



# IEEE Product Safety Engineering Society Board of Directors Meeting



## Meeting Notes

**Date: July 31, 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

### Participants:

Elya Joffe, Murlin Marks, Dan Roman, Doug Nix, Daniece Carpenter, Silvia Diaz Monnier, Paul Wang, Mike Nicholls, Steli Loznen, Juha K Junkkarinen, Rich Nute, Jan Swart, Thomas Ha, Paul Wang

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## AGENDA

Meeting called to order

- Welcome
- Secretary's Report
  - Previous meeting minutes
  - Action items
- Past President Summary
- President's Statement
- Treasurer's Report

### VP Reports

- Member Activities
- Conferences
- Technical Activities
- Communications
- Old Business
- New Business

Meeting called to order at 2:07 PM CDST

Adjourned at 4:15 PM CDST

## Action items from this meeting

### 7/31/2012

- 07.2012.01 – Doug Nix - Form a subcommittee to set some criteria on poster sessions, PowerPoint; experiments, etc. during a conference or symposium
- 07.2012.02 – All Board Members - Each Board member review and send any comments or information on any section of the draft report to the SRC from September 5 -10, 2012; comments to be sent to Elya
- 07.2012.03 – Doug Nix – Investigate what measures are in place to encourage authors to register and appear at the symposium
- 07.2012.04 – Doug Nix, Thomas Ha – Investigate what concessions might be made to accommodate a reduced or comp registration for the CQC visitors
- 07.2012.05 – Ivan – Begin preparations to form a representative advisory committee for all representatives to various contacts and organizations
- 07.2012.06 – Murlin – encourage industry or others to submit ideas or sponsor special awards

### 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

### **Secretary Report**

- Approval of Agenda - Motion made to accept, seconded, motion passed
- Meeting Report for June meeting – Motion made to accept, seconded, motion passed

### **Past President's Summary**

- Election
  - Ballot has been submitted into IEEE with 7 nominees
  - Election will be completed by the Symposium
  - Distribute a message to chapters to encourage vote of all members
    - Target is to have more than 20% of members

- Review of Symposium papers
  - Received 26 papers for peer review, to be reviewed by 2 peers
    - Rejected 1 paper
    - 10 more papers with abstracts to be submitted;
  - Scoring is working well
  - 2 papers cited for possible Best Paper
    - Note that award type needs to be consistent year to year
  - Webinar on how to write a paper seems to be successful

### President's Statement:

- Society - Review: Work Plan
  - Milestones
  - Assignments and Inputs Necessary
  - Red Team will be an independent review
    - Luis, Jim, Mark Stelli, Doug Kealey
    - Report to team by September 10-12
    - To review the draft report by September 20
    - Submit to SRC by October 1; deadline is October 5
  - Strategic Planning: Next Step – Working on Goals
  - SRC - Sent to officers some material on past reviews, current work plan, schedule
    - By Aug 17 need to inform IEEE who will attend – propose Murlin, Elya, Jim Bacher
  - Each Board member review and send any comments or information on any section of the draft – September 5 – 10
- Strategic planning
  - All Board members to review strategic plan document
  - Be prepared at F2F meeting with comments, goals, targets, and plans
- Global outreach
  - Response from IMQ in Milan Italy
    - Would like to work with us to promote society
    - Elya to visit to discuss how to work together
    - Stelli to be in Milan on October 15-19 and will help if timing works out
  - Contacted SGS in Helsinki
    - No reply yet
  - South Africa
    - Rich Nute to visit 2<sup>nd</sup> half of October to give a series of talks
  - Consumer show in Japan later in 2012
    - Elya to visit and promote PSES

### Treasurer's Report

- 2012 – YTD as of June –
  - Budget - Member income \$33K; net conference \$30K; expenses \$26.5K for a net of \$4.5K
  - \$23.6K income received from membership which is \$10K down from budget
    - Need additional income from conference
  - Will prepare spreadsheet for review

## VP Reports

### VP Member Services

- Preparing for EMC Symposium
  - 4 volunteers for booth
  - Booth will have membership forms and banner
  - Brochures are in process to be in bag stuffing
  - Will be meeting with Mike Oliver on possibility of Pittsburgh chapter
- Two government officials are planning to visit the PSES Symposium
  - Hope that it will encourage further work on the chapter
  - Waiting on visa approval

### VP Conferences

- Preliminary budget for the Symposium
  - Looks like surplus of \$30k
  - Propose to remove the board meeting expenses from the Symposium budget
- Signed the MOU for Globe Space in Tel Aviv in March, 2013
- Writer's workshop webinar
  - Conducted workshop 4 times for different regions
  - Attendance of approximately 50 with positive feedback on workshop
  - Request for mentoring program
  - Request to run a series on presentation skills
- Exploring technical co-sponsorships

### VP Technical Services – no report

- No report

### VP Communication Services

- History Committee Report
  - Rich Pescatore is taking early retirement from job; until now has not had time to focus on the project
- Interviews with presidents reported earlier are targeted only for the EMC Society

### Old/Unfinished Business

- Consumer Reports Appliance Fire article – Update of Ad-Hoc Committee
- No update – still yet to be worked

### New Business

- Proposal for PSES to become a Class D Liaison with IEC TC108 HBSDT (working group).
  - See [http://www.iec.ch/standardsdev/how/partners/cat\\_d.htm](http://www.iec.ch/standardsdev/how/partners/cat_d.htm).
  - The PSES liaison person would be from the Taipei chapter
    - Background: Taipei chapter would like to become involved with standards activity but cannot become a member of the IEC.

- If supported, next step would be to make a formal request to the TC108;
  - Need to check with IEEE
    - Rich Nute to draft letter explaining the position of the liaison and Elya will submit to IEEE
- Proposal for a “sister chapter” scheme whereby two chapters could form a liaison for their mutual benefit from Rich Nute
  - Chapter coordinator can act as introduction and contact
- Open Floor for comments from any telecom attendees
  - No comments received
- Review of Action Items

### Action Item (old and new) Review

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- 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
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- 06.2012.11 – Elya – send revised strategic plan, ver 1b, for comments to BoD (Closed)
- 06.2012.12 – Elya – to check with TAB on situation with Beijing chapter on putting obstacles to creating new chapters; checked and can allow more strict rules
- 06.2012.13 – Thomas Ha to identify potential GOLD board members. Remove current GOLD member for non-attendance.
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### Closing Remarks

- Next Teleconference is September 4, 2012, as 2 PM Central Time (US)
  - August teleconference has been cancelled
- Next Face to Face (F2F) meeting is
  - Nov 3-4, 2012 – Symposium – Portland, OR

### ➤ Adjournment

- Meeting was adjourned at 4:15 PM CDST

## 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 - Postponed to July 31, 2012
    - August 7, 2012 - **Cancelled**
    - **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>