



## Minutes – Schaumburg, IL – October 2, 2005

Participants: Dan Arnold, Jim Bacher, Henry Benitez, Jack Burns, Daniece Carpenter, Ted Freeman, Richard Georgerian, Murlin Marks, Mark Montrose, Bansi Patel, Rich Pescatore (after 10:40), and Dan Roman. Guests: Arthur Michael, Clinton Andrews, and Bill Tonte (11:40).

### Call to Order and Overview

- Henry handed Mark the new presidential gavel.

### President's Report

- Mark called the meeting to order at 9:06 CDT. Mark introduced Clinton Andrews, our Division Director. We now have 512 members, up from 374 at the end of 2004. We aren't getting marketing support from IEEE. We budgeted 550 for 2006 and 800 for 2007. The board discussed the implications of planning for different numbers of members. We have 120 international members from 32 countries. Ted suggested sending a welcome letter to new members, and encourage them to get their colleagues to join.
- We have ten chapters. Colorado, Dallas, Calgary, and San Diego are in the process of forming chapters. RTP, Atlanta, and St. Louis are potential chapters.
- As of October 1, we are in the red per our budget projection, due primarily to not meeting our membership projections, and large TAB assessment fees.
- So far, the main PSES benefit is our conference. The technical program is outstanding.
- Mark discussed our publishing progress. The Newsletter is now on-line. Jim Bacher has done a great job with the Newsletter along with Gary Weider.
- The TAB review of our Journal plans was brutal. Clinton said that the issue is whether there are enough people to support our Journal, and enough sources of authors and paper submittals. There is also a major issue within IEEE about how to function in the 21<sup>st</sup> century. The basic issue is how to support small Societies.
- We are now a "Provisional Society" for at least three years (from June 1, 2005.) As such, we don't have a vote on the TAB. We need to meet certain metrics before becoming a full Society: financial reserves, membership greater than 1000, and a successful publishing/conference program.
- Mark summarized the state of the PSES as his term winds down. Our board needs to be more proactive with more members, profitable conferences, and a successful Journal.
- At the TAB meeting in Orlando in November, Mark doesn't expect any discussion of PSES. Creating a Life Science Society, paper reviews for Xplore, amending conference policies and procedures, metrics for "bankrupt" societies, and re-organizing Divisions will take up most, if not all of the meeting time.
- Clinton provided the Division VI perspective. His background is in technology and policy. There are strategic issues facing IEEE. International membership is growing faster than in the U.S. Society membership is shrinking. This makes governance more complex. The pattern of Division VI Societies is that they tend to be members' "second" Society. Division VI tends to have the "soft" Societies (i.e. less "hard" technology.) Also, publication revenues are peaking; the implications of the trend towards more virtual publishing aren't well understood by members of TAB.

IEEE is a 501(3)c corporation. Clinton is on the IEEE board of directors. A lot of "what happens" in IEEE is a bottom up process (i.e. via Societies.) The economic downturn of 2001 hit IEEE hard. During this period, Societies lost a lot of their flexibility in using the funds they generate and are now being very conservative in their operations.

Issues facing TAB and the Division Directors: Do Societies even need IEEE? Does IEEE even need societies? Should Division VI societies merge with larger Societies?

### Officer Reports

#### Secretary's Report (Murlin Marks)

- The 11 June 2005 minutes of the board meeting held at Foxborough, MA were approved without change.

#### Treasurer's Report (Dan Arnold)

##### Part 1 (YTD Financials): (See attached file: PSES Financial Summary through Aug 2005.pdf)

- Through August, we have a \$12.3K deficit, due to 'spending' the \$25K UL grant on the PSES 2004 Symposium. Otherwise we would have a net surplus.

- Deficit vs. budget is \$48.1K, due to allocating the grant, lower member dues, lower conference revenue, and not receiving any new grants.
- Operationally, we continue to be a very frugal society.
- We will likely end the year with approximately the same deficit of \$12K, and this is a slightly lower deficit than for 2004.
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- We will likely end the year with approximately the same deficit of \$12K, and this is a slightly lower deficit than for 2004.
- In mid October, Dan will be giving a final 2006 financial forecast to our TAB finance analyst.

**Part 2 (2006 Budget):** (See attached file: 43bdgt – 2<sup>nd</sup> pass – with bundled journal.xls)

- The 2006 Budget is locked in, and cannot be changed.
- Budgeted Total Income and Total Expenses are \$243.2K and \$174.9K, respectively. Net budgeted surplus is \$68.3K.
- It differs fundamentally from 2005 in that the society member fees in cost center 00945 are replaced with revenues from our new journal in 00946.
- TAB finance advised that creating a highly realistic and achievable budget is key.
- The budget accomplishes that by realistic member projection, eliminate reliance on grants, and project modest conference revenue.
- Our main risks are having a large and successful conference (unknown!) and successfully publishing the journal.

**Part 3 (Future Administration):**

- A financial operations manual should be provided to the executive committee this year.
- PSES must begin planning for accumulating financial reserves. Having such reserves is important to our financial success.
- The 2006 Symposium committee must work hard to produce a highly accurate draft budget, especially revenue projections.
- Dan will advise and train the new 2006-2007 treasurer, and encourage Henry to appoint that person as soon as possible.

**VP Conferences** (Elya Joffe – represented by Richard Georgerian)

- **2005 Conference:** Richard reported that we have about 150 registrations so far. The food expense is about in line, and the reserved hotel-nights are enough to get the free conference rooms as well as a couple of comp rooms. The other major expenses are CD's, audio/visual equipment, and IEEE conference management service.  
The BoD discussed pricing strategies and approaches to having conferences. We have been getting substantial in-kind support (e.g. computers and LCD projectors.) Also, many elements of conference planning have been off-site and controlled by the BoD.
- **2006 Conference:** Bansi Patel reported that he is considering a Hyatt Regency venue near the Orange County airport for a conference on October 23-24. Bansi has a group of volunteers interested in the project. They need to quickly follow through with exhibit vendors and paper authors. The BoD discussed symposium content and options.
- **2007:** Mark suggested we hold the 2007 conference in Boston, perhaps in conjunction with an EMC colloquium. Mark is finalizing a Vehicle System Safety co-conference for March, 2007 with AESS (Aerospace and Electronic Systems Society) and ITSS (Intelligent Transportation Systems Society). Both AESS and ITS are excited about this conference and will work with PSES to ensure a success, with the majority if not all of the financial proceeds to PSES to help build up our reserves. The BoD agreed that we need to continue to identify new ideas and means of cooperating with other IEEE Societies. We are also looking at working on a co-conference with the Reliability Society in 2007 or 2008. We should also consider local colloquia sponsored by chapters as a means of revenue generation.

**VP Technical Activities** (Rich Pescatore)

- Rich reported that the TAC has had a teleconference. The TAC will have an organizational face-to-face meeting during this conference. The purpose of this meeting will be to get to know the TAC leaders, and to brainstorm potential activities. Some papers have been reviewed. We will also gear up to support the forthcoming Journal with peer review.
- Jack reported that he is putting a letter together to go to University Deans introducing PSES and the possibility of programs dealing with product safety engineering.

**VP Membership Services (Daniece Carpenter)**

- Daniece reported that we have four positions up for board election with seven candidates. Ballots will be mailed out in a couple of days. The results are scheduled for November 22. Mark discussed Board election process as detailed in the Bylaws. We have a significant number of members in Regions 8, 9, and 10. Per the Bylaws, if 5% or more of the membership is from Regions 7-10, a representative needs to be on the BoD, either by election or appointment. We have candidates from Region 7 and 8. Regions 7, 8 and 10 exceed the 5% number for calendar year 2005.
- A motion was made and seconded to send certificates to all new PSES members starting this calendar year. The motion passed unanimously.
- We now have ten chapters. A Chapter News section has been incorporated into the Newsletter.
- UL has decided to offer PSES members a discount for its HBSE course held in conjunction with our conference. This is a "member benefit." Daniece is working with other agencies to get PSES discounts. Art Michael will continue to offer a PSES refund for new subscriptions to his newsletter.
- Daniece has sent short articles to some agencies and local chapters for Society promotion.
- The Central Texas chapter is supporting the Dallas chapter by having phone-linked meetings, and providing chapter mentoring.
- We have researched the IEEE Affiliate Member program, and are developing a "member, get a member" program. A membership form that includes the Affiliate program has been created and is on our web site.

**VP Communications Report (Jim Bacher)**

- Jim passed around a copy of our newsletter. He has the Journal Call for Papers included. Also, an ad and a membership application package is in the newsletter.
- Rich Nute is retiring. He will continue with his "Technically Speaking" series in the Newsletter.
- The Journal is in process of being developed with Mike Sherman as editor in chief. We need more authors and papers on a lifetime basis.

**Old Business:**

**Election/Appointment of Officers and Division Directors**

- The BoD discussed the protocol for election/appointment of VPs. Elya Joffe can no longer serve as VP-Conferences. Mark appointed Richard Georgerian as VP-Conferences and the BoD supported this without dissent. Richard will serve for a one-year term per the Bylaws.
- Ted Freeman has agreed to serve another year as a Division Director. Per our Bylaws, we need one more Division Director. Clinton suggested that we try to find someone with editorial experience. The BoD discussed possible candidates. We need reps who will actively support us and come to meetings.
- Elections will occur next year for all Vice President positions. Per our Bylaws, in two years we select a President elect.

**New Business – None**

**Next meeting:** Henry tentatively set for our 2006 BoD meetings:

February 19 (Scottsdale, Arizona)

June 25 (Minneapolis, Minnesota)

October 22 (Orange County, California)

We plan to have teleconferences on December 6 and January 3, at 4pm CST.

**Closing Remarks**

Mark said that his experience as PSES president has been grueling, but fun. He thanked everyone for the opportunity to kick-start the PSES. He believes that the PSES will survive with the help of many. Daniece thanked Mark for his energy to make this a great society.

Adjournment: 5:55pm EST.

Murlin Marks  
Secretary

**ACTION ITEMS**

- (3/6/2004) Henry to develop teleconferencing/electronic-voting procedure – open
- (3/6/2004) Henry develop comprehensive 2006 calendar – open
- (8/15/2004) Jack to coordinate contacting universities and trade schools – open
- (3/5/2005) Daniece to develop a format for business cards – done
- (3/5/2005) Richard Georgerian to look into banner options – done
- (3/5/2005) Henry to purchase a gavel – done!
- (6/11/2005) Mark & Elya to come up with policies for trade groups/standards organizations/not-for-profit organizations conference participation – open
- (6/11/2005) John Freudenberg to contact trade groups/standards organizations/not-for-profit organizations about conference participation – open
- (6/11/2005) Jim Bacher to provide names of PSES members to form an advisory committee for the Journal – open
- (6/11/2005) Rich Pescatore to get peer reviewers, and Jim Bacher to get assistant editors for Journal – open
- (6/11/2005) Mark to check into setting up journal MOUs with other Societies, etc. – open
- (6/11/2005) Daniece to coordinate identifying ways to affiliate with other chapters and societies not associated with IEEE.
- (6/11/2005) Daniece and Dan Roman to set up email reflector for chapter chairs – open
- (6/11/2005) Daniece to set up an ad hoc Awards committee to make recommendations; define awards to be given and solicit candidates for the 2006 conference – open
- (6/11/2005) Mark to forward information to Henry about electronic voting procedures – done
- (10/02/2005) Mark to find nominee for Division Director
- (10/02/2005) Daniece to set up procedure to get certificates to new members