



IEEE Product Safety Engineering Society Board of Directors Meeting



Meeting Notes

Date: December 6, 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 Loznen, Juha K Junkkarinen

Participants:

Murlin Marks, Jim Bacher, Elya Joffe, Dan Roman, Daniece Carpenter, Thomas Ha, Silvia Diaz Monnier, Richard Nute, Doug Kealey, Kevin Ravo, Tom Sefchick; Rich Pescatore;

Guests:

New Directors for 2012: Paul Wang, Mike Nicholls, Steli Loznen,

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 11:01 AM CDT

Adjourned at 12:15 PM CDT

Action items from this meeting

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Continuing Action Items from Previous Meetings:

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

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

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

Please note Meeting Schedules at end of this report

Meeting report

- Ø Secretary's Report - Daniece
 - 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 – Jim
 - Thanked the members for the support over the last few years as President and Past President

- Ø President's Statement – Murlin
 - Attended the TAB meeting
 - Roger Pollard passed away recently – Our condolences to his family
 - Proposal to include basic IEEE membership with society membership has been delayed from 2013 to later
 - More research and review of the impacts are needed
 - Society will need to create an attractive basic package
 - Some societies are developing enhanced packages which include primarily publications
 - Basic membership will give \$15 to society
 - For a smooth transition, please copy Murlin on any proposal

- Ø President Elect's Comments – Elya
 - Change in meeting format for face to face meeting to deal more with strategy proposals
 - Reporting best at teleconference
 - Will continue to develop strategic plan – 3 interrelated items
 - Value to the members in all aspects (example:TC provide value to member)
 - How to offer best value to member
 - Will map into new society bundled basic / enhanced membership
 - Ask Jan to review costs for each member service
 - Chapter development; request
 - Conference planning
 - Succession planning for each board position and TC
 - Development of formal strategic plan later in year – formal = format acceptable to TAB
 - TAB will start some activity in South Africa
 - Need a list of locations where there are 5+ members

- Ø Treasurer's Report –Jan Swart
 - All expense checks have been released
 - Conference books will close next year
 - Membership budget \$29K income; received actual \$ 24.7K

- Conferences net \$14K
- Expenses for society
 - IEEE charge; and society expense – budget \$30k, actual 432K
- App \$12k favorable for year
- Discussed discrepancy between project conference revenue and actual

VP Reports

Ø **Conferences Doug Nix**

- No report

Ø **Technical Activities Ivan VanDeWege**

- No report

Ø **Member Activities –Thomas Ha**

- Beijing chapter
 - Is reaching a critical point in getting the formal approval Membership
 - Proposes a workshop in 2012
 - Need to submit a proposal for a workshop; looking for sponsors
- Working on membership white paper – target completion by end of Dec.
- Compiling list of locations where members are located
- New chapters
 - Working with contacts for new South Africa chapter
- Discussed potential for free memberships, need to review best practices, pros and cons, cost, motivation
 - Possible credit, discount, or other motivation
 - Possibility to drop membership fee to \$15?? Reduce fees or increase value
 - Use for motivation to create new chapters

Ø **Communications –Dan Roman**

- Have implemented a new archiving service for the PSTC list serve
- PSES newsletter due end of this month
- Working on LinkedIn consolidation

Ø **Strategic Plan**

- Overview
 - Refer to the document: 2012 Goals and Objectives for TMC
- 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 submitted
- Ø 2012 symposium conference committee is starting meetings in 2 weeks

Ø Next meetings

- 2012
- February 11-12, 2012 – Austin, TX
 - Can we have a chapter meeting in conjunction with Board meeting?
 - Focus on Strategic planning – VP to submit bullet summary for a reports
- June 23-24, 2012 – Atlanta, GA
 - Possible hold a workshop in conjunction on June 23
- November 3-4, 2012 – Portland OR
 - Nov 7 – Board meeting with summary
 - Note that final summary to TAB review for society
- Teleconferences
 - November 1, 2011
 - December 6, 2011
 - January 10, 2012

Ø Adjournment

- Meeting was adjourned at 12:15 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
 - 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 – Canceled
 - § August 2, 2011
 - § September 6, 2011 – postponed to 9/13
 - § October 4, 2011 - cancelled
 - § November 1, 2011
 - § December 6, 2011

 - § **2012**
 - § January 10, 2012

Time :

*US Time: 3 PM EST - 2 PM CST - 1 PM MST - 12 PM (noon) PST -
 Tel Aviv, Israel - 10 PM - Buenos Aires – 5 PM
 Sydney, Australia - - 7 AM (Wednesday) - Beijing – 4 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>