Meeting Notes

Date: January 7, 2014 - Board of Directors Meeting

Committee Members:

Kevin Ravo, Elya Joffe, Dan Roman, Ivan VanDeWege, Thomas Ha, Jan Swart, Daniece Carpenter, Silvia Diaz Monnier, Richard Nute, Paul Wang, Mike Nicholls, Steli Loznen, Juha K Junkkarinen , Stefan Mozar, Bill Bisenius, Grant Schmidbauer, Jack Burns, Mark Maynard, Doug Nix,
Guests: Murlin Marks; Rob Reilly

Participants:

Kevin Ravo, Elya Joffe, Dan Roman, Ivan VanDeWege, Daniece Carpenter, Richard Nute, Paul Wang, Mike Nicholls, Steli Loznen, Bill Bisenius, Grant Schmidbauer, Jack Burns, Mark Maynard
Guests: Murlin Marks; Rob Reilly

Next Meeting: *(Please refer to the Meeting Schedules page for a full list of scheduled meetings)*
Teleconference: March 4, 2014   2 PM Central US
Face to Face: February 8-9, 2014; Chicago

Meeting called to order at 2:04 PM CT
Adjourned at   3:42 PM CT

Action items from this meeting
Please see the PSES Dashboard for Action Items

Meeting report
Call to Order, Introductions/Opening Remarks

Consent Agenda Motions
- Approval of Agenda - Motion made to accept, no comments or objections ; motion passed
- Secretary's Report – minutes of December, 2013 meetings; no comments or objections

Past President's Summary
- N&A Committee
  - Timeline for formation
    - 2 elections this year
      - Director members at large and Vice Presidents
    - For the formation of the BoD election, committee should be in place by April 15
    - Call for Nominations
      - Published in newsletter and on the web
      - e-blast to be circulated
    - Vice-Presidents
      - Will be asking current officers for nominations
      - Nominees do not need to be members of the board
  - Constitution and By-Laws (C&BL) Update
    - Conversation with IEEE has been initiated
    - Some sections would need updating to bring them in line with IEEE policy
    - Jane Cerone should complete review with recommendations for needed updates by February
  - SRC meeting – one of the topics explored was if we were following the Constitution and ByLaws

President Statement
- Future Meeting process
  - Reports
    - Propose template for use with all reports and updates
  - Action Items
    - Action items are now on the dashboard
    - All members to update their action item on the dashboard beginning January, 2014
  - The Dashboard is located on the PSES website in the BoD Private Area under Content

    Dashboard
    Workbook 07 Jan 201
  -
- Dashboard to include
  - Action Items
  - Strategic Plan process and activities
  - Events
  - Resource listing of Board members
  - Will share with all Board for review

- Strategic Plan Process
  - o The current Strategic Plan is a very lengthy document
  - o Might be difficult to complete in one meeting, so will try to divide up and consider one section at a time
  - o Enter some tactics for near, medium and long term strategies
    - Would like a volunteer to consider the tactics for one or two goals for discussion at the next teleconference
- Product Safety in EECE 380 – Electrical Engineering Design Studio
  - o Sent material for the courses to the professor, but no reply yet
- Request from Fellow Staff
  - o Send information on the Fellow Evaluation Committee and Chair
  - o Chair was Barry Finberg at bfinberg@ieee.org

Treasurer's Report

- Has not received December data to budget
- The budget timing for 2014 will be changing

FinCom Report

- Fincom Report – No report

VP Reports

VP Technical Services

- iNARTE PSE Certification Committee
  - o Jack wants to continue to lead the committee
  - o iNARTE held their Board meeting yesterday
    - Noted that inputs from the committee is desperately needed
- Reorganization of TA per BoD resolution
  - o In process – should have some slides ready for next face2face meetings
- Presence and visibility in ISPCE 2013
  - o Scheduling meetings with all TC chairs to encourage them to follow TC Handbook for Symposium newsletter; meeting schedule for Symposium
  - o Contacted Luis to request to continue as Symposium Coordinator
- 3-5 year TAC/TC plan
  - o No report

VP Communication Services

- Housekeeping
    - New Board members have been added to the listserve
    - Used pictures from LinkedIn, if you prefer other picture, send to Dan
- Newsletter Content
    - Last newsletter was published with our 1st ever paid advertisement
    - Added ads for each of the patrons from the last Symposium
    - Next newsletter to be published at the end of March
        - Newsletter articles submitted to Dan by March 15
- Marketing and Publicity
    - Thanks to Grant for taking on the Survey Coordinator
    - Any input on content or delivery please send to Grant
- CE Society Magazine
    - Complimentary issues for CE members
    - PSES can provide articles –
    - CE Magazine Editor to perform duties as lead contact
        - Murlin volunteered
    - Would like to enter into an investigation to partner with CE Magazine for publishing our technical articles in magazine instead
    - Would need to review financial obligations and options

VP Conferences

- ISPCE 2014 Symposium Publicity and Preparations
    - Committee meeting held this morning
    - Due date for papers will be extended to Feb 3
    - Aligning our paper submittal processes to what other Societies have done
    - Some issues with website – contact Kevin or Tom Burke if experience issues
- Future Symposia Locations
    - 2015 – Chicago
        - Reviewing venues; shortlist of 2 hotels
- Peer Review
    - Training held in December
- Globe Space 2014 date change
    - Postponed to early December 1-4; new call for papers will be issued
- 3rd Annual Symposium of IEEE PSES Israeli Chapter held on December 26, 2013, Tel Aviv
    - Approximately 40 participants
    - Head of biomedical division of college attended
    - Arranged 6 hour workshop on biomedical
    - Will information and pictures for next newsletter

VP Member Services

- Senior Member Initiative/Campaign
  - Proposed to have a sign-up session at ISPCE
- Chapter Coordination meeting
  - Request inclusion of Chapter of year award with nomination e-blast
  - Thinking of starting a chapter newsletter
  - Jack – noted that the Boston chapter is having some issues with attendance; ideas to help?
- Chapter of the Year Award
  - Have sent information on chapter of year to chapter chairs
  - Propose to put the nomination form on the website
  - Will also send it to all Board members
- Awards activities
  - William H Merrill Award
    - Response from UL that willing to move on award
  - Awards solicitation campaign, 2014
    - Propose awards for
      - Founders
      - Rich Georgerian for service
      - Dan Roman for newsletter
      - Past chapter chairs for an acknowledgment

Old/Unfinished Business
- No other old business discussed

New Business
- Open floor for comments
  - Rob Reilly – at the upcoming Feb IEEE Board meeting to have a table for discussion of education, or things of excellence, sharing of resources for Division VI Societies

Summary of Financial Impact of Approved Motions
- No such motions

Action Items (old and new) Review –
- Action Items are located in the Dashboard

Next meetings
- Face to Face (F2F)
  - Location: Chicago, IL
  - Dates: February, 8-9, 2014
  - Discussed whether to change location; will leave it there

- Teleconference
  - Tuesday, March 4, 2014

Concluding Remarks

Adjournment
➢ Meeting was adjourned at 3:42 PM CT.

Meeting Schedules

- ➢ Strategic Planning Committee
    - o All VP's are included

- ➢ **2014 Face to Face** meetings
    - o 8-9 Feb, 2014 – Chicago (Venue for 2015 Symposium)
        - ▪ Feb 8 – ExCom meeting
        - ▪ Feb 9 – Board meeting
    - o 3-4 May – Symposium – San Jose
        - ▪ May 3 – ExCom meeting
        - ▪ May 4 – Board meeting
    - o 25-26 Oct. – Long Island
        - ▪ Oct 25 – ExCom meeting
        - ▪ Oct 26 – 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)
        - ▪ **2014**
        - ▪ January 7, 2014
        - ▪ February 4 – *teleconference canceled*
        - ▪ March 4
        - ▪ April 1
        - ▪ May 6
        - ▪ June 3
        - ▪ July 1
        - ▪ August 5
        - ▪ September 2
        - ▪ October 7
        - ▪ November 4
        - ▪ December 2
    - o If you cannot attend, please send a report of your activities and update to any action items

Time :
US Time: 3 PM ET   - 2 PM CT   - 1 PM MT   - 12 PM (noon) PT -
Tel Aviv, Israel - 10 PM   - Buenos Aires – 5 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.
Daylight Savings Time
        Daylight Savings Time   **2014 Schedule**
                Begins – March 9, 2014
                Ends – November 2, 2014
Time for the conference call is based on **US Central time zone. (Austin, Texas)**
Convenient web based planner is at http://www.timeanddate.com/worldclock/meeting.html