

IEEE Product Safety Engineering Society Board of Directors Meeting

Meeting Report

Date: June 28, 2009 - Board of Directors Meeting

Committee Members:

Jim Bacher, Murlin Marks, Henry Benitez, Richard Georgerian, Dan Roman, Jack Burns, Daniece Carpenter, Richard Pescatore, Elya Joffe, Doug Nix, Peter Tarver, Jim Pierce, Ivan Vandewege, Thomas Ha, Silvia Diaz Monnier, Richard Nute

Guests: Bob Rassa, Stefan Mozar, Josh LaTourneau Mark Montrose,

Participants:

Jim Bacher, Murlin Marks, Henry Benitez, Richard Georgerian, Jack Burns, Daniece Carpenter, Richard Pescatore, Jim Pierce, Ivan VanDeWege, Silvia Diaz Monnier, Richard Nute

Guests: None

AGENDA

Meeting called to order

- Secretary's Report
 - Previous meeting minutes
 - Action items
- President's Report
 - SRC
 - SRC Motion to TAB regarding PSES
 - TMC
 - TAB
 - TAB Fincom
 - Marketing
- Treasurer's Report
- Past President Report

VP Reports

- Conferences
 - 2009 Symposium
- Member Activities
 - Chapters
 - Awards
- Communications
- Technical Activities
- iNARTE
- Old Business
- New Business

Meeting called to order at 8:16 AM PDST

Agenda

- Secretary's Report
 - Previous meeting minutes
 - Action item

- President's Report
 - SRC
 - *SRC Motion to TAB regarding PSES*
 - *TMC recognizes that Power [sic] Safety Engineering Society appears to be non-viable and recommends that unless it can demonstrate viability within 12 months, the society be dissolved or merged with another society.*
 - Note that the name of the Society was corrected to Product Safety Engineering Society
 - Remarks made by SRC Chair were critical, remarking that the business plan has been changed and still not met; not met membership requirements; doesn't have a publication.
 - Survival depends on achieving 4 areas
 - Membership - July 2010 – 1000 members; by Feb 2010 show that we are within 3% of this goal (970 members); provide a comprehensive membership development plan
 - Finance – Remain off the financial watch list
 - Conference – Generate a 24% surplus for conference proceedings by Feb 2010
 - Publication – continue quarterly newsletters
 - TAB
 - *Reviewed rules for Affiliate member*
 - *Explored accepting members at time of symposium registration at affiliate status*
 - *Discussed motion to change IEEE Bylaws to allow affiliates to vote and hold positions*
 - TAB Fincom
 - *PSES has been removed from the Finance Watch list*
 - Marketing

- Treasurer's Report
 - Presented a summary of the 2010 PSES Budget

- Past President's Report
 - Welcome to the new members of the Board
 - Chairing the nominations committee – looking for a few members for the nominations committee
 - SRC – comments on operation of SRC
 - The members of the SRC change every year, and the metrics imposed on PSES change every year
 - The new committee has changed the forms to be submitted
 - Form are now pre-populating with the metrics
 - Society to answer the questions in an essay style
 - Explored the under-currents behind some of the requirements and comments of the SRC

VP Reports

➤ Conferences - 2009 Symposium

- 1) New PSES Symposium Web Site launched 9-Jun-09;
- 2) Twitter campaign launched 15-Jun-09;
- 3) EMCS MoU agreed with EMC BoD 11-Jun;
- 4) Direct marketing campaign to start through PSES channels and EMCS channels 1-Jul-09;
- 5) CSA International signed up for booth only 24-Jun-09;
- 6) Met with CSA Learning Centre 24-Jun-09 - very interested in providing tag-on seminars, possibly booth and patronage as well;
- 7) Currently have two patrons signed up, UL - Silver, MS - Speaker's Gifts
- 8) Currently have 12 exhibitors signed up, including CSA International;
- 9) Currently have 43 papers registered in EDAS, with another 5-10 that Gary and Bob are chasing;
- 10) Papers are registered from 11 countries including the US, Canada, India, Romania, Germany, Argentina, France, China, UK, Russia, and Belgium!;
- 11) Sue Kingston and Doug are meeting with the venue folks on 8-Jul-09 to review the site and catering;
- 12) 3 regular registrations from Conference Catalysts today.
- 13) Toronto Section MoU still pending;
- 14) UL University is not coming this year - HBSE course is being revised and is not available for anyone;
- 15) Doug is working on getting confirmation from iNARTE regarding their plans for this year.
- 16) ICAP arrangements cordial and we are working together. No formal agreement in place at this time;

- EMC2009
 - PSES has a complimentary booth.
 - Need to schedule manning the booth.

- EMC2010
 - Working with Fred Heather.
 - Need to work with Dan Roman to create a pdf Call for Papers.
 - Need to create a registration fee structure.
 - Need to have a conference management service manage the workshop.
 - Use the EMC service to manage our workshop as Plan A.
 - Plan B is to have Catalyst Services.
 - Seed money.

- PSES2010
 - Still in Boston

- PSES2011
 - Need site to be selected.
 - Have Dan Roman send an e-notice for 2011 and 2012.

➤ Member Activities

- Reviewed membership numbers for 2009
- Discussions of opportunities to increase membership to be discussed under New Business

➤ Communications

- Article on the various ways to connect to the PSES published in our newsletter
- Social Networks established on LinkedIn and Ning
- New website with new format on the Symposium published
- EMC-PSTC Forum discussed

➤ Technical Activities

- Reviewed TAC activities
- Example of a successful TAC – Forensics & Failure Analysis TC
 - Recruited additional member
 - Set up e-mail list
 - Created TAC LinkedIn Group
 - Set-up web page with PSES information and the TC.
 - Factors for success: eager participants; good support for outreach; leadership

Old Business

- None discussed

New Business

➤ Future meetings

- Feb 13 -14, 2010 – Atlanta
 - TAB to be held in Atlanta,
- June 2010 meeting– Ft Lauderdale
 - ExCom July 17; BoD July 18– July 19 – 21
 - to be held in July in conjunction with EMC Conference and mini-symposium sponsored by EMC TC-8
- Oct 2010 – Boston
 - Held in conjunction with Symposium

➤ Marketing

- Motion – VP Communications to recruit a former Conformity staff or someone with equivalent experience for a 6 month trial to sell ads in our newsletter, symposium program, or website on a commission basis.
 - Motion seconded. Motion passes.

➤ iNARTE

- Requested a MOU with PSES
 - Noted that PSES currently has an MOU
 - Additional terms to be added to the MOU will be explored
- Motion – to provide iNARTE with materials for recruiting members at the Affiliate level with a free PSES membership for the remaining of 2009.
 - Motion seconded. Motion passes.

➤ Membership

- Need recognized to promote membership information on the PSES website to a more prominent place.
- Ideas to increase membership for the year end count were explored. The following ideas will be put into action.
 - PSES TAC - Members of a PSES technical committee who is an IEEE member may have a free PSES member for the remaining 2009.
 - Symposium – Attendees at the Symposium may join the IEEE and receive a free PSES membership for the remainder of 2009 and 2010. Noted that partial year only memberships are not available in the October timeframe of the Symposium.
 - During the fourth quarter membership drive – Current IEEE members may join PSES for free for 2010. This could be modelled on the COM SOC offer earlier this year as a click and join e-mail.
 - Company discount – PSES will contact major companies and offer affiliate or full membership and free PSES membership for the remaining 2009
 - Renewals through the companies at a group renewal can offer a \$10 per person discount.
- Discussion of offering a per head rebate to the chapter for each new member as a motivation to recruit new members
- Action item
 - Each PSES BoD member to send their ideas of benefits to a company for an employee to participate in PSES
 - Send to Jim B. or Daniece over the next 2 weeks.
- Comment
 - President to contact VP Membership currently in China on business
 - May offer free membership to PSES for the remainder of 2009 for the groups to be contacted in China.
 - If the group renews as a group, may renew at a \$10 discount for 2010.

➤ Adjournment

- Meeting was adjourned at 4:44 PM PDST

Meeting Schedules

- Strategic Planning Committee
 - All VP's are included
 - Strategic planning meetings will be held the Saturday night before the June, and October BoD meetings

- Future meetings
 - 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)
 - July 7, 2009
 - August 4, 2009
 - September 8, 2009

▪ 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
 - July 6, 2009
 - August 3, 2009
 - September 7, 2009

▪ Time :

*US Time: 5 PM EDST - 4 PM CDST - 3 PM MDST - 2 PM PDST -
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Action Items

Item	Due	Owner	Action
1	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
	2/8/09		Investigating streaming on the web – 2009 symposium 6/28 – Jim to contact Ken for continuing interest Chair – Doug Nix
2	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
	2/8/09		still in progress 6/28 – working on it – using 2009 as example; must be more than focus letter; developing an overall strategy
3	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
	2/8/09		To contact at the TAB meeting 6/28 – Mark Montrose – volunteered to contact IEEE CSA – Jim Bacher contacted reported on CSA agreement – item closed
4	TBD	Daniece Dan	Develop proposal to put non-Xplore content from conferences on website as membership benefit
	Update		Possible to put it on the website in the members section Need to review material to find which material will be suitable
	3/3/09		Received material from each Symposium

		6/28 – received material from all symposium, reviewing material	
5		Dan R. Jack B.	Provide input for PSES to the new IEEE interface development group
	Update 4/7	President e-mailed information to chairs Now have access – moving forward on providing contact 6/28 – Dan R. progressing on providing content and linking; next steps for TAC to provide content	
6	Ongoing	All VP's	Continue with development of strategic plans to develop milestones and accomplishments
	Update	Need updates from all VP's for next meeting	
##	Update		
##	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	
	4/7	John Allen – UL is interested in forming outreach to educational institutions	

- 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