



## Minutes

**Date: October 21, 2007 - Board of Directors Meeting**

### **Committee Members:**

Henry Benitez, Mark Montrose, Jim Bacher, Murlin Marks, Richard Georgerian, Dan Roman, Ken Thomas, Jack Burns, Daniece Carpenter, John Freudenburg, Banshi Patel, Richard Pescatore, Elya Joffe, Dan Nachtigall  
Guests: Ted Freeman, Dan Arnold, Bob Rassa

### **Participants:**

Henry Benitez, Mark Montrose, Jim Bacher, Murlin Marks, Richard Georgerian, Dan Roman, Ken Thomas, Jack Burns, Daniece Carpenter, Banshi Patel, Elya Joffe, Dan Nachtigall  
Guests: Peter Tarver, Doug Nix

## AGENDA

Continental breakfast

Meeting called to order at 8:32 AM MDST

- Introductions
  - Introductions of each attendee
- Quick review of Conference status
  - Registration 172, 20 exhibitors, authors 35 with 40 papers, EMC workshop, Product Safety workshop, UL HBSE workshop, ITI committee meetings
  - Increase in registration year over year, increase of exhibitors (20 vs 12 last year), authors volunteering papers, 2 workshops added, exceeded room block for hotel
- Secretary's Report
  - Review of previous meeting minutes
  - Conference call number – any problems report to Daniece

## ➤ Action Items

Item	Due	Owner	Action
<b>1</b>	<b>1/16/07</b>	<b>Mark</b>	<b>Policy for conference participation</b>
	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
	6/17		Distributed to Board members in early June, VP Conferences has no comment,
	10/4		To be discussed at Oct 21 meeting
	10/21		If no further comments, enter into Society records
<b>2</b>	<b>6/16/07</b>	<b>Jack</b>	<b>Get affiliations with other Society TCs</b>
<b>Status: On Hold</b>	Update 4/3		Reassigned to Jack - review fields of interest for evidence of interest in product safety, contact to offer a joint technical committee
	6/17		Postponed until TCs are formed and operational
<b>3</b>	<b>6/16/07</b>	<b>Daniece</b>	<b>Exploring a model "Safety Monkey"</b>
	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
	6/17		Displayed 2 examples, researching custom stuffed toy shops for availability and prices
	10/21		Discussion on continuing exploration; one idea is to make it a contest for input from the members to propose a mascot; explore merchandising opportunities with our mascot
<b>4</b>	<b>1/16/07</b>	<b>Ken</b>	<b>Contact NFPA about developing relationship</b>
	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
	6/17		Explored appointment of PSES representative to a NFPA technical committee
	9/11		Reassigned to another - Ken will find a NFPA person to talk and start discussions

	10/4	Ken reports that he is networking to locate the right contact	
	10/21	Found right contact, began dialog; opportunity with 2008 NEC to do some seminars, open to working with us and offering NFPA seminars at a discounted rate Also working on contacts with Intertek, CSA, ANSI	
<b>5</b>	<b>6/16/07</b>	<b>Elya</b>	<b>write a summary of “Why join the PSES?”</b>
	Update 4/3	Reassigned to Elya	
	5/7	Daniece to contact with summary and request for due date	
	6/17	Summary is complete and circulated; Elya will re-circulate	
	9/11	Secretary to contact for a copy	
	10/4	Requested copy to be sent to Secretary	
	10/21	Elya to supply	
<b>6</b>	<b>5/7/07</b>	<b>Murlin</b>	<b>Re-write letter to send to members to send to educational institutions</b>
<b>Status: On Hold</b>	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	
	6/17	On hold pending operational Technical Committee organization	
<b>7</b>	<b>2/18/07</b>	<b>Jack</b>	<b>Set up with a trade journal to support a “best of show” award</b>
<b>Status: Pending Awards SC</b>	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	
	9/11	Awards committee is still coming up to speed, award pending development	
<b>8</b>	<b>2/18/07</b>	<b>Murlin</b>	<b>Develop Product Safety Engineering curriculum</b>
	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	
	6/17	Murlin to follow up	
	9/11	Murlin is pursuing, has contacted some representatives from IEEE	
<b>9</b>	<b>4/3</b>	<b>All VP's</b>	<b>Continue with development of strategic plans to develop milestones and accomplishments</b>
<b>10</b>	<b>7/30</b>	<b>Elya</b>	<b>Send articles on Senior Member</b>
	Update 9/11	Secretary to contact Elya	
	10/4	Request sent to Elya	
	10/21	Elya to supply	
<b>xx</b>			
	Update		

➤ Action Item Updates – Updates noted above

➤ President's Report

- Report to TAB is due in November
- FinCom report report due in November 17
- All VP's need to update their progress on the strategic milestones
- Mark Montrose is a candidate for Division Director

➤ Treasurer's Report

- Budget preparation is progressing
  - Circulated draft budget to Executive Committee
- Reviewed rules to submit expenses
- Income generated and invoiced by IEEE should be copied to Murlin for tracking

- President – Elect Report
  - Long range planning report
  - Will establish a steering sub-committee for long range planning
    - Several directors volunteered
  
- General review of PSES Milestone Goals and Objectives
  - Reviewed Milestone Chart of 6-13-07
  - Technical Activities
    - Goal was to have 3 chairs in place; selecting chairs for the TC's
      - Brainstorming for Potential Chairs
      - Medical – Sandy Weinagar, Dan Modi, Leo Eisner
      - Functional safety – Keith Armstrong, Glenn Garside (Pilz), Roberta Nelson Shea (Pilz),
      - ITE – Dave Lorusso (Dell), Steve Ortmann, Ed Jones, Bob Griffin, Tom Burke
      - HBSE – Doug Nix, Dan Nachtigall, Rich Nute – member Lal Bahra
      - NEC – John Freudenburg,
      - Legal – Gus Schaffer
      - NARTE liaison – Richard G.
      - ASSE liaison – need suggestions
      - Other areas to be covered include: Robotics, Power supplies, other Components, safety risk evaluation (Tom Doyle)
    - Written documentation on structure and responsibilities of TC's is 90% complete
  - Member Activities
    - Positions open for Member activities
      - Chapter Coordinator
      - Colloquium coordinator
    - Goal: add 2 chapters – will get signatures for Canada and Denver
    - Goal: Colloquium by Q4, 2008 – need more work
    - Goal: Chapter Chair monthly meeting – Last Tuesday of month
    - Goal: Program for leadership development – still in concept phase
    - Goal: Fellow nomination committee
    - Goal: Award committee – done
    - Other activities
      - Facebook space administered by Doug Nix
        - Ken Thomas made a motion to open a space on Facebook for the board, motion seconded
        - Discussion of how it works and what content to allow
        - Motion passed
      - Ad in conference publication by Doug Nix
      - Proposal for a Wikipedia site

- Communications
  - All goals have been met
  - New goals
    - Establish newspaper committee by December, 2007
    - Proposal for converting the newsletter into a magazine by Q408
    - Establish a magazine or journal by 2010
- Conferences
  - Conference held outside of US planned for 2009
  - Other venues need to begin development now for a conference 2010
  - Attendees increased but did not meet goal of 200
  - Update milestone chart with new goals for 2008

➤ Vice President Reports

- Technical Activities
  - All NARTE questions reviewed and returned
  - Technical Committee activity
    - TC chairs – meeting planned at symposium
- Member Activities
  - Member Development
    - Time for member renewal – planning some communication
    - To grow the Society, need to retain members and recruit new members
    - Proposal for Chapter Chair lunch – contest for most new members to win a \$150 gift certificate, minimum 5
    - Suggestion to make banners for each chapter
    - Suggestion – Society pays expenses for speaker workshop; free for IEEE PSES, \$200 for non-members, encourages to sign up for membership
  - Awards
    - Need to define criteria
    - Ideas – Best Chapter, Most Improved Chapter
  - Association development
    - Has contacted NFPA, Intertek, CSA, ANSI
  - Activities
    - Monthly chapter chair conferences
  - Strategic milestones
    - Fellow nominations – work on nomination documentation
    - Local colloquiums – planning one in Chicago

- Communications
    - Newsletter editor and eDJ editor resigned, searching for new editors; some responses to help but none for editor in chief; goal is to combine interested parties for a newsletter committee
    - Conferences
      - Ads for conference in national magazines
      - CD's created
      - Program created and printed
      - Call for 2008 papers in 2007 program
    - Website
      - Regular updates made
      - Monthly feature lists articles for Feb through Oct.
      - New membership application for 2008
      - Incorporated ads created by Doug Nix
      - Hit counter for main page is nearing 25K mark
      - Over 5K hits on Symposium page each year
  - Conferences
  - 2007 Symposium
    - 129 registrants, 20 vendors 3-4 consultants; full schedule of papers for 2 days, Narte workshop and exam, UL HBSE workshop; ITI TC2 and TRC
    - Exceeded room nights
  - Strategic milestones
    - Breadth of primary conference – added workshops, vendors additional meetings, consultants corner
    - Ahead of registration year over year
    - 2008 symposium in Austin / 2009 symposium in Canada
      - Plans to add workshop on medical, RoHS, WEEE – may increase to 2-1/2 or 3 day conference
  - Review opportunities to join other conferences / colloquiums / symposiums as a 1 day workshop
  - 2009 conference planned to be held outside the US Austin
  - Symposium idea - Chapter row in exhibition area with banner for each
  - Invited papers session
- TAB / FinCom Report Preparation
- Postponed to development at a later date

- iNARTE
  - Brian Lawrence, Executive Director, of iNARTE
  - Cathy Lawrence, administrator
  - iNARTE is a non-profit organization offering certifications in various fields such as telecom, EMC and product safety in an international arena
  - The previous partnerships in product safety have not run as smoothly as wished
    - KEC, Japan runs the product safety partnership
    - One need is a solid database of product safety questions
    - App 300 certified engineers, app 130 in Japan with the remaining in the US
  - Discussion of ways to promote each other, and support activities
  - Looking for PSES to serve as the technical partner for activities
  
- Future meetings discussion
  - Some PSES meetings were at the same time as the TAB meetings. There seems to be some synergy to hold the meeting at the same time
  - Feb 17, 2008 – Louisville, KY
    - Would like to establish a Exec Com meeting on Saturday, Feb 16, 2008
  - June 22, 2008 – Denver
  - Oct, 2008 – Austin
  - Feb 2009 – San Juan, Puerto Rico
    - PSES meeting to be decided
  - Monthly teleconference to be continued
  
- Added agenda items
  - Discussion of roles and responsibility
  - Requested a description of role and responsibilities from each VP
  - Mark volunteered to provide a copy of the EMCS revised handbook to use as a guide
  
- Old Business
  - Governance – Bylaws
    - Submitted draft to TAB on 10/21
  - Elections
    - 4 terms expiring – Jim Bacher John F. Dan Roman. Bansi Patel
    - Material sent to IEEE
    - Ballots have been distributed by IEEE
    - Schedule
      - Mail Date: 21 September 2007
      - Election Due Date: 2 November 2007
      - Announcement of Results: by 9 November 2007



- New Business
  - No new business items
  
- Next meeting – Nov 6 - 2 PM CDT
  
- Send as teleconference meetings as outlook meeting notice and e-mail

US	US	
East coast	West coast	Israel
3 PM	12 PM	10 PM

- Meeting adjourned at \_\_5:02\_\_ PM MDST