



## Minutes

**Date: December 2, 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: Irv Engelson, Bob Rassa, Ted Freeman, Dan Arnold, Stefan Mozar, Thomas Ha,

### **Participants:**

Jim Bacher, Henry Benitez, Murlin Marks, Richard Georgerian, Dan Roman, Ken Thomas, Daniece Carpenter, Richard Pescatore, Doug Nix,  
Guests: Stefan Mozar, Thomas Ha,

## AGENDA

Meeting called to order at 2:08 PM CDST

- Agenda
  - Secretary's Report
    - Review of previous meeting minutes
  - VP Reports
    - Member Activities
    - Communications
    - Technical Activities
    - Conferences
  - Treasurer's Report
  - President's Report
  - Old Business
  - New Business
  
- Secretary's Report
  - Review of previous meeting minutes
  - Approval of last telecom minutes - approved as amended
  
- President's Report
  - Provisional Society report
    - Status SRC Report - All BoD members to review
    - SRC will meet with PSES on Thursday of TAB meeting week

- Scheduled to come off watch list early next year
  - Gold Member
    - Candidate nominated - Sanne Cubberley
    - BoD approved appointment of the GOLD member as an Ex-officio member of the Board, and approved the candidate nomination
  - Milestones Chart
    - All VPs need to update their items on the milestone chart
- Treasurer's Report
  - Will begin work on 2010 budget in Feb 2009

### Vice President Reports

- Conferences
  - 2008 Symposium Update
    - Positive results for financials
    - Discussed rate of paper rejections
      - Rejected 2 papers, but helped other papers for resubmittal
      - Actions should be noted and explained in the coming report on the Society.
- Technical Activities
  - No report
- Member Activities
  - Transitioning to Thomas as VP
  - TBD – list of critical things such as milestone chart;
  - Award program
    - Received requirement that each award needs to be approved
  - E-blast sent to all members reminding to renew membership
  - Suggestion to send all symposium attendees who are not members, invitation to join
- Communications
  - E-mail list revised to add new directors from the last elections
  - Working with Forensics TAC
    - TAC has requested wants a website, but Chairman needs to provide an IEEE member account.
    - Requested that the website includes a wiki modeled on the Systems council wiki
- Old Business
  - Senior Membership – All Board members should apply for senior member status

- New Business
  - Need volunteers - work on a statement of the benefits of membership
    - Thomas Ha, Dan Roman, Daniece Carpenter, Murlin Marks, Rich Pescatore
  
- Meeting adjourned at 3:10 PM CDST
  
- Strategic Planning Committee
  - All VP's are included
  - Strategic planning meetings will be held the Saturday night before the February, June, and October BoD meetings
  
- Future meetings
  - Feb 7-8, 2009 – 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 – Toronto, Canada
    - 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)
    - January 6, 2009
    - March 3, 2009
    - April 7, 2009
    - May 5, 2009
  - Time :

*US Time: 3 PM EST - 2 PM CST - 1 PM MST - 12 PM (noon) PST -  
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

## ➤ Action Items

Item	Due	Owner	Action
1	6/16/07	Elya	write a summary of "Why join the PSES?"
	Update 2/17 6/22		Summary completed and passed to Newsletter Editor  Revisions almost complete and will be ready for next newsletter Will be ready for newsletter in 3 months 8/5 almost done
2	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 6/22		Draft by June meeting  Investigation still under investigation, need to explore Second Life – see Jane Cerone Denver chapter experimenting with webinars for local meetings  Update Stream web – 2009 symposium
3	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 6/22		Draft by next meeting  In process – draft by September Add to milestone chart 8/22 – working on the focus letter
4	6/3	Jack	Contact Mary Ward Callen to find contact information for ASSE and CSA; report to the BoD; draft letter for contact
	Update 5/6 6/22		By next week  Have attempted to contact, will continue attempts to locate information  Contacted Ms Callen, referred to another IEEE contact, Jack to contact Matt Loeb for more information
5	TBD	Ken	Request a representative to work with IEEE Membership Committee
	Update 9/9		
6	TBD	Daniece Ken; Dan	Develop proposal to put non-Xplorer content from conferences on website as membership benefit

	Update		
<b>7</b>	<b>Ongoing</b>	<b>All VP's</b>	<b>Continue with development of strategic plans to develop milestones and accomplishments</b>
		Need updates from all VP's for Oct teleconference	
<b>##</b>			
	Update		
<b>##</b>			
	Update		

			<b>Action Items ON HOLD</b>
<b>A</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>B</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	

- 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