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**IEEE Product Safety Engineering Society**

**Board of Governors Meeting**

**Date: June 6, 2017 - Board of Governors Meeting Report**

**Committee Members:**

John Allen, Kevin Ravo, Mark Maynard, Dan Arnold, Daniece Carpenter, Mike Nicholls, Stefan Mozar, Mariel Acosta Geraldino, Silvia Diaz Monnier, Steli Loznen, Thomas Lanzisero, Bansi Patel, Grant Schmidbauer, Harry Jones, Ken Kapur, Steve Brody, Fabio Furlan, Don Gies, Jeff Pasternak

**Participants**

John Allen, Kevin Ravo, Daniece Carpenter, Stefan Mozar, Mariel Acosta Geraldino, Steli Loznen, Grant Schmidbauer, Harry Jones, Steve Brody, Don Gies,

**Guests:**

None

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

Teleconference: 2 PM Central US

* + - **First Tuesday of each month except as noted in schedule**

Face to Face:

* Fall, 2017 - date TBD

Meeting called to order at 2:04\_\_\_ PM

Meeting adjourned at \_4:12\_ PM

**Meeting Report**

Welcome / Housekeeping and Secretary’s Report

* Approval of agenda motion proposed and seconded John motion to approve agenda; Kevin second
  + Added one item to t
  + Technical Activities
  + Agenda accepted

Secretary’s Report

* Approval of previous Meeting report
  + Many thanks to Kevin Ravo for taking notes and preparing the report for the last meeting
  + Report to be reviewed and acceptance delayed until the next meeting

Past President’s Report

* Nominations committee for Board positions
  + 4 positions are open
  + Currently have 10 nominations
  + We are missing representation for Region 8. We will note that we will work on getting representation at the next election, and submit the slate to IEEE
  + Election results are expected in October
  + Motion to approve the slate of nominations and to submit to IEEE. We will not have representation from Region 8, but will work on that for the next election. Daniece second
* Past President’s Report : \_\_N/A\_\_\_\_\_\_

Acting President’s Discussion

* Comments:  
  Face to face meeting was really valuable, and generated a lot of momentum
* Updated Dashboard
  + Item update is in progress
  + EMC Sister Society – pending close of Symposium; liaison Grant Schmidbauer
    - Possible connection to EMCS to get someone from EMC for the EMC Track at the Symposium
    - Discussion of how to increase attendance at EMC Track
    - Need to get Compliance 101 to EMC Symposium
    - Some integration with Signal Integrity
  + EMC Symposium – Murlin and John will attend
  + Formal Papers –
    - Held meeting at Symposium with general consensus that we need more papers
    - Compared with EMC Symposium, EMC has many more papers
    - Next steps to develop a plan to increase the papers
  + Budgets – need to figure spending for the rest of 2017
  + Newsletter publishing
  + IoT – we did decide not to participate. Will continue to monitor
  + IEEE Entrepreneurship – plan to talk with representative at TAB
  + Society SWOT – did some investigation on SAMIEE, and is not suited for use in developing target Societies  
    Have several Societies targeted
  + Standards Committee – need liaison; Steli volunteered
  + Division VI – need representative to lead
  + Document storage – Stefan will take lead
  + Dashboard - \_\_\_\_reviewed Action item\_\_\_\_\_\_\_\_\_
* I2MTC Summary
  + Presented material on USA and Canada safety, Compliance 101
  + Audience consisted of primarily academia
* PSMA update
  + PSMA = Power Supply Manufacturers Association
  + Has a safety database, and is a sponsor of APEC, which is co-sponsored in part by IEEE
  + submit a proposal by July 3 to present a tutorial for 1 of 18 slots; is a paid slot $2500
  + Kevin is on PSMA planning committee
* Compliance 101 update – Steve Brody
  + Will call a committee meeting next week
  + Plan a Compliance 101 modules for other Societies and at colleges
* Tutorial Book – Stefan
  + Circuit Systems collected presentations and bound them into a hard bound book
  + Details in Conferences Report
  + Will prepare an initiative proposal for next meeting
* Fellow status
  + November announcement (after TAB)
  + Have 2 nominations, Pete Perkins plus gentleman from Hong Kong
  + Stig will continue throughout 2017; but need another chair for 2018
* Medal for Environmental and Safety Technologies Award
  + Nomination – Rich Nute, Ray Corson, Jim Barrick for HBSE
  + Soliciting endorsements
  + Nomination due June 15th .  Endorsements due July 1, 2017, Announcement in November
* Sections Congress
  + Table at Sections Congress; will have staff at booth; will have a presentation on safety
* June TAB preparation and summary
  + June 22 - 24
* Acting President’s Report : \_\_\_\_\_N/A\_\_\_\_\_\_\_

Treasurer’s Report

* Overview of PSES finances - 2017 year results through April 2017
  + Still a preliminary report
* ISPCE 2017 preliminary final financial results
  + Approximately $50K
* 2018 budgeting
  + Encourage all Board members to suggest
* Treasurer Report - \_\_\_\_\_\_

**Vice President Reports**

**Technical Activities**

* Symposium plans
  + 4 Technical Committees met during the Symposium
  + Propose to have a separate Risk Assessment TC
  + Discussion of meeting at Symposium and strategy of forming and directing TCs
* Distinguished Lecturer (DL) program
  + Propose to start a DL program for the Society
* Course in Safety
  + Attempted to contact Educational Activities at IEEE
* CEUs – how to obtain IEEE CEUs for Symposium and TC attendance
  + There is a cost to the CEU of $9 each
* Technical Activities report: \_\_\_\_

**Communications**

* Newsletter
  + Next newsletter in September
  + Articles need to be in by end of July
  + Have full newsletter content for this edition
  + Would like to have information on Boston conference
  + Article on Chapter of the Year
  + Requested all Track Chairs to write a short article on their tracks
* Website
  + Submit related conference dates or meetings or post on calendar
* Marketing
  + Propose to add Mike Anderson to attend Board meetings
  + Social media, Joe Skibble is doing a great job on social media
* Communications Report - \_\_\_\_\_\_\_

**Conferences**

* ISPCE 2017 very successful
  + Registrations were up
  + Surplus was up – app. $50K
  + Next year will be at the Doubletree which is more expensive
* Roaming conferences
  + Taiwan Conference/Workshop for 2017
    - Taiwan conference will be held in December
    - Have submitted a request for a grant from the Taiwan government to cover expenses which was successful with a grant of app $7K
    - Strategy for conference
      * 2 tier registration, lower for attendees, and larger for presenters
      * Will be held at the University
  + USA roaming conference
    - Boston – planning has begun
    - Location is the Boston Marriott on November 6-7
    - Budget in progress
    - Grant will be Technical Chair
    - May have a possible Board meeting in conjunction
* Conference Advisory Board
  + One benefit would be to pull together a conference easily and quickly
  + A responsibility of the committee would be to direct strategy for the Society and for each conference
* Conferences Report - \_\_\_\_\_

**Member Services**

* Storage
  + IEEE will have a place for storage
  + Have asked for the account number, and information on how many times shipments will be needed
* Chapter Meeting
  + Issue discussed during Symposium was the lack of access to Section funds for Chapters
  + EMC Society has Section Coordinators to provide a link between the Section and the Chapter
* Past society member outreach
  + SAMIEE list of inactive members. Suggest outreach to these former members
* New member initiative
  + New program for new members to hold a quarterly meeting for new members
  + Review Society activities
    - Volunteer work
    - Board activities
    - Opportunities
* Virtual Chapter
  + Have the first speaker
  + Possible to have a topic of how to create a chapter
* IEEE Senior
  + Have a list of possible Senior members
  + Contacting each member on the list for submittals
* Chapter Annual meeting
  + Held meeting at the Symposium
* Member Services Report - \_\_\_\_\_\_\_

**Liaison Report**

* No reports

**Old Business**

* EMC Symposium will have a booth for PSES
  + Need volunteers for the booth

**New Business**

* No new business

Meeting Adjourned at 4:12 PM Central

**Meeting Schedules**

(5min) **Next Meetings**

*All Day Board Meetings - 2017*

* 2017 Symposium – May 7, 2017
* Fall meeting - Date TBD

*Monthly Web Conferences*

**2017** - First Tuesday of each month – 2:00 PM Central US time

* January 3 – no meeting
* February 7
* March 7
* April 4
* May 2 – Cancelled
* June 6
* July 11 (*July 4 is a US holiday*)
* August – *Summer Break*
* September 5
* October 3
* November 7
* December 5
  + Please send a report of your activities and update to any action items for circulation before the meeting.

**Time : 2 PM Central USA time for monthly teleconferences**

**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>

***2017 Schedule for USA Daylight Savings***

*Begins – March 12, 2017*

*Ends – November 5, 2017*

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>