



IEEE Product Safety Engineering Society
Board of Directors Meeting



Minutes

Dell Computer, Austin, Texas
March 6, 2004

Participants: Dan Arnold, Jim Bacher, Henry Benitez, Jack Burns, Daniece Carpenter, George Gregory, Richard Georgerian, George Kervill, Murlin Marks, Mark Montrose, Rich Pescatore, and Dan Roman. Guests: Steven Berger (after 2:10, Representing NARTE), Dick Doyle (Representing IEEE)

Item Description

1. Call to Order – Mark called the meeting to order at 9:05 am CST. He pointed out that this is our first full Board of Directors’ meeting, an historic event. He would like to maintain an informal, friendly environment. We are getting a lot of support from within IEEE.
There was a round of introductions.
We will follow Robert’s Rules for meetings, a summary of which was handed out.
Mark gave an overview of the recent TAB meeting. A great deal of information, budgets, etc. is on CD ROMs. At the end of January, we had 260 members.
Mark believes in rapid dissemination of information. At some time in the future, the board might have laptop computers connected via WiFi.
2. Officer Reports
 - **Secretary’s Report** (Murlin Marks) – The minutes from the January 6 and February 3 teleconference were reviewed. Henry motioned to accept both minutes, Daniece seconded. The minutes were accepted unanimously. Murlin explained his approach to preparing minutes. He attempts to have a draft reviewed by whomever chairs the meeting, and to get the minutes to the BoD within a week of the meeting. **(Action Item 7)** Murlin will set up a permanent address for the PSES.
The board discussed various IEEE databases.
 - **Treasurer Report** (Dan Arnold) – See his attached presentation. Dan provided an introduction to PSES finances, including society bylaws and treasurer duties. We have chosen IEEE to be our “bursar.” Dan clarified the page 5 comment about Society Chapters to reflect that primary Society support is consultative and logistical, rather than monetary. However, we did not completely rule out monetary support. The BoD discussed strategies for supporting chapters.
Dan would like to make the Finance Committee active and dynamic.
Per our bylaws, the BoD will get a formal financial report at least twice a year. Dan plans on giving a full report at March and August BoD meetings.
For travel expense reimbursement, we need Mark’s prior approval. The original 2004 budget figured \$78.8K for membership based on 2300 members. We probably won’t make this, but our conference may make up for that.
The BoD briefly discussed budget protocol. The 2004 Conference budget was approved by the Conference Committee and the BoD using an email voting process. Henry said that he needs to tighten up the process, and will put together a protocol for teleconferencing and email. **(Action Item 10 – Virtual Election protocol – Henry)**
Dan reviewed methodology for grants and contributions to the PSES. He would like the Finance Committee to develop a Grant/Contributor “roadmap.”
3. Dick Doyle, Division VI Director – Dick made a brief presentation regarding his role in providing support for our fledging society. He said a society has three main areas of focus: 1. Membership; 2. Finances; and 3. Services to members. He recommends that the PSES be given three years to not be assessed by IEEE. He gave an overview of IEEE. There are 47 societies and chapters. At last count, IEEE had 382,483 members. PSES is the 38th IEEE society. We are in Division VI, Engineering & Human Environment. One of our goals should be to get some directors set up a Distinguished Lecturers.
Dick pointed out that IEEE growth has slowed down; PSES is the first new society in some time.
4. Governance, Selection of VPs – See the attached visual. We will have elections later this year. We need to select VPs (Communications, Member Services, Technical Services, and Conferences.) Our normal protocol will be to vote by open affirmation unless there is some controversy or if anyone requests a secret ballot. Accordingly, the following were nominated and elected by open affirmation: Jim Bacher – Communications; Daniece Carpenter – Member Services; Rich Pescatore – Technical Services. Since there were two

nominees for Conferences VP, Richard Georgerian and Elya Joffe. After brief discussion, Elya Joffe was elected Communication VP. Now the VPs will set up their organizational structures.

5. Term limit determination – The BoD discussed and set the director terms. See the attached visual.
 6. VP Member Services Report – (Daniece)
 - **(AI 2)** Logo contest – Jim reported that the winner, with the highest number of votes, is finalist 5. The BoD discussed finalizing the logo. Jack moved and Richard seconded a motion to accept the logo with color and other minor tweaks. Motion passed unanimously. Daniece asked that we try to have other similar activities to boost member interest and involvement.
 - It was suggested that we give special recognition for first year members.
- [BoD broke for lunch. After lunch, Mark thanked Dell for hosting our meeting.]
- Daniece asked for ideas to get the word out about the PSES at meetings and conferences. We need to look for ways to develop cost effective material. The board discussed ways to advertise. Mark asked that Daniece set up a task force to address ways to promote PSES. Dan Arnold, Jim Bacher, Jack Burns, Gregg Kervill, and Dan Roman volunteered.
 - Daniece also suggested setting up a chapter development task force. One way to help would be to start up a Distinguished Lecturer program. It's difficult for new chapter leadership to get speakers. Successful chapters use methods that are effective. Mark indicated that the DL program should be set up within Member Services. **(Action Item 12 – Set up Chapter Development Task Force - Daniece)** Jack and Gregg volunteered. Mark reported that we now have four chapters: Silicon Valley, Central Texas, Portland and Israel. Colorado is working on their petition.
 - We need to develop brochures.
 - The BoD discussed ways to improve our relationship with the NPSS.
7. VP Communications Report – (Jim)
 - Mark's Article for Conformity magazine –The article will be in the April issue.
 - Jim is working on a press release.
 - Mark discussed various aspects of newsletters and journals. Mark suggested that Mike Sherman be considered for PSES Journal editor. After discussion, it was decided for Jim to come up with a proposal at a future meeting.
8. VP Technical Services Report – (Rich)
 - The BoD discussed various liaison activities.
 - Steve Burger gave a brief presentation about EMC Society standards activities. We could possibly co-publish with ISO and/or IEC.
 - NARTE MOU – Mark led a discussion of the NARTE MOU. He introduced Steve Berger, president of NARTE. Steve said that NARTE was formed when the FCC stopped giving radio technician certificates and licenses. The program has expanded over the years. There now are eight areas of certification. EMC certification has been very successful.
The MOU shows agreement with practicing professionals. We are following EMC's path. This is the identical agreement that EMC has except for some semantic corrections.
Jack moved and Gregg/Henry seconded to accept the NARTE MOU, and to authorize Mark to sign it. The motion passed unanimously. Steve suggested that we develop a joint press release. Dick pointed out that any publicity should be held until IEEE formalities are completed, but that we could be working on a draft in the meantime. Rich Georgerian will act as liaison.
Grandfathering will be in effect until August 31, 2004. Some requirements will have to be met, but the full exam is waived.
9. VP Conferences Report – (Elya/Henry)
 - Status report – Henry and Mark provided an overview of the previous evening's Conference Committee meeting. Murlin reviewed the minutes notes from the meeting. The BoD congratulated Jim for the great looking ad.
 - The conference budget was approved using the virtual voting process. IEEE is now reviewing the budget. Henry reiterated that we need a clearer methodology for electronic voting. Dick suggested that this might ultimately be put into our bylaws. We will add "electronic business" at beginning of BoD minutes to routinely report "virtual" activities.
 - 2005 conference – Mark will see if we can set up for Chicago with EMC.
10. Old Business – Still no Old Business.
11. New Business –
 - For an indefinite time, we will continue monthly teleconferences. The BoD again thanked Dell for its support.
12. Next meeting: 2pm CDT, April 6 teleconference; usual place. Tentatively set our next full board meeting on Saturday, August 14, 6-10pm, and Sunday, August 15, 1-5pm. Perhaps our November, Chicago meeting could be at UL.

13. Concluding Remarks – Marked thanked everyone for attending, and participating in a historic time in a nineteen-year old dream. We have governance. We should continue our “caucus” style with open discussions.

5:30pm CST, 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 finalize image – 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 – Chapter Guidebook – open
5. (1/6/2004) Flier – Daniece & Jack will coordinate flier development - closed
6. (1/6/2004) Murlin to contact Rich Nute, John McBain, and Roger Volgstadt re starting up a newsletter - done
7. (1/6/2004) Murlin will ask IEEE about permanent address options - open
8. (1/6/2004) Jack & Daniece will make arrangements for March 6 meeting – done
9. (3/6/2004) Jim to contact Mike Sherman re Journal – open
10. (3/6/2004) Henry to develop teleconferencing/electronic voting procedure – open
11. (3/6/2004) ADCOM to develop comprehensive calendar – open
12. (3/6/2004) Chapter Development task force – Daniece