



IEEE Product Safety Engineering Society Board of Directors Meeting



Meeting Notes

Date: July 1, 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, Elya Joffe, Dan Roman, Ivan VanDeWege, Daniece Carpenter, Silvia Diaz Monnier, Richard Nute, Mike Nicholls, Steli Loznen, Juha K Junkkarinen, Grant Schmidbauer, Mark Maynard,
Guests: Murlin Marks

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

Teleconference: 2014 2 PM Central US

- August - No Meeting –Summer Break
- September 9, 2014

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

Meeting called to order at 2:04 PM CDST
Adjourned at 3:29 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 June 6, 2014 meeting
 - No comments or objections, Report accepted

Past President's Report

- Election Planning Update - BoD and Officer Candidates (2014)
 - IEEE has reviewed the slate and is preparing the ballot to be sent to all PSES members
 - Ballot will be sent around Aug 15
 - Vice President positions are also open this year for elections at our last Face 2 Face meeting,
 - Confirmed candidates for VP openings
 - Stefan - Conferences
 - Luis – Technical Activites
 - Murlin – Member services
- 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 - July 2, 2014


- Past President report _____
 - The IEEE has completed their review of our Constitution and Bylaws with some suggestions
 - Elya is reviewing suggestions with IEEE
 - VP should consider any new Standing Committees to be included in the changes


President-Elect Statement

- Not applicable at this time

President Statement

- Reports from VPs
 - Thanks to all of those who sent their reports in
 - Any who have questions or comments may raise them during that section
- Updates on Dashboard
 - Action Items
 - Review your Action Items and update the Dashboard
 - Any updates sent to Kevin will be included

- Conferences
 - Add any new conferences
 - Need the conferences visible on the Dashboard to highlight new opportunities to build presence and networks
 - Liaisons
 - Kevin added some new Liaisons
 - Dashboard (for reference only – all updates to be made to Dashboard on BoD website)
 - Some new information has been added to the dashboard
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Dashboard_Workbook_updates 13 Jun 2014
- Most recent dashboard
 - China job posting
 - A job posting in china notes that professional membership is highly desired
 - Strategic Plan
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PSES Strategic Plan
2014-2018 Draft 3.0.
- Strategic Plan
 - Suggestion to also have an operational plan
 - 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

- 2014 and 2015 Budget
 - Need input on budget items; budget to be submitted by end of July

FinCom Report

- Fincom Report
 - No report

VP Reports

VP Technical Services

- iNARTE PSE Certification Committee
 - The proposed MOA



MOA revised Nov
2012.pdf

- MOA:
- MOU with iNARTE was reaffirmed

- 3-5 year TAC/TC plan
 - XX



VP TAC Report July
2014.docx

- TAC report

VP Communication Services

- Website
 - First video from the Symposium is now on the website
 - Video for the 2nd keynote to be uploaded shortly; Kevin will follow-up with videographer
- Newsletter
 - Newsletter has been published
 - Help wanted for editor
- Volunteer needs
 - A section for volunteer needs have been implemented in the newsletter
- Marketing and Publicity
 - Held meeting to discuss a change in the name of the Symposium.
 - Decision was not to change at this time.
- CE Society Magazine
 - Progress on arrangement with CE Society
 - See Communications Report



Communications
2014-07.docx

- Communications Report :

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
 - Proposal is in process
- Report on ArgenCon
 - Attendance was less than the last conference
 - Planning may offer new opportunities for building a presence in the area
- 2014 Symposium produced a 36% surplus

VP Member Services

- Virtual Chapter
 - Working on ideas to host on the network, how to have meetings and Chapter activities
- Chapter in Japan
 - Proposed chapter forming in Japan
- Stelli has a contact for a possible new chapter
- 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 Service
Report - 07-2014.txt

- Member Services Report

Reports

- **Transportation electrification**
- **Green ICT community**
 - **PSES is listed in interested societies**
 - **Topic is discussion of efficiencies**
- **IECEE**
 - **Stelli has discussed cooperation with the CB Scheme Board**
 - **Opportunity to have an activity in early 2015**

Old/Unfinished Business

- No other old business discussed

New Business

- Open floor for comments
- No further comments

Review of Action Items

- Please review the Dashboard and update your 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
 - August – Summer Break
 - September 9, 2014
 - October 7, 2014

Concluding Remarks**Adjournment**

- Meeting was adjourned at 3:29 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
 - 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>