



Minutes

Date: August 5, 2008 - Board of Directors Meeting

Committee Members:

Jim Bacher, Henry Benitez, Mark Montrose, Murlin Marks, Richard Georgerian, Dan Roman, Ken Thomas, Jack Burns, Daniece Carpenter, Richard Pescatore, Elya Joffe, Dan Nachtigall, Doug Nix, Peter Tarver
Guests: Ted Freeman, Dan Arnold, Bob Rassa

Participants:

Jim Bacher, Henry Benitez, Mark Montrose, Murlin Marks, Richard Georgerian, Dan Roman, Ken Thomas, Daniece Carpenter, Richard Pescatorer

AGENDA

Meeting called to order at 2:03 PM MDST

- Agenda
 - VP Reports
 - Member Activities
 - Communications
 - Technical Activities
 - Conferences
 - Treasurer's Report
 - Past President's Report
 - President's Report
 - Secretary's Report
 - Review of previous meeting minutes
 - Action Items
 -
 - Old Business
 - New Business

Note: September telcom will be an update of action items generated on the last conference call.

Vice President Reports

- Member Activities
 - Looking for senior member volunteers to sponsor a Chinese candidate for a senior member
 - Chapter Chair meeting today
 - Agenda includes renewals – Each chapter needs to remind members to renew early
 - Will be using a video conference program - DimDim
 - Team spirit among chapters is increasing
 - Investigating forming a relationship with Art Michael, International Product Safety News.

- Communications
 - Symposium activities
 - E-blast to all members reminding them of the early registration discount
 - Membership renewal
 - Researching the updated IEEE fees to update our membership application form
 - Meeting information on website
 - Information on the website – just general board meetings

- Technical Activities
 - TC Activities
 - No report!

- Conferences
 - 2008 symposium – Austin
 - Abstracts are up on the website
 - 2009 symposium – Toronto
 - Planning in process – Report from Doug Nix
 - Using Conference Catalyst to negotiate the hotel contracts; and other conference finance, etc.
 - TBD
 - Issues in dealing with Canadian currency, different tax structure, travel issues
 - Richard will prepare a Conference Guideline

- 2010 symposium
 - Opportunity for co-sponsorship with EMC in Ft. Lauderdale
 - Will monitor for paper supply in 2008
 - Interest from Boston
 - Need to clarify interest, look for potential alternates
- Conference Management
 - Contacted by conference managers, Conference Catalyst, LLC for potential engagement in future conferences

- Treasurer's Report
 - Review of FinCom report
 - 2009 budget has been submitted;
 - Need 2009 conference budget
 - 2010 budget input is needed

- Past President Report
 - Election nomination committee
 - Acceptance to be candidate from Jim Pierce, Intertek;
Ivan Vandewege, Case Forensics;
Rich Pescatore, HP; Murlin Marks, Consultant: Jack Burns, Dell

- President's Report
 - TAB Review
 - Action Item from June meeting: Request a representative to work with IEEE Membership Committee
 - Add action item for Ken

- Secretary's Report
 - Review of previous meeting minutes
 - H. Benitez moved to accept the meeting report, M. Marks seconded; vote to accept
 - Adcom Roster
 - Next Meeting delayed to accommodate Labor Day holiday
 - Action item review in September

➤ Action Items

Item	Due	Owner	Action
1	6/16/07	Daniece	Mascot: Safety Monkey
	Update	The Safety Monkey has been adopted as our mascot	
	1/9	Doug is exploring 2 nd Life opportunities Table further discussion of mascot appearance until February meeting	
	2/17	No report: Discussion of forms the mascot might take such as drawings, stuffed animal, pins, etc. Develop proposal for contest for mascot form	
2	6/16/07	Elya	write a summary of "Why join the PSES?"
	Update	Summary completed and passed to Newsletter Editor	
	2/17	Revisions almost complete and will be ready for next newsletter	
	6/22	Will be ready for newsletter in 3 months	
		8/5 almost done	
3	6/22	Dan R.	Update IEEE technical interest categories to include product safety
	Update	Sent request to e-mail box Irv – send e-mail to Jane Cerone	
	6/22	Done - monitor to make sure complete 5/6 - Next update to include for renewals in August	
4	6/22	Dan R, Doug, Richard G. Ken	Explore options for virtual symposium, presentations Present report to BoD on opportunities, methods, costs, etc.
	Update		
	5/6	Draft by June meeting	
	6/22	Investigation still under investigation, need to explore Second Life – see Jane Cerone Denver chapter experimenting with webinars for local meetings	
5	6/22	Richard G.	Develop focus letter for tag-a-longs, why to present at symposium, why attend a conference, why exhibit at symposium
	Update		
	5/6	Draft by next meeting	
	6/22	In process – draft by September Add to milestone chart	

		8/22 – working on the focus letter	
6	6/3	Jack	Contact Mary Ward Callen to find contact information for ASSE and CSA; report to the BoD; draft letter for contact
	Update	By next week	
	5/6	Have attempted to contact, will continue attempts to locate information	
	6/22	Contacted Ms Callen, referred to another IEEE contact, Jack to contact Matt Loeb for more information	
7	3/4	All Directors	All directors to provide names for the GOLD Director appointee
	Update	In process	
	5/6	Jim Bacher to send e-blast for nominations	
	6/22	In process 8/5 – no nominations yet	
8	TBD	Ken	Request a representative to work with IEEE Membership Committee
	Update 9/9		
9	TBD	Daniece Ken; Dan	Develop proposal to put non-Xplorer content from conferences on website as membership benefit
	Update		
11	Ongoing	All VP's	Continue with development of strategic plans to develop milestones and accomplishments
##	Update		
##	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	

- Action Item Updates – Updates noted above
 - Previous meeting minutes sent to all Board members
 - Members to review action items below
 - Report to Secretary with Item Due Dates as noted below or any updates
 - New Actions items assigned
 - Adcom Roster – send information on name, company, address, contact information to Daniece
 - Symposium – provide poster area for IEEE student chapter; information or experiment on student chapter
 - Daniece to contact Ken T., Dan R. to develop proposal to put non-Xplorere content from conferences on website as membership benefit – added to Action Item List

Strategic Planning Committee

All VP's are included

Strategic planning meetings will be held the Saturday night before the BoD

- Future meetings
 - Oct. 19, 2008 – Austin
 - In conjunction with Symposium
 - Feb 2009 – San Juan, Puerto Rico
 - PSES meeting location to be decided – Dallas, TX - ExCom 2/7; BoD 2/8
 - TAB meeting in Condado Plaza, San Juan, PR; Feb. 10 -15
 - June 28, 2009 – Los Angeles, CA
 - TAB meeting to be held in Century Plaza Hotel, Los Angeles, CA; June 23-28
 - October, 2009 – Location TBD
 - In conjunction with Symposium
- Monthly teleconference schedule Send as teleconference meetings as outlook meeting notice and e-mail
 - First Tuesday of the month (unless scheduled otherwise)
 - September 9, 2008
 - October 7, 2008
 - November 4, 2008 (Note – Election Day – for the big one)
 - December 2, 2008
 - Time

*US Time: 3 PM EDST - 2 PM CDST - 1 PM MDST - 12 PM (noon) PDST -
 Tel Aviv, Israel - 10 PM -
 Sydney, Australia - - 5 AM (Wednesday)*

- Conferences Committee
 - First Monday of the month
 - September 8, 2008
 - October 6, 2008
 - November 3, 2008
 - December 1, 2008

- Old Business Items
 - No further business items

- New Business Items
 - No new business items

- Meeting adjourned at 3:49 PM CDST