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## **Teleconference Meeting Report** **Tuesday, December 2, 2014**

(5min) **Welcome:** Kevin

The meeting started at 2:05 PM CST, after a quorum was achieved.

(5min) **Housekeeping and Secretary's Report:** Daniece

- General
- Approval of previous Meeting Report
- Approval of Agenda

Grant S. approved motion, Mark M. seconded, BoD approves, previous report and Agenda accepted

(10min) **Past President's Report:** Elya

Elya reported on election just completed, and stated that we had a good slate of candidates that were elected

(0min) **President-Elect's Report:** Mark

Mark had no report, but will start reporting once special assignments are received from Kevin

(15min) **President's Discussion:** Kevin

- Reports from VPs – please review written reports submitted prior to meeting
- Updates on Dashboard? (see current version – attached)
  - Action Items
  - Conferences
  - Liaisons – add to standing agenda

**Action - Kevin requested dashboard updates from all BoD members**

- Strategic Plan/Operational Plan Elements
  - Please Review by Next Meeting
  - Will look at specific assignments next meeting

Kevin will make updates to workbook for next meeting, when Kevin wants to start making specific assignments to move forward with prioritized tactical

activities. The plan still needs BoD approval, which will also be discussed next month.

- Thank you outgoing Officers!
  - Jan
  - Dan R
  - Doug
  - Ivan
  - Tom

Kevin thanked the outgoing officers for their contributions and help with the PSES during their terms.

- Welcome incoming Officers!
  - Dan A
  - Mike
  - Stefan
  - Luiz
  - Homi
  - Mark

Kevin welcomed all of the new officers, and gave an overview of the BoD meetings and projects. Kevin mentioned Mark M. is also a new incoming President-elect, and that Mark attended the recent IEEE Leadership Orientation and IEEE TAB meeting in New Brunswick on Nov. 19-22.

(5min) **Treasurer's Report:** Jan/Dan A

- 2014 Updates – additional spending for 2014?
  - Survey Results – USB Credit Card (13), Leather USB (9), Battery Back-Up (6), Wireless Mouse (5).
  - Shall we proceed?

Dan A. reported on behalf of Jan. Dan A. mentioned that this was his first time on WebEx. Dan stated that 2014 was a great year for PSES in regards to income, which gives us a challenge on how to effectively allocate and spend funds before the end of the current year. Jan and Dan are eager to help with any that need to make expenditures. The new 365 vendor is getting ready with the PSES website refresh project. Dan has been reviewing all of the documentation and instructions on his new role as treasurer, as he prepares to take over next month. It was noted that any invoices should be submitted as soon as possible, and not to wait until December 31<sup>st</sup>.

Kevin reported on the give-away items that were voted on by the BoD on the Survey Monkey poll, for items to be given to PSES members. The USB “credit-card” form factor and leather USB were the two most popular, based on the poll results. Elya motioned and Dan seconded, none objected, so the motion carried.

Action - Kevin will work with Daniece to arrange for the purchase, and will coordinate to obtain the PSES artwork that will be printed on the devices.

(5min) **FinCom Report:** Elya

No FinCom report; items were covered in Dan's treasurer's report.

(10min) **VP Technical Activities:** Ivan/Luiz

Ivan had nothing to report, but stated that Luiz and he had been meeting regularly to insure a smooth transition. Luiz commented about a tele-conference he had with iNARTE, who want to review and update the product safety program. Elya and Luiz are participating in on December 12 to discuss the issues with iNARTE.

(10min) **VP Communications:** Dan R/Mike

- o Newsletter (Dan)

Info included in Comm report provided before meeting.

- o Website (Dan/Mike)

Comm report was provided before meeting. Mike provided an update on the website; he is waiting for feedback from IEEE to find out the current progress and next steps. Kevin stated that we are still waiting on a formal vote before committing funds. Mike motioned for the Creative 365, and Bill seconded; the BoD approved the motion. It was discussed that there were still some issues to resolve, including the confirmation of the cost for the first year, including 12 months of maintenance.

Action Dan and Mike to resolve and complete Website Refresh Contract with IEEE.

- o Marketing and Publicity (Bill)
  - Proceed with Brochure?

Bill reported that decision is needed for paper stock, and some final design considerations. Price was between \$350 to \$450, dependent on paper stock. Considering dual-language brochure, tri-fold, four-panel, and other types that could be utilized. Suggestion was made to make a motion to cap the spending at \$2500, since we aren't sure about the total cost at this point, and to get the charges against the 2014 budget. Discussed where we need to store brochures, if we get a bulk quantity printed up.

Bill made a motion to have Creative 365 finalize brochure designs for making both a single-page and tri-fold brochure, and printing of brochures, with a expense cap of \$2500, for making this PSES brochure, Grant seconded. The motion was carried and approved by the PSES BoD.

Action – Bill to work with Dan to roll this and Website refresh together into one contract.

- CE Soc. Magazine – progress on arrangement with CE Soc?  
(Dan/Murlin)

A stipend had been offered to the CE Society to keep sending the CE magazine to PSES members. They stated that they don't want the stipend, but that they do want articles from PSES members to publish in the CE Society magazine. Kevin discussed several options, such as PSES members taking previous papers and converting them for use as magazine articles. General discussion was held on how to create more articles, and the history of technical articles in the PSES newsletter. Kevin suggested that Mike put together a committee to start getting articles that can be used.

- Volunteer needs – Editor.....!

**Action – all need to help identify an Editor for the Newsletter!**

(10min) **VP Conferences:** Doug/Stefan

- ISPCE'2015
- Future Symposia Locations/General Chairs (Doug)
  - 2015 – Chicago - Allen
  - 2016 – Vancouver - ?
  - 2017 – Boston – Brody
  - 2018 – Southern California – Patel
  - 2019 - ?
- Volunteer Needs?

Doug and Stefan were not on the call, so Kevin reviewed the upcoming symposiums, and stated that there may be some issues with the Vancouver event, as an ISPCE Chair for 2016 has not been identified. Boston may move up to 2016 as “plan B”, in case this is not resolved by next month. The Central Texas/Austin chapter has expressed an interest in holding a future ISPCE event. Kevin stated that the marketing efforts for the 2015 ISPCE are very effective, and he expects good attendance at this 2015 event; the TC108 group is also meeting the week before ISPCE in Chicago, so it is hoped that this will also increase the number of papers and attendees. There was a discussion on if the exhibitors at ISPCE 2015 will be there all 3 days, or just the first 2 days.

(10min) **VP Member Services:** Thomas/Homi

- Chapter of the Year Award (Mike)
- Virtual Chapter (Mike)
- Stand for Conferences
  - Status?
- Awards Activities (Murlin)
- Volunteer Needs?

Tom and Homi were not on call, so Kevin reported that they are looking at a PSES podium/stand for use at symposiums and other PSES events. The cost was estimated to be around \$800 for each. Mike motioned to proceed with purchasing 2 units, with a spending cap of \$3000, and Bill seconded; the motion carried and was approved by the board.

Action - Kevin will follow up with Tom and Homi for next steps and ordering.

(5 min) LIAISON Reports

- Any Reports?
- New – Murlin to serve as PSES representative on Division VI nominating committee

Murlin Marks will serve on the Division VI Nominating & Appointments committee.

Stefan has been nominated as the first IEEE Fellow from the PSES.

Action - Kevin will write an article for the PSES newsletter.

(0min) **Old Business**

None

(5min) **New Business**

- Our New IEEE PSES Fellow – Stefan Mozar!
- Open Floor for comments from attendees (any telecom attendee)

Rob (Division VI) discussed a recent IEEE Directors meeting, where the possibility of having PSES info and training being made available to other IEEE Societies.

Sylvia asked a procedure question of Kevin, on making some future proposals related to e-membership.

Action – Kevin to follow up with Tom/Homi on e-membership.

Dan stated that the signed petition to create a joint Northern New Jersey EMC-PSES chapter has been submitted, and so a new chapter should be started soon in the Northern New Jersey section.

(10min) **Next meetings:**

- All Day Meetings:
  - March 15, 2014 – virtual
  - May 16/17, 2014 – Chicago (with the ISPCE)
  - October 24/25, 2014 – San Jose
- Teleconference:
  - Tuesday, January 6, 2014
  - Tuesday, February 3, 2014

Kevin reviewed the 2015 schedule for conference call and face-to-face meetings for the PSES BoD.

(5min) **Concluding Remarks**

Kevin wished everyone happy holidays, and thanked everyone for their contributions in 2014; then the call was concluded at 3:33 PM CST.

(1min) **Adjourn**

*Happy Holidays to AU!!!*