



Minutes

Date: November 6, 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, Bansi Patel, Richard Pescatore, Elya Joffe, Dan Nachtigall
Guests: Ted Freeman, Dan Arnold, Bob Rassa, Peter Tarver, Doug Nix

Participants:

Henry Benitez, Jim Bacher, Richard Georgerian, Dan Roman, Ken Thomas, Jack Burns, Daniece Carpenter, Dan Nachtigall
Guests: Dan Arnold

AGENDA

Meeting called to order at 2:08 PM CST

- Secretary's Report
 - Review of previous meeting minutes
 - Conference call number – any problems report to Daniece

- Action Items – Postponed to next meeting

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
	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

2	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	
	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	
3	1/16/07	Ken	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	
	6/17	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	
4	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	
	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	
5	2/18/07	Murlin	Develop Product Safety Engineering curriculum
	Update	Dan A. to work with Murlin as Education Committee Chair	

	4/3	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	
6	7/30	Elya	Send articles on Senior Member
	Update 9/11	Secretary to contact Elya	
	10/4	Request sent to Elya	
	10/21	Elya to supply	
7	4/3	All VP's	Continue with development of strategic plans to develop milestones and accomplishments
xx			
	Update		
		Action Items ON HOLD	
A	6/16/07	Jack	Get affiliations with other Society TCs
Status: On Hold	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	5/7/07	Murlin	Re-write letter to send to members to send to educational institutions
Status: On Hold	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	

C	2/18/07	Jack	Set up with a trade journal to support a “best of show” award
Status: Pending Awards SC	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	

- Action Item Updates – Updates postponed to next meeting
- President’s Report
 - Report to TAB is due in November
 - FinCom report report due November 17
 - All VP’s need to update their progress on the strategic milestones
- Treasurer’s Report
 - Reviewed current financial totals for symposium
 - Working on pro forma budgets for future conference / symposium activity
 - Income generated and invoiced by IEEE should be copied to Murlin for tracking
- President – Elect 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
 - Reviewed goals for milestone chart
 - Held start-up meeting for ITE technical committee
 - Conference call for Medical TC set for next week
 - Candidates for Chair for Risk Assessment TC and Functional Safety TC identified
 - Developing mission statements and guidelines
 - Written documentation on structure and responsibilities of TC’s is 90% complete

- Member Activities
 - Reviewed goals for milestone chart
 - Identified 3 locations for new chapters
 - Signatures for Canada and Denver received
 - Discussion of developing incentives to gain new members
 - Motion to provide a \$50 certificate for 2008 symposium for new IEEE members; seconded by J. Burns; motion passed
 - Plans for development of overseas chapter involvement

- 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
 - 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
 - Current editor is interested in staying on if additional help is forthcoming

- Conferences
- Reviewed accomplishments for milestone chart
- 2007 Symposium
 - Fell just short of goals for number of registrants, vendors
 - Full schedule of papers for 2 days, Narte workshop and exam, UL HBSE workshop; ITI TC2 and TRC
 - Exceeded room nights
- 2008 symposium in Austin / 2009 symposium in Canada
 - Plans to add workshop on medical, RoHS, WEEE
 - Increase to 2-1/2 day conference
 - Symposium idea - Chapter row in exhibition area with banner for each
 - Invited papers session
- Review opportunities to join other conferences / colloquiums / symposiums as a 1 day workshop
- 2009 conference planned to be held outside the US

- TAB / FinCom Report Preparation
 - Postponed to development at a later date

- 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

- New Business
 - No new business items

- Next meeting – Dec 4 - 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 __3:43__ PM CST