



Meeting Report Notes

Date: February 27, 2011 - Board of Directors Meeting

Committee Members:

Murlin Marks, Jim Bacher, Dan Roman, Jack Burns, Daniece Carpenter, , Elya Joffe, Doug Nix, Peter Tarver , Jim Pierce, Ivan VanDeWege , Richard Pescatore, Thomas Ha, Silvia Diaz Monnier, Richard Nute, Doug Kealey, Jan Swart, Ashish Arora, Kevin Ravo, Tom Sefchick

Guests: Bob Rassa, Stefan Mozar, Mark Montrose, Dan Arnold, Mark Schaffer

Participants:

Murlin Marks, Jim Bacher, Dan Roman, Jack Burns, Daniece Carpenter, , Elya Joffe, Doug Nix, Peter Tarver , Jim Pierce, Ivan VanDeWege, Thomas Ha, Silvia Diaz Monnier, Richard Nute, Kevin Ravo, Tom Sefchick

Guests: Bansi Patel

AGENDA

Meeting called to order

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

VP Reports

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

Action items from this meeting

Jim Bacher – will analyse the dropped memberships – are any from free memberships

Thomas Ha – will develop a best practices manual for the chapters

Thomas Has to write an article for the newsletter on volunteer opportunities

All Board members should review the plan and send comments, questions, or other input to VPs or to Murlin – target June meeting to complete.

Continuing Action Items from Last Meeting:

Ivan – coordinate actions for IEEE Medal for Environmental and Safety Technologies nominations

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

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

Please note Meeting Schedules at end of this report

The meeting was called to order at 10:05 AM CST

Meeting report

- Secretary's Report
 - Thanks to Bansi for making the arrangements at the hotel
 - Previous meeting minutes – review meeting report as distributed
 - Action items from this meeting will be distributed immediately after the meeting.

- Past-president's Summary
 - Now forming the Nominating Committee
 - Reviewed term limits of the Board positions
- Field of Interest (FOI)
 - Draft for comment presented
 - The society focuses on the theory, design, development and practical implementation of product safety engineering methodologies and techniques for equipment and devices. This includes the study and application of analysis techniques, construction topologies, testing methodologies, conformity assessments, and hazard evaluations. The society provides a focus for cooperative activities, including the promotion of product safety engineering for the benefit of humanity
 - Motion made to accept the FOI; motion passed

- President's Statement
 - Strategic Plan
 - SRC will review the Society based on the performance against the Strategic Plan next November

- Treasurer's Report
 - Presented the 2011 budget and the 2011 forecast
 - We need to use our budget judiciously, but need to use the funds available
 - Discussed possible uses for a grant from an organization or company

VP Reports

➤ Member Activities

- Total of 829 members as of Feb 26
 - Members not renewed are removed from database on Feb 15
 - Could be part of the free memberships offered last year
- Member outreach
 - Welcome letter to new members have been going out
 - Five year pins are going out
 - Discussed other ways to meet members needs
 - To investigate and define best practices by active chapters
- Action Item: Banners
 - Will be ordering banners for each chapter
- Action Item: (w/Daniece) Merchandise Ideas
 - Speak with EMC Society for cheap goodies
 - Make a proposal to BoD in June meeting
- China chapter status
 - Thomas will visit Beijing at the end of March
 - China has 32 members, but still need to get them recognized as a formal chapter
- Looking to the BoD to help recruit volunteers for the membership committee
- New chapters
 - New chapter forming in Dallas area

➤ Conferences

- San Diego Update
 - Discussed goals for Symposium; exhibitor goal of 25 should be raised to 30; need goal of at least 300 attendees; need difference in fees for members and non-member
- Future Conferences
- London (UK) Workshop
 - Following the TC108 meetings
 - MOU with UKRI society, advertising sent to their members
- OtherWorkshops/conferences
 - Florida workshop cancelled as there wasn't enough interest
- Consideration will need to be given to the name of a workshop or conference, and how it is tagged for internet searches
- 2012 Symposium
 - Venue short list has been completed
- Joint Opportunities
 - Looking for opportunities for co-sponsor with other organizations

➤ **Technical Activities**

- Objectives for the active TCs have been defined
- There are 5 functional TCs; one TC is getting quite large
- Will have special edition of newsletter on the Symposium; should use as marketing tool
- Do not have any proposals for new TCs yet this year
- Exploring ways that the TC can offer Chapter Support
- Need to develop an available Speaker/Topic List

➤ **Communications**

- Website jobs page continues to be a popular
- LinkedIn site is busy
- Going to request activity reports from the VP
- Some TCs have email setups
- Community site – IEEE does not have ability to capture discussions on reflector
- Idea to provide copies of the previous newsletters available at the Chapter meetings

➤ **Strategic Plan**

- Added target due dates
- Reviewed and discussed many items on the Plan
- Chapter angels – what are their duties?
- Booth at some shows to market membership; consider booth or attendance would be more effective
- Special edition of newsletter for marketing before the symposium; special edition with pictures of Symposium afterward
- need award chair; new GOLD member
- Encourage chapters to hold joint meetings with student chapters
- All Board members should identify non-Board members who are candidates for the various volunteer opportunities
- Participate at IEEE Section Congress – propose Doug Nix
- Develop a program to improve the quality of papers submitted for the Symposium and any conferences
- Need to develop a strategy for approving awards
- Need to tie all of the communication types together; possibly reference each other
- All Board members should review the plan and send comments, questions, or other input to VPs or to Murlin – target June meeting to complete.

➤ **Old Business**

- No old business

➤ **New Business**

- No new business

➤ **Adjournment**

- Meeting was adjourned at 6:40PM Central time

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
 - June 25-26, 2011 – Portland, OR
 - Hosted by Jim Pierce; hotel info TBD
 - 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**
 - ~~March 1, 2011~~ - NO Teleconference
 - 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>