



IEEE Product Safety Engineering Society

Board of Directors Meeting

Our yet
to be created
logo

Minutes

Teleconference Call

February 3, 2004

Participants: Dan Arnold, Jim Bacher, Henry Benitez, Jack Burns, Daniece Carpenter, George Gregory, Richard Georgerian, Murlin Marks, Bruce McClung, Mark Montrose, and Dan Roman.

Item Description

1. Call to Order – Mark called the meeting to order at 2:06 PM Pacific Standard Time (PST.) We will have a booth at the IAS conference in Oakland next week. Later in the week, Mark will attend the TAB meeting, and will report back. Mark is still putting things together organizing our society.
2. Officer Reports
 - Secretary's Report (Murlin Marks) – The minutes from the January 6 teleconference were reviewed. Henry motioned to accept the minutes, Dan Roman seconded. The minutes were accepted without dissent.
 - Treasurer Report (Dan Arnold) – Dan reported that he has no numbers to report yet. Mark has forwarded the PSES budget. Dan has gone through the financial activities process. Reporting activities within IEEE are robust. Dan will share the reports with the board at our March meeting.
(Action Item 1) We will use the official IEEE expense form for all reimbursement, both travel and non-travel.
Dan hasn't finished the reimbursement package yet. He needs to get together with Mark and Henry. Dan is working on 1) reimbursement process, 2) a financial operations manual, and 3) presenting our budget.
Dan figures that on the revenue side, membership expectations are too high. However, this should be balanced by income from our conference, which isn't in the budget. Mark said we now have 198 members.
3. *Selection of Vice Presidents – Mark said we will discuss this at our March meeting.*
4. *Term limit determination – March meeting.*
5. VP Member Services Report – (TBD)
 - **(AI 2)** Logo contest – Jim reported that we now have ten entries. Some are multiple submittals from one person. Jim feels some are of outstanding quality, and we will have good material to select from. The contest ends February 10 followed by one week for reviewing and voting. When the deadline is past, the entries will be posted without source for our review and vote.
 - **(AI 3)** Membership development – Jim suggested that we create new membership templates for filler ads. Getting to as many trade shows and conferences as possible will help get the word out.
 - Conferences and trade shows – We need more materials. Mark will try to come up with some more handouts. We will be at the IAS conference in Oakland next week.
 - Road-shows – We should get in touch with IEEE Member Services when we need IEEE informational materials.
 - Creating incentives – The board considered giving free PSES membership for conference attendees paying full admission. Henry moved and Daniece seconded a motion to waive the PSES membership fee for the remainder of the year (that is, half the full year price) for those joining IEEE at the conference. The motion passed without dissent.
 - **(AI 4)** – Daniece is putting together a set of guidelines for starting a chapter. Mark has started the Silicon Valley Chapter. Tom Burke is being very helpful with building membership. Daniece is working to get the Central Texas Chapter started. Mark said that Elya has indicated that he has enough members to start an Israel Chapter. Henry said we should have Portland Chapter soon. Also, Seattle is trying to put a chapter together.
6. VP Communications Report – (TBD)
 - Mark's Article for Conformity magazine –The article has been submitted for the April issue.
 - Press release for mass distribution to publications – Jim is working on this.
 - **(AI 5)** Other literature – Daniece & Jack are still working on this.
 - Conference – We are ready to formally announce our Santa Clara conference.
 - Filler ads – See discussion above under membership development. Mark asked the board to consider ideas for magazines that we should contact, and forward them to Jim Bacher.
 - **(AI 6)** Newsletter – Murlin is working on this. Mark will send Murlin Roger Volgstadt's email address.

- *Journal – March meeting*
7. VP Technical Services Report – (TBD)
 - Ideas – Write down ideas to discuss at our March meeting.
 - NARTE MOU – NARTE does engineer certification. An engineer takes a certification exam that's mainly useful for military work. We will discuss this further at our March meeting. Richard pointed out that an engineer can be grandfathered by applying before August 31. Mark and others have been working on an agreement memo which is nearly complete.
 8. VP Conferences Report – (TBD)
 - Status report – Henry reported that Dan Arnold's budget has been reviewed. The conference management agreement has been signed. We have worked out a good deal with the Marriott Hotel about a quarter mile from the convention center. We need to promote the conference as much as possible. The Call for Papers is being finalized. We are considering a speaker discount. Henry recommends we not offer speaker discounts because it would be a bad precedent, and it will be an honor to present at the first PSES conference. This will be a conference committee decision. We will have a booth at the EMC Symposium just before our conference. Mark has arranged for several conference co-sponsors: Power Electronics, Aeronautical, Reliability and the IAS. We are still hopeful of getting EMC to co-sponsor. Mark said that the convention center contract is still being fine-tuned.
 9. Old Business – Still no Old Business.
 10. New Business –
 - We should be on the lookout for grant options. Bruce pointed out that the IEEE foundation would like people requesting grants be trained by IEEE. Mark will check on the rules, and report at our March meeting.
 - **(AI 7)** Jack will check with IEEE regarding permanent address options. We now have a permanent conference address.
 - If board members need business cards they should consider ordering them through IEEE.
 - Incentives we should consider putting together "Founder" certificates.
 11. Next meeting: Austin, March 6, face-to-face!
 - **(AI 8)** Jack reported that our meeting has been set up at Dell. He is working on a board dinner. Our main hotel will be the Doubletree. He will let us know the particulars soon.
 - Mark thanked the board for participating in the teleconference. He is looking forward to our March meeting in Austin.
 - Future meetings: August 13, 14 or 15, Santa Clara (During the conference)
November 13 or 14 in Chicago.

3:28 PM PST, meeting adjourned.

Murlin Marks
Secretary

ACTION ITEMS

1. (1/6/2004) Mark/Dan Arnold – Get IEEE expense report form – closed
2. (1/6/2004) Logo Contest – Jim will put something together this week – on-going
3. (1/6/2004) Jack to talk to IEEE membership re working together to gain IEEE/PSES members - open
4. (1/6/2004) Daniece will contact chapters re PSES - open
5. (1/6/2004) Flier – Daniece & Jack will coordinate flier development - open
6. (1/6/2004) Murlin to contact Rich Nute, John McBain, and Roger Volgstadt re starting up a newsletter - open
7. (1/6/2004) Jack will ask IEEE about permanent address options - open
8. (1/6/2004) Jack & Daniece will make arrangements for March 6 meeting – on-going