom meeting
    - May 4 – Board meeting
  - 25-26 Oct. – Long Island
    - Oct 25 – ExCom meeting
    - Oct 26 – 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 - **Rescheduled to July 9, 2013**
      - August 6 - **Rescheduled to August 27, 2013**
      - September 3 - **Rescheduled to September 10, 2013**
      - 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 ET - 2 PM CT - 1 PM MT - 12 PM (noon) PT -  
Tel Aviv, Israel - 10 PM - Buenos Aires – 5 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.

Daylight Savings Time

Daylight Savings Time ends in the US on November 3, 2013.

**2014 Schedule for United States**

Begins – March 9, 2014

Ends – November 2, 2014

Time for the conference call is based on **US Central time zone. (Austin, Texas)**

Convenient web based planner is at <http://www.timeanddate.com/worldclock/meeting.html>