



## Meeting Report

**Date: August 27, 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:

### Participants:

Elya Joffe, Murlin Marks, Dan Roman, Daniece Carpenter, Richard Nute, Kevin Ravo, Tom Shefchick, Mike Nicholls, Steli Loznen, Bill Bisenius,

Guests: Luiz Claudio Bonilla de Araujo

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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 2:05 PM CDST

Adjourned at 3:25 PM CDST

## Action items from this meeting

### 08-27-2013

08.2013.01 - Elya will send entry for past presidents for an Certificate of Appreciation to Murlin

**07-09-2013**

- 07.2013.01 - All BoD – Respond to Elya’s request for top 5 things that we have, and that we need
- 07.2013.02 - Respond to Juha for the outline and subject items safety seminar at the University of British Columbia

**06-23-2013**

- 06-23.2013.02 - Doug – to coordinate call for papers, flyer, posters, as a package to continue for future activities
- 06-23.2013.03 - Bill to work with Doug N. on the rationale and consistent naming of the symposium, conferences, workshops, etc., and promoting a brand
- 06-23.2013.04 - Tom will work on promotion through LinkedIn
- 06-23.2013.05 - Dan and Bill to develop a roadmap for utilizing videos and teasers on various social media to generate members and revenue
- 06-23.2013.06 - Tom to develop a presence for the chapters at the conference with information in the program – Meeting planned, waiting for information for the newsletter
- 06-23.2013.07 - Ivan – to move forward with the reorganization approved in this meeting; report on development by August telecom; full report by Feb. meeting in 2014; detailed structure and names by May, 2014
- 06-23.2013.08 - Ivan – set up the infrastructure necessary to implement the motion to establish a iNARTE support committee based on the TC plus any other volunteer; Jack Burns has accepted the position of Chair of the committee; Grant and Daniece, Rich Nute, Bill Bisenius, Jack Burns has volunteered. John Allen and Mark Frankfurth have expressed interest

**06-04-2013**

- 06.2013.01 - Thomas Ha – develop plan to market and encourage elevation to Senior Member through chapters
- 06.2013.02 - Elya – add topic of promoting Senior Member on June meeting

**05-07-2013**

- 05.2013.01 - Thomas Ha – Form a committee to handle member recognition including pin and certificate distribution
- 05.2013.04 - Ivan – develop ideas to help Dan with reports from each TC for the newsletter

**04-12-2013**

- 04.2013.01 - Ivan – based on description from Murlin, consider creating a TC on the future of consumer electronics committee
- 04.2013.02 - Tom Ha – identify a person to take the role of the Awards Chair
- 04.2013.03 - Murlin to talk to Kevin regarding the history of UL for an article for the newsletter  
8/27 - Kevin to resend history article
- 04.2013.04 - Silvia to form contacts in WIE and prepare reports for the F2F meetings

**03-12-2013**

- 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

8/27 - draft circulated

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

5/7: Draft circulated

8/27 : no more comments; to be distributed to BoD members and other interested parties

### **02-10-2013**

02.2013.04 - Bill Bisenius and Dan Roman to collaborate on a training video by June meeting

Redefined in June action items

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 due by April telecom

5/7: Draft circulated

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**

01.2013.05 - Murlin to explore the logistics of the certificates and pin distribution and report by March meeting - defer to May meeting

8/27 - reassigned

01.2013.07 - Thomas - Establish a plan for the Chapter Leadership meeting for the Austin Symposium

### **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**

11.2012.13 - Tom Ha - focal for seeking candidate for awards coordinator - Tom to contact Doug Kealey by March telecom; 8/27: no response from Doug, Murlin is temporary coordinator

### **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 telecom

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 - (4/2) expecting marketing materials from IEEE

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/ 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
- Secretary's Report – minutes of June and July, 2013 meetings; no comments or objections

#### Past President's Summary

- Elections – in process
- Awards
- Chapter of the Year
  - Have one entry; will send out more contacts
- Recognition
  - Non-Society members
- Appreciation
  - Society members – Jim Bacher; Gary Weidner proposed for award
  - All past presidents have been proposed for an award
- Will attend a Consumer Electronics society conference in Berlin
  - Scheduled for September
  - Have offer of a safety track

#### President- Elect's Statement

- Dashboard
  - To start using it next year



Dashboard

Workbook 19 aug 201

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#### President's Statement:

- Product Safety module in EECE 380
  - Electrical Engineering Design Studio – University of British Columbia
  - Completed an outline for 4-6 hours presentations by the end of the week
  - Juha volunteered to lead collection and arrangement of content
  - Deadline for submission is September 15

#### Treasurer's Report

- Treasurer's Report



Meeting Update-  
August.pptx

- Review and report and comments to Jan

## VP Reports

### VP Communication Services

- Newsletter
  - Articles to be submitted a little earlier
  - Will be asking for volunteers for layout and publication
    - Would like to have someone with design and magazine layout experience
  - Newsletter committee has experienced some obstacles with getting input
    - Stelli volunteered to author a regular column on medical information
    - Luis will send any articles or information on lighting
- PSES Website
  - Will be asking for volunteers to review and revamp
- Marketing
  - Document on Marketing ideas, etc. sent to marketing committee

### VP Conferences

- 2013 Symposium update given
  - Paper submission is well under way
  - Number of exhibitors is up
  - Attendee registration is on track
- Israel
  - December Workshop
    - Planning in process
  - Globespace
    - Product compliance, EMC, safety
    - Soliciting papers for presentations
    - Workshop proposals would be welcome
    - PSES is a technical co-sponsor

### VP Technical Services

- Presence at the Symposium for the Technical Services and Committees
  - Arrangements need to be made for meetings
  - Luis is contact point for arrangements and will prepare some material for inclusion in the 2<sup>nd</sup> edition of the Symposium newsletter
- TC Activity
  - Will contact each TC for posters for the Symposium
- Symposium paper review
  - Some participation
- iNARTE certification committee
  - Jack is leading the effort;
- no update report or inputs received

### **VP Member Services**

- Chapters
  - Chapter leadership meeting scheduled
- China
  - Paul Wang will try to develop a Chapter in Shenzhen in conjunction with the workshop
- Atlanta
  - Tom is working on developing the chapter
- Respond to the survey on member benefits

### **Old/Unfinished Business**

- Consumer Reports Appliance Fire article – Ad-Hoc Committee update
  - Rich will do presentation on recommendations for actions
- No other old business discussed

### **New Business**

- Open floor for comments
  - No comments

### **Summary of Financial Impact of Approved Motions**

- No such motions

### **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 Elya and/or Daniece with your updates

### **Closing Remarks**

- Next Face to Face (F2F) meetings
  - Locations for 2013 BoD meetings:
    - 10/2013: Austin, Tx – Meetings **Rescheduled to Oct. 9 -10**
  - Next teleconference will be September 10, 2013
- Adjournment
  - Meeting was adjourned at 3:25 PM CDST.

## Meeting Schedules

- Strategic Planning Committee
  - All VP's are included
  - Strategic planning meetings will be held the Monday after the February BoD meeting.
  
- **2013 Face to Face** meetings
  - 9-11 Feb, 2013 – Santa Clara, CA
    - Feb 9 – ExCom meeting
    - Feb 10 – Board meeting
    - Feb 11 – Strategic Planning meeting
  - 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
  - ~~5-6~~ October, 2013 – Symposium – Austin, TX
    - Sunday before the symposium – **Rescheduled to Oct. 9 -10**
    - Oct 5 – ExCom meeting– **Rescheduled to Oct. 9**
    - Oct 6 – Board meeting– **Rescheduled to Oct. 10**
  
- **Monthly teleconference** schedule
  - Teleconference meetings sent as outlook meeting notice and e-mail
  - 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 - **Rescheduled to July 9, 2013**
    - August 6 - **Rescheduled to August 27, 2013**
    - September 3 - **Rescheduled to September 10, 2013**
    - October 1
    - November 5
    - December 3
  - 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>