IEEE Product Safety Engineering Society
Board of Directors Meeting

Meeting Notes

Date: October 9, 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: Henry Benitez Bob Rassa,   Stefan Mozar,   Mark Montrose,   Dan Arnold
New Directors for 2012: Paul Wang, Mike Nicholls, Steli Loznin, Juha K Junkkarinen

Participants:
Murlin Marks, Thomas Ha, Tom Shefchick, Rich Nute, Silvia Diaz Monnier, Jim Bacher, Daniece Carpenter, Jan Swart, Ivan VanDeWege, Jack Burns, Doug Kealey, Kevin Ravo, Elya Joffe, Dan Roman

Guests: Luiz Araujo, , Bansi Patel, Anna Klostermann, Melinda Marks

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 8:47 AM PDST
Adjourned at 4:55 PM PDST

Action items from this meeting

Daniece – Doug N – study changing the Symposium to spring
     Kevin Ravo will help with proposal

Dan Roman - Will form an IT committee to study services. Need recommendation by January, 2012.

Doug Nix - make a template for announcements for Chapter sponsored workshops

Ivan – submit ideas on awards to Murlin

Dan Roman – proposal to put conference papers on website for download

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Continuing Action Items from Previous Meetings:

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

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

Meeting report

- Ø Secretary's Report
  - · Previous meeting minutes – review meeting report as distributed
  - · Action items from this meeting will be distributed immediately after the meeting.

- Ø Past-president's Summary
  - · Reviewed the organization of the Board
  - · Election results – New Directors
    - o Paul Wang
      Mike Nicholls
      Steli Loznen
      Juha K. Junkkarinen
  - · Not elected this time were:
    - o Luiz Araujo
      Lock Kai Sang
    - o Suggestion to find other opportunities for these candidates.
  - · Out of 795 ballots, only 176 ballots were returned.
  - · Discussed ideas to promote the election and candidates
    - o Create a special section on the website featuring the election and candidates
    - o Vision statement from each candidate on the website
    - o Interviews and video on newsletter and website
  - · Election for Vice Presidents is next year
    - o Candidates for VP may come from the general population

- Ø President's Statement
  - · 2012 – VP's and President Elect
    - o Candidates for VP may come from general PSES
    - o Candidates for President-elect must serve or have served on a Board
  - · Fellows Committee
    - o Will be a focus on the Immediate Past President agenda
    - o Have several Fellows in the Society to help with committee and nominations
  - · Review of SRC Committee presentation
  - · FOI has changed
    - o TMC has approved
    - o Next steps are to edit the Bylaws to include, and send out for review of general membership
    - o Bylaws will then to be approved by TAB
  - · Strategic Plan
    - o Strategic Plan to be a series of milestones which are to be refreshed periodically
  - · Consumer Electronics Society and other relationships
    - o Will explore strengthening the relationship with CES and form others

- Ø Treasurer's Report
  - · Budget review
    - o Income is running approximately $4.3K behind projected
    - o Change in 2013 IEEE membership fee
      - · Will bundle society fee with membership
      - · Society fee will drop to $15
    - o Conferences income projected to increase
      - · Conference this year target $90K in revenue
      - · Conference next year budget target $180K in revenue
    - o Expenses
      - · Budget $30.2K, spent $27.2K
    - o Additional $6.8K available to spend on special projects as 50% of projected surplus
    - o Projected $19.6K favourable budget for the year, so Society is solvent
  - · Focus areas
    - o Membership must increase
    - o IEEE is pleased with financial performance

- Ø Conference Update
  - · Bansi Patel presented a final update on conference activities
  - · Attendees 108, plus exhibitors; 15-20 attendees from overseas
  - · >276 room nights at hotel
  - · Richard Georgerian called away for illness in family, looking for a photographer
  - · Committee dinner planned for Sunday evening

VP Reports

- Ø **Conferences**
  - · 2011 conference
    - o Survey to be distributed
  - · 2012 conference – Portland Update presented by Anna Klostermann, chair of 2012 symposium
    - o Venue has been chosen, reasonable room rate contracted with the hotel
    - o Will be organizing committee at this Symposium
    - o Date for the Symposium has been set for November 5 - 7, 2012
    - o Anyone interested in serving on the committee should contact Anna
  - · 2013 Symposium – Austin, TX
    - o Suggested changing the timing of the Symposium to spring
  - · 2014 –Santa Clara, CA
  - · 2015 – Chicago, IL
  - · Suggestion to make a template for announcements for Chapter sponsored workshops

- **Ø Technical Activities   Ivan VanDeWege**
  - Technical Committees
    - 5 TCs who are meeting regularly and are active
    - Education and Industrial Controls are not active
    - 333 members in LinkedIn Group for Forensics
      - Estimate 5% of those are PSES members
      - A large majority would not be interested in IEEE
      - Need to focus on bringing the remaining into PSES
  - Rich Nute will be leading development of a Technical Speakers program
  - Three positions on org chart for the TC organization left to fill
  - Two TCs have meetings on Wednesday morning at the Symposium
  - TC Committee will have informational meeting
  - Continuing work on TC Handbook draft, and targeted to be completed by end of year
  - Relationships with other organizations
    - Propose to handle under TC
    - Need liaison under TC to be responsible for relationship
  - Review proposal for a survey to be used for conference and for some LinkedIn groups
  - Chapter Support
    - Chapters should visit the TC website
    - Central Texas Chapter has a short business meeting before the presentation, and could cover participation opportunities

- **Ø Member Activities**
  - Membership stands at 827 members
  - Action Item – Banners
    - All official chapters have received banners
  - Best Practice manual
    - Completed and distributed to all Chapter Chairs
    - Posted to website
  - China Chapter Status
    - Have petition signed, but IEEE Section has not approved
    - Holding regular meetings
    - Have requested a workshop and a conference
  - Input and offers of support from Stefan Mozar and CE Society
  - Automatic emails to new and renewing members
  - EMC Symposium –
    - had free tabletop, and talked to attendees;
    - received 5 applications for memberships,
    - promoted Orange County Chapter to local attendees
  - Bangalore Chapter
    - Need contacts with chapter
  - 2 contacts from Malaysia and from Russia
    - Interested in starting chapters
  - Proposal from Ivan to elevate our LinkedIn membership to an Executive membership level for app $900 annual fee
  - Chapters
    - New San Diego chapter
    - Chicago has new chapter chair

- Reviewed some conversation starters for use at the Symposium
  - For use during breaks and other opportunities to talk about joining the Society
- Awards,
  - Next area to focus on
- Action Item (w Daniece) Merchandise Ideas
- Virtual chapter
  - IEEE has support for a virtual meeting
  - Will form an IT committee to study services

Ø **Communications**
- Newsletter Status
  - Newsletter is published quarterly
  - Current issues in password protected area of website for members only
  - Back issues older than 1 year on website for anyone
  - Article stream continues to be a problem
  - No advertising revenue
    - Suggestion to make it part of the patron package for the Symposium
- Media Summary
  - Website for PSES
    - Activity has increased over the year, spikes when a newsletter is published
  - Website for Symposium
    - Activity is cyclical with the Symposium activity
  - LinkedIn and other network updates
  - CDs – Symposium papers
  - ITEM Publication and In Compliance Magazine
- See Communications report for further details.

Ø Strategic Plan
- Overview – see attached report
- Each VP has covered their portion

Ø **Old Business**
- No old business

Ø **New Business**
- Workshop in Argentina - Silvia
  - Proposal for a workshop in Argentina as a satellite event with large IEEE conference in June 13-15, 2012
  - Benefit is event will cover cost of room
  - Requesting expenses for a US expert to present
  - Reviewed opportunity to cooperate with Consumer Electronics Society
Ø GOLD member who has not been able to attend meetings – recommend that the position be vacated
Ø One member has an idea on how to prevent pwb fires
- Request that we find students in Portland area to do experiments and present at Symposium
- Propose to be funded by PSES Special Projects
- Need proposal from Gary Tornquist

- Ø Next meetings
  - · 2012
  - · February 11-12, 2012 – Austin, TX
    - o can we have a chapter meeting in conjunction with Board meeting?
    - o Focus on Strategic planning – VP to submit bullet summary for a reports
  - · June 23-24, 2012 – Atlanta, GA
    - o Possible hold a workshop in conjunction on June 23
  - · November 3-4, 2012 – Portland OR
    - o Nov 7 – IEEE Board meeting with summary
    - o Note that final summary to TAB review for society
  - · Teleconferences
    - o November 1, 2011
    - o December 6, 2011

- Ø Adjournment
  - · Meeting was adjourned at 4:55 PM PDST

Meeting Schedules

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

Ø Future Face to Face meetings
- o June 25-26, 2011 – Portland, OR
- o Oct 2011 – Symposium – San Diego
  - § Sunday before the symposium

Ø Monthly teleconference schedule Send as teleconference meetings as outlook meeting notice and e-mail
- o 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 – Canceled
  - § August 2, 2011
  - § September 6, 2011 – postponed to 9/13
  - § October 4, 2011 - cancelled
  - § 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

2012

Face to Face meetings
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2012 Teleconferences
TBD