



# IEEE Product Safety Engineering Society Board of Directors Meeting



## Meeting Notes

**Date: May 10, 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, Thomas Ha, Silvia Diaz Monnier, Richard Nute, Doug Kealey, Jan Swart, Ashish Arora, Kevin Ravo, Tom Sefchick; Rich Pescatore

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

### **Participants:**

Murlin Marks, Jim Bacher, Dan Roman, Daniece Carpenter, Silvia Diaz Monnier, Richard Nute, Doug Kealey, Jan Swart, Kevin Ravo, Tom Sefchick,; Rich Pescatore

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## **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

Meeting called to order at 2:07 PM CDST

## Action items from this meeting

Strategic Plan – all board members to review the plan and send thoughts, ideas, suggestions to Murlin

2012 Budget – need input from each VP for budget items by May 20

If no budget items, please let Jan know

Need input on Distinguished Lecturer program

Need input for budget items for Awards

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### Please note Meeting Schedules at end of this report

- **Next teleconference** June 7, 2011
- **Next face to face:** June 25-26, 2011 – Portland, OR

### Meeting report

- Secretary's Report
  - Previous meeting minutes – review meeting report as distributed
  - Action items from this meeting will be distributed immediately after the meeting.
  
- Past-president's Summary
  - Working on slate of candidates
    - zHave confirmation from 3 candidates; 4<sup>th</sup> is considering
  - Will be visiting Europe after the June face to face meeting
    - Will attempt to contact European members
  
- President's Statement
  - Israel workshop – see overview
    - Successful – 30 attendees for one day workshop
    - Sponsor paid for refreshments
    - Intend to have an article for the newsletter on the workshop
  - All board members should review the strategic plan
  - Distinguished Lecturer program
    - Need characteristics, perceptions, budget
    - Will check with Mary Ward Callen if other societies or other groups are using web based presentation other than webinars
  - Workshops
    - Need better planning for workshops in conjunction with TC108 meetings
  - Awards committee
    - Need volunteers to work on committee and make some progress

- **Treasurer's Report**
  - 2012 budget
    - Is under construction now
  - Request for all VPs to send in their budget requests
  - Distinguished Lecturer program
    - Need budget
  - Awards expense
    - Need expected expenses for awards program?

## VP Reports

- **Member Activities**
  - Banners
    - Banners are in process for each chapter; had some issues to be worked out
  - Merchandise
    - Lapel and other types of pins are valued in some cultures
    - Suggestion to have a conference pin
    - What other merchandise would be valued in the chapter and at other member activities?
  - Thomas is visiting Beijing to consult with the china chapter in formation
  - Chapter chairs meeting held last month
- **Conferences**
  - Need papers for the conferences
- **Technical Activities**
  - All TC should submit papers for the conferences
- **Communications**
  - Will send a request to chapter chairs for information on chapter for newsletter
  - Need newsletter articles
- **Old Business**
  - No old business
- **New Business**
- **Adjournment**
  - Meeting was adjourned at 3:24 PM CDST

## 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
  - 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**
    - 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>