

Date: December 3, 2013 - Board of Directors Meeting

Attendees:

Elya Joffe, Murlin Marks, Dan Roman, Doug Nix, Jan Swart, Silvia Diaz Monnier, Richard Nute, Kevin Ravo, Tom Shefchick, Mike Nicholls, Steli Loznen, Stefan Mozar, Bill Bisenius, Grant Schmidbauer

Guest: Mark Maynard

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

Teleconference: January 7, 2014 2 PM Central US

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

Meeting called to order at 12:03 PM PST

Adjourned at 1:58 PM PST

Action items from this meeting

12-03-2013

12-03-2013.01 – Elya to contact chapter officers about running for Adcom.

12-03-2013.02 – Ivan to put iNarte PSE Certification Committee into action or to get an active chair

12-03-2013.03 – Murlin to write a letter to Kevin with WHM proposal (completed 12/04)

10-01-2013

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

10.10.2013.08 - 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 (underway 12/4)

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

At 12:03 PST, Elya wished everyone happy holidays.

Consent Agenda Motions

- Approval of Agenda – Agenda approved.
- Secretary's Report – November, 2013 report approved

Past President Report

- Murlin reported he has been working on awards, discussed below. He is also preparing an article for the Newsletter to encourage PSE historical background from companies and individuals.

President- Elect Report

- Kevin hopes to have the February, 2014 face-to-face meeting at our 2015 symposium venue in Chicago.
- Kevin wants to keep working on the strategy document. The marketing activities should be worked into our strategies, based on a priority list.
- Our members will be getting a copy of the Consumer Electronics Society Magazine. In return, we will have to put together content for the Magazine. This represents a great opportunity to expand our audience!

President Report

- Elya would like the board – especially VPs – to provide ideas for strategic items.
- Elya attended the PSE/CE Society workshop in Buenos Aires. He asked Stefan for ideas for next year's joint BA workshop.
- Next year, Elya will be in charge of the society at-large election and the election of officers, including president-elect. Kevin suggested we might be more pro-active in encouraging emeritus chapter leadership to run for our board. **Action Item 1:** Elya to contact chapter officers about running for Adcom.

Treasurer's Report

- Jan reported that we have two main sources of income:
 - Membership – will be a bit low. We need to keep working on building our membership!
 - Conference – The Austin conference surplus should be enough to keep us in the black.
- For next year, we need to continue to seek revenue sources.
- Jan reiterated the need to plan activities and their financial impact a full year in advance. Especially the VPs.

FinCom Report

- Murlin indicated that FinCom needs to work with the VPs to plan out future activities with revenue/expense implications one, two or even three years in advance of implementation. The longer timeframe is needed for activities that need IEEE TAB approval.
- As immediate past-president, Elya will be picking up the lead of the FinCom in 2014.

VP Reports

VP Technical Services

- Since Ivan was not present, there was no TS report.
- Elya said that to date we have had no response from Jack Burns regarding iNarte. Kevin will get this moving in 2014. **Action Item 2:** Ivan to put the iNarte committee "into action" or get an active chair.
- As Elya sees it, there are four basic areas for TS in 2014:
 1. iNarte
 2. TAC re-org to be implemented
 3. Three-five year plan for TCS
 4. Elya wants to move on educational activities.
- Rich Nute is still working on the course materials for the UBC course. He requested comment from the Adcom.

VP Communication Services

- Dan led a discussion of working with CE Soc to put content into their Magazine.
 - Dan will be the contact person for ideas and suggestions
 - Jan asked about the financial implications of the CE Soc Magazine activities. Stefan said there should be none for 2014, but that if we are successful in getting content and we work out the arrangements, the Magazine could be a “profit center” for PSES in 2015 and beyond.
- Dan asked for technical activity input for the Newsletter
- Murlin is working on an article to encourage PSE historic background from companies & individuals

Marketing Plan

- Bill asked everyone to look at the latest iteration of his Marketing Plan.
- He particularly requests Adcom members who don't have many assignments to pick up activities.
- He noted that many of the activities on the Plan are not “marketing” per se.
- The Adcom briefly discussed ways to get more PSES members (e.g. chapter leadership) involved with the MP.

VP Conferences

- Kevin indicated that we have lined up Chicago for 2015, Vancouver, BC, for 2016, and Boston for 2017. We should have this mapped out for five years. Possible candidates are Southern California (Orange County/San Diego), and Atlanta, Georgia.

VP Member Services

- Awards – Mike has gotten some inputs for the Chapter-of-the-Year Award. He will keep trying.
- Murlin has sent a second blast to the membership for nominations for our Acknowledgement and Recognition Awards. He would like input from board members and other society leaders.
- Per his email, Murlin made the following Motion referencing a William H. Merrill IEEE PSES Award proposal that was attached to an email sent to the Adcom. Steli seconded the motion.

Motion: That we approve a William H Merrill Award as an IEEE Product Safety Engineering Society Award to be sponsored by UL. We will forward the draft Proposal, Nomination Form and Reference Form to UL for consideration. The purpose of this Award is to honor William H. Merrill's role in the development of product safety engineering and his leadership in building Underwriters Laboratories, as well as to raise awareness of the IEEE Product Safety Engineering Society.

Financial Impact of this Motion: The proposal provides for an annual \$2,500 award and plaque to be funded by an annual contribution of \$5,000. Net income from this proposal should be about \$1,500 for PSES.

The Motion passed without dissent. **Action Item 3:** Murlin to send a cover letter with the WH Merrill Award proposal to Kevin to pass on for consideration at UL.

- Doug Nix reported that he is trying to find one or more companies to sponsor a Sprague Award

Old/Unfinished Business - None

New Business

- Steli thanked Elya for his outstanding efforts as PSES president, and the Adcom heartily agreed.
- Elya thanked Murlin for his work as president and past-president, as well as his long service on the board.

Summary of Financial Impact of Approved Motions

- Potential surplus from WHM Award as proposed.

Action Items (old and new) Review

- Please provide Kevin, Elya and Daniece with your Action Item updates.

Next meetings

- Next Face to Face (F2F) meetings
 - February 8-9 2014 – Chicago
- Next teleconference will be January 7, 2014

Adjournment - Meeting was adjourned at 1:58 PST

Meeting Schedules

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)
 - **2014**
- January 7
- 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>