



IEEE Product Safety Engineering Society Board of Directors Meeting



Meeting Notes

Date: June 23, 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, Henry Benitez, Luis Araujo, Bill Lowe (CSA)

Participants:

Elya Joffe, Murlin Marks, Dan Roman, , Ivan VanDeWege, Thomas Ha, Daniece Carpenter, Silvia Diaz Monnier, Doug Kealey, Kevin Ravo, Mike Nicholls, Juha K Junkkarinen ,

AGENDA

Meeting called to order

- Welcome
- ExCom Report
- Succession Plans – a reminder
- Consent Agenda Motions Secretary's Report
 - Approve June 2012 Meeting Agenda
 - Approve Secretary's Report – February 2012 Meeting Report
 - Approve Secretary's Report – May/June 2012 Meeting Report
- Outreach Activities
 - Report from Past Symposia Outreach Activities
 - CE Society Conference; Harrisburg PA; June, 2012
 - Report from Cordoba, Argentina Workshop in Argencon 2012
 - Plans for Future Global Outreach efforts
 - South Africa Workshop ; October 2012
 - Israel PSES & SSS Symposium
 - Plans for Future Chapter Outreach
 - Argentina (Buenos Aires) PSE and EMC Annual Joint Workshop, June 2013
- Past President Report
 - Nominations and Appointments Activities
- Treasurer's Report
 - PSES financial status
 - Business Plan Actions Status

VP Reports

- Member Activities
- Communications
- Conferences
- Technical Activities
- Strategic Planning Update
- Old Business
- New Business
- Summary of Financial Impact of Approved Motions
- Closing Remarks

Meeting called to order at 8:03 AM EDST
 Adjourned at _____ PM EDST

Action items from this meeting

6/23/2012

- 06.2012.01 – Dan Roman/Rich Pescatore - ask IEEE History Center – interested in having interviews of Past Presidents during PSES Symposium and also EMC Symposium in Pittsburgh
- 06.2012.02 – Rich Pescatore - Written report on status and plan for History Committee by next teleconference
- 06.2012.03 – Elya – to provide presentation for chapter use on the society awareness; Daniece to send CT
- 06.2012.04 – Thomas Ha – investigate IEEE fee reduction for large group sign-up
- 06.2012.05 – Thomas Ha – CQC-PS will visit Symposium; report on plans for welcome
- 06.2012.06 – Daniece - Gratitude of hosting event certificate; 4 individual, 1 to lab
- 06.2012.07 –Kevin Ravo – investigate various methods of recording and broadcasting presentations
- 06.2012.08 –Doug Nix - Conference – check with Anna – if we have A/V; what does it take to record some of the presentation?
- 06.2012.09 –Stelli – communicate with Ivan before the Symposium in developing a Product Safety encyclopedia; what support is needed
- 06.2012.10 –Elya – send information on TEP, IEEE Transportation Electrification Project to Daniece
- 06.2012.11 –Elya – send revised strategic plan, ver 1b, for comments to BoD
- 06.2012.12 –Elya – to check with TAB on situation with Beijing chapter on putting obstacles to creating new chapters
- 06.2012.13 – Thomas Ha to identify potential GOLD board members. Remove current GOLD member for non-attendance.
- 06.2012.14 – Elya Resend IEEE roster – update with corrections to Daniece
- 06.2012.15 - Ask Doug Nix for report on agenda items

5/29/2012

- 05(2).2012.01 – Doug Kealey – Will send a blast to the board, listing topics and asking if any more potential speakers for the Atlanta workshop - closed
- 05(2).2012.02 – Thomas Ha, Doug Kealey, Dan Roman – Consider teleconferencing chapter meeting options – in progress; one meeting

5/1/2012

- 05.2012.01 - Tom & Doug – Mention nominations are open for the Board at the next chapter telecom; send communication to send nomination to Murlin by mid-May - closed
- 05.2012.02 - Tom & Doug – work on presence in EMC Symposium in Pittsburgh - closed

4/3/2012

- 04.2012.01 – Thomas Ha to identify potential GOLD board members. Remove current GOLD member for non-attendance. – moved to June
- 04.2012.02 – Doug Kealey to continue with Atlanta proto-chapter arrangements. - closed
- 04.2012.04 - Elya to prepare “Presidential” letter for Beijing chapter chair, Paul to translate – still investigating situation in China and evaluating need
- 04.2012.05 – Doug Nix to check with Anna that there is an appropriate conference activity to give a Best Paper Award.

3/6/2012

03.2012.01 - all BOD - anyone with ideas with society named awards make proposal; especially looking for input from industry

03.2012.02 - Ivan – form ad hoc group within the forensic TC to address ways to respond to Consumer Reports article; Rich Nute will serve as advisor; list of short term and long term goals with timeline

Ad hoc group formed

03.2012.05 - Action Item: Need from VPs –budget estimate for the year - closed

2/12/2012

02.12.04 – Doug Kealey – contact group in Atlanta for possible meeting during Board meeting in June - closed

02.12.05 – Ivan – request check with TC for possible members in Atlanta area who can be a speaker - closed

02.12.06 – Jan – send notice to all VP for budget items for 2013 - closed

02.12.07 – Thomas Ha – identify lead volunteer for social networks such as LinkedIn -

02.12.08 – Thomas Ha – verify rules for chapters - closed

02.12.13 – Thomas, Doug, Dan, Daniece, Elya – develop membership satisfaction survey; draft by September telecom

02.12.18 – Thomas and Doug K. – Establish a plan for the Chapter Chair meeting for the Portland Symposium

01/2012

01.12.a – Thomas Ha - Distinguished Lecturer program – need to work on developing program – would like to have a preliminary plans by February, 2013

01.12.b – Doug Nix – make a template for announcements for Chapter sponsored workshops

Please note Meeting Schedules at end of this report

Meeting report

Call to Order, Introductions/Opening Remarks

- Welcome Guests and Introductions of all attendees
- ExCom Report
 - Worked on Mission and Vision in the Strategic plan
- Succession Plans – a reminder for each Board member to develop a succession plan for key positions

Consent Agenda Motions

- Consent Agenda Motions
 - Approved June 2012 Meeting Agenda
 - Approved Secretary's Report – February 2012 Meeting Report
 - Approved Secretary's Report – May/June 2012 Meeting Report

Outreach Activities

- Report from Past Symposia Outreach Activities
 - CE Society Conference; Harrisburg PA; June, 2012
 - Murlin attended, chaired 2 sessions, app 90 people registered; presentations were very academic

- Report from Cordoba, Argentina Workshop in Argencon 2012
 - First bi-annual event; continued 2 hours past scheduled end time; President-elect of IEEE attended; Regional Director and Section chair;
 - 3 day event, but did not sign enough new members to start a chapter yet
 - Planning to have a workshop June next year
 - Thanks to Silvia for all hard effort on a successful workshop
- Plans for Future Global Outreach efforts
 - South Africa Workshop ; October 2012
 - Rich Nute and Elya will attend traveling show in 5 locations; short sessions in afternoon; Section
 - Israel PSES & SSS Symposium
 - Scheduled in late October; call for papers
- Plans for Future Chapter Outreach
 - Argentina (Buenos Aires) PSE and EMC Annual Joint workshop, June 2013

Past President's Report

- Nominations and Appointments Activities
 - 7 candidates; requesting bio, photo and statement



Slate - 21 June.docx

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- Candidates for President election in November
- Doug Kealey will not run for election to board but will continue with chapter coordination
- Suitable candidates should contact President for nomination

Treasurer's Report

- PSES financial status
 - Continue tracking expenses; need new sources of revenue

VP Reports

VP Member Services

- Membership – Recruitment, Retention, Recovery
 - Congratulations to Doug Kealey for successful workshop in Atlanta and new members
 - Discussed rivalry between agencies located in Atlanta; assured that chapter meetings will be open to all participants; need to be careful with competing interests and insure open events
- Discussed lessons learned; prepare checklist with things to remember; propose a 1 page MOU for a workshop host
- Chapter Development Strategies 2012-2013
 - Identify areas which need work;
 - Elya to prepare short presentation on society for use by Chapters
 - Kevin proposed that one of the Board members deliver the presentation

- Chapter formation and support steering committee
 - What are IEEE rules? – need chapter angel to understand process and help new chapters
 - Chapter chair meeting in April
 - Working in Dallas for new chapter – Jonathan Jordan
 - Intertek stated that they have 800 engineers – can IEEE give a discount on group sign-ups
- Awards – Recognition Program and Process
 - Achievement awards – investigate if need TAB approval for first year
 - Conference awards
 - Requested input from Board on named awards
 - Solicit names and support from companies
- Distinguished Lecturer Program Initiation
 - No report
- Business Plan Actions Status
 - Discussed progress on actions
- Mike Nicholls has joined the membership committee
- Mike Oliver – EMC Symposium – discussing possibilities of joint chapters
- Goal for 2012 – raise awareness of Society; chapters don't have a connection to the Society

VP Communication Services

- Marketing Committee activities
 - Marketing for Symposium will be carried over; activities for all Society should begin after symposium is over
- History Committee Report
 - Report from Rich – has made progress on collecting materials; contacting people from early years; should have some material for Society website
- Members' Survey Plans
 - Need to focus on making progress
- Business Plan Actions Status
 - Highlights – foreign language articles – have some Board members who offered to translate
- Revamping the website in progress; transition to look and feel of IEEE main website;
- Progress on holding streaming presentations for chapter meetings; held one but was not able to record; will try a new package which will allow to record



Communications 6
12.doc

- Symposium in November – check with Anna – if we have A/V; what does it take to record?

VP Conferences

- 2012 Symposium status
 - Symposium plans are progressing
 - Number of papers are ahead of last year
- MOU Status
- Symposium Session Evaluation Survey
- Dates and locations of future symposia
 - 2013 – Austin – Dates and venue chosen
 - 2014 – Santa Clara – will move to Spring of 2013

- Live streaming/recording conference presentations
 - Discussed plans to record some of the presentation
 - Discussed how to market the recordings

VP Technical Services

- Technical activities development strategies
 - Making progress on chart of TC section structure
 - Handbook went to TC with a few comments; will send to BoD
- Activities of Technical Committees
 - Emphasis of role or engagement,
 - Succession in TC
 - 3-5 year plan for TAC and TCs
- Formation of RAC (Representative Advisory committee)
 - Liaison with sister societies, committees (SESHA, SSS, etc.)
 - Reviewing structure of organization
 - Stelli volunteered to be liaison to IECEE
- Business Plan Actions Status
 - Work on getting consistent contribution to newsletter – TC Chairs at minimum should put a paragraph
- Focusing on getting the right technical speakers at the chapter meetings
 - Pursuing development of a system with low overhead, easily link TC chairs to Chapter chair
- Symposium – development of review committee – Doug Nix has assisted in development
- Education committee – planning a call for volunteer; will have a meeting at the symposium

Strategic Planning Update

- 3 year business plan (per message submitted)
- Development of a 5 year Strategic Plan
 - Approval of Mission and Vision
 - Motion made to approve the mission and seconded; motion passed
 - Motion made to approve the vision and seconded; motion passed
 - Review of SP Structure
 - Review of Strategic Goals
 - Set plans for November BoD meeting on SP

Old/Unfinished Business

- Committee Vacancies/Appointments
 - IEEE Transportation Electrification Project (TEP) Involvement and representative
 - Consumer Reports Appliance Fire article
 - Update of Ad-Hoc Committee – No report

New Business

- No other new business to discuss

Summary of Financial Impact of Approved Motions

- No report

Action Item (old and new) Review

- Action items reviewed

Closing Remarks

- Next Teleconference is July 3, 2012, at 2 PM Central Time (US)
 - Teleconference postpones – date TBD
- Next Face to Face (F2F) meeting is Nov 3-4, 2012 – Symposium – Portland, OR
- 2013 – Face to Face meetings
 - February, 2013 - Santa Clara
 - June or July, 2013 – Vancouver
 - October, 2013 – Austin; before the Symposium

Propose

June 2013 meeting in Vancouver with workshop

2015 Chicago symposium

2016 possible symposium in Vancouver

➤ Adjournment

- Meeting was adjourned at 4:14 PM EDST

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 22-23, 2012 – Atlanta, GA
 - Workshop to be held in conjunction with BoD meeting on June 22
 - 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 - Note: will be postponed; date TBD**
 - 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>