



Meeting Report

Date: November 4, 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

Participants:

Elya Joffe, Murlin Marks, 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

Guests: Jim Bacher, Henry Benitez, Gary Tornquist, Jeff Voss (Division VI Director), Lijuan Hao (candidate for Board)

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 8:30 AM Pacific Time

Adjourned at 5:24 PM Pacific Time

Adjourned at 3:36 PM central

Action items from this meeting

11/04/2012

11.2012.01 – Daniece to prepare a format for VP reports for each meeting. Work with each VP to use a general report format, or a customized one for each area

11.2012.02 – Stelli – Write report on Israel workshop held in August

11.2012.03 – Rich Nute/Elya Joffe – write report on South Africa presentations

11.2012.04 – Doug Nix – Symposium committee to write a report with each chair writing what went right/wrong; draft for January for next Symposium committee

11.2012.05 – Stelli – Work to set meeting with IMQ to explore joint activities to increase membership in Europe

11.2012.06 – Doug Nix – Perform a brief study of the financial viability of SSIT conference; propose either technical or financial based on study

11.2012.07 – All BoD – future proposals need to be made in the formal motion format; Elya will send the format with pros/cons/financial implications

11.2012.08 – Tom Ha, Daniece to work on Chapter Leadership newsletter

11.2012.09 – Tom Ha – provide all chapter officer contact to Dan Roman for inclusion to the Chapter listserve

11.2012.10 – Tom Ha work with marketing chair to work on marketing brochure

11.2012.11 – Elya to provide Tom Ha with EMCS marketing brochure and survey

11.2012.12 – Tom Ha - Under member services to have a survey coordinator to develop conference surveys, member activities survey

11.2012.13 – Tom Ha – focal for seeking candidate for awards coordinator

11.2012.14 – Elya & Jeff Voss – Develop an brief elevator pitch from the State of PSES information

10/02/2012

10.2012.01- All BoD members - Event volunteer policy – propose to get sweat equity credit; need to consider – BoD members to email Doug Nix with your thoughts

10.2012.02- Doug Nix - Mentoring program proposal – attendees of writing class wanted mentors to help them with their writing – led to see about IEEE mentor program which need so be revitalized; have proposal to review

10.2012.03- Ivan – make sure that the TAC meetings at the Symposium are advertised, perhaps an e-blast

9/04/2012

09.2012.01 - Tom Ha - Follow up on Atlanta Chapter status with Atlanta leaders.

09.2012.02 - Murlin - Check on Best Paper Award status with Pete Perkins - **closed**

09.2012.03 - Rich Nute - Follow up with U.S. Nuclear Regulatory Agency contact

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 - subcommittee is formed; details are being

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 - **closed**

07.2012.03 – Doug Nix – Investigate what measures are in place to encourage authors to register and appear at the symposium –draft a no show policy; needs to be reviewed by BoD

07.2012.04 – Doug Nix, Thomas Ha – Investigate what concessions might be made to accommodate a reduced or comp registration for the CQC visitors – limited budget for comps

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

06.2012.02 – Rich Pescatore - Written report on status and plan for History Committee by next teleconference - **closed**

06.2012.03 – Elya – to provide presentation for chapter use on the society awareness; Daniece to send CT – remind Elya - **closed**

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 – **reminder**

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

5/29/2012

05(2).2012.02 – Thomas Ha, Doug Kealey, Dan Roman – Consider teleconferencing chapter meeting options – in progress; one meeting

4/3/2012

04.2012.04 - Elya to prepare “Presidential” letter for Beijing chapter chair, Paul to translate – still investigating situation in China and evaluating need

3/6/2012

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

2/12/2012

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

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

Meeting report

Call to Order, Introductions/Opening Remarks

- Welcome, and introductions
- Welcome to newly re-elected directors, Rich Nute, Kevin Ravo, and to the new directors, Bill Bisenius and Grant Schmidbauer,
- Welcome to our guests
- ExCom Meeting Report
 - ExCom Meeting - Held the ExCom meeting last night; will have some proposals
 - Will change the directions of the teleconference to focus on one area, have focused brainstorming on one area with a short business meeting
 - Each VP needs to submit a report from each area before the meeting
 - Daniece will prepare a format for the report, either a general one for use by all, or a customized for each area
 - Each VP need to identify volunteers who want to become active in the society; perfect opportunity at the conference
- Report on issues with China chapter

Secretary Report

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

Outreach Activities

- Israel Workshop – held in August with 40 attendees; secured a host for next year
- South Africa Workshops – several stops for presentations at universities with Elya and Rich
- Discussion on outreach to universities for students; how to interest students in product safety engineering
- Plans for future workshop
 - Argentina – will hold a workshop in December, 2013; poster presentations for students; joint workshop with 3 societies; Argencon is held every other year, so will hold workshop every year separately or with Argencon.

Past President's Summary

- Nominations and Appointments
 - Elections held – 26.6% participation in election; Grant Schmidbauer, Bill Bisenius, Rich Nute, Kevin Ravo elected
 - Encourage anyone interested in running on the board should network at the symposium and contribute to the newsletter to become known throughout the community
- Elections of officers – nominations – VP for 2013-2014
 - Orientation for President-elect will be held in February
 - Need a position statement from each candidate with activities and proposals for
 - President –elect – Kevin Ravo
 - Longtime member of IEEE, in product safety for 35 years with UL; involved with domestic and international standards; background in various industries over the years; concerned that younger students are not becoming involved with product safety and wants more outreach; need to focus on succession planning
 - Moved to elect by acclamation; seconded; motion passed
 - VP – Technical Activities – Ivan VanDeWege

- Want to mentor a candidate for the next VP; complete the organizational chart with volunteers
- VP – communications – Dan Roman
- VP – Conferences – Doug Nix
 - Now sit on some new TCs; conferences are the single most important activity to grow membership, and to continue its growth
- VP – Membership – Thomas Ha
 - Will continue to look for volunteers to continue working
- Motion to approve all four candidates for VP 2013-2014; motion seconded; motion passed

President's Statement:

- Thanks to all contributors to the Society Review document; plan to send on Thursday
- Jim and Murlin will also attend SRC meeting
- Strategic Goals – review last draft and be prepared to discuss
- South Africa workshops
 - Speaking to groups of students, business professionals
 - 5 locations in 4 days
 - Goals are recruitment of members and to found a new chapter

Treasurer's Report

- Society Income
 - Membership fees
 - Conference/Symposia
- 2013 Budget complete
 - VP provided some input
 - President provided input
- Need to manage our budget better
 - Conference budget and forecast final before end of fiscal year
 - Travel costs are a large part of the budget
 - Recommend that it is pre-approved
- Reviewed financial figures and report for 2012 and forecast for 2013

VP Reports

VP Conferences

- 2012 Symposium
 - As of Oct 23 – 184 attendees; 34 exhibitors; 6 patrons – for this conference – largest so far
 - 64 presentations + EMC workshop full day; 5 rooms wide
 - Proposal to document processes – draft reports from each chair for January to next symposium committees
 - Need Chapter Chair meeting, TAC meetings announced
 - Have a companion program this year
 - Symposium will have online app with schedule
 - Noted the job done on marketing
- Best paper award at symposium
 - Committee to present at Tuesday lunch
- Propose recognition for Symposium chair
- Approached for an MOU agreement

- Motion formally agree to be technical co-sponsors with PHM – Prognostics and Health Management – June 24-27, 2013; motion seconded; request for volunteer to chair the track formation ; motion carries
- IMQ – wants to provide a space for conference activity in Italy to increase membership in Europe
 - Elya will visit with IMQ in early next year
- PSES involvement in the ISTAS 2013 conference (SSIT Society) – propose either financial or technical co-sponsor; June, 2013
 - Motion for co-sponsorship ; motion seconded; decision for technical or financial TBD; motion carries



istas13-cfp (Doug Nix).pdf

- Future Symposium venues
 - 2015 – Chicago
 - 2016 and beyond – now accepting proposals for future symposium
- Thanks to Gary and Bob for the great work on the technical program

VP Member Services

- Model to focus on retention; recovery
- Area needed to provide more feedback and connections with members
 - Symposium – need to plan program for next year
- Volunteer to assemble a monthly chapter leadership newsletter; will need information for the newsletter
 - Updates from IEEE
 - Chapter Notes
 - Conference news
- Need budget items for 2014 budget
- Awards – need to assemble package for TAB
 - Past-president award; symposium chair award – certificates of appreciation
 - Will have a best paper award
 - Need work on a technical award; certificates of appreciation ;
 - Propose that a named award to be sponsored by an organization
 - Possibility is UL founder sponsored by UL Society
 - Need an awards coordinator – position is open
- Reviewed maps of Society members current location for potential new chapters and discussed strategies for forming new chapters in Europe, South America, Asia
- Distinguished Lecturer program – need follow-up to start program
- Chapter activities
 - Mike Nicholls will meet with interested parties in Vietnam; also will meet with Washington Labs
- Next IEC TC108 to likely be in Thailand in March – possibility to hold a workshop
- Working on offer for discount to test house with large potential membership with IEEE
- Participants from Atlanta workshop are now members of society; follow up for chapter formation
- Request for Board members to meet with CQC TS representative to discuss potential activities

VP Technical Services

- Published the final draft of the TC Handbook
 - Strategies for TAC
- Holding meetings with the TC at the symposium
 - PSES newsletter had announcement of TC meeting
- Working on population of organizational chart with volunteers
- Encyclopedia project – project to develop and publish a product safety encyclopedia
 - Covers many areas of interest with product safety – consumer, ITE, etc.
 - Motion to table subject for more investigation on publishing avenues, financial implications, etc.; motion seconded; motion carries



BoD-4-11-12-Need
of PS and CE Encycloj

- iNARTE will be chatting with the TCs

VP Communication Services

- No Report at the meeting

Old/Unfinished Business

- Consumer Reports Appliance Fire article
 - Report that there was no new information.

New Business

- Report on iNARTE merge with RABQSA – Elya (see report from Elya)
 - Possibilities in China for certifications and educational program
- Stelli Loznen has volunteered for the Educational Committee and accepted as a member

Strategic Planning

- Identify and Define the strategic goals - see report from Elya)
 - Consider FOI, Mission and Vision
 - Observe examples from other IEEE Societies
 - Reviewed and discussed each goal
 - Motions made to accept each goal after discussion; all goals accepted
 - Objective for next meeting – breakdown each goal to be handled by each group
 - IEEE Transportation Electrification Project (TEP involvement and representative
 - Jan Swart appointed representative
- Consumer Reports Appliance Fire article – no report and continues to be open

Action Items (old and new) Review –

Elya asked everyone to review the action items (see Page 1 & 2) to mark them off or address them before our next meeting.

Provide Daniece with your updates.

Closing Remarks

- Next Face to Face (F2F) meetings
 - Locations for 2013 BoD meetings (other suggestions?):
 - 2/2013: Santa Clara, CA – week before TAB
 - 6/2013: Vancouver, BC, Canada (w/CSA)
 - 10/2013: Austin, Tx
 - Next teleconference will be December 11

- Adjournment
 - Meeting was adjourned at 5:24 pm PT.

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
 - 3-4 Nov, 2012 – Symposium – Portland, OR
 - Sunday before the symposium
 - Nov 7 – Board meeting with summary
 - Meeting intended to cover symposium metrics – any board members should join as guests
 - 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**
 - November 2012 – no teleconference scheduled
 - 11 December, 2012

 - **2013**
 - 8 January, 2013
 - 5 February, 2013
 - 5 March, 2013
 - 2 April, 2013
 - 7 may 2013

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>