****

**IEEE Product Safety Engineering Society**

**Board of Directors Meeting**

**Date: January 5, 2016 - Board of Directors Meeting Report**

**Committee Members:**

Mark Maynard, Kevin Ravo, Dan Arnold, Daniece Carpenter, Mike Nicholls, Stefan Mozar, Luiz Araujo, Mariel Acosta Geraldino, Silvia Diaz Monnier, Jack Burns, Steli Loznen, Thomas Lanzisero, Bansi Patel, Grant Schmidbauer, John Allen, Harry Jones, Ken Kapur

Participants

Mark Maynard, Kevin Ravo, Dan Arnold, Daniece Carpenter, Mike Nicholls Luiz Araujo, Mariel Acosta Geraldino, Silvia Diaz Monnier, Steli Loznen, Thomas Lanzisero, Grant Schmidbauer, Harry Jones, Ken Kapur

**Guest:** Elya Joffe

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

Teleconference: 2 PM Central US

* + - February 2 cancelled
    - March 1
    - April 5

Face to Face:

* February 20 / 21, 2016 – Virtual

Meeting called to order at 2:04 PM Central

Meeting adjourned at 2:46 PM CST

Meeting Report

Welcome / Housekeeping and Secretary’s Report

* General
* Welcome to the new year to our meeting
* Approval of agenda motion proposed and seconded
  + Agenda accepted

Secretary’s Report

* Approval of previous Meeting report
  + Meeting Report circulated
  + Report accepted

Past President’s Report

* Kevin will be taking over the Nominations Committee and Constitution/By-Laws revision
  + Nominations Committee
    - Will communicate information on directors and VP election in the next month
  + Constitution and By-Laws revision – feedback received from IEEE
  + Coordinate with the operational plan and strategic plan
  + Will have preliminary information in the next month
* Past President Report - 

President’s Discussion

* Reports from VPs
* Succession planning will need materials from each VP

Treasurer’s Report

* First look at 2015 report by end of January will be available from IEEE Finance
  + Will be above our 2.8K projected surplus
* End of year surplus spending – status & results
  + Great job on the Board discussions, and key people to execute
  + Kevin on items from Amazon
  + Daniece on merchandise
  + Mike on translations
  + Transfer to 2016 for newsletter spending
* Initiative proposal template is in process and will be circulated shortly
* Treasurer Report - 

**Vice President Reports**

**Technical Activities**

* Exemplar Global
  + Update from Elya – Elya will be the PSES contact going forward
  + Elya has been contracted by iNARTE to work on enhancements for both the EMC and Product Safety programs
  + Visit to Japan – for product safety Japan and S. Korea has a great interest and need for certification
  + For PSES it represent a growth opportunity for members
  + Needs –
    - A high level view of the certification program structure
    - Review the existing exam questions and input of new questions
    - Understand that the volunteer pool may not be able to support, and are now looking for contracted personnel
  + Elya will contact Luiz to communicate the iNARTE needs, and plans to present an update at the May Board
  + ACTION ITEM – all Board members to contribute one or two names who would be suitable as a paid exam question reviewer.
* Technical Activities Report - \_\_no report\_\_\_

**Communications**

* Newsletter
  + Transition to the new editor is in process
  + Looking for content for the newsletter
* Website
  + Need photos from new Directors for inclusion on the website
  + Some Chapters have requested to have one page Chapter page on the PSES
  + New Chapters in Dallas and Sydney
  + Suggest that we host ads on our website?
  + Any information on Symposium workshops can be included for marketing
    - Can include some short videos
* Society marketing
  + Suggest that we have small ads with our name and website in trade magazines to increase visibility
* Communications Report - 

**Conferences**

* ISPCE 2016
  + Any suggestions for a keynote speaker would be welcome
* Conference committee
  + Will arrange a conference call for the committee soon
* Conferences Report - \_no report\_\_\_\_

**Member Services**

* Questionnaire for Chapter of the Year has been circulated to the Chapters
* Murlin has accepted the post of Chapter Coordinator
* Member Services Report - 

**Liaison Report**

No reports

**Old Business**

No old business

**New Business**

No new business

Closing Remarks

Adjourned at 2:46 PM

**Meeting Schedules**

* **2016 Face to Face** meetings
  + February 20 / 21 – Virtual
  + May 14 / 15 – Anaheim, CA (with ISPCE)
  + October 15 / 16 – Virtual
* **Monthly teleconference** schedule for **2016** 
  + Teleconference meetings sent as WebEx meeting notice and e-mail. Meetings held via WebEx
  + First Tuesday of the month (unless scheduled otherwise)
    - January 5
    - *February 2 – No meeting*
    - **March 1**
    - **April 5**
    - *May 3 - No meeting*
    - *June 7 - No meeting*
    - **July 12** (2nd Tuesday – moved for USA holiday)
    - **August 2** ( *may be cancelled – decision to be made at July meeting* )
    - **September 6**
    - *October 4 - No meeting*
    - *November 1 - No meeting*
    - **December 6**
  + Please send a report of your activities and update to any action items for circulation before the meeting.

**Time : 2 PM Central USA time**

**Please note** that your local time **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/2016.html>

***2016 Schedule for USA Daylight Savings***

*Begins – March 13, 2016*

*Ends – November 6, 2016*

Time for the conference call is based on **US Central time zone. (Austin, Texas)**

Convenient web based meeting planner is at <http://www.timeanddate.com/worldclock/meeting.html>