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**IEEE Product Safety Engineering Society**

**Board of Directors Meeting**

**Date: September 1, 2015 - Board of Directors Meeting Report**

**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, Mark Maynard, Dan Arnold, Daniece Carpenter, Mike Nicholls, Stefan Mozar, Bill Bisenius, Mariel Acosta Geraldino, Bansi Patel, Homi Ahmadi

Guest: Leszek Langiewicz

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

Teleconference: 2015 2 PM Central US

* + - August – Summer Break
    - September 1, 2015
    - October 6, 2015

Face to Face: 2015

* October 24 / 25, 2015 – San Jose (Siemic - USA - Milpitas, CA)

Meeting called to order at 2:06 PM CDST

Meeting adjourned at 3: 46 PM CDST

Meeting Report

Housekeeping and Secretary’s Report

* Approval of agenda
  + Agenda accepted
* Approval of previous Meeting report
  + Meeting Report circulated
  + Report accepted
* Position Descriptions
  + Progress report – Review is in progress.

Past President’s Report

* Nominations Committee
  + Election in progress
  + Election Ballots will be sent by IEEE
  + Election results should be available by mid-October
* Constitution and By-Laws revision
  + Still waiting on information from IEEE
* Past President Report -

President Elect’s Report

* Discuss in October Face to Face meeting
  + Name change for Symposium
    - Suggested is a contest from the membership
  + Additional sources of revenue
* Next PSES Face to Face Board meeting to be held at Siemic
  + Meeting information to be released shortly
* President-Elect Report - 

President’s Discussion

* Reports from VPs
  + Thanks to all who circulated their reports – Homi, Mike, Dan, Stefan, Mark
* Updates on Dashboard
  + Action items update
  + Review and comment or update as needed
  + Dashboard - \_\_\_\_\_\_\_\_\_\_\_\_\_\_
* Volunteer Positions open were discussed
  + Please see the BOD Reference in the Dashboard

Treasurer’s Report

* Report circulated
* 2016 Budget approved
  + Thanks to BOD members for participating in the email vote
* Status is green on finances
  + Tracking to budgeted expenses
* Differentiating in operations and special projects
  + Operations are day to day activities, i.e. travel, conferences, committee spending
  + Qualifying societies can spend up to 50% net surplus of the subject to considerations on special projects
  + Able to carry $15.1K for special projects into 2015, $10.6K spent
  + October meeting will consider special projects for funding
* Treasurer Report - \_\_\_

**Vice President Reports**

**Technical Activities**

* Exemplar Global
  + Exemplar Global mentioned that there is an immediate need to validate the current exam questions
  + Proposed date to have the exam updated
    - Need volunteers to help with work organization
  + Marketing plan from Exemplar Global, not PSES, is expected
* Technical Activities Report - \_\_\_\_\_

**Communications**

* Volunteer positions
  + Are to post opportunities on the website?
* Marketing committee
  + Looking for volunteers
  + Marketing Plan 
* Communications Report - 

**Conferences**

* Publication
  + Committee to be kicked off – meeting once per month
  + Working on handover of newsletter
* Conferences
  + Committee to be kicked off
* New joint chapter in Sydney Australia
* Berlin conference starting on Sunday
  + Issues with product safety papers but has been resolved
* EMC Dresden conferences
  + Held a half-day session
* Motion to permanently host the flagship symposium in San Francisco Bay area (Santa Clara), motion seconded
  + Discussion considered expenses, historic net surplus from past conferences, number of attendees and availability of companies in the area
  + Motion passed
* Motion to hold a roaming conference in various locations, motion seconded
  + motion passed
* Conferences will be supported by a standing committee to actively manage arrangements
* Will hold some kickstart conferences or workshops in Taiwan and Guangdong, China.
* Publications committee will be started after Berlin conference.
* Symposium proposed student poster forum
  + Object is to involve students in the symposium
  + Motion to request not to exceed $1500 for cash prizes; motion seconded
  + Motion passed
* Conferences Report - \_\_\_\_\_

**Member Services**

* Member Services Report - 

**Liaison Report**

No reports

**Old Business**

No old business

**New Business**

No new business

**Meeting Schedules**

* **2015 Face to Face** meetings
  + March 15, 2015 – Virtual
  + May 16 / 17, 2015 – Chicago (with ISPCE)
  + October 24 / 25, 2015 – San Jose
  + 2016 meetings – Dates/Locations??
* **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 - cancelled
    - June 2 - cancelled
    - July 7
    - August – Summer Break
    - September 1
    - October 6 - cancelled
    - 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>