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**IEEE Product Safety Engineering Society**

**Board of Directors Meeting**

**Date: October 16, 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, Dan Arnold, Daniece Carpenter, Mike Nicholls, Stefan Mozar, Luiz Araujo, Mariel Acosta Geraldino, Silvia Diaz Monnier, Bansi Patel, Grant Schmidbauer, John Allen, Harry Jones, Ken Kapur

**Guests:**

Fabio Furlan

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

Teleconference: 2 PM Central US

* + - *November 1 - No meeting*
    - **December 6**

Face to Face:

* October 15 - 16, 2016 – Austin, TX
* **2017**
* Spring meeting (February)
* May (in conjunction with Symposium )
* Fall meeting ( October )

Meeting called to order at \_8:28 AM\_\_\_\_\_\_\_

Meeting adjourned at \_\_\_3:55\_\_\_ PM

**Meeting Report**

Welcome / Housekeeping and Secretary’s Report

* Approval of agenda motion proposed and seconded
  + Agenda accepted

Secretary’s Report

* Approval of previous Meeting report
  + Meeting Report of our last meeting has been circulated
  + Report accepted

Past President’s Report

* Election results New Directors-at-Large are
  + Steven Brody
  + Fabio Furlan
  + Don Gies
  + Jeff Pasternak
* Welcome to new Board members
* Material for Bylaws and Constitution changes
  + Received some minor comments from IEEE. These have been addressed and resubmitted..
* Operations manual
  + Draft copy is attached to reports
* Past President’s Report : \_\_\_\_\_\_\_\_

President’s Discussion

* 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
* Reports from VPs – since this is a longer meeting we will have live reports and discussion at the meeting – see their individual items.
* Updates on Dashboard?
  + Items were updated in July
    - Updates are in progress now
  + Review and comment or update as needed
  + Dashboard - \_\_\_\_\_\_\_\_\_\_\_\_\_
* Strategic Plan/Operational Plan Elements
  + Plan Approval – Strategic Plan
  + Looking for specific item volunteers – Tactical Activities
* Consider Participating Sponsor – IEEE Internet of Things initiative
  + Several Societies already enrolled in initiative
  + Mark will meet with current member to find more information, price to join, benefits, activities

Treasurer’s Report

* Overview of PSES finances YTD of 2016
  + Review of financial results so far
* 2016 full year forecast - see report
  + Recommendations for supplemental spending
* Treasurer Report - \_\_\_\_\_\_

**Vice President Reports**

**Technical Activities**

* Exemplar Global
  + Discussion on activities was held. A list of experts to contact for review on activity on the exam questions has been submitted to Exemplar Global.
* Technical committees
  + Discussed the possibility of updates to the technical committee website on activities and information about each committee.
  + Proposed a working session with each committee to get input for updates.
  + Proposed providing the calendar on a separate tab on the website to draw more attention to the calendar. The calendar to also include all TC activities.
* Technical Activities report: \_\_N/A\_\_

**Communications**

* Newsletter
  + Need content for the newsletter. Discussed ways to get one article per year from each TC
  + There was an Issue with IEEE eBlast process at the time of the last newsletter notice, so no notice went out to members. IEEE is looking into the issue.
  + Ideas for newsletter content were generated, which included
    - Interview one of the Board member for each issue
    - Promote Senior membership by publishing a list of new senior members
    - Include more pictures of Board meetings, Chapter meetings, and other activities
    - Encourage executive board members to write a piece on what activity they are involved with to inform members and encourage participation
  + New editor Wen Chung
    - Will schedule some time for a conversation with him
* Website
  + Need photos of activities and members
  + Ideas to improve the website
    - Calendar – if having issue with inputting information, Mike will put in calendar
    - Job page should be refreshed
    - Need information on upcoming conferences
  + Action item – Murlin to tell Chapters that Mike will put info in Calendar
  + Action item – Mike to relocate calendar on website to a separate tab
* Social Media
  + LinkedIn now has over 3000 members
  + May use thread discussions for ideas for Symposium papers
* Marketing
  + John Allen has accepted the position of marketing lead
  + Reviewed strategic plan and marketing plan already completed
  + Will begin the process to implement the provisions in the plan
  + Marketing proposals – do not include video proposal
* Communications Report - \_\_\_\_\_\_\_

**Conferences**

* ISPCE 2017
  + Will look for another keynote speaker and advertise heavily
  + Will have bingo cards for trade show to draw attendees into visiting the booths
  + Technical committee for the Symposium is up and running
  + Marketing committee for the Symposium is up and running
    - Committee is actively soliciting sponsors
  + General committee for the Symposium is now forming
  + Attendance expected to be a minimum of 200, and hope to get closer to 250
* Need to be smarter about what or how we have raffle prizes and measure how well they accomplish their purpose
  + Propose to have a raffle for volunteers
* Action item – Murlin - how to focus the attention on keynote speaker, stop crosstalk etc.
* Roaming conferences
  + Taiwan Conference/Workshop to be held at the National Normal University, Taipei on December 22, 2016 for a 1 day event
  + 1st international conference
  + No funding from the Taiwanese government this year, but expect to have next year
  + This will be a workshop with 7 invited speakers; one presentation from iNARTE and Stefan will be a speaker;
  + Expect 60 – 100 people to attend
  + Expenses – any handouts, refreshments; venue is free
* This workshop is a pilot, Japan, Hong Kong, S. Korea are all seeing how successful the workshop will be
* Boston is considering a 2 day conference in 2017
* Discussed starting a sponsored speaker program
  + The “Distinguished Lecturer” program through IEEE is regulated
  + Proposed a Society Speaker program to subsidize some costs, but not all
  + Will consider collaboration with other Societies on a speaker program
* Question : Clerical help for the society?
  + Discussed hiring some part time help with conferences to reduce the amount of work for a conference consultant
* Considered conference consultants other than Conference Catalyst for our new smaller conferences.
* Discussed different conference and workshop models and needs for each type
* Conferences Report - \_\_\_\_\_

**Member Services**

* Senior Member
  + IEEE senior member article written and submitted for newsletter
  + All board members should be senior members
  + Senior member effort at conference
    - Group formed to promote applications for senior members
  + Report : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
* Chapters
  + Proposed a WebEx account for use by Chapters, the Virtual Chapter, and Technical Committees
* Action item – Dan Arnold investigate cost of WebEx for chapters and TC
* Free booth offered at the EMC Symposium, July 25-29
* Google calendar for chapters created
  + Calendar to be on a separate tab on the website
* Awards
  + Grant has accepted the position of the next Awards Chair
    - Awards budget is $1000
* Action item – Dan - contact Kevin to procure awards prizes
* Investigating a storage account to manage our stock, banners, etc.
* Member pins
  + To be distributed at symposium by Mariel, Bansi, Daniece
  + Will need a list of the 5 year and 10 Year members
* Member Services Report - \_\_\_\_\_\_\_

**Liaison Report**

* Volunteer for YP Representative
  + Need a volunteer

**Old Business**

* No old business

**New Business**

* Q4 Supplemental Spending
  + Special initiatives can be funded by the surplus
  + Outsource article authoring
    - Discussed costs and process for an outside consultant to produce a newsletter article
    - Proposed a trial run with 3 articles
  + Social media management – outsource
    - Discussed costs and process for an outside social media consultant to promote the Society and Society activities
  + Proposed a set of Video demonstrations of how to do basic safety tests
  + Conference Support
    - Raffle prizes for conferences
    - Discussed a proposal for support for Taiwan in the amount of $1000
    - Discussed support in the amount of $1000 to sponsor of an innovation session at the Region 10 conference in Singapore
  + Action item – Murlin, Mariel to structure raffle prizes
  + Booth at EMC Booth
    - Currently accept a free booth at the EMC Symposium
    - The free booth is usually located along the periphery of the floor
    - Propose purchase of a booth near the other Society booths more in the main traffic area
    - EMC symposium – new booth approved under extra spending
    - Will investigate final cost
  + Chapter support
    - Discussed WebEx account fees
    - Proposed a WebEx account for the use of Chapters and Technical Committees
  + Storage
    - Compared the costs of 2 storage management systems for storage and management of our Society possessions
  + 2017 – Life Science
    - To be considered in 2017
  + Motion made for funding for special initiative with a total $5.6K
    - Motion seconded and passed
  + Motion made for unrestricted spending with a total of $7K
    - Motion seconded and passed

**Officer Elections**

* Elections for the 2017 Officers were held with the resulting officers elected:
  + President-elect: John Allen
  + Treasurer: Dan Arnold
  + Secretary: Daniece Carpenter
  + VP Communications: Mike Nichols
  + VP Conferences: Stefan Mozar
  + VP Technical Activities: Silvia Diaz Monnier
  + VP Membership: Mariel Acosta Geraldino
* Outreach to unsuccessful candidates
  + Discussion of effort to continue dialogue with unsuccessful candidates to find suitable opportunities within Society.
* Discussion of matching opportunities to current and new Directors to better utilize expertise and provide opportunity to gain experience in a new area
* Merchandise strategy
  + Discussion of strategy to promote Society and best use of advertising
* Question Product safety or product compliance
  + Is our Society devoted to Product Safety or the larger scope of Product Compliance?
  + Are our intentions accurately reflected in a FOI?
* Member dues
  + Discussion of member dues and value to member
* Newsletter ideas
  + Purpose of advertising is to generate revenue
  + Customize name of article to appeal to a segment of members, ie regulatory engineer
  + Do article on animals and product safety
* Life sciences opportunity – to be taken up in 2017
* Open floor for comments from any attendee
  + No comments

Meeting Adjourned at\_\_3:55\_ 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
* **2017 Face to Face meetings f**or **2017** 
  + February – Virtual
  + May 6 / 7 – San Jose, CA (with ISPCE)
  + October – 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** ( *may be cancelled – decision to be made at July meeting* )
    - **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>