IEEE Product Safety Engineering Society
Board of Directors Meeting

Meeting Report

Date: May 4, 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; Mariel Acosta

Participants:

Kevin Ravo,   Dan Roman, Ivan VanDeWege, Thomas Ha, Jan Swart, Daniece Carpenter, Silvia Diaz Monnier, Richard Nute, Mike Nicholls, Juha K Junkkarinen , Stefan Mozar, Bill Bisenius, Grant Schmidbauer, Jack Burns, Mark Maynard
Guests: Murlin Marks; Mariel Acosta

Next Meeting: *(Please refer to the Meeting Schedules page for a full list of scheduled meetings)*
Teleconference: 2014   2 PM Central US
  ▪ June 3

Face to Face: Oct 25-26, 2014, Long Island, NY

Meeting called to order at 8:18 AM PDST
Adjourned at   3:46 PM PDST

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

All Action Items should be updated in the Dashboard before the next meeting.

Meeting report
Call to Order, Introductions/Opening Remarks

Consent Agenda Motions
- Approval of Agenda - Motion made to accept, no comments or objections ; motion passed
  o Added discussion on Transportation Society
- Secretary's Report – minutes of April 1, 2014 meeting; no comments or objections; motion passed

President Statement
- Meeting Planning/Format - general/this meeting
  - Status Reports via email – only questions, issues needing discussion/votes at meeting
  - Review/Update of Dashboard
  - Dashboard (for reference only – all updates to be made to Dashboard on BoD website

    Dashboard_Workboo
    k_04 may 2014.xlsx
    o
- Expectations for this meeting
  o Cover general items this morning and review strategic plan
  o Reviewed the BoD Private Area on the website
  o Updated various tabs on the Dashboard
- Expectations of each other
  o Reviewed general expectations for courtesy and participation from each member
- Plan for this meeting
  - AM – general meeting
  - PM – Strategic Plan/ISPCE Session
    o Review Priorities for Tactics
    o Review overall plan and format (new format, same content)

    PSES Strategic Plan
    2014-2018 Draft 3.0
    o Strategic Plan
    o ISPCE Preparation
- UBC Update
  o Some material has been used in a trial session
  o Material was well received and UBC has requested more material to be added to the module
  o Additional action pending comments from UBC

Past President's Summary
- Election Planning Update - BoD and Officer Candidates (2014)
  o Noted a good opportunity to network for candidates at the Symposium
  o Need all nominations by May 30
- Education Committee Update
  o No report
- FinCom Report
  o No report
- iNARTE Input

- o   Need input from committee

Past President
Report - May 2, 2014

- ▪ Past President report _____ _____
- ▪ An idea discussed during the meeting is that Rich has started a list of activities that support the members. The intent is that one way to get more members is to provide these activities.
- ▪ Another Idea discussed during the meeting was the initiation of a website supported wiki for the PSES.

Treasurer's Report

- ▪ All VPs need to submit estimation of expenses to Jan Swart
    - o   The budget needs to be submitted to IEEE by the end of June.
- ▪ Income – need to focus on expanding income sources
- ▪ Reviewed the budget report
    - o   Noted projected versus actual income and expenses
    - o   Ddiscussed reserves and how they are calculated
- ▪ ISPCE Budget Interim Report (Kevin)
    - o   Preliminary figures indicate that the surplus targets will be exceeded.

FinCom Report

- ▪ Fincom Report
    - o   No report

VP Reports

VP Technical Services

- ▪ iNARTE PSE Certification Committee
    - o   Committee reviewed input from PSES committee, and talked with iNARTE representative
    - o   Discussed need for a demand and how to create it
    - o   Discussed proposed MOU
        - ▪ Suggest to receive some value from our participation such as promotion and awareness of our Society, benefits, etc.
    - o   Next steps
        - ▪ Need definition of staff at iNARTE;
        - ▪ Contact for coordination of PSES input

    - o   The proposed MOA will be posted on the BOD private area

MOA revised Nov
2012.pdf

- o MOA:
- o
- ▪ iNARTE MOU –
  - o It is time to renew it
  - o Board will review the proposed MOU and send vote to President

iNARTE Board
followup 140504.pptx

- ▪ Committee report ___   ___
- ▪ Presence and visibility in ISPCE 2013
  - o Poster of organization chart, along with the contact form for recruitment for positions and TACs will be at the Society booth
  - o Will combine the Chapters meeting with the TC general meeting
  - o Announcements will need to be made at the Symposium
- ▪ New TC – Mechanical Hazards
  - o Have TC chair; recruiting additional members
- ▪ 3-5 year TAC/TC plan
  - o No current report as focus has been the reorganization of the Committee

VP TAC Report May
2014.docx

- ▪ TAC report

VP Communication Services

- ▪ Newsletter Content
  - o No technical content in the last newsletter
  - o Discussed generation of new articles; how to get new authors
- ▪ Editor Position
  - o Editor is retiring and will need to fill position
- ▪ Systems Safety Inquiry
- ▪ Marketing and Publicity
  - o Reviewing opportunities in forming chapters in other countries.
  - o Send any marketing ideas
- ▪ Website
  - o Looking to refresh the website
- ▪ CE Society Magazine
  - o PSES articles for CE Society magazine proposal discussed
- ▪ History Board
  - o History Board at ISPCE 2014 has been proposed

Communications
2014-05.docx

- ▪ Communications Report :

VP Conferences

- ISPCE 2014 Symposium Publicity and Preparations
    - Special announcements / PPT for Chapters to share
    - Special announcements / PPT for TCs to share
    - History Board
        - Information is being gathered, but a display is not ready
- Future Symposia Locations
    - 2015 – Chicago – underway
    - 2016 – Vancouver BC is a possibility
    - Proposed for 2017 is Boston and for 2018 is Orange County
    - Need to have additional venues for 2019 and 2020
- Peer Review
    - Peer reviews of the papers were conducted, but the medical group is just now reviewing presentations
- Xplore cleanup project
    - Review of each entry in Xplore is underway

VP Member Services

- Society experienced a 5% jump in April for members
    - Total 738 members
    - Historically the membership increases before the symposium, and immediately after, then it flattens
- Senior Member Initiative/Campaign
    - At the Chapter meeting, a presentation is planned
    - Propose 50% of membership may qualify as a senior
    - Planning to send out an eblast
- IEEE Power & Energy Society Membership offering
    - Discussed membership offer
    - Will need more information to consider impacts
- Chapter Coordination meeting
    - Chapter meeting at ISPCE on Tuesday night
    - Held teleconference in April
- Chapter of the Year Award
    - Will be San Diego chapter; to be presented at awards ceremony
- IEEE PSES NW Chapter and Colloquium
    - Need to coordinate activities and offer help
    - scheduled for May 21
- Awards activities
    - William H Merrill Award
        - Status – pending UL comments
    - Awards solicitation campaign, 2014 - Propose awards for
        - Founders – after 10 years in society; list of people in EMC-TC108
            - Need to think of nominations
        - Recognition / Achievement awards proposed for Symposium presentation
        - Rich Georgerian for service
        - Dan Roman for newsletter
        - Past chapter chairs for an acknowledgment
    - Currently have standing awards
        - Recognition
        - Achievement
        - Chapter of the year
- Dept of Labor contacted Kevin to use symposium to collect contact information and providing input
    - Discussed impacts and decided to allow information to be collected

- E-membership proposal
  - Working with IEEE in New Jersey
  - Waiting on proposal to include other than developing countries

Old/Unfinished Business
- No other old business discussed

New Business
- Open floor for comments
- No further comments

Summary of Financial Impact of Approved Motions
- No such motions

Next meetings
- Face to Face (F2F)
  - Next Face to Face
    - Where – Long Island or virtual
      - Discussed possibility of reducing number of face to face meetings per year
    - When – currently Oct 25-26 +/- one week
- Discussed ideas for a different cadence for Face to Face or full Board Meeting
  - Dates for this meeting
    - May 3 – ExCom
    - May 4 – BoD
- Teleconference
  - June 3, 2014
  - July 1, 2014
  - August – Summer Break

Strategic Plan Session
  - Reviewed the Strategic Plan
  - Reviewed the Field of Interest – Kevin will coordinate all versions of FOI to current one
  - Prioritized Tactics
    - Assignments, dates, etc.
    - Each activity would need a Lead to identify the actions, budget, etc, and drive to completion
  - Overall Plan
    - Discuss format, initiate review

ISPCE Planning and help
  - Table Staffing
    - Info on TCs, chapters, membership,
  - Awards Presentation
    - Presentation to be before lunch on Tuesday
  - Other
    - Discussed logistics of meetings, coordination with announcements

Concluding Remarks

Adjournment
➢ Meeting was adjourned at 3:46 PM CT.

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.

- ➢ **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   -   SUMMER BREAK - no meeting
    - ▪ September 2
    - ▪ October 7
    - ▪ November 4
    - ▪ December 2
  - o Please send a report of your activities and update to any action items for circulation before the meeting.

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 ends in the US on November 3, 2013.
      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

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