



# IEEE Product Safety Engineering Society Board of Directors Meeting



## Meeting Notes

**Date: December 7, 2010 - Board of Directors Meeting**

### **Committee Members:**

Murlin Marks, Jim Bacher, 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

### **Participants:**

Murlin Marks, Jim Bacher, Dan Roman, Daniece Carpenter, Elya Joffe, Doug Nix, Jim Pierce, Ivan VanDeWege, Thomas Ha, Silvia Diaz Monnier, Doug Kealey, Kevin Ravo  
Guests: Stefan Mozar, Mark Montrose, Dan Arnold

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## **AGENDA**

Meeting called to order

- Ø Secretary's Report
  - Previous meeting minutes
  - Action items
- Ø Past President Summary
- Ø President's Statement
- Ø Treasurer's Report

### **VP Reports**

- Ø Member Activities
- Ø Conferences
- Ø Technical Activities
- Ø Communications
- Ø Old Business
- Ø New Business

Meeting called to order at 2:02 PM CST  
Adjourned at 3:37 PM

## Action items from this meeting

Jim Bacher – To co-ordinate rewording of Field of Interest (FOI) to reduce number of words to maximum of 75 words

Elya volunteered to help

Doug Keely – has draft of new FOI

Thomas Ha – To co-ordinate the purchase of banners for each Chapter  
Daniece Carpenter, and Doug Keeley to assist

Dan Roman – to set-up an area for the Board to upload files  
Also to set-up areas for Chapters, and for the Technical Committees

Thomas Ha / Doug Keely – to coordinate merchandise to support goals of chapter support and new members

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### Ø **Secretary's Report**

- Previous meeting minutes – review meeting report as distributed
- Change in February meeting date to Feb 26, 27, 2011
- Action items from this meeting will be distributed immediately after the meeting.

### Ø **Past-President's Summary**

- .No report

### Ø **President's Statement**

- TMC Decision Overview
  - Committee was supportive and congratulated us on our achievements
  - Business plan was submitted
  - Can turn more of our focus to supporting our chapters, and retaining members
- 2011 Issues:
  - 3 major areas to focus efforts on
  - Chapters
  - Conferences
  - Long Term planning
- Sections Congress 2011 in San Francisco in August
  - Purpose to get more connections between sections and Societies
- Encourage presence at symposia related to PSE/product compliance
- FOI - assign task of reducing to 75 words max per TAB
  - Jim Bacher will coordinate

### Ø Treasurer's Report

- End-of-Year Status - probably \$5-15K in black before interest income
- Proposal for Expenditures: Projector, Banners, Merchandise
  - Renting a projector for meetings at the hotel is very expensive; propose to purchase one; board supported the proposal
  - Banners - set up a committee to review purchase of banners for each chapter
  - Merchandise – to support Chapter, members and help to promote leadership
- 2012 Budget- Needs to be roughed out in the 1st quarter, 2011
  - Need items to expand presence at other workshops, symposium, etc.
- Propose to set up a dropbox file section to store documents such as banner artwork, etc.

### VP Reports

#### Ø Member Activities

- China chapter status
  - Chapter is progressing
  - Bank account to be set up for Chapter under Paul Wang to collect membership fees
    - CQC is willing to donate \$5000, but have concerns over transferring to US funds
    - Need approval of Thomas Lynch to set up separate account
- Brazil & Argentina potential chapters
  - Need to contact IRAM, agency in Argentina for support
- Potential Chapters to be formed - how/whether to encourage
  - Working on the Chapter handbook
- Chapter Support /training Strategies - Thomas/Doug K.
  - Doug has contacted all of the Chapter Chairs
  - Will use LinkedIn Chapter Chair site to communicate
- Awards - needs oversight and review to completion
- Other Membership Activities
  - Propose to look at membership data to see where there are concentrations of members
- GOLD Activities? - Suggestions to encourage younger members?
  - Review IEEE website to suggest activities
  - Propose to use also for student chapters

**Ø Conferences**

- **2010 ISPCE Boston**
  - Finances are being drawn to a close. Expect final numbers in January.
- **2011 IAS Electrical Safety Worksop - Toronto - January 24-28, 2011**
  - We have received an offer for a free booth this year. I'm working on getting some warm bodies to staff the booth.
- **2011 Florida Workshop - February**
  - Work just starting.
  - Dates under consideration: 21 or 26 Feb.
  - Have one volunteer contact so far in Florida. Have opened discussions around the event.
  - No venue yet.
  - No fees yet.
  - No budget yet.
- **2011 London UK Workshop 29-Mar-11**
  - Rich Nute working on speakers.
  - Two main UK contacts: Alan Hutley and John Woodgate
  - All UK and RI members contacted by email. (18 members)
  - Hutley, Woodgate and Nix have contacted their contacts in the UK looking for speakers and sponsorship.
  - UK&RI Section has been contacted, no response as yet.
  - Work on venue starting.
  - Budget will follow. Considering non-member admission of £150-£175. IEEE Members would pay £120-£140.
- **2011 ISCE - Singapore - June**
  - Special Product Safety Engineering Session – Elya
  - Possible Keynote Speech available.
- **2011 ISPCE San Diego - 10/12-Oct-10**
  - SSC meetings are taking place regularly.
  - Draft Budget has been struck and submitted to Society.
  - MoU drafted with SD Section
  - Final Venue selection is underway:
    - Bahia by Miss on Bay 159.00
    - Hilton (149.00) or Sheraton (129.00) Mission valley
    - Loew's Coronado 169.00
    - Westin Downtown 169.00/189.00 (single/double).
  - Conference Management contract is signed with Conference Catalysts
  - SSC membership is complete. Mail reflectors are set up for whole committee and for ExCom.
  - Companion program is underway - Rich & Janice Nute, Sue Stone.
  - TPC is reorganizing - Gary Tornquist, Bob Griffin, Murlin Marks.
  - CFP is published and is available on the symposium web site.

- **2012 Events**

- With Stefan Mozar:
  - 1. ICCE in Las Vegas. Tutorial, special session, PSES table, and a limited number of free registrations. Co-sponsored by Consumer Electronics Society. This is held on the site of the Consumer Electronics Show
  - 2. ISCE in Hershey, PA (June). Co-sponsored by Consumer Electronics Society. Details will be advised.
  - 3. Berlin Conference Co-sponsored by Consumer Electronics Society. (September).
  - 4. The new Tokyo conference date and details to be advised. Co-sponsored by Consumer Electronics Society. This will be held near the CEATEC in Tokyo.

- **2012 ISPCE - Portland, OR - 15/16-Oct-10**

- General Chair - Anna Klostermann
- Draft budget struck and submitted to Society.
- Venue selection is starting.

- **2013 ISPCE - Austin, TX - 21/23-Oct-10**

- Not started.

- **2014 ISPCE Santa Clara, CA - 20/22-Oct-10**

- Not started.

- **2015 ISPCE TBD - Dates TBD**

- Not Started.

- Ø **Technical Activities**

- Chapter Support
- Speaker/Topic List
- Expand topics - (e.g."Functional Safety", Ordnance Safety, etc.)
- Paper review/Editorial Board - TC role
- Working on handoff to new VP
- Working on communication of sharing of ideas outside of a conference call
  - Need better tools to communicate
- Discussed with Safety organization on opportunities

- Ø **Communications**

- Newsletter
- Other activities: LinkedIn, etc.
- Set up site for BoD file section – will send out
- Updated chapter section
- Newsletter has enough material for next edition
  - Chapters and TC's have been contacted
- Next newsletter needs more articles – date of submission given in newsletter, end of Feb

Ø **Old Business**

- Comments
- Use of concentration bank accounts is advised
- Dan Arnold volunteered to work on the chapter handbook

Ø **New Business**

- Future meetings

Ø **Adjournment**

- Meeting was adjourned at 3:37 PM CST

## 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 Face to Face meetings
  - Feb 26-27, 2011 – San Diego --- **NEW DATE**
  - June 25-26, 2011 – Portland, OR
  - Oct 2011 – Symposium – San Diego
    - § Sunday before the symposium
  
- ∅ Monthly teleconference schedule Send as teleconference meetings as outlook meeting notice and e-mail
  - First Tuesday of the month (unless scheduled otherwise)
    - § **2011**
    - § January 4, 2011
    - § February 1, 2011
    - § March 1, 2011
    - § April 5, 2011
    - § May 3, 2011
    - § June 7, 2011
    - § July 5, 2011
    - § August 2, 2011
    - § September 6, 2011
    - § October 4, 2011
    - § November 1, 2011
    - § December 6, 2011

Time :

*US Time: 3 PM EDST - 2 PM CDST - 1 PM MDST - 12 PM (noon) PDST -*

*Tel Aviv, Israel - 10 PM - Buenos Aires – 4 PM*

*Sydney, Australia - - 5 AM ( Wednesday )*

**Please note** that the times **may vary** depending on the local adoption of Daylight Savings Time.

ALWAYS check your local time.

Time is based on **US Central time zone. (Austin, Texas)**

Convenient web based planner is at <http://www.timeanddate.com/worldclock/meeting.html>