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 **IEEE Product Safety Engineering Society**

**Board of Directors Meeting**

**Meeting Report**

**Date: April 7, 2015 - Board of Directors Meeting**

**Committee Members:**

Kevin Ravo, Elya Joffe, Mark Maynard, Dan Arnold, Daniece Carpenter, Mike Nicholls, Stefan Mozar, Luiz Araujo, Bill Bisenius, Richard Nute, Grant Schmidbauer, Silvia Diaz Monnier, Jack Burns, Steli Loznen, Mariel Acosta Geraldino, Thomas Lanzisero, Bansi Patel, Homi Ahmadi

**Participants:**

Kevin Ravo, Elya Joffe, Mark Maynard, Dan Arnold, Daniece Carpenter, Mike Nicholls, Stefan Mozar, Bill Bisenius, Richard Nute, Mariel Acosta Geraldino, Homi Ahmadi

Guests:

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

Teleconference: 2015 2 PM Central US

* + - May 5 – canceled
		- June 2, 2015

Face to Face: 2015

* May 16 / 17, 2015 – Chicago (with ISPCE)
* October 24 / 25, 2015 – San Jose

Meeting called to order at 2:04 PM CDST

Adjourned at 3:32 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**

* General welcome
* We are recording the meeting for later playback

**Consent Agenda Motions**

* Approval of Agenda - Motion made to accept, no comments or objections ; motion passed –
* Secretary’s Report – minutes of March, 2015 meeting was circulated previously,
	+ Motion made to accept, no comments or objections ; motion passed

**Other**

* Position Descriptions - Plan for development
	+ Action item – Elya to provide previous forms
	+ Contact previous holder for more information
	+ Have the descriptions ready for the next face to face meeting

**Past President's Report**

* Nominations
	+ Formation of the Committee is complete and submitted at the meeting
		- Motion made to accept, seconded, passed
	+ Will need 6 candidates for 4 positions
	+ Discussed publishing the call for nominations, marketing by e-blast, through the chapters, on the website, LinkedIn, and at the Symposium with a poster at the Society table and announced at the beginning of the tracks
	+ Nomination form  Call for Nominations 
* Bylaws & constitution
	+ IEEE is slow to complete review and report any new items that need to be completed.
* Report---- 

**President-Elect Statement**

* Developing the president-elect manual
* Report on 2015 symposium
	+ 100 attendees and 30 vendors
	+ On track for attendance targets
* PSES October meeting in San Jose
	+ Meeting will be hosted by SIEMIC
* President-Elect Report 

**President’s Discussion**

* Meeting Planning/Format – general / this meeting
	+ Reports from VPs – thanks to all for getting reports out to the Board prior to the meeting
* Dashboard
	+ Updates 
	+ All Board meembers to review their contact information and update if necessary
* Reviewed the volunteer positions that are open – see the dashboard
	+ All review the list, report any missed opportunities or candidates

**Treasurer’s Report**

* No report

**FinCom Report**

* Fincom Report
	+ No report

**VP Reports**

**VP Technical Activities**

* Exemplar Global
	+ More information from Exemplar
	+ Example exam development plan 
	+ Will send out action item for people to participate on the expert board
* TCs will hold a general session on Tuesday for a TC/Chapter meeting at the Symposium

**VP Communication Services**

* Discussed ways to promote the symposium
	+ Suggested contacting other societies to also send an e-blast
	+ Promote through the LinkedIn group
	+ A 60 sec video about the symposium posted on the website
* Communications Report 

**VP Conferences**

* Publications
	+ Proposed a Transaction
	+ Main issue to overcome is that there are no papers, but no papers without a publication
	+ Has a team of editors who will write papers and publish for a short period with 2 editions per year, app 10 papers per year
	+ Motion to move forward with investigation; seconded, passed
* Proposed a virtual conference to generate additional papers
* Proposed a Senior Member event at the Symposium
* ICCE Berlin
	+ Rich received invitation from Society to submit papers
	+ Discussed call for papers and generating papers
		- Maybe a poster at the symposium, with brochure

**VP Member Services**

* Chapter Chairs
	+ Still need response on contact information
* Recruited 2 new candidates for society
* Work is continuing on the Virtual Chapter
	+ Some people are interested in participating
* Interest from Young Professional Association
	+ Requested brochures and information
* Awards
	+ Murlin sent list of proposed awards
	+ Motion to nominate Murlin as a Past President
	+ Propose an award for the initial creation of our logo
	+ Motion for the above; seconded; passed

**Liaison**

Liaison information needs to be updated on the website

**Old/Unfinished Business**

* No old business

**New Business**

* No new business

**Review of Action Items**

* See Dashboard

**Summary of Financial Impact of Approved Motions**

* No such motions

**Next meetings**

* Face to Face (F2F)
	+ March 15, 2015 – Virtual
	+ May 16 / 17, 2015 – Chicago (with ISPCE)
	+ October 24 / 25, 2015 – San Jose
* Teleconference
	+ May 5, 2015 - canceled
	+ June 2, 2015
	+ July 7, 2015
	+ August – Summer Break

**Concluding Remarks**

All send comments on meeting format.

**Adjournment**

* Meeting was adjourned at 3:32 PM CDST.

**Meeting Schedules**

* **2015 Face to Face** meetings
	+ March 15, 2015 – Virtual
	+ May 16 / 17, 2015 – Chicago (with ISPCE)
	+ October 24 / 25, 2015 – San Jose
* **Monthly teleconference** schedule
	+ Teleconference meetings sent as outlook meeting notice and e-mail
	+ First Tuesday of the month (unless scheduled otherwise)
		- **2015**
		- January 6, 2014
		- February 3
		- March 3 – canceled
		- April 7
		- May 5 - canceled
		- June 2
		- July 7
		- August – Summer Break
		- 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 around the world - <http://www.timeanddate.com/time/dst/2015.html>

***2015 Schedule for US Daylight Savings***

*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>