Meeting Report

Date: March 12, 2013 - 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, Kevin Ravo, Tom Shefchick, Paul Wang, Mike Nicholls, Steli Loznen, Juha K Junkkarinen , Stefan Mozar, Bill Bisenius, Grant Schmidbauer
Guests: Dan Arnold, Jim Bacher, Mark Montrose,

Participants:

Elya Joffe, Dan Roman, Doug Nix, Thomas Ha, Daniece Carpenter, Silvia Diaz Monnier, Kevin Ravo, Tom Shefchick, Paul Wang, Mike Nicholls, Juha K Junkkarinen, Bill Bisenius,
Guests: Dan Arnold, Mark Montrose,

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 2:04 PM CDST
Adjourned at 3:57 PM CDST

Action items from this meeting

03-12-2013
03.2013.01 - Elya - to write article for Chapter Newsletter
03.2013.02 - Board to reply with thoughts on need for safety engineer certification by April teleconference; discussion on value of iNARTE support in June
03.2013.03 - Elya will check with IEEE for multimedia training courses (IEEE e-learning or similar; SCV PSES archives) -– follow up with Steve Welch by the May meeting
03.2013.04 – Bill to work with marketing chair to work on marketing brochure – Bill has taken ownership of brochure

03.2013.05 – Bill - Under member services to serve as the survey coordinator to develop conference surveys, member activities survey - report by April; survey draft by August
03.2013.06 – Bill – develop membership satisfaction survey; draft by September telecom
03.2013.07 – Bill – Develop an brief elevator pitch from the State of PSES information
03.2013.08 – Daniece – Check with Gary on ETS facility tour during Symposium in Austin

02-10-2013
02.2013.01 - Doug Nix to report on arrangements for workshop in Vancouver in June; need details by March teleconference – Item completed and closed
02.2013.02 - Kevin and Tom Ha review chapter meeting results after Monday chapter meeting – Item completed and closed
02.2013.03 - Mark Montrose will check with IEEE for multi media training courses (IEEE e-learning or similar; SCV PSES archives) - - reassigned to Elya – follow up with Steve Welch by the May meeting– Item completed and closed
02.2013.04 - Bill Bisenius and Dan Roman to collaborate on a training video by June meeting
02.2013.05 - Bill to develop elevator pitch for the members and for the corporate sponsors – draft by march telecom –(3/12) draft completed; second draft by April telecon
02.2013.06 - Bill Bisenius will collect thoughts on how to market the Society and propose concepts for the March meeting. Daniece, Elya, Stefan, Kevin, Grant, Tom, Anna are bounces
Due by June face to face – concepts by April

01-08-2013
01.2013.02 - Dan Roman to check with chair of history committee if can fulfill commitment – Item completed and closed
01.2013.04 - Elya to send to Bill and Juha information on what is needed and coordinate with Ivan; invite John Allen and include on invitation (education committee) – need report by March telecom – Item completed and closed
01.2013.05 - Murlin to explore the logistics of the certificates and pin distribution and report by March meeting
01.2013.07 – Thomas – Establish a plan for the Chapter Leadership meeting for the Austin Symposium
01.2013.08 – Daniece to update roster for 2013

12-11-2012
12.2012.02 - All BoD members – comments on Named Awards proposals - (add to minutes Kevin to approach UL on Merrill award - comments received; proposal made to UL (Feb, 2013)
12.2012.03 - all Bod members – thoughts on how to approach companies for an award endowment by October meeting

11/04/2012
11.2012.02 – Stelli – Write report on Israel workshop held in August -
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 – Item completed and closed
11.2012.05 – Stelli – Work to set meeting with IMQ to explore joint activities to increase membership in Europe
11.2012.8 – Tom Ha, Daniece to work on Chapter Leadership newsletter – newsletter due by March telecom – Item completed and closed

11.2012.13 –Tom Ha – focal for seeking candidate for awards coordinator – Tom to contact Doug Kealey by March telecon

11.2012.14 – Elya & Jeff Voss – Develop an brief elevator pitch from the State of PSES information – Bill has taken ownership of elevator pitch – Item closed

10/02/2012

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

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 – (3/12) IEEE is revamping their program, and will not have anything until later this year

9/04/2012

09.2012.01 - Tom Ha/ Doug Kealey - Follow up on Atlanta Chapter status with Atlanta leaders. Need report by March telecon

09.2012.03 - Rich Nute / Elya - Follow up with U.S. Nuclear Regulatory Agency contact.   Need report by March telecon

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 discussed

6/23/2012

06.2012.04 – Thomas Ha – investigate IEEE fee reduction for large group sign-up for membership fees

06.2012.08 – Doug Nix - Conference – check with Anna – if we have A/V; what does it take to record some of the presentation? Transfer to next symposium in Austin, 2013

06.2012.13 – Thomas Ha to identify potential GOLD board members. Remove current GOLD member for non-attendance. – report needed by March telecon

01/2012

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

01.12.b – Doug Nix – make a template for announcements for Chapter sponsored workshops - Due by June, 2013

Meeting report
Call to Order, Introductions/Opening Remarks

Consent Agenda Motions
- Approval of Agenda - Motion made to accept, seconded, motion passed
- Approve Secretary's Report – February 2013 Telecon minutes; Motion made to accept, seconded, motion passed

President- Elect's Statement
3//12 - Working on the dates for next year's meeting, should have it ready by the next meeting.

Past President's Summary
- No report

President's Statement:
- Suggested that the report be circulated earlier
- Discussed the SRC review from TAB Series– will receive a report from the SRC; comments will be needed to be submitted; will need in a very short time
  - 2 major points raised
    - Succession plan and leadership – difficulty of finding qualified candidates to replace VP
    - Financial foundation – concern that finances are based on only membership dues and conference which limit us to support member activities; contributes to slower membership increase
  - Positive findings
    - Next chair of symposium takes part in current year planning
  - Propose
    - **Strategic Planning**
      - Approval of Strategic Goals as amended in the February BoD Meeting
      - Addition of 5th Goal: "Development of Financial Resources"
      - Addition of 6th Goal: "Create and develop a long term leadership and succession plan"

Treasurer's Report
- No report

VP Reports

VP Communication Services
- Have enough technical material for next newsletters
- Need more contributions from chapter
  - Tom Ha will be contacting all of the chapters and will encourage submittals of chapter news
  - Dan sends out a reminder requesting information from each chapter for the newsletter
- Do not have a backlog of articles for newsletter, have one article
  - Suggest to include in the MOU for conference co-sponsorship
    - Publish relevant papers in the newsletter with appropriate credit for all co-sponsored conferences
    - Doug can ask current conference if no change to MOU
    - Can also ask chapters to contribute article from a relevant chapter talk
    - Have some subject matter experts as Associate Editors
- Rich Pescatore has committed to chairing the History Committee; have a summary of the notes on the PSES website

VP Conferences
- Have circulated the Lessons Learned document for comment.
  - Discussed future retention of such documents, and how to develop a process around it
- Technically co-sponsored
  - Reliability conference
    - Will circulate flyer to generate some interest; no papers submitted so far
  - ISTAS – June,2013 – effects of Google Glasses technology, wearable technology
  - SIAS – machinery conference – talking with the organizing committee
  - Argentina Conference – trying to set a date and location for the conference
- Workshop in June – with Board meeting
  - Circulated information to Board
    - Board meeting space is TBD
    - Finalize program – have 3 speakers so far; need 2 or 3 more

VP Technical Services
- No report
- Raised one question regarding iNARTE and PSES support
  - Do we have enough interest in certification of engineers to support ?
  - Is there a potential for the Society?
  - All to think about it and reply to Elya

VP Member Services
▪ Working on Chapter Newsletters
  o Need a President's Message
  o Need a short article from Austin, Santa Clara, San Diego, or other chapter as a model chapter
    ▪ Testimonial – 2 paragraphs
▪ Have not had much response from Atlanta group in starting a new Chapter
▪ Need a new Chapter coordinator
  o Proposed Mike Nicholls as a candidate
▪ Propose a joint chapter with Consumer Electronics Society in China
▪ Award status
  o Awards approved by Board have been submitted to TAB
  o Should be on consent agenda on TAB June meeting
▪ White paper for membership
  o Review the paper
▪ Have interest in a Dallas Texas chapter
  o Jonathan Jordan is working with Tom

Old/Unfinished Business
▪ No old business discussed

New Business
• Seeking a representative from the Board a candidate for the WIE Liaison
  o Silvia volunteered to be the representative

Summary of Financial Impact of Approved Motions
• Technical co-sponsor approved – no financial impact

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
  o Locations for 2013 BoD meetings:
    ▪ 6/2013: Vancouver, BC, Canada (w/CSA)
    ▪ 10/2013: Austin, Tx
  o Next teleconference will be April 2, 2013

➢ Adjournment
  • Meeting was adjourned at 3:57 PM CDST.

Meeting Schedules

- ➢ Strategic Planning Committee
  - o All VP's are included
  - o Strategic planning meetings will be held the Monday after the February BoD meeting.

- ➢ **2013 Face to Face** meetings
  - o 9-11 Feb, 2013 – Santa Clara, CA
    - ▪ Feb 9 – ExCom meeting
    - ▪ Feb 10 – Board meeting
    - ▪ Feb 11 – Strategic Planning meeting
  - o 22-23 June, 2013 – Vancouver, BC Canada
    - ▪ June 22 – ExCom meeting
    - ▪ June 23 – Board meeting
    - ▪ June 21 (Friday) – workshop with CSA could be a possibility
  - o 5-6 October, 2013 – Symposium – Austin, TX
    - ▪ Sunday before the symposium
    - ▪ Oct 5 – ExCom meeting
    - ▪ Oct 6 – Board meeting

- ➢ **Monthly teleconference** schedule
  - o Teleconference meetings sent as outlook meeting notice and e-mail
  - o First Tuesday of the month (unless scheduled otherwise)
    - ▪ **2013**
    - ▪ January 8
    - ▪ February 5 – no teleconference to be held
    - ▪ March 5 - Postponed to March 12
    - ▪ April 2
    - ▪ May 7
    - ▪ June 4
    - ▪ July 2
    - ▪ August 6
    - ▪ September 3
    - ▪ October 1
    - ▪ November 5
    - ▪ December 3
  - o If you cannot attend, please send a report of your activities and update to any action items

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