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**IEEE Product Safety Engineering Society**

**Board of Governors Meeting**

**Date: April 4, 2017 - Board of Governors Meeting Report**

**Committee Members:**

John Allen, Kevin Ravo, Mark Maynard, Dan Arnold, Daniece Carpenter, Mike Nicholls, Stefan Mozar, Mariel Acosta Geraldino, Silvia Diaz Monnier, Steli Loznen, Thomas Lanzisero, Bansi Patel, Grant Schmidbauer, Harry Jones, Ken Kapur, Steve Brody, Fabio Furlan, Don Gies, Jeff Pasternak

**Participants**

Kevin Ravo, Mark Maynard, Dan Arnold, Daniece Carpenter, Mike Nicholls, Mariel Acosta Geraldino, Silvia Diaz Monnier, Thomas Lanzisero, Bansi Patel, Grant Schmidbauer, Harry Jones, , Ken Kapur, Don Gies, Jeff Pasternak

**Guests:**

None

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

Teleconference: 2 PM Central US

* + - **First Tuesday of each month except as noted in schedule**

Face to Face:

* May 7 (before ISPCE Symposium)
* Fall, 2017 - date TBD

Meeting called to order at 2:09 PM

Meeting adjourned at 3:06 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 circulated
  + Report to be reviewed and acceptance delayed until the next meeting

Past President’s Report

* Material for Bylaws and Constitution changes
  + Revised Constitution and Bylaws have been forwarded to IEEE for review
  + Will add both documents to the web site
* Operations manual
  + Some proposals will be discussed at the next meeting
  + Can be used in the upcoming nominations process to illustrate job expectation
* Nominations committee for Board positions
  + First email blast has been sent
  + Website update is in progress
  + Some Board members have already reached out for candidates for the 4 open positions.
* Past President’s Report : \_\_\_\_\_\_\_\_

Acting President’s Discussion

* Updated Dashboard
  + Item update is in progress
  + Dashboard - \_\_\_\_TBD\_\_\_\_\_\_\_\_\_
* EMC Society MOU
  + Some minor revisions are in progress
  + The MOU has not yet been signed, but expect to be signed by next meeting.
* Action – Investigate a central location for Society documents
* Acting President’s Report : \_\_\_\_\_N/A\_\_\_\_\_\_\_

Treasurer’s Report

* Overview of PSES finances - 2016 full year results
  + Still a preliminary report
  + Income was less than budgeted, but an increase from last year
  + Expenses remained the same
  + Results is a net surplus which is more than budgeted
    - Hold discussion at May meeting onplans to properly spend the expected surplus
* Preparing for financial discussion at the May meeting
  + Line items for VPS were requested to be submitted by the end of the month
  + Looking for detailed budgets from all conferences
  + Special projects proposals to use the special projects template
* Expense reporting
  + Travel expenses need to be forecasted for the budget
* Treasurer Report - \_\_\_\_\_\_

**Vice President Reports**

**Technical Activities**

* Symposium plans
  + TC luncheon with a table for each TC to invite new people to join
  + Will host the annual meeting of the TC at the Symposium on Tuesday evening
  + Attended the IT TC to promote attendance and participation at the Symposium
* Distinguished Lecturer (DL) program
  + Propose to start a DL program for the Society
* Course in Safety
  + Attempted to contact Educational Activities at IEEE
* Technical Activities report: \_\_\_\_

**Communications**

* Newsletter
  + Would like to feature a short bio from each of the new members to introduce them to the Society membership.
  + Have full newsletter content for this edition
  + Asked for 2 volunteers to act as reviewers for the newsletter – Bansi and Mariel volunteered
* Website
  + Mike will post on calendar if you need help
* Marketing
  + Need a marketing director
* Communications Report - \_\_\_\_\_\_\_

**Conferences**

* ISPCE 2017 is progressing very well
  + Technical program has 64 submissions
  + Need s second keynote speaker
* Roaming conferences
  + Taiwan Conference/Workshop for 2017
    - Taiwan conference will beheld in December
    - Have submitted a request for a grant from the Taiwan government to cover expenses
  + USA roaming conference
    - Planned to be held in Boston on November 6-7
    - May have a possible Board meeting in conjunction
* Looking to put together a Conference Committee
  + One benefit would be to pull together a conference easily and quickly
  + A responsibility of the committee would be to direct strategy for the Society and for each conference
* Conferences Report - \_\_\_\_\_

**Member Services**

* Chapter of the year
  + The Madras India chapter has been chosen
  + Will receive the award at the IEEE India Section
* Storage
  + Have located the new person responsible
  + The storage is full and not accepting any more items
  + May have space in an outside storage facility and will contact us
* Newsletter
  + Working on an article on batteries
  + Working on an article on Senior level elevations
* Member Services Report - \_\_\_\_\_\_\_

**Liaison Report**

* No reports

**Old Business**

* EMC Symposium will have a booth for PSES
  + Need volunteers for the booth

**New Business**

* No new business

Meeting Adjourned at 3:06 PM Central

**Meeting Schedules**

(5min) **Next Meetings**

*All Day Board Meetings - 2017*

* 2017 Symposium – May 7, 2017
* Fall meeting - Date TBD

*Monthly Web Conferences*

**2017** - First Tuesday of each month – 2:00 PM Central US time

* January 3 – no meeting
* February 7
* March 7
* April 4
* May 2 – Cancelled
* June 6
* July 11 (*July 4 is a US holiday*)
* August – *Summer Break*
* September 5
* October 3
* November 7
* December 5
  + 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>

***2017 Schedule for USA Daylight Savings***

*Begins – March 12, 2017*

*Ends – November 5, 2017*

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>