



IEEE Product Safety Engineering Society Board of Directors Meeting



Meeting Notes

Date: September 9, 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 ; Mark Montrose

Participants:

Kevin Ravo, Dan Roman, Ivan VanDeWege, Thomas Ha, Daniece Carpenter, Silvia Diaz Monnier, Richard Nute, , Mike Nicholls, Steli Loznen, Juha K Junkkarinen, Bill Bisenius, Grant Schmidbauer, Jack Burns, Mark Maynard, Doug Nix,
Guests: Murlin Marks; Dan Arnold, **Homi Abadi**

Next Meeting: *(Please refer to the Meeting Schedules page for a full list of scheduled meetings)*

Teleconference: 2014 2 PM Central US

- October 7, 2014
- November 4, 2014

Face to Face: Oct 18-19, 2014, Long Island, NY

Meeting called to order at __2:10____PM CDST

Adjourned at __3:44____PM CDST

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, Welcome

Consent Agenda Motions

- Approval of Agenda - Motion made to accept, no comments or objections ; motion passed
- Secretary's Report – minutes of July 1, 2014 meeting; Motion made to accept, no comments or objections ; motion passed

Past President's Report

- Election Planning Update - BoD and Officer Candidates (2014)
 - IEEE has mailed the ballot for the Bod Election
 - Vice President positions are also open this year for elections at our last Face 2 Face meeting,
 - Five Confirmed candidates for VP openings
 - Additional candidates are being sought
 - Candidates should return a completed form to Elya with copy to Kevin
- Education Committee Update
 - No Report
- FinCom Report
 - No Report
- iNARTE Input
 - Committee is in dialogue with iNARTE members
- Position Description form
 - All positions to complete form and return to Elya



Past President report
- 9-9-2014.docx

- Past President report _____

President-Elect Statement

- Not applicable at this time

President Statement

- Reports from VPs
 - Thanks to all of those who sent their reports in
 - Any who have questions or comments may raise them during that section
- Updates on Dashboard
 - Action Items
 - Some of the items on the Action list were completed
 - List of committees were also completed
 - Volunteer position will be open at the end of the year
 - Any updates sent to Kevin will be included
 - Liaisons
 - Kevin added some new Liaisons

- Transportation Electrification - has attended some meetings
- Future Directions – workshop in July; talk of new workshops in the coming year
- IECEE CB Scheme report will be presented in October
- Dashboard (for reference only – all updates to be made to Dashboard on BoD website
 - Some new information has been added to the dashboard



Dashboard_Workbook_updates 13 August

- Most recent dashboard
- Strategic Plan
 - Strategic Plan
 - Document has been rearranged
 - Operational plan proposal to use the dashboard
 - Discussion of Strategic Plan will be held at the October meeting; formalize some of the activities with owner and planned completion date

Treasurer's Report

- Income is primarily derived from membership fees and symposium
- 2015 budget submitted; and 2nd review in progress
- 2014 Budget items
 - By the end of October 2014, periodicals exceeded budget by \$700
 - Conference budgeted \$117K, with expenses of \$85K
 - Actual performance was better with \$148K income and \$108K expenses, giving a net of \$39.7K
- IEEE admin fees in the past have been approximately \$ 20k
 - 2014 fees are significantly lower with \$7.7K spent to date
- For 2014, a \$ 9.6K surplus was budgeted
 - We have \$36K actual, and \$102K in reserves
- Proposals to increase 2014 spending
 - Hire a professional company to do a revamp of our website
 - Hire a professional revamp of the Newsletter
 - Provide some value for members, such as a flash drive
 - Door prizes for next symposium
 - Travel expenses to attend IEEE conference workshop

FinCom Report

- Fincom Report
 - No report

VP Reports

VP Technical Services

- iNARTE PSE Certification Committee
 - In contact with Mary Rheem, head of testing materials
 - Greg Kervill has contacted the Committee and wants to participate
- Ongoing dialogue
 - The Committee is in dialogue with iNarte
- 3-5 year TAC/TC plan
 - No report



VP TAC Report Sept
2014.docx

- TAC report

VP Communication Services

- Newsletter
 - Editor position is open
- CE Society Magazine
 - Proposal to fund a copy to each member for 2015
 - **Action item** - Murlin to work with CE editor for funding proposal




Communications
2014-09.docx

- Communications Report :
- **Action item** – Daniece to work with Dan on review of other society websites; locate the website editor

VP Conferences

- Future Symposia Locations
 - 2015 – Chicago – underway and planning is doing well
 - 2016 – Vancouver BC is a possibility; searching for a general chair
 - Proposed for 2017 is Boston – Steve Brody, General Chair
 - Proposed 2018 is Orange County – Banshi Patel, General Chair
 - Discussed a proposal to host a conference in Europe
 - EMC Symposium in Germany – discussion on hosting a booth
- Discussion on policy –
 - Concern that some presenters are being overly commercial on technical presentations
 - Draft circulated to all board members
- Peer Review
 - Process is in final stages
- Proposal for an Ethics Policy - discussion
 - Concern that some presenters are being overly commercial on technical presentations
 - Draft circulated to all board members

VP Member Services

- 805 members to date; last 6-8 months have been slowly growing
- Homi Abadi is running for VP membership
- Will ramp efforts on Marketing
 - Like to develop some new brochures and posters
 - Mark Maynard proposed an idea for Chapter kits
 - To review some pop-up ad posters
 - Proposal to be presented at Oct meeting
- Virtual chapter – would like to get it set up by first of year
 - We have IEEE WebEx account
- Working with some chapters to index old chapter presentations on our Members Only section
- Awards activities
 - Chapter of the Year Award
 - Emails to go out next month
 - William H Merrill Award
 - Status – pending UL comments
 - Sprague
 - Status – searching for a corporate sponsor
 - Currently have standing awards
 - Recognition
 - Achievement
 - Chapter of the year
- Member Services Report 
Status Report
090414_Membership

Old/Unfinished Business

- No other old business discussed

New Business

- Open floor for comments
- No further comments

Review of Action Items

- See Dashboard

Summary of Financial Impact of Approved Motions

- No such motions

Next meetings

- Face to Face (F2F)
 - Next Face to Face

- Where – Long Island
- When – Oct 18-19
- Teleconference
 - October 7, 2014
 - November 4, 2014
 - December 2, 2014

Strategic Plan Session

- To be reviewed at our next Face 2 Face meeting in October

Concluding Remarks

Adjournment

- Meeting was adjourned at 3:44 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.

- **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
 - 18-19 Oct. – Long Island
 - Oct 18 – ExCom meeting
 - Oct 19 – 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 - SUMMER BREAK - no meeting
 - September 2 – Postponed to September 9
 - October 7
 - November 4
 - December 2
 - 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>

