



## Meeting Notes

**Date: February 8, 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, John Allen

### Participants:

Kevin Ravo, Elya Joffe, Dan Roman, Ivan VanDeWege, Thomas Ha, Daniece Carpenter, Silvia Diaz Monnier, Mike Nicholls, Juha K Junkkarinen, Bill Bisenius, Grant Schmidbauer, Jack Burns, Mark Maynard,  
Guests: Murlin Marks; Rob Reilly, John Allen

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**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: May 3-4, 2014; San Jose, CA

Meeting called to order at 8:07AM CT

Adjourned at 4:18 PM CT

## Action items from this meeting

**Please see the PSES Dashboard for Action Items**

Dashboard is located in the Content area of the BoD Private Area.

Login is required <http://ewh.ieee.org/soc/pses/bod.html>

## 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 January 2014 meeting; no comments or objections motion to approve, passed

#### President Statement

- Meeting Planning / Format –
  - Status reports will be circulated via email before the meeting for review and comment
  - Thanks to all who provided status reports in advance of the meeting; will be attached to the meeting report
  - Items to be addressed at the BoD meeting will only be questions, issues needing discussion/votes
- Expectation for this meeting
  - Provide status reports; discussion or questions at the meeting
- Expectation of each other
  - Participate, expect questions, comments, discussion; be respectful of each other
- Plan for this meeting
  - AM – general meeting
  - PM – Strategic Plan Session

#### Past President's Summary

- Review of motion format
  - Motion should cover pros, cons and Action at the minimum
  - Financial implications
  - Motion Template



Motion Template -  
2014.doc

- Election Planning Update – BoD and Officer Candidates for 2014
  - Reviewed nominations process per the Bylaws
  - Reviewed candidate nomination form with personal date, photo, and candidate statement; available on-line
  - N&A committee
    - Invitation sent to one Board member, and 4 non-BoD members
    - Candidate solicitation through email, directly by BoD and committee, PSES website, solicitation to past candidates
    - Officer elections will be held in October meeting
    - Candidates for officer position, except President-Elect, open to any member of PSES; does not need to be on the Board
  - Constitution & Bylaws
    - Review by IEEE initiated

- IEEE Review will provide mandatory and recommended changes
- Education Committee Update
  - No report
- FinCom Report
  - Fincom consists of all officers
  - Activities are discussions with Treasurer and VPs on financial strategies for PSES
  - Consider strategic finance issues
- iNARTE Input
  - Committee has not met, but have plans to initiate discussion in the next month
  - Chair has initiated contact with iNARTE



Immediate Past  
President 8-9.2.14 R

Meeting Report:

### Treasurer's Report

- General
  - Income from primarily membership fees and conferences
  - Need to develop ways to increase income
  - Expenses should be viewed to ROI
  - Budget for 2015 will be due this summer
  - Reviewed 2014 budget
  - 
  - ISPCE Budget Interim report
    - Reviewed schedule for registrations and marketing
    - Papers received to fill all slots



Meeting Update-  
BOD meeting - Feb -

Meeting report:

## VP Reports

### VP Technical Activities

- iNARTE PSE Certification Committee
  - Chair has initiated a dialogue with iNARTE
  - Deliverables expected from committee – to give iNARTE our recommendations for the certification program
- Reorganization of TA per BoD resolution
  - Reviewed proposed structure for the TAC
  - Stressing the use of the TC Handbook for all TAC Chairs
    - Addresses many of the questions of leaders and succession, operations etc.
  - April meeting with all TC chairs planned
- Presence and visibility in ISPCE 2013
  - Contacted TC chairs
    - Stressing awareness of meetings held at the Symposium
  - Luis has volunteered to be Symposium support coordinator
- 3-5 year TAC/TC plan
  - No report



VP TAC Report Feb  
2014.docx



TC org rev2.pdf

Meeting Report:

### VP Communication Services

- Newsletter Content
  - Need more content for this issue
    - Articles must be submitted by 3/15
- Marketing and Publicity
  - Roadmap for videos is in process
  - LinkedIn groups on other areas
- Website
  - Planning a website refresh
  - Looking for help in developing new site
  - 2700 PSES LinkedIn members; only a small fraction are PSES members
- PSES articles for CE Society Magazine - Proposal
  - Looking for material
  - Some articles have been submitted
    - These articles are under review
  - Propose to submit one article per issue, 4 issues per year, CE expecting a page count per issue; cost to PSES \$10-40 per year per member
- History
  - History Board at ISPCE 2014 is in planning stages



Communications  
2014-02.docx

Meeting Report:

## VP Conferences

- ISPCE 2014 Symposium Publicity and Preparations
  - PowerPoint slide deck sent out for chapters and TCs to share
  - History Board at symposium is in planning stages
- Globe Space 2014 date change
  - Postponed to early December 1-4; new call for papers will be issued
- Future Symposia Locations
  - 2015 – Chicago
    - Reviewing venues; shortlist of 2 hotels
- Peer Review
  - Training session was given in December

## VP Member Services

- Senior Member Initiative/Campaign
  - Proposed to have a sign-up session at ISPCE
- Chapter Coordination meeting
  - All Chapter meeting at ISPCE
- Chapter of the Year Award
- Awards activities
  - William H Merrill Award
  - Awards solicitation campaign, 2014
    - Propose awards for
      - Founders
      - Rich Georgerian for service
      - Dan Roman for newsletter
      - Past chapter chairs for an acknowledgment
- Current members
  - 816 members of PSES
- Membership marketing strategy
  - Looking at member value, and new values
  - Talking with IEEE membership department on a volume membership fee from a single entity with a minimum of 100 members
    - Under discussion is the amount of discount – propose 30% discount
  - Outreach through LinkedIn and other venues
  - IEEE e-membership – available but not easy to sign up; will need to work on marketing
    - Could a reduction in fee for PSES bring in new e-members?
    - Need to develop a proposal in committee
- Identify a coordinator for member services
  - Request assistance in locating possible candidates
- Chapter Chair / TAC Chairs joint meeting in April
  - Identified a need for regular communication with chairs
- Discussed updates to Chapter page on PSES website
- Symposium
  - Currently has table top; want to change format for better communication
  - Will send presentation to all chapters about the symposium
  - Planning a Chapter meeting at the Symposium
  - EMC Symposium plans
    - Thomas will attend; have a booth,

- Need volunteers to be in booth and need material to hand out
- Senior upgrade clinic
  - Would like to hold a clinic at the Symposium
- Send welcome letter to all new members; need new letter from Kevin
- Chapter of the year award
  - Have only received one submittal
- Awards
  - Murlin sent proposals for awards
  - Need to script the award ceremony with local volunteers
  - Merrill award proposal has been accepted by UL



Status Report  
021814\_Membership

Meeting Report:

### **Old/Unfinished Business**

- No other old business discussed

### **New Business**

- Open floor for comments

### **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: San Jose, CA
  - Dates: May 3 (ExCom); May 4 (BoD meeting), 2014
- Teleconference
  - March 4, 2014
  - April 1, 2014

### **Strategic Plan Session**

Planning session was held in the afternoon. The members broke into groups to work on the major initiatives for several hours. At the end of the day, each group gave a summary presentation of their top initiative plan.

### **Concluding Remarks**

### **Adjournment**

- Meeting was adjourned at 4:17 PM CT.

## Meeting Schedules

- Strategic Planning Committee
  - All VP's are included
- **2014 Face to Face meetings**
  - 8-9 Feb, 2014 – Chicago ( Venue for 2015 Symposium)
    - Feb 8 – ExCom meeting
    - Feb 9 – Board meeting
  - 3-4 May – Symposium – San Jose
    - May 3 – ExCom meeting
    - May 4 – Board meeting
  - 25-26 Oct. – Long Island
    - Oct 25 – ExCom meeting
    - Oct 26 – Board meeting
- **Monthly teleconference schedule**
  - Teleconference meetings sent as outlook meeting notice and e-mail
  - 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
  - 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>