****

**IEEE Product Safety Engineering Society**

**Board of Directors Meeting**

**Meeting Report**

**Date: May 17, 2015 - Board of Directors Meeting**

**Committee Members:**

Kevin Ravo, Elya Joffe, Mark Maynard, Dan Arnold, Daniece Carpenter, Mike Nicholls, Stefan Mozar, Luiz Araujo, Bill Bisenius, Richard Nute, Grant Schmidbauer, Silvia Diaz Monnier, Jack Burns, Steli Loznen, Mariel Acosta Geraldino, Thomas Lanzisero, Bansi Patel, Homi Ahmadi

**Participants:**

Kevin Ravo, Elya Joffe, Mark Maynard, Dan Arnold, Daniece Carpenter, Mike Nicholls, Stefan Mozar, Luiz Araujo, Bill Bisenius, Richard Nute, Grant Schmidbauer, Silvia Diaz Monnier, Jack Burns, Steli Loznen, Mariel Acosta Geraldino, Thomas Lanzisero, Bansi Patel,

Guests: Murlin Marks

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

Teleconference: 2015 2 PM Central US

* + - June 2, 2015 – Cancelled
    - July 7, 2015

Face to Face: 2015

* October 24 / 25, 2015 – San Jose

Meeting called to order at 8:39 AM CDST

Adjourned at 5:37 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**

* General welcome
* Liaison Reports

Approval of Agenda - Motion made to accept, no comments or objections ; motion passed

**Housekeeping and Secretary’s Report**

* General Housekeeping
* Secretary’s Report – minutes of April, 2015 meeting was circulated previously,
  + Motion made to accept, no comments or objections ; motion passed

**President-Elect Report**

* Developing guidance manual for future President-Elect candidates
* Marketing for ISPCE
  + Continued social media postings and e-blasts through the last week to encourage attendance at the Symposium
* Consumer Electronics/PSES Joint Project on Safe Mobile Power
  + Next meeting scheduled for September 16 & 17
* Next Face 2 Face PSES Board meeting will be held at SIEMIC Milpitas CA conference facility
* November IEEE TAB meeting
  + Scheduled to attend the next TAB meeting in November to continue training
* President-Elect Report \_\_\_\_\_

**Past President's Report**

* Nominations
  + Will need 6 candidates for 4 open positions
  + Nominations close on May 30
  + Currently have only 2 nominations
  + All Board members challenged with recruiting nominees
* Promoting Board nominees
  + Discussed ideas of how to promote board membership; benefits of being a board member; how to recruit nominees
  + Use the newsletter and web page to provide information on Board actions
  + Provide information to chapter chairs for use in meetings
  + Personalize the board to the members

**President’s Discussion**

* Report from ISPCE General Chair
* New features
  + Expanded to 3 full days
  + One of the new tracks this year is the Compliance 101 track to help new compliance people
  + Now have PDH for sessions
  + Program ready earlier in the registration cycle
  + Propose next year is a Legal track and a HazLoc track
* Use of PSES gifts
  + 3 tablets purchased by the Board for various uses to promote volunteers, membership, and attendance
* Registration
  + Currently approximately 154 including exhibitors
  + Anticipating some local registrations during the Symposium
* Symposium Budget
  + Forecast for $25K surplus
* Reports from VPs
  + Live reports and discussion at meeting
* Dashboard worked through dashboard for updates
  + Action items – see Dashboard
  + Dashboard 
  + Operational plan elements (Strategic Plan priorities)
    - Reviewed Operational Plan objectives in Dashboard
  + Conferences
    - Reviewed during Conferences section below
  + Volunteer opportunities
    - Open volunteer opportunities identified on Dashboard with Board positions
    - File \_ \_
    - Identify – reviewed all open positions
    - Discussed development of a plan to recruit candidates

**Treasurer’s Report**

* General discussion and overview of PSES finances and future reporting
* Will provide an income statement , current approximately $5K surplus;
  + Conference income is important as a primary source of income for Society
  + Need to actively manage expenses to maintain our financial health
* Review of income from previous symposiums shows it is highly variable
  + At minimum, budget for this year can provide basic services
  + Will not support funding for initiatives
* Discussed means to improve income streams
  + Conferences become more profitable
  + Publications as a 3rd revenue stream
  + Develop initiative proposals to for future spending opportunities

**FinCom Report**

* Fincom Report
  + No report

**VP Reports**

**VP Technical Activities**

* Exemplar Global
  + Discussion on the MOU with Exemplar Global
  + Proposal from Exemplar Global presented
  + Form a committee to develop an action plan
    - All TC Chairs, Rich Nute, Bill Bisenius, Daniece Carpenter
  + Discussion and goals set
* Technical committees
  + Currently have 7 TCs
  + Some are active to a degree
* TC/Chapter meeting at ISPCE
  + Agenda is to review purpose of TCs and process for formation of new TCs
* Technical Activities Report \_\_\_\_\_\_

**VP Communication Services**

* Faceless IEEE email
  + Need a person to monitor and refer for action
  + Mariel volunteered
* Newsletter to be published in June
  + All articles need to be in by mid-June
* Website changes
  + More announcements on website
  + 2016 Symposium
  + Need to maintain updates
* Communications Report \_\_\_\_\_\_\_\_\_\_\_

**VP Conferences**

* Forming a Conference Committee
  + Following have volunteered
  + Dan Arnold
  + John Allen
  + Daniece Carpenter
* EMC – Germany
  + Jan is taking lead for coordination
* CES-ICCE Berlin
  + Murlin is working with the committee, Stelli is also interested
* Taiwan Workshop
  + Weng-Chun Kao (CE Chapter Chair) & Malcom Lin have volunteered
  + Will also check with PSES Taiwan Chapter
* Vancouver Workshop
  + Stefan will visit Vancouver as part of DL tour
* Considering financial co-sponsor with other Societies to generate revenue from these conferences
* Planning for 2016 ISPCE
  + Bansi Patel is the General Chair
  + To be held in Orange County
  + Will meet with Bansi to discuss the 2016 ISPCE budget
* ISPCE 2017
  + Steve Brody is the General Chair
  + To be held in Boston
* Working on conference contract approval with IEEE
* Conference Catalyst has proposed a 3 year agreement
  + Need to review terms and conditions
* 3 year agreement may not be suitable for moving forward for the Society
* Publications
  + Plan to launch PSES Transaction January 2017
  + Start with 2 copies per year, and target 5-10 articles per copy
* May publish previous conference proceedings
* Review presentations and paper from previous workshops and conferences
  + Editors may turn into articles for CES Magazine or Transactions
* Potential editor candidate for newsletter – Wen Chung Kao, Taiwan
* Work to get more articles from TOCs and paper not accepted for conference or workshops published in newsletter
* Collaboration with IAS and CE Society
* Virtual conference
* PSES Editorial Board
  + Murlin Marks
  + Rich Nute

**VP Member Services**

* There will be a TC/Chapter meeting at ISPCE
* PSES table at ISPCE will be manned
* Virtual Chapter plans are moving forward

**Positions Workshop**

Liaison information needs to be updated on the website

* Review and finalize all officer and BoD member at large position descriptions including roles/responsibilities

**Liaison**

* Reports
* ICEE – Steli
  + Steli is one of 3 candidates nominated to be CTL leader
  + If elected will promote strong ties to PSES

**Old/Unfinished Business**

* No old business

**New Business**

* Open floor for comments
* How to draw academics
  + Consider an expansion of the name of the society
  + Motion made to form a committee to investigate the name change and change in FOI of the society to expand the scope to more than “product”
  + Motion seconded and passed

**Review of Action Items**

* See Dashboard

**Summary of Financial Impact of Approved Motions**

* No such motions

**Next meetings**

* Face to Face (F2F)
  + March 15, 2015 – Virtual
  + May 16 / 17, 2015 – Chicago (with ISPCE)
  + October 24 / 25, 2015 – San Jose
* Teleconference
  + May 5, 2015 - canceled
  + June 2, 2015 - canceled
  + July 7, 2015
  + August – Summer Break

**Concluding Remarks**

All send comments on meeting format.

**Adjournment**

* Meeting was adjourned at 5:37 PM CDST.

**Meeting Schedules**

* **2015 Face to Face** meetings
  + March 15, 2015 – Virtual
  + May 16 / 17, 2015 – Chicago (with ISPCE)
  + October 24 / 25, 2015 – San Jose
* **Monthly teleconference** schedule
  + Teleconference meetings sent as outlook meeting notice and e-mail
  + First Tuesday of the month (unless scheduled otherwise)
    - **2015**
    - January 6, 2014
    - February 3
    - March 3 – canceled
    - April 7
    - May 5 - canceled
    - June 2 - canceled
    - July 7
    - August – Summer Break
    - September 1
    - October 6
    - November 3
    - December 1
  + 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 around the world - <http://www.timeanddate.com/time/dst/2015.html>

***2015 Schedule for US Daylight Savings***

*Begins – March 8, 2015*

*Ends – November 1, 2015*

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>