



# IEEE Product Safety Engineering Society Board of Directors Meeting



## Meeting Notes

**Date: February 12, 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, Stefan Mozar, Ashish Arora,  
Guests: , Dan Arnold, Jim Bacher, Mark Montrose

### Participants:

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, Paul Wang, Mike Nicholls, Steli Loznen, Juha K Junkkarinen

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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 9:06 AM CST  
Adjourned at 4:45 PM CST

## Action items from this meeting

### 2/12/2012

- 02.12.01 - All Board members – express interest on whether they will run for officer positions to Murlin by April
- 02.12.02 - Elya –send to Murlin and Doug Nix contacts in the Pittsburgh area  
Mike Oliver, EMC Symposium chair in Pittsburgh
- 02.12.03 - Thomas Ha – contact Mike Oliver for complimentary booth at EMCS Symposium in Pittsburgh
- 02.12.04 - Doug Kealey – contact group in Atlanta for possible meeting during Board meeting in June
- 02.12.05 - Ivan – request check with TC for possible members in Atlanta area who can be a speaker
- 02.12.06 - Jan – send notice to all VP for budget items for 2013
- 02.12.07 - Thomas Ha – identify lead volunteer for social networks such as LinkedIn
- 02.12.08 - Thomas Ha – verify rules for chapters
- 02.12.09 - Doug Kealey – provide chart of member locations by section; number per section by end of next week
- 02.12.10 - All VP's – review Murlin's white paper on awards; suggest what awards should be developed for the next 5 years by March meeting
- 02.12.11 - Doug Nix – list of awards for the Symposium committee by March meeting
- 02.12.12 - Dan Roman – contact marketing committee for plans on strategic plans, surveys, etc.
- 02.12.13 - Thomas, Doug, Dan, Daniece – develop membership satisfaction survey by May telecom
- 02.12.14 - All Board members – visit IEEE Community area for PSES
- 02.12.15 - All VP's – how to solicit newspaper articles for the newsletter by May telecom
- 02.12.16 - Doug Kealey – push chapters to submit articles on chapter activities to the newsletter
- 02.12.17 - Conference Committee – seek articles from co-sponsored conferences to be republished in newsletter
- 02.12.18 - Thomas and Doug K. - Establish a plan for the Chapter Chair meeting for the Portland Symposium
- 02.12.19 - Elya – send info on IEEE Government Relations committees – some opportunities for volunteers
- 02.12.20 - Thomas Ha – review GOLD member list for potential candidate to be GOLD representative on Board
- 02.12.21 – Daniece – number the action items for traceability – Item closed

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## Continuing Action Items from Previous Meetings:

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### 1/10/2012

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

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

## 2011

- Daniece – Doug N – study changing the Symposium to spring  
Kevin Ravo will help with proposal – item closed; committee is meeting

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

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

Ivan – submit ideas on awards to Murlin  
Item closed

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  
– item closed

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

## Meeting report

### Call to Order, Introductions/Opening Remarks

- Welcome Guests and Introductions of all attendees
- Report from ExCom
  - Reviewed the agenda and added some items
- Accountability of BoD Officers and Members
  - We all have some challenging goals
  - Request that each of us take ownership of the goals, be able to report some progress even if not completed
- Leadership and Succession Plan
  - Need to start thinking about a Successor for each position
  - Be a mentor to your successor, train to take over
- BoD member engagement in committees
  - Ask all Board members to volunteer on some committee
  - Draw in people from chapters.
- These volunteers will become a base for new Board members
- All VPs to report on their budget spending in face-to-face BoD meetings
  - Treasurer will send out before each meeting, a overview on what each VP has spent money

**Consent Agenda Motions**

- Approve February 2012 Meeting Agenda (Elya)
- Approve Secretary's Report – October 2011 Meeting Minutes (Daniece)
- Approve Secretary's Report – January 2012 Telecon Minutes (Daniece)
- Motion made and seconded, motion carried

**Global Outreach Activities**· **Report from Past Symposium Outreach Activities**

- ICCE/CES Show, January 2012
- Review overview by Murlin
- Will have conference in several locations such as Japan, Berlin, Pittsburgh where PSES has been invited to participate; perhaps host a conference track
- Suggestion to also send call for papers to Mike Oliver, EMC Symposium chair in Pittsburgh
- Working on a multi-year MOU
  - § Bruce Archibault, EMCS is also working multi-year MOU and may have some insight)

· **Plans for Future Global Outreach efforts**

- South Africa Workshop (October, 2012)
  - § Multiple locations in South Africa
  - § Activities are in cooperation with Section chair and Section Student Activities
  - § Academia and Industry alike will be participating
  - § Additional focus on students and GOLD members
  - § Seeking volunteers for a Workshop program – need 1 or 2 people
  - § Requesting Treasurer to indicate how much we can commit for support
- Israel PSES Symposium
  - § 1 day event with 6 or 7 speakers
- Argentina/Brazil



Proposal for PSES  
Workshop in Argentin

- § Argencon – June, 2012
  - § Opportunity to start joint chapter with CES;
  - § Sylvia to send proposal to Robin of CES;
  - § CES might be able to contribute some funding
- General – need a champion to liaise with each society or organization to help with MOU progress
- Doug contacting IECEE for outreach

· **Plans for Future Chapter Outreach**

- Atlanta, GA (June, 2012)
- Potential meeting with group looking to form a chapter in the area

**Past-president's Summary**

## Ø Nominations and Appointments Activities Report

- Board
  - Looking for 6-8 candidates for 4 positions
  - Will request a statement from each candidate on what they want to do for the society
  - Will have nominations committee by March

- Selected positions – President-elect, and VP positions
  - Contact Murlin with candidates with VP nominations, including yourself
  - Contact Elya with nominations for President-Elect
  - Will select at November meeting
- ∅ Awards process will be next on the list
- ∅ Attended the CES show and consumer electronics society meeting

## Treasurer's Report



Meeting Update-  
Feb-Treas.pptx

- PSES financial status (Report) (Jan) – see slide deck
  - Society income from Membership fees and conferences/symposia
  - Need budget from all VPs for 2013
  - IEEE FM-13 financial statements are not ready; no report on society year end
- Budget
  - Reviewed budget for 2012
  - Reviewed accounts as of December, 2011
  - Reviewed detailed breakdown of expense budget
  - Need forecast for 2012; budget items for 2013
- Set a limit for discretionary spending
  - Motion made to provide a set limit which can be allocated at the discretion of the Society Officer. All sums above the limit should be presented to the Board for approval.
  - Move to table until next meeting for further consideration, motion seconded, motion carried.
  - Reference document – Motion by Murlin




discretionary  
proposal.doc


## VP Reports

### VP Member Services



Membership\_BoD  
Bullet Summary.docx

- Membership (Recruitment, Retention, Recovery) and Chapter Development Strategies 2012, 2013 (Report)
  - LinkedIn is very popular – could mine for new members
    - § Proposal to publish notice of new content in members only area to generate awareness
  - Working with ICES to develop joint chapter opportunities
  - To provide breakdown of member locations
    - § Doug to sort locations by sections
  - Discussed liaisons to other societies
    - § Need members who might be dual members
  - Reviewed strategic plan items
  - China chapter – Tom will visit next week; changes to new chapter rules
  - Reviewed email campaigns
  - Thomas to work with Marketing committee to develop a survey to send with the email campaigns
- Chapter formation "Steering Committee"
  - Steering committee to assist a new chapter in formation
- Members' Survey
- Awards (Recognition) Program and Process
  - Reviewed Murlin's white paper on award
    - 

Awards Proposal -  
PSES AdCom - Februar
  - Need feedback from VPs on what awards for the next 5 years
    - 

Awards Program  
Thoughts.pdf
  - Symposium awards separately
- Merchandise
  - Chapters prefer banners
  - Want a proposal by April telecom
- Volunteers needed – see list on report
- Distinguished Lecturer Program Initiation
  - Resource constraints encourage virtual presentations
- Fellow nomination committee
  - Elya is searching for chair

## VP Communication Services



Communications\_201  
2-Feb[1].pptx

- Marketing Committee activities
  - Need action on master plan for marketing
- Members' Survey Plans and Incentives
  - Survey to gauge members satisfaction with society
- Presence in the cyber space
  - LinkedIn – has many subgroups
  - IEEE Community
  - Facebook page to be archived
- Photographic directory on line
  - Directory is now on line
  - PSES monkey substituted for members without a formal picture
  - member can submit a new picture to Dan
- Newsletter
  - Need associate editors for contact to TCs and chapters
  - Need technical area associate editors – Steli to be the medical industry associate editor
  - Need associate editor for co-sponsored conferences
    - § Conference committee – seek articles from co-sponsored conferences to be republished in newsletter – need to be included in MOU
    - §
- Business Plan Actions Status
  - Reviewed items

### **VP Conferences**

- 2012 Symposium status (Doug/Anna)
  - Review report from Doug
- Reviewed dates and locations of future symposia
- Changing time frame of Symposium to Spring
  - Committee is studying the proposal
  - A list of competing conferences and events is being assembled
  - Committee will conduct a survey for the membership preferences
  - Initial survey at the last Symposium indicated a preference to change the timing to spring
- Coordinating a number of MOUs
- Discussed addition of streaming media from symposium
  - Can also provide recorded media for sale
- Business Plan Actions Status
  - Reviewed items

### **VP Technical Services**

- Reviewed TC report
- Technical activities development strategies
  - Has designated 3 roles for liaisons with newsletter, other organizations, identify opportunities and resources for papers

- Working to get the right resources in the right places
- Activities of Technical Committees with emphasis of role or engagement, succession in TC, 3 or 5 year plan for TAC and TCs
  - No activity – Elya to send example
  - Need to work through handbook in the immediate time frame
- Formation of RAC (Representative Advisory Committee) – Liaison with sister societies/committees (Sesha, SSS, etc.)
  - Encompassed in the technical liaison roles
  - Technical outreach liaison will track MOUs and individual TC activities
- Business Plan Actions Status
  - Reviewed items

### Strategic Planning Update

- 3-year business plan (per message submitted)
- Development of a 5-year Strategic Plan
  - Want to build upon the TC strategic plan
  - Will be discussed in depth at face2face meetings

### "Talk About"

- "Product Safety Engineering" or "Safety Engineering" Society?
- Postponed to June, 2012 meeting

### Old/Unfinished Business –

- Committee Vacancies/Appointments – Joffe
  - Government Relations Council of IEEE-USA (GR)
    - § Energy Policy Committee
    - § Committee on Communications Policy
    - § Committee on Transportation and Aerospace Technology Policy
    - § Medical Technology Policy Committee
    - § Research & Development Policy Committee
    - § Critical Infrastructure Protection Committee
    - § Representative to the Committee on Career and Workforce Policy, Intellectual Property Committee, and the Government Affairs Committee ( corresponding member)

### New Business – Elya

- GOLD Member – Ashish Arora
- Member has not attended any teleconferences or meetings within the last year
- Suggestion to locate a new GOLD member who is more able to actively participate

### Summary of Financial Impact of Approved Motions

#### Action Item (old and new) Review

- Reviewed the actions items from the previous meetings
- Reviewed action items from this meeting



**Closing Remarks – Elya**

- Next Teleconference is March 6, 2012, as 2 PM Central Time (US)
- June 23-24, 2012 – Atlanta, GA
  - Potential workshop to be held in conjunction with BoD meeting
- Nov 3-4, 2012 – Symposium – Portland, OR

## 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
  
- ∅ 2012 **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>