



Minutes

Date: January 16, 2007 - Teleconference

Participants:

Mark Montrose, Murlin Marks, Richard Georgerian, Dan Nachtigall, Jim Bacher, Dan Roman, Bansi Patel; John Freudenburg, Daniece Carpenter

AGENDA

- ❖ Meeting called to order at 4:06 PM CST
- ❖ Secretary's Report
 - Review of previous meeting minutes
 - Motion by Murlin to accept, second by Dan N., motion passed
- ❖ Action Items

Item	Due	Owner	Action
1	1/16/07	Mark	Policy for conference participation
	Update 1/16	Policy will be changed to Guideline as this is meant to guide future opportunities for conference participation Document to be reviewed by members and comments to be sent to Mark; To be discussed for adoption at Feb meeting under New Business	
2	1/16/07	Ted	Get affiliations with other Society TCs
	Update 1/16	Ted not present; Daniece to send a note offering continuation	
3	1/16/07	Dan A.	Exploring a model "Safety Monkey"
4	1/16/07	John	Contact NFPA about developing relationship
	Update 1/16	Henry talked to John re: membership and participation John to contact NFPA - develop proposals for a cooperative relationship promoting paper submission, participation in conferences, links on website	

6	1/16/07	Ted	write a summary of “Why join the PSES?”
7	1/16/07	Ken	Form a subcommittee with Ted and Jack to contact other organizations
	Update 1/16	Have been unable to coordinate a subcommittee meeting due to holidays however the group (Jack, Ted, and I) will still be utilized.	
8	1/16/07	Jack	Re-write letter to send to members to send to educational institutions
9	1/16/07	Murlin	Murlin to determine need to spend funds by year’s end
	Update 1/16	Completed	
10	2/18/07	Jack	Set up with a trade journal to support a “best of show” award
11	2/18/07	Dan A.	Develop Product Safety Engineering curriculum

- ❖ President's Report
 - No report

- ❖ TAB Meeting Review
 - TAB will be held before the Feb. Board meeting on Friday,
 - vote on new algorithm for financial,
 - resignation on TAB/Product and service committee
 - Mark volunteered for committee as a voting member, Division 6 Director nominee
 - Discussion of election nominees for TAB, Mark to send list of nominees

- ❖ Treasurer's Report
 - Murlin is awaiting transfer of documents
 - Murlin and Richard to talk offline on Symposium financials for 2006
 - Murlin to attend TAB FinCom pending approval of Henry

- ❖ VP Reports
 - Technical Activities
 - No report

 - Conferences
 - Wrapping up 2006 Symposium financials
 - Has 2007 conferences contract, setting budget; target is to make 20% profit with an estimated 200 attendees and 15 vendors;
 - to review hotel contract with Vida;
 - pursuing co-sponsorship with EMC Society
 - to discuss location for 2008 Symposium
 - Sales tax – need to discuss with IEEE Conferences to understand what states will refund sale tax
 - Conferences goal is to identify staff for a continuing core group plus satellite groups for local conferences or participation in other groups

 - Member Activities
 - Strategizing ways to target new members.
 - Have been unable to coordinate a subcommittee meeting due to holidays however the group (Jack, Ted, and I) will still be utilized.
 - Target the following organizations – NFPA, UL, ETL, CSA, TUV, MET, NEMA and specific companies.
 - Plan on emailing or making some type of contact with those who have not renewed.

- Considering a “PSES person of the year” recognition. This may encourage people to join and be recognized.
 - Considering recorded presentations that chapters can download. May not be live but still effective.
 - Would like to develop posters (11x17) to post within organizations.
 - Would like to request from the board authorization to spend up to \$500 to develop posters and flyers.
- Communications
- Coming up to speed on the PSES communications processes with help from Jim
 - Investigating a new feature article for our web site to promote visits to the site which should aid in advertising the Society and our Symposium.
 - I'd like to include a monthly feature which highlights a discussion on the EMC-PSTC list that generated significant interest, preferably on a safety topic, but not necessarily so. Maybe something could be coordinated with the newsletter as well?
 - Working on the Call for Papers
 - PSES.org – owner does not have account information
 - Has contacted the Domain Registrar for information but was told the owner could not discuss
 - Dan Roman to request university contact and work directly
- ❖ Old Business
- No business
- ❖ New Business
- Question – will have teleconference in Feb? Daniece to contact Henry
 - June 17 – Philadelphia
- ❖ Murlin made a motion to adjourn; Jim Bacher second
- ❖ Meeting adjourned at 5:34 PM CST.