IEEE Product Safety Engineering Society
Board of Directors Meeting

Meeting Report

Date: November 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,

Participants:
Kevin Ravo, Dan Roman, Jan Swart,, Daniece Carpenter, Silvia Diaz Monnier, Richard Nute, Mike Nicholls, Steli Loznen, Bill Bisenius, Grant Schmidbauer, Mark Maynard, Doug Nix, Guests: Mariel Acosta, Homi Ahmadi, Bansi Patel, Rob Reilly

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

Face to Face: 2015 - TBD

Meeting called to order at 2:05 PM CDST
Adjourned at   3:43 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
- General welcome
- 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 October, 2014 meeting will be reviewed for next meeting.
    - The Secretaaary is developing an on boarding manual for new Board members. Please send all FAQs and items that you wish to be covered.

Past President's Report
- Education Committee Update
    - No Report
- iNARTE Input
    - No Report
- 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 __ ___

President-Elect Statement
- Not applicable at this time

President Statement
- Meeting Planning/Format – general / this meeting
    - Reports from VPs
- Updates on Dashboard
    - Dashboard -
- Budget Surplus
    - Budget Surplus
    - Marketing material for the overall message/look we will use for the brochures, possibly booth and website so we can then get it set up with English and other language versions to use at conferences, etc. – Bill (see Bills 10/31 email)
    - Look for Bill's brochure email for marketing - respond to Bill by Nov 15; send any layout ideas

- member gift items that we can use at the symposium as well as PSES logo thumb

USB Flash Drives.pptx

drives that we can use as give-aways -
  - o A poll will be held for all BoD meembers
- Refreshed web-site
  - o Mike/Dan.
- Stand/Booth – Tom/All
- Transition process for new officers
  - o Current officers need to work closely with the new officers to ensure a smooth
- Dashboard – update your information

Treasurer's Report

- 2014 budget review
  - o Surplus money from lack of travel expenses
  - o More funds allocated to marketing
- 2014 – additional expenses
  - o Newsletter update
  - o Website refresh – 10 k
  - o Marketing material – 3-5K
    - Take similar design as newsletter as brochure – 1 page in English, back in translation
  - o Marketing gifts thumbdrives – 1-2K
  - o Conference stand 2-5 k
  - o Membership prizes to be distributed at symposium purchase this year 2-4K
  - o **Action item – Daniece ;to** develop propsals for all ideas of gifts – for new members – pses members only, and to visit members
  - o Face to face meeting – 4k
  - o Conf calls – 0.5K
- Excess budget surplus planning
  - o Proposals were discussed

FinCom Report

- Fincom Report
  - o No report

VP Reports

VP Technical Services

- iNARTE PSE Certification Committee
  - o Committee is talking to a contact at iNARTE
- Transition activities
  - o Luis and Ivan have been meeting over the last few months to bring him up to speed

VP Communication Services

- Newsletter
  - o Contracted with In Compliance magazine to design a new template for the neswletter
    - Voting for templates A & B was exactly split
    - Elements of template A will be added to template B and recirculated
  - o Editor position is open
- Marketing and publicity
  - o Intending to grow through vendors and exhibitors
  - o Need some volunteers for the marketing committee for marketing plan implementation
- Website
  - o Proposal will be sent to BoD
  - o $6400 Cost for development + $85 per month for maintenance
- CE Society Magazine
  - o PSES articles for magazine

Communications
2014-11.docx

- Communications Report
- Transition activities
  - o All new members should be getting emails from the listserve now
- members should send a picture to Dan for inclusion on the web
- - **Action item – all board** members to review the proposed newsletter templates and give feedback to Dan

VP Conferences

- GlobeSPACE 2014
  - o Following up on the letter sent to the leaders, our information has not been removed – will need to escalate to IEEE
- ISPCE 2015 Status
  - o Ideas for attendee door prizes – prize for visiting all booths
  - o Action item – Kevin to talk to symposium committee for proposal
- Future Symposia Locations
  - o 2015 – Chicago – underway and planning is doing well
  - o 2016 – Vancouver BC is a possibility; searching for a general chair
  - o Proposed for 2017 is Boston – Steve Brody, General Chair
  - o Proposed 2018 is Orange County – Bansi Patel, General Chair

VP Member Services

- Booth for Society
  - Have 3 quotes for displays
  - Discussed ideas for 2 banners
- PS enclycopedia
  - Stelli is heading it up and will be in contact with the volunteers

Old/Unfinished Business

- No other old business discussed

New Business

- Open floor for comments
  - Rob Reilly –
  - PSES and IEEE
  - IEEE BoD have officers, with 10 region directors. IEEE also have 10 division directors who represent a group of societies. Some societies have 1 directors, some socieites in a group have 1 directors, computer soc has 2 directors
  - Divsion 6, our division ranges
    - IES
    - Ed
    - Indus
    - Pro
    - Social implianctiona
    - Tech & management
    - PSES
  - Meeting for all division direct
  - Ed, pro comm, tech eng & mgmnt, and a few other IEEE
  - Talked about what collaboration might look like
  - What is the nature of each society
  - Discussed conference partnerships; offer a session within some conferences on topics within their society; sharing of distinguished speakers;
  - Talked about the next meeting at the Board series in 2 weeks, talked about a regular meeting
  - Question to be addresses – what would cause industry to be more involved?
  -

Review of Action Items

- See Dashboard

Summary of Financial Impact of Approved Motions

- No such motions

7   Next Meetings

        Regular Monthly -   1st Tuesday of the Month

                        December 2, 2014

                        January 6, 2015

                        February 3, 2015

        All Day Meetings -   Virtual   March 15, 2015

                        Face-to-Face   May 16/17, 2015   Chicago (with
2015 ISPCE)

                        Face-to-Face   October 24/25, 2015   San Jose

Next meetings
- Face to Face (F2F)
  - 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 3:43 PM CDST.

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 18-19 Oct. – Long Island
    - ▪ Oct 18 – ExCom meeting
    - ▪ Oct 19 – 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 – Postponed to September 9
    - ▪ 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