



# IEEE Product Safety Engineering Society Board of Directors Meeting



## Meeting Notes

**Date: January 10, 2012 - Board of Directors Meeting**

### Committee Members:

Elya Joffe, Murlin Marks, Dan Roman, Doug Nix, Ivan VanDeWege, Thomas Ha, Jan Swart, Daniece Carpenter, Silvia Diaz Monnier, Richard Nute, Doug Kealey, Kevin Ravo, Tom Shefchick, Paul Wang, Mike Nicholls, Steli Loznen, Juha K Junkkarinen, Ashish Arora,  
Guests: Stefan Mozar, Dan Arnold, Jim Bacher, Mark Montrose

### Participants:

Elya Joffe, Murlin Marks, Dan Roman, Doug Nix, , Thomas Ha, Daniece Carpenter, Richard Nute, Doug Kealey, Kevin Ravo, Tom Shefchick, Paul Wang, Mike Nicholls, Steli Loznen

Guests: Jim Bacher, Dan Arnold, Mark Montrose

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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 2:08 PM CST

Adjourned at 3:49 PM CST

## Action items from this meeting

**1/10/2012**

Challenges document – VP to review and provide input to Elya  
Agree with challenge or provide alternate proposal

Distinguished Lecturer program – need to work on developing program – would like to have preliminary plans by June – Thomas

Ad for PSES needs to be updated with new FOI and 2012 Symposium – Jim Bacher

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## Continuing Action Items from Previous Meetings:

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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 –  
*Item is complete*

2013 Budget – need input from each VP for budget items by May 20 to Jan  
If no budget items, please let Jan know  
highlight any conference/workshop submit to vp conferences for submittal  
budget items for Awards

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

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

## Meeting report

### Secretary's Report

- Ø Previous meeting minutes – review meeting report as distributed
  - Motion to approve; no objections; approved
- Ø Action items from this meeting will be distributed immediately after the meeting.
- Ø Future reports 7-10 days in advance of meeting to be put on consent agenda

### Past-president's Summary

- Ø Looking forward to future duties as past president
- Ø Next duty is to form nominating committee
  - Elya will share forms for nominations, etc. from EMCS
- Ø Awards process will be next on the list
- Ø Attended the CES show and consumer electronics society meeting
- Ø Ad for PSES needs to be updated with new FOI and 2012 Symposium
  - Jim Bacher will do

### President's Statement

- Ø Welcome to new board members
- Ø Focus on 2 main items
  - Follow up on strategic work –
    - Sent to Tom and Doug – this year in addition to the general framework, focus on issue of members chapters, member services, conference and colloquiums
    - Technical service – activities of Technical Committees with emphasis of role or engagement, succession in TC, 3 or 5 year plan for TC, issues of global outreach
  - Challenges document - Will send “challenges” to the VP – items which Elya feels we need to focus on to be used as a master plan
    - VPs to review and agree or suggest reasonable changes or new targets
  - 2012 Issues: Society Review, Chapter support, Conferences & Meetings, Leadership and Succession Plans
    - Each VP to start thinking of successor
- Ø Would like our meetings to have slightly different format
  - Focus on plans or activities
  - Minimize reporting, discussion on proposals, activities, plans
  - Will add request for reports to the meeting notice
- Ø End of 2012 – early 2013 timeframe – formalize the strategic plan more into the structure that TAB likes to see and use as a basis for 5 year plan

### Treasurer's Report

- Ø Travel expense for end of year is closing

## VP Reports

### Conferences

- Ø 2012 conference – Portland Update – Chair: Anna Klostermann
  - Venue has been chosen, reasonable room rate
  - November 5 - 7, 2012
    - Anyone interested in serving on the committee should contact Anna
- Ø Workshop – Argentina – Sylvia Diaz Monnier
  - Sylvia has submitted a proposal
- Ø Workshop – Israel
  - Proposal to be submitted
- Ø 2013 Symposium – Austin, TX – Chair: Gary Schrempp
- Ø 2014 – Santa Clara, CA – Chair:
- Ø 2015 – Chicago, IL – chair:
- Ø Suggestion to make a template for announcements for Chapter sponsored workshops
- Ø Suggested changing the timing of the Symposium to spring
- Ø Elya is involved in an international ethics event in 2013 – will have more information in March
  - Areas of connection - Risk assessment; how to express problems, timing, etc.;
  - Propose possibility that PSES is a technical sponsor

### Technical Activities

- Ø No report

### Member Activities

- Ø UL Seminar will be at the CES related to smart grid and smart home
  - Session1 LED; Session 2- power generation; Session 3 energy efficient products
- Ø Will be a panel session with invited speakers to present their view; will be recorded and available on UL website
- Ø White paper on membership in process. Paper to include where we are and how to grow.
- Ø China chapter – working with section leaders to approve chapter; have new rules for signees of petition and need to verify
- Ø New chapters – attempting to communicate with potential leaders
- Ø Awards & recognition
  - Working with Murlin to finish development of program
- Ø Merchandise
  - Need to review opportunities and budget
- Ø DL program
  - Need to work on developing program – would like to have preliminary plans by June
    - IEEE has support for a virtual meeting
    - Will form an IT committee to study services

**Communications –Dan Roman**

- Ø Upload area
  - Does it need to be secure?
  - Have secure area for board members only which is password protected
  - For board member discussions, could set up another area on the communities site for file upload and conversation
  - Have listserv reflector for board members
- Ø Other presence modes
  - Second Life – IEEE site currently does not have any controls for non-members
- Ø Looking for other places online, in magazines such as In Compliance
  - In Compliance has offered a page to be devoted to PSES, but having difficulty in developing streams for newsletters; need to keep it on the table
- Ø Conference papers – all conference CDs can be downloaded by members
- Ø All mailing list archives to new service

**Old Business**

- Ø No old business

**New Business**

- Ø No new business

**Next Meeting**

- Ø Next meeting is a Face to Face (F2F) on February 11-12, 2012 in Austin, Texas
- Ø Next Teleconference is March 6, 2012, as 2 PM Central Time (US)

- Ø Adjournment
  - Meeting was adjourned at 3:49 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 November BoD meetings
  
- ∅ Future **Face to Face** meetings
  - February 11-12, 2012 – Austin, TX
    - § Focus on Strategic planning – VP to submit bullet summary for a reports
  - June 23-24, 2012 – Atlanta, GA
    - § Potential workshop to be held in conjunction with BoD meeting
  - Nov 3-4, 2012 – Symposium – Portland, OR
    - § Sunday before the symposium
    - § Nov 7 – Board meeting with summary
    - § Note that final summary to TAB review for society
  
- ∅ **Monthly teleconference** schedule Send as teleconference meetings as outlook meeting notice and e-mail
  - First Tuesday of the month (unless scheduled otherwise)
    - § **2012**
    - § January 10, 2012
    - § February, 2012 – no teleconference held
    - § March 6, 2012
    - § April 3, 2012
    - § May 1, 2012
    - § June 5, 2012
    - § July 3, 2012
    - § August 7, 2012
    - § September 4, 2012
    - § October 2, 2012
    - § November 2012 – no teleconference scheduled
    - § December 4, 2012

### 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 - - 7 AM ( Wednesday ) - Beijing, China – 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>