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**IEEE Product Safety Engineering Society**

**Board of Directors Meeting**

**Date: October 25, 2015 - Board of Directors Meeting Report**

**Board 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, Luiz Araujo, Bill Bisenius, Grant Schmidbauer, Silvia Diaz Monnier, Steli Loznen, Mariel Acosta Geraldino,

**Guests:** Jayne Fitzgerald Cerone; John Allen; Ken Kapur

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

Teleconference: 2015 2 PM Central US

* + - November 3
    - December 1

Face to Face: 2015

* Watch for meetings in 2016

Meeting called to order at 8:54 AM PDST

Meeting adjourned at 3:01 PM PDST

**Meeting Report**

Welcome / Housekeeping and Secretary’s Report

* Welcome to all attending our last Face 2 Face meeting of 2015
* Thank you to Siemic for hosting our meeting
* Comments from Mark, welcoming all to Siemic
* Introduction of our Guest Jayne Cerone, Director, Governance, Communications & Volunteer Relations, IEEE
* Approval of agenda motion proposed and seconded
  + Agenda accepted

**Secretary’s Report**

* Approval of previous Meeting report
  + Meeting Report circulated
  + Report accepted
* Position Descriptions – Progress report
  + Documents are complete and review by each member is in progress.
  + Will work with each person to review and complete
  + Will work with Mike for post PDF to the PSES website
  + Add sections for time commitments and training available
  + Set a review cycle for position descriptions on an annual basis

**Past President’s Report**

* Nominations Committee
  + Election is completed
  + Reviewed statistics from election process
* Constitution and By-Laws revision
  + Information has been received from IEEE on advised changes
  + Work on changes will begin in 2016
* Past President Report - 

**Action item** for Elya – send document to Kevin

**President Elect’s Report**

* Additional revenue sources suggested are
  + Additional conferences
  + Publications
  + Training programs
  + PSES Merchandise
* Committee is compiling a list of additional sources
* Name change for Symposium
  + Suggested is a contest from the membership
* BoD succession Planning
  + Job Descriptions
  + Manual for President-Elect
* Consumer Electronics / PSES Joint Project on Safe Mobile Power
  + Held conference at Siemic
* 2016 IEEE PSES BoD Meeting Schedule
  + Continue the teleconferences at 2 PM Central time on the first Tuesday of each month
  + Face to Face meetings
    - February 20 -21, 2016 – WebEx meeting
    - May 14-15, 2016 – in conjunction with the Symposium
    - October 15-16 – location TBD
* 2016 Symposium
  + Serving as Marketing Chair
* TAB meeting
  + Will be attending Leadership Orientation
  + November TAB meeting as substitute for President
* President-Elect Report - 

**Guest Speaker**: Jayne Cerone

Jayne reviewed the resources available from IEEE

Collboratec is a new collaborative work area available online

Future Directions - Smart materials technical committee – looking for a volunteer for steering committee

**Action item**: Kevin and Daniece – set up private area for BoD in Collaboratec

**President’s Discussion**

* Encourage everyone to work from the dashboard
* Updates on Dashboard
  + Action items will be updated
  + Review and comment or update as needed
  + Dashboard - \_\_\_\_\_\_\_\_\_\_\_\_\_
* Strategic plan
  + Need to review the tactical activities on the dashboard to make sure they are still relevant
* Volunteer Positions were discussed
  + Potential volunteers are listed in the BOD Reference in the Dashboard
  + Encourage all to send new potential volunteer contact information to Kevin

**Treasurer’s Report**

* 2015 / 2016 Budget
* Surplus for the year $13.6K
* October forecast for 2015 full year submitted to TAB Finance
* Continue to differentiate Operations and Projects spending
* Q4 available spending
  + Has placeholder for $8k in unallocated Operations spending
  + Have $4.5K of projects spending available for one-time initiatives
* Meeting for November meeting to discuss project spending
* Finance Committee for 2015 spending projects: Mariel, Stefan, Kevin, Daniece
  + November meeting will be full board to discuss recommendations
* Treasurer Report - \_\_

**Vice President Reports**

**Technical Activities**

* Exemplar Global
  + Exemplar Global sent a list of the scope items for the 2,640 current exam questions
  + Need volunteers to review exam questions
    - Need volunteers from TCs and general population
* Tom Lanzisero volunteered to be tech coordinator but is having some conflicts
* Technical Activities Report - \_\_\_\_\_

**Action Item**: Kevin, Luiz, Mike – outreach to TCs and others to set up team for review of questions

**Communications**

* Newsletter
  + 3rd quarter is complete
  + Needs to set up a committee for generate ideas for content
* Website
  + Announcements, chapter announcements
  + Suggestions to improve website are welcome
* ISPCE 2016
  + Call for papers is out
* 2015 Chapter of the Year
  + Time for nominations
* IEEE is developing a platform to post and charge for videos
  + Mike will work with Jayne to understand platform and how to utilize for PSES
* Discussion of BoD List serve – when to remove participants
* Social Media
  + LinkedIn now has over 2000 members;
  + Facebook 71 members
  + Discussed disbanding Facebook, but will continue to insure service to all regions
* Communications Report -

**Action Item**: Mike will work with Jayne to understand new video platform

**Conferences**

* ISPCE 2016
  + Progress is good
  + Poster Contest with 3 prizes is approved
* SOW for Conference Catalyst submitted to IEEE for approval; value is >$25K
* Review of expenses to Conference Catalyst
* Rotating Conferences
  + Need a new name for the rotating conference
* Taiwan workshop
  + Planning started for a one day workshop in Taiwan
  + Propose to start a conference in 2016, involve the Taiwan Chapter
  + Invite IEIE – Korea as a sponsor with no financial stake
* New event
  + Propose a medical devices and wearables conference
  + Possible partners with EMBS and LSTC (Life Sciences)
* Report on Berlin conference
  + Product Safety and Reliability Society did a joint one day session
* Publications
  + Early November will start the handover of the newsletter
  + Target the Journal application submitted before the January TAB meeting
  + Would like to invite IA Society and Reliability Society to contribute
* Reviewed financial expectations
* Other Issues
  + Find other conference with collaboration efforts
  + Sydney Chapter formation
    - Working on gathering signatures
* Conferences Report - \_\_\_\_\_

**Member Services**

* Virtual Chapter
  + Propose a working committee of people to collaborate on a schedule of presentations; presentations to start one month after the Symposium
  + Jayne will take an action item to research the rules
* Chapter coordination for Region 8
  + Elya represented PSES
  + All presentations on Region 8 webpage – technical activities – chapter page
* Mentoring (from Steli)
  + Propose developing a program to mentor students and your professionals for product safety skills
* Member Services Report - No Report

Action item: Jayne Cerone – research rules for a Virtual Chapter to exist in multiple regions

**Liaison Report**

* SSIT – Society for Social Implications and Technology
  + Appointed representatives to the Future directions
  + Future Directions considers
    - Environmental
    - Smart cities
    - Transportation and electrification
    - Ethics initiative
    - Humanitarian
    - Smart grid

**Old Business**

No old business

**New Business**

* Membership survey
  + Propose a survey of the members – future trends, what they like, don’t like,
  + IEEE is developing a general member survey
* Roles proposed to be documented in constitution
  + Educational activities
  + Women in Engineering
  + Young professionals, formerly GOLD
* Look at more social networking with other societies
* Appreciation to those Board members who will complete their terms at the end of the year
  + Bill Bisenius
  + Rich Nute
  + Grant Schmidbauer
  + Kevin Ravo
  + Grant has been elected to a second term as a Director, and Kevin will begin his term as Immediate Past President in January.

**Action Item** for Elya – share member survey from EMC society

This meeting was recorded on our WebEx site

PLAY RECORDING (6 hr 6 min 53 sec)   
<https://ieeemeetings.webex.com/ieeemeetings/lsr.php?RCID=3556b938f97c4f8ab37e00dbb78aaecc>

**Meeting Schedules**

* **2015 Face to Face** meetings
  + March 15, 2015 – Virtual
  + May 16 / 17, 2015 – Chicago (with ISPCE)
  + October 24 / 25, 2015 – San Jose
  + 2016 meetings – See below
* **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 - cancelled
    - June 2 - cancelled
    - July 7
    - August – Summer Break
    - September 1
    - October 6 - cancelled
    - 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>

**2016**

**2016 IEEE PSES BOD Meeting Schedule & Locations**:

* WebEx meetings are scheduled for 1st Tuesday each month, just like 2015
* F2F means “face to face”
* One F2F, and one or two WebCons substituting for F2F meetings, during 2016
  + January 5, WebEx
  + February 20-21, WebCon Feb 20-21
  + March 1, WebEx
  + April 5, WebEx
  + May 14 & 15, F2F, Anaheim, CA (ISPCE 2016 location)
  + June 7 – no meeting
  + July 12, WebEx (changed to 2nd Tuesday because of July 4th holiday)
  + August 2, WebEx (decision on August meeting will be made at July meeting)
  + September 6, WebEx
  + October 15 & 16, Location TBD
  + November – no meeting
  + December 6, WebEx