



## IEEE Product Safety Engineering Society Board of Directors Meeting



### Meeting Report

**Date: October 19, 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, Elya Joffe, Dan Roman, Ivan VanDeWege, Thomas Ha, Jan Swart, Daniece Carpenter, Silvia Diaz Monnier, Mike Nicholls, Steli Loznen, Juha K Junkkarinen, Bill Bisenius, Grant Schmidbauer, Mark Maynard, Doug Nix,

Guests: Murlin Marks; Mariel Acosta, Dan Arnold, Luiz Claudio Araujo; Bansil Patel

---

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

Teleconference: 2014 2 PM Central US

- November 4, 2014
- December 2, 2014

Face to Face: TBD - 2015

---

Meeting called to order at 8:25 AM EDST

Adjourned at 3:44 PM EDST

**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

- General welcome of Board Members and a welcome to the UL facility at Melville, NY
- Special welcome to new board members
  - **At-Large BOD Members – newly elected:**
    - Mariel Acosta
    - Thomas Lanzisero
    - Steli Loznen
    - Bansi Patel
- Approval of Agenda - Motion made to accept, no comments or objections ; motion passed
- Secretary's Report – minutes of September, 2014 meeting; Motion made to accept, no comments or objections ; motion passed

#### Past President's Report

- Election - BoD and Officer Candidates (2014)
  - Slate of candidates - see separate slate information
  - Results of election were received
  - 20% voting participation
  - Analyzed voting results to gain insights into member interest and participation or in membership numbers
  - See Past President's report for details
- Officer elections for open positions
  - Motion to close nominations – motion passed
  - Approval voting for candidates running without opposition
    - President-elect – Mark Maynard
    - Treasurer – Dan Arnold
    - VP of Communication – Mike Nicholls
    - VP of Conferences – Stefan Mozar
    - VP of Technical Activities – Luiz Araujo
    - Candidates were approved
  - Voting for candidates with opposition
    - Secretary – Daniece was elected
    - VP of Members – Mike Nicholls withdrawn; Homi Ahmadi is the other candidate, who was elected
- Education Committee Update
  - No Report
- iNARTE Input
  - report from the perspective of iNARTE and Exemplar Global
  - Presentation included a discussion of the history and current position
  - iNARTE is looking for input and advice on certifications and direction
  - Report See Meeting Files Document
- Constitution and By-Laws update
  - In contact with IEEE
  - Inputs from IEEE review is still in process
- Position Description form
  - All positions to complete form and return to Elya

- Past President report - See Meeting Files Document -

### **President-Elect Statement**

- Not applicable at this time

### **President Statement**

- Meeting Planning/Format – general / this meeting
  - Reports from VPs
- Updates on Dashboard
  - Dashboard - - See Meeting Files Document
- Strategic Plan
  - Strategic Plan - See Meeting Files Document

### **Treasurer's Report**

- 2014 budget review
  - Surplus money from lack of travel expenses
  - More funds allocated to marketing
- 2014 – additional expenses
  - Newsletter update
  - Website refresh – \$10 k
  - Marketing material – \$3-5K
    - Use a similar design as newsletter for brochure – 1 page in English, back in translation
  - Marketing gifts thumbdrives – \$1-2K
  - Conference stand \$2-5 k
  - Membership prizes to be distributed at symposium purchase this year\$ 2-4K
  - Action item –
    - Daniece ;to develop proposals for all ideas of gifts
    - For new members; PSES members only
  - Face to face meeting – \$4k
  - Conf calls – \$0.5K
- Excess budget surplus planning
  - Discussed various options and ideas for providing value to the members
- 2015 budget review
- Transition activities – ensure that the new treasurer is up to speed on the activities and responsibilities of the office.

### **FinCom Report**

- Fincom Report
  - No report



## VP Reports

### VP Technical Services

- iNARTE PSE Certification Committee
  - Committee is talking to a contact at iNARTE
- Presence and visibility in ISPCE 2015
  - Planning individual TC meetings at the Symposium
- TC news
  - Mechanical hazard TC is up and running; Will hold first meeting soon.
  - Photovoltaic and lasers TC proposed by feedback at Symposium
- 3-5 year TAC/TC plan
  - No report
- Transition activities
  - Luis and Ivan have been meeting over the last few months to bring him up to speed
- TAC report \_- See Meeting Files Document

### VP Communication Services

- Newsletter
  - Editor position is open
  - Articles were sparse in the latest edition
  - Contracted with In Compliance magazine to design a new template for the newsletter
- Marketing and publicity
  - Intending to grow through vendors and exhibitors
  - Need some volunteers for the marketing committee for marketing plan implementation
- Website
  - Looking for a resource to redesign the website
  - Reviewed statistics on the website page views
  - CDs from previous symposiums are no longer for sale
  - Several videos have been added to the website
- CE Society Magazine
  - PSES articles for magazine



Communications  
2014-10.docx

- Communications Report \_-
  - Presentation – see Meeting Report Files
- Transition activities – working with new VP of Communications for transfer of duties
- - **Action item** – all board members to review the proposed newsletter templates and give



PSES\_TemplateOptio  
n1\_A.pdf

feedback to Dan



PSES\_TemplateOptio  
n1\_B.pdf

or

## VP Conferences

- GlobeSPACE 2014
  - Motion: Moved that the PSES immediately withdraw its technical co-sponsorship from the GlobeSpace 2014 Symposium, scheduled for December 2014 in Tel-Aviv, Israel motion seconded
  - Discussion included a report on the situation
  - Reasons for withdrawal
    - Changed the title of the conference; significant change of leadership with no notice; significant change in the technical program; no product safety papers to be presented in event; little information on validity of non-profit status since the change; questions of integrity as evidenced by continuing to show co-sponsors who have withdrawn.
  - Other co-sponsors, including the EMC Society, have already dropped their sponsorship
  - Board has decided to withdraw the co-sponsorship



GLOBESpace'2014  
Report.pdf

- Report on GlobeSpace
- ISPCE 2015 Status
  - Peer review process for papers is starting
  - Searching for a keynote speaker
  - Marketing is partnering with other Societies to exchange advertising
- German conference with EMC Society
  - Proposing a track at the Symposium, and to have a booth
- SSIT conference in Ireland
  - No apparent opportunities for synergy, so chose not to participate
- 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/track
- Peer Review
  - Peer review process in place
- Proposal for an Ethics Policy - discussion
  - Concern that some presenters are being overly commercial on technical presentations
  - Draft circulated to all board members, with comments received. Final draft to be circulated
- Transition activities

## VP Member Services

- 830 members total with a slow increase in the last 8 months
- Working with 3 new chapters
  - Japan, Dallas, Grass Valley

- Beijing chapter – scheduled a meeting with CQC and IEEE Section
- Atlanta chapter – trying to re-establish contact with leadership from the workshop
- Senior member initiative/campaign
  - IEEE assistance to evaluate who would be eligible to be a senior member, and who has applied to be a senior member
  - May utilize IEEE to send out messaging
- Chapter coordination meetings
  - All chapter meeting at ISPCE is planned
  - Trying to plan ahead to get more activities
- Booth for Society
- Have 3 quotes for displays
- Virtual chapter – have not received a big response of interest
- Awards activities
  - Chapter of the Year Award – sent information on applications
  - William H Merrill Award – is progressing, waiting on IEEE approval



Liaison Report  
IECEE-IEEE PSES 201

- Liaison with IECEE report ... ..

### **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) - 2015
  - Winter – Virtual
  - Spring – with ISPCE in Chicago
  - Fall – West Coast in October
- Teleconference
  - 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 EDST.

## 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 – cancelled
      - November 4
      - December 2
  
    - **2015**
      - January 6, 2014
      - February 3
      - March 3
      - April 7
      - May 5
      - June 2
      - July 7
      - August 4
      - September 1
      - October 6
      - November 3
      - December 1
      -
  - 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

**2015 Schedule**

Begins – March 8, 2015

Ends – November 1, 2015

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>