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**IEEE Product Safety Engineering Society**

**Board of Directors Meeting**

**Date: July 12, 2016 - Board of Directors Meeting Report**

**Committee Members:**

Mark Maynard, Kevin Ravo, Dan Arnold, Daniece Carpenter, Mike Nicholls, Stefan Mozar, Luiz Araujo, Mariel Acosta Geraldino, Silvia Diaz Monnier, Jack Burns, Steli Loznen, Thomas Lanzisero, Bansi Patel, Grant Schmidbauer, John Allen, Harry Jones, Ken Kapur

**Participants**

Mark Maynard, Kevin Ravo, Daniece Carpenter, Mike Nicholls, Mariel Acosta Geraldino, John Allen, Harry Jones,

**Guests:**

Dan Roman

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

Teleconference: 2 PM Central US

* + - *August 2* ( *cancelled – Summer Break* )
    - **September 6**
    - *October 4 - No meeting*

Face to Face:

* October 15 - 16, 2016 – Austin, TX

Meeting called to order at 2:10 CSDT

Meeting adjourned at 3:11 PM CSDT

**Meeting Report**

Welcome / Housekeeping and Secretary’s Report

* Liaison report.
* Approval of agenda motion proposed and seconded
  + Agenda accepted

Secretary’s Report

* Approval of previous Meeting report
  + Meeting Report circulated
  + Report accepted

Past President’s Report

* Election of new Board members
  + Circulated election nominations for electronic vote last week
    - Received 15 YES votes, 0 NO votes
    - Slate of candidates submitted to IEEE
  + Elections for officers are coming up in the October meeting
    - Please rely to Kevin whether you are interested in running for another term
* Material for Bylaws and Constitution changes
  + Changes to constitution and bylaws were discussed at the last meeting
  + All changes have been submitted to IEEE
  + IEEE will begin the review in mid-July. Could have some feedback by the end of summer
  + Bylaws do point to an operations manual
  + Have begun working on an operations manual
    - Comment – there was some information for the operations manual on the old wiki site
* Past President’s Report : \_\_\_\_\_\_\_\_

President’s Discussion

* Updated Dashboard
  + Items have been updated
  + Review and comment or update as needed
  + Dashboard - \_\_\_\_\_\_\_\_\_\_\_\_\_
* Volunteer Positions open
  + Potential volunteers are listed in the BOD Reference in the Dashboard
  + Encourage all to send new potential volunteer contact information to President
* ISPCE Symposium
  + Have not received any comments on a new name for ISPCE
    - Item tabled until 2017
  + Next ISPCE will be in Silicon Valley
    - Looking for chairs for 2018 and 2019

Treasurer’s Report

* Treasurer’s report reviewed
* Treasurer Report - \_\_\_\_\_\_

**Vice President Reports**

**Technical Activities**

* Exemplar Global
  + Work on the iNARTE program is progressing
* Technical Activities report: \_\_\_\_

**Communications**

* Social Media
  + Posted pictures from the Symposium on LinkedIn
    - Now has over 3052 members
  + Send any Chapter news, TC meeting update or photos from activities to be posted to keep the information fresh
  + Discussed using interviews and articles as promotion for next Symposium
* Website
  + Reviewed the website updates
  + Murlin Marks has been updating the website with Chapter News
* Marketing
  + John Allen volunteered for marketing lead person
  + Considered running ads for ISPCE 2017 earlier than last time
* Newsletter
  + We still have a need for articles for the newsletter
  + Propose a link on the website to submit articles and a separate space to submit ideas
* Communications Report - \_\_\_\_\_\_\_

**Conferences**

* ISPCE 2017 planning is progressing well
* Conferences Report - \_\_\_\_\_

**Member Services**

* Booth offered at the EMC Symposium, July 25-29
  + Bansi will be sending the banner to the EMC Symposium
  + We have a 1 person fee to offer if someone can also work at the booth
* WebEx account
  + Have been working on getting a WebEx account for use by the Chapters
  + The TC’s have also asked to use it
* Society item storage
  + Circulated an email with a request for inventory accounting
  + Cost – Propose to use IEEE
    - Conference Catalyst - $45 per hour, and $200 per month for storage
    - IEEE charges $25 per month - $50 per hour for shipping
* Senior Member Activity
  + 25 nominees for elevation to senior member
  + 7 submitted forms so far
  + may get 6 or 7 more for the next meeting of IEEE Membership
* Chapter request for funding
  + Requested funds for a meal for 2 or 3 members to meet and discuss future plans
  + Note that sections should be providing funds for chapter activities
* Section / Chapter Angel program
  + Murlin is working on a framework
* Virtual chapter
  + Waiting on WebEx account creation to use for meetings
* Chapter activities report
  + Murlin is working on the report
* Member Services Report - \_\_\_\_\_\_\_

**Liaison Report**

* No report

**Old Business**

* No old business.

**New Business**

* No new business

Meeting Adjourned at 3:11 PM Central

**Meeting Schedules**

* **2016 Face to Face meetings f**or **2016** 
  + February 20 / 21 – Virtual
  + May 14 / 15 – Anaheim, CA (with ISPCE)
  + October 15 / 16 – Austin, TX
* **Monthly teleconference** schedule for **2016** 
  + Teleconference meetings sent as WebEx meeting notice and e-mail. Meetings held via WebEx
  + First Tuesday of the month (unless scheduled otherwise)
    - *January 5*
    - *February 2 – No meeting*
    - *March 1*
    - *April 5*
    - *May 3 - No meeting*
    - *June 7 - No meeting*
    - *July 12 (2nd Tuesday – moved for USA holiday)*
    - *August 2* (*cancelled – Summer Break* )
    - **September 6**
    - *October 4 - No meeting*
    - *November 1 - No meeting*
    - **December 6**
  + Please send a report of your activities and update to any action items for circulation before the meeting.

**Time : 2 PM Central USA time for monthly teleconferences**

**Please note** that your local time **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/2016.html>

***2016 Schedule for USA Daylight Savings***

*Begins – March 13, 2016*

*Ends – November 6, 2016*

Time for the conference call is based on **US Central time zone. (Austin, Texas)**

Convenient web based meeting planner is at <http://www.timeanddate.com/worldclock/meeting.html>