IEEE Product Safety Engineering Society
Board of Directors Meeting

Meeting Report

Date: July 25, 2010 - Board of Directors Meeting

Committee Members:
Murlin Marks, Jim Bacher, 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, Doug Kealey, Jan Swart
Guests: Bob Rassa,   Stefan Mozar,   Mark Montrose,   Dan Arnold

Attendees:
Murlin Marks, Jim Bacher, Dan Roman, Daniece Carpenter,   Doug Nix,   Peter Tarver , Jim Pierce, Ivan VanDeWege , Thomas Ha, Doug Kealey, Jan Swart
Guests: Mark Montrose,   Dan Arnold,   Steve Brody,   Donna Kearns

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AGENDA

Meeting called to order
- ➢ Secretary's Report   - Daniece   (8:15 AM)
    - o Previous meeting minutes
    - o Action items

- ➢ Past President Summary - Jim (8:30 AM)
    - o Slate of candidates for the BoD election

- ➢ President's Overview   - Murlin (8:50 AM)
    - o SRC meeting

- ➢ Treasurer's Report - Jan (9:00 AM)

VP Reports
- ➢ Member Activities - Thomas (9:15 AM)
    - o China
    - o Chapter update
    - o Awards - Peter

- ➢ Communications - Dan R. (10:00 AM)
    - o Newsletter due dates and reminders

- ➢ Business Plan - Jan (10:15 AM)
    - o Plan

- ➢ Conferences   - Doug N. (11:15 AM)
    - o 2010 Symposium – Welcome Stev Brody & Committee
    - o 2011 Symposium – San Diego
    - o 2012 Symposium - Portland – Jim Pierce

➢ Technical Activities - Jack / Ivan (1:00 PM)

➢ Planning Discussion - Murlin   (1:30 PM)
  o PSES Planning

➢ Old Business - (4:00 PM)

➢ New Business - (4:30 PM)
  o IEEE Smart Grid

➢ Next meeting – Daniece (4:45 PM)
  o Teleconference – September 7
  o Teleconference - October 5
  o Face 2 Face: October 16-17
    ▪ Burlington Marriott, Burlington, MA (Boston area)

Action Items

Prior to Oct meeting, Murlin will put forth a draft FOI
Thomas – talk to TC108 and track meeting to duplicate the workshop in China
        Will ask Rich P and Rich N to arrange workshop, possibly with the help of a local organization, at the TC108
meeting places
Thomas – in addition to outlining the benefits, why do we need you to join the Society for use in Chapter meetings

Meeting called to order at 8:07 AM Eastern
➢ Secretary's Report
  o Previous mtg minutes – review meeting report as distributed
    ▪ Motion to approve the minutes from the last meeting; approved
  o Action items from this meeting will be distributed immediately after the meeting.

➢ Past President Summary
  o Slate of candidates for the BoD election
    ▪ Slate has been submitted to IEEE, send to members by August 15
    ▪ Results announced October15
  o Election of vice presidents, and the president-elect at the October member

➢ President's Overview
  o SRC meeting
  o Richard Georgerian has submitted his resignation because of business duties
  o Overview of Society
    ▪ One of the newest societies
    ▪ Need to grow the membership to 1000 members
    ▪ Need to grow our conferences with more patrons and attendance
Guest

➢ Guest – Mark Montrose
  o Spoke to the BoD regarding the performance of the Society

- ➢ Treasurer's Report
  - o Budgeted for $24K income from member fees
  - o Expenses are in-line with target
  - o Conferences – need to have advance budgets at least 2 years in advance

VP Reports
- ➢ Member Activities
  - o Chapter update
    - ▪ 21 chapters listed
  - o Next steps
    - ▪ Target areas for new chapters
    - ▪ Explore the idea of a membership drive
    - ▪ LinkedIn is one of the tools with 620 members – could be a source of new members
    - ▪ Explore new geographical areas
    - ▪ Communication between members and between chapters
  - o Attached development plan for China
  - o Positions filled
    - ▪ Chapters coordinator – Doug Kealey
    - ▪ Region 1-6 coordinator – Bansi Patel
    - ▪ Region 8 – Stelli Lozen
    - ▪ Region 9 – Silvia Diaz Monnier
    - ▪ Region China – Paul Wang
  - o Open positions
    - ▪ Membership drive
    - ▪ Region 7 coordinator
    - ▪ Sister society coordinator
    - ▪ Fellow support
    - ▪ Distinguished Lecturer
    - ▪ Membership renewal
  - o Goal is to reach 3000 members in the next three years

- ➢ Communications
  - o IEEE Communities is being updated
    - ▪ Issue – a period of several months that the messages from the EMC-PSTC will not be archived automatically
    - ▪ Searching for a suitable place to archive until the archive is ready
  - o Consider value for members
    - ▪ Could use list serve
    - ▪ Could control searching archive

- ➢ Business Plan - Jan (10:15 AM)
  - o Set structure for the plan
  - o Active successful chapters criteria
    - ▪ Meaningful presentations
    - ▪ Attendance
    - ▪ Home
    - ▪ Group of key leaders
    - ▪ Advertising and communication
      - • website
    - ▪ Adequate funding
    - ▪ Regular meetings
    - ▪ Member input
    - ▪ Galvanize the attendees
  - o How as a board to get the inactive chapters to functioning status

- ➢ Conferences
  - o 2010 Symposium – Welcome Steve Brody & Committee
    - ▪ Key speakers – CPSC or NHTSC
    - ▪ All board members who work for a company to get a donation in the amount of $5000 and send attendees to the symposium
  - o 2011 Symposium – San Diego
  - o 2012 Symposium - Portland – Jim Pierce
  - o Introduced the new structure of the conferences committee

- ➢ Technical Activities
  - o Presented by Ivan
  - o Seven technical committees are now formed
  - o TC are working on how to add value to our membership
  - o Working on a guideline for the TC operation
  - o Forensics TC has a designated person for newsletter input

- ➢ Planning Discussion
  - o PSES Planning for the SRC Review and contingencies

- ➢ Old Business

- ➢ New Business
  - o IEEE Smart Grid
    - ▪ IEEE has formed a committee to participate on the Smart Grid
  - o Society FOI
    - ▪ Must be 75 words or less
  - o Board needs to review our FOI in our constitution and on our website

- ➢ Next meeting
  - o Teleconference – September 7
  - o Teleconference - October 5
  - o Face 2 Face: October 16-17
    - ▪ Burlington Marriott, Burlington, MA (Boston area)

Meeting Schedules

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

- ➢ Future meetings
  - ▪ Boston, MA – Burlington Marriott, One Burlington Mall Rd, Burlington, MA
    - • Arrangements are in process
  - o Oct16-17, 2010 – Boston Symposium
    - ▪ To be held Sunday before the symposium

- ➢ Monthly teleconference schedule Send as teleconference meetings as outlook meeting notice and e-mail
  - o First Tuesday of the month (unless scheduled otherwise)
    - ▪ September 7, 2010
    - ▪ October 5, 2010
    - ▪ November 2, 2010
    - ▪ December 7, 2010

    - ▪ Time :

US Time: 3 PM EDST   - 2 PM CDST   - 1 PM MDST   - 12 PM (noon) PDST -
Tel Aviv, Israel - 10 PM
Buenos Aires, Argentina – 4 PM
Sydney, Australia - - 5 AM (Wednesday)