IEEE Product Safety Engineering Society
Board of Directors Meeting

Meeting Notes

Date: June 10, 2014 - Board of Directors Meeting

Committee Members:
Kevin Ravo, Elya Joffe, Dan Roman, Ivan VanDeWege, Thomas Ha, Jan Swart, Daniece Carpenter, Silvia Diaz Monnier, Richard Nute, Paul Wang, Mike Nicholls, Steli Loznen, Juha K Junkkarinen , Stefan Mozar, Bill Bisenius, Grant Schmidbauer, Jack Burns, Mark Maynard, Doug Nix,
Guests: Murlin Marks; Mariel Acosta ; Mark Montrose

Participants:
Kevin Ravo, Dan Roman, Thomas Ha, Daniece Carpenter, Silvia Diaz Monnier, Richard Nute, Mike Nicholls, Steli Loznen, Juha K Junkkarinen Bill Bisenius, Grant Schmidbauer, Jack Burns, Mark Maynard, Doug Nix,
Guests: Murlin Marks; Mark Montrose

Next Meeting: *(Please refer to the Meeting Schedules page for a full list of scheduled meetings)*
Teleconference: 2014 2 PM Central US

- July 1

Face to Face: Oct 18-19, 2014, Long Island, NY

Meeting called to order at 2:06 PM CDST
Adjourned at 3:50 PM CDST

Action items from this meeting
Please see the PSES Dashboard for Action Items

All Action Items should be updated in the Dashboard before the next meeting.

Meeting report

Call to Order, Introductions/Opening Remarks, Welcome

Consent Agenda Motions

- Approval of Agenda - Motion made to accept, no comments or objections ; motion passed
- Secretary's Report – minutes of May 4, 2014 meeting to be reviewed and voted on next meeting.

Past President's Report

- Election Planning Update - BoD and Officer Candidates (2014)

Motion - Slate of
2014 BoD Elections C

  - Motion – Slate of Candidates
  - Motion made and seconded by Grant, motion accepted
  - Noted that this is a great slate of people, those who are not elected can still be invited for other positions and volunteer opportunities
  - Vice President positions are also open this year, need to recruit candidates
- Education Committee Update
  - No Report
- FinCom Report
  - See Past President Report
- iNARTE Input
  - See Past President Report
- Position Description form
  - All positions to complete form and return to Elya

Past President
Report - June 10, 20

- Past President report
  - The IEEE has completed their review of our Constitution and Bylaws and have some suggestions
  - Reviewed and discussed the proposed changes
  - VP should consider any new Standing Committees to be included in the changes

President-Elect Statement

- Not applicable

President Statement

- Updates on Dashboard
  - Action Items
    - Review your Action Items and update the Dashboard
  - Conferences
    - Add any new conferences
  - Liaisons
    - Add any new Liaisons or anything missed
- Dashboard (for reference only – all updates to be made to Dashboard on BoD website

Dashboard_Workbook_updates 03 Jun 20:

- Insert
- Positions / Volunteer Opportunities
  - Will put a notice on the opportunities in our newsletter, and possibly on our website
  - Item for volunteer needs will be added to the VP Report template
- ISPCE Comments, Sign-ups
  - Very pleased with the performance
    - Over 200 attendees, 30 exhibitors, full technical program
    - Exceeded our surplus target per preliminary review
  - 2015 ISPCE committee meetings are already started
- Strategic Plan

PSES Strategic Plan 2014-2018 Draft 3.0

  - Strategic Plan
  - Discussed tasks and objectives in the F2F
    - Need your suggestions in prioritization
  - Activities will be tracked in the dashboard
- Safety Encyclopedia
  - Stelli would like to go forward with that
  - Volunteers will be needed to assist

Treasurer's Report

- 2015 Budget
  - Need input on budget items; budget to be submitted shortly

FinCom Report

- Fincom Report
  - No report

VP Reports

VP Technical Services

- iNARTE PSE Certification Committee
  - The proposed MOA

    MOA revised Nov 2012.pdf
  - MOA:
  - The MOA was reviewed and approved by IEEE Legal; signature block will be updated by iNARTE
  - Waiting on iNARTE to be available for conferences to work through the questions
- TAC report

  VP TAC Report May 2014.docx

VP Communication Services

- Website
  - First video from the Symposium on the website
  - Video for the 2nd keynote to be uploaded shortly
  - Kevin will follow-up with videographer for the remaining videos
- Content
  - Newsletter contributions are due by June 15
    - We have one technical article submitted
    - Pursuing a contact for a Legal column as a regular item
  - Need updates for the Chapter, TAC, or BoD contacts if any
- Marketing and Publicity
  - Cost of Marketing Plans

    Email - costs on marketing plan.docx
  -
  - Reviewed and discussed suggestions in report above
  - Comments and further suggestions should be sent to Bill
- CE Society Magazine
  - Progress on arrangement with CE Society
  - See Communications Report
- Volunteer needs?
  - New item to be expanded in the newsletter
- Communications Report :

  Communications 2014-06.docx

VP Conferences

- Future Symposia Locations
  - 2015 – Chicago – underway
  - 2016 – Vancouver BC is a possibility
  - Proposed for 2017 is Boston and for 2018 is Orange County
  - Discussed a proposal to host a conference in Europe
- Peer Review
  - Will implement a new cycle for 2015
- Proposal for an Ethics Policy
  - Many other Societies have a policy

VP Member Services

- Virtual Chapter
  - Working on ideas to host a virtual chapter
- Awards activities
  - Chapter of the Year Award
    - Will need to coordinate with Chapter Chairs for activities to submit for award
  - William H Merrill Award
    - Status – pending UL comments
  - Sprague
    - Status – searching for a corporate sponsor
  - Currently have standing awards
    - Recognition
    - Achievement
    - Chapter of the year
- E-membership proposal
  - Working with IEEE in New Jersey
  - Waiting on proposal to include other than developing countries
- Volunteer Needs
  - EMC Symposium – need volunteers to man the booth
  - See Member Services Report
- Proposal for a volume membership policy – IEEE HQ will deal on a case by case
- eMembership
  - available in some countries only like China and Argentina
  - discussed a reduction in Society membership to $10 for eMembers
- Member Services Report

Status Report 060914_Membership

Old/Unfinished Business

- No other old business discussed

New Business

- Open floor for comments
  - No further comments

Review of Action Items

- All members to review the dashboard and update the action items

Summary of Financial Impact of Approved Motions

- No such motions

Next meetings

- Face to Face (F2F)
  - Next Face to Face
    - Where – Long Island
    - When – Oct 18-19
- Teleconference
  - July 1, 2014
  - August – Summer Break
  - September 9, 2014

Strategic Plan Session

- Reviewed the Strategic Plan
- Reviewed the Field of Interest – Kevin will coordinate all versions of FOI to current one
- Prioritized Tactics
  - Assignments, dates, etc.
  - Each activity would need a Lead to identify the actions, budget, etc, and drive to completion
- Overall Plan
  - Discuss format, initiate review

Concluding Remarks

Adjournment

- Meeting was adjourned at 3:50 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.

- **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
  - 18-19 Oct. – Long Island
    - Oct 18 – ExCom meeting
    - Oct 19 – 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, 2014
    - February 4 – *teleconference canceled*
    - March 4
    - April 1
    - May 6
    - June 3 –postponed to June 10
    - July 1
    - August - SUMMER BREAK - no meeting
    - September 2 – Postponed to September 9
    - October 7
    - November 4
    - December 2
  - Please send a report of your activities and update to any action items for circulation before the meeting.

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

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