



**IEEE Product Safety Engineering Society
Board of Directors Meeting**



Minutes

Date: May 7, 2007 - Teleconference

Participants:

Henry Benitez, Jim Bacher, Murlin Marks, Richard Georgerian, Dan Roman, Ken Thomas, Daniece Carpenter
Dan Nachtigall

AGENDA

Meeting called to order at 4:06 PM CDST

- Secretary's Report
 - Review of previous meeting minutes
 - Hotel for June meeting, Dinner Sunday
 - Henry to report on hotel for TAB meeting

- 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	
	2/18	Deferred to next meeting	
2	6/16/07	Jack	Get affiliations with other Society TCs
	Update 4/3	Reassigned to Jack - review fields of interest for evidence of interest in product safety, contact to offer a joint technical committee	
3	6/16/07	Daniece	Exploring a model "Safety Monkey"
	Update 4/3	Reassigned to Daniece	
	5/7	Have 3 possibilities – noted that there is a video game called Safety Monkey – explore co-operation with game owner's	

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 - proposals would include a workshop at the symposium, submit papers at conference, have booth at conference	
	4/3	John to explore possibilities with NFPA -- Need overview of NFPA , areas of cooperation - conferences, publication, technical committees, workshops; one avenue is to become PSES representative to NFPA technical committee	
6	6/16/07	Elya	write a summary of “Why join the PSES?”
	Update 4/3	Reassigned to Elya	
	5/7	Daniece to contact with summary and request for due date	
7	1/16/07	Ken	Form a subcommittee with Ted and Jack to contact other organizations
	Update 4/3	Target groups - ASQ, NFPA, SERAD, System safety society, ASSE	
	5/7	Cancel sub-committee change to reportable item under membership report	
8	5/7/07	Murlin	Re-write letter to send to members to send to educational institutions
	Update 4/3	Reassigned to Murlin - Draft by next meeting	
	5/7	Original draft received from Jack – Bob Rassa gave contacts for IEEE; contacted but no reply, waiting for additional support from TAC Rework letter to a sendable form, propose resources needed to support TBD next teleconference	
9	2/18/07	Jack	Set up with a trade journal to support a “best of show” award
	Update 4/3	Possibly enlist help of Ken T under membership - target Compliance Magazine as a possibility	
	5/7	Dan, chair awards committee will take ownership - to contact Elya to develop	
10	2/18/07	Dan A.	Develop Product Safety Engineering curriculum
	Update 4/3	Dan A. to work with Murlin as Education Committee Chair Comment: Moshe Kam is Chair of IEEE Education Activities Board, need to contact for direction Also discussed strategy to involve more academia as a participation in society activities perhaps offer a workshop for injecting product safety into college curriculum	

	5/7	Murlin – sent e-mail to contacts; will research – reassigned to Murlin Michael Morse, professor teaching PS – use as a contact	
11	4/3	All VP's	Continue with development of strategic plans to develop milestones and accomplishments
12	4/3	Jim	Send the metric criteria for the Red/green lights – to be evaluated in Feb 2008 Sent to the VP's

➤ Action Item Updates

➤ President's Report

Comment: Critical to have strategic plans and accomplishments ready for the next TAB meeting

➤ Treasurer's Report

IEEE has requested a 2007 budget forecast update – expect forecast up to 2010
any changes in travel related expenses, initiatives / projects, conferences, revenue expenses, publications

- All VP's to send budget needs to Murlin by May 1, ongoing reports for next year
- P.dunne@ieee.org – send rules on current rules for IEEE initiatives – propose to develop speakers at educational orgs
- Membership Retreat – RAB is funding expenses except for airfare, May 4 – 6 , New Brunswick NJ
- 5/7 Due today to receive the 2008 first pass budget – critical item is the membership fee of \$35 – decision by BoD tow retain for next year
- All other budget items deal with publications
- Request for local conferences hosted by chapters = Chicago interested in 2008 workshop; Northwest may be interested; budget drafts needed by June TAB Finance mtg

➤ VP Reports

○ Technical Activities

- Development of peer e-mail list for TAC subcommittees is in process
- Need help – need more contacts for potential committee chairs
Jack will send list for inclusion
will be added to the action item list for board members to propose contacts

- Conferences
 - Propose to board for 2010 to co-sponsor with EMC in Fort Lauderdale in week of July 26 – permission to explore
 - Update 5/7
 - 2009 conference proposed location is Canada
 - 2010 – propose co-sponsor conference with EMC Society
 - 2007 Symposium
 - 300% increase in early bird registration
 - Exploring opportunity for an ANSI Uncertainty measurement workshop

- Member Activities
 - Fellows Committee, Stig Neillison, Chair
no nominations yet
noted that nominations can come from other societies
will be proactive next year for nominations
 - Dan N. chair, Awards Committee
Long and short term awards – intend to do something at symposium
 - Chapter coordinating meeting – IEEE now offering at \$180 per hour MS Live Meeting - explore with current teleconference
 - Contacts in ETL, UL, CSA – have made initial contacts; may propose a face to face
 - Local conference in Chicago in 2008
 - Working with SAMIEE database to identify people who dropped membership in PSES for contact
 - Posters completed
 - Work with Dan Roman to develop a membership and chapter 2 chapter webpage

- Communications
 - High resolution copies of the posters now available
 - Completed draft e-blast on election, call for papers, ad for articles
 - IEEE membership development retreat – currently held every other year; discussed holding every year to insure
 - Info directed to selling IEEE
 - Day 1 – IEEE operation center – membership trends and tools such as SAMIEE, BMS (taking SAMIEE)
 - Day 2 – member statistics – IEEE survey results on what members want, why leave; Mem get a Mem program; IEEE TV;
 - Day 3 – development tools, marketing – MD virtual community and monthly teleconference; e-notice tool; selling to very important top officers (vito) website vito
 - Newsletter – list serve topics

- Old Business
 - Murlin asked about plans for paid advertising; proposed development of a plan for potential budget of \$2K – Dan will work with Jim
 - Potential budget for local advertising for symposium – Richard G. needs funds

- New Business
 - Next meeting – BoD teleconference June 5; Face to Face meeting June 17 in Philadelphia

- Meeting adjourned at 5:56 PM CDST