



**IEEE Product Safety Engineering Society
Board of Directors Meeting**



Minutes

Date: March 4, 2008 - Board of Directors Meeting

Committee Members:

Jim Bacher, Henry Benitez, Mark Montrose, Murlin Marks, Richard Georgerian, Dan Roman, Ken Thomas, Jack Burns, Daniece Carpenter, Richard Pescatore, Elya Joffe, Dan Nachtigall, Doug Nix, Peter Tarver
Guests: Ted Freeman, Dan Arnold, Bob Rassa

Participants:

Henry Benitez, Murlin Marks, Richard Georgerian, Dan Roman, Ken Thomas, Jack Burns, Daniece Carpenter, Dan Nachtigall, Peter Tarver

AGENDA

Meeting called to order at 2:06 PM CST

➤ **Agenda**

- Discussion of giving members free access to symposium papers in Xplore.
- Update from Richard on how the 2008 and 2009 conference is going.
- Milestone Chart update (adding new items or updating).
- Business plan update

➤ Secretary's Report

- Previous meeting minutes sent to all Board members
- Members to review action items below
 - Report to Secretary with Item Due Dates as noted below or any updates

➤ Action Items

Item	Due	Owner	Action
1	6/16/07	Daniece	Mascot: Safety Monkey
	Update	The Safety Monkey has been adopted as our mascot	
	1/9	Doug is exploring 2 nd Life opportunities Table further discussion of mascot appearance until February meeting	
	2/17	No report: Discussion of forms the mascot might take such as drawings, stuffed animal, pins, etc. Develop proposal for contest for mascot form	
2	6/16/07	Elya	write a summary of "Why join the PSES?"
	Update 4/3	Reassigned to Elya	
	5/7	Daniece to contact with summary and request for due date	
	6/17	Summary is complete and circulated; Elya will re-circulate	
	9/11	Secretary to contact for a copy	
	10/4	Requested copy to be sent to Secretary	
	10/21	Elya to supply	
	2/17	Revisions almost complete and will be ready for next newsletter	
3	2/18/07	Murlin	Develop Product Safety Engineering curriculum
	Update 4/3	Dan A. to work with Murlin as Education Committee Chair Comment: Moshe Kam is Chair of IEEE Education Activities Board, need to contact for direction Also discussed strategy to involve more academia as a participation in society activities perhaps offer a workshop for injecting product safety into college curriculum	
	5/7	Murlin – sent e-mail to contacts; will research – reassigned to Murlin Michael Morse, professor teaching PS – use as a contact	
	6/17	Murlin to follow up	

	9/11	Murlin is pursuing, has contacted some representatives from IEEE	
	12/11	Still has not had response; also waiting on input from Technical Committees	
	1/9	Need to contact IEEE	
	2/17	Identified the IEEE Education contact; move to long term goals for Education TC	
4	Q1CY08	Dan	Article on Senior Member
	Update		
	10/21	Elya completed article	
	12/11	Discussion on where to publish – recommendation to put in newsletter, on website, and send as discussion item to chapters	
	2/17	To be published in our next newsletter, also discussion on locating on our website	
5	Ongoing	All VP's	Continue with development of strategic plans to develop milestones and accomplishments
6	2/18/07	Jack & Awards Com.	Set up with a trade journal to support a “best of show” award
	Update 4/3	Possibly enlist help of Ken T under membership - target Compliance Magazine as a possibility	
	5/7	Dan, chair awards committee will take ownership - to contact Elya to develop	
	9/11	Awards committee is still coming up to speed, award pending development	
	12/11	Proposal to be discussed	
	2/17	Awards Committee completed actions; Awards program proposal submitted Action completed	
7	Date Due	Dan	Update IEEE technical interest categories to include product safety
	Update		
8	Date Due	Dan	Update PSES web page to include PSES Technical Committee activity
	Update		

9	Date Due	Dan, Doug, Richard G. Ken	Explore options for virtual symposium, presentations Present report to BoD on opportunities, methods, costs, etc.
	Update		
10	Date Due	Richard G.	Develop focus letter for tag-a-longs, why to present at symposium, why attend a conference, why exhibit at symposium
	Update		
11	Date Due	Jack	Contact Mary Ward Callen to find contact information for ASSE and CSA; report to the BoD; draft letter for contact
	Update		
11	3/4	All Directors	All directors to provide names for the GOLD Director appointee
	Update		

		Action Items ON HOLD	
A	6/16/07	Jack	Get affiliations with other Society TCs
Status: On Hold	Update 4/3	Reassigned to Jack - review fields of interest for evidence of interest in product safety, contact to offer a joint technical committee	
	6/17	Postponed until TCs are formed and operational	
B	5/7/07	Murlin	Re-write letter to send to members to send to educational institutions
Status: On Hold	Update 4/3	Reassigned to Murlin - Draft by next meeting	
	5/7	Original draft received from Jack – Bob Rassa gave contacts for IEEE; contacted but no reply, waiting for additional support from TAC Rework letter to a sendable form, propose resources needed to support TBD next teleconference	
	6/17	On hold pending operational Technical Committee organization	

- Action Item Updates – Updates noted above
 - New Actions items assigned
 - Dan Roman
 - Update IEEE technical interest to include product safety
 - Update PSES web page to include TC activity
 - Dan Roman, Doug Nix, Richard Georgerian, Ken Thomas – explore options for virtual symposium, presentations
 - Richard Georgerian – develop focus letter for tag-a-longs, why to present at symposium, why attend a conference, why exhibit at symposium

- Proposal – Xplorer
 - All pays for papers
 - Current charges: \$30 – 40 per paper
 - \$6000 annual charge for free PSES member access
 - Alternate – send CD for shipping and handling charge; list index or abstracts on web page
 - Decision to continue as is

- Update on Symposium
 - 2008 symposium
 - Hotel contracts finalized
 - Budget being developed with template from 2007
 - Conference extended to 2-1/2 days
 - Exhibit – Thomas Ha and Sue Kingston
 - Proposal to engage exhibit staff from EMC
 - 2009 symposium
 - Hotels being canvassed
 - Budget to be developed pending 2008
 - 2010 Symposium and conference
 - Working with Steve Brody for Boston
 - July – co-sponsor with EMC

- Milestone chart
 - Membership Development
 - Increase membership by 10% each year
 - Develop retention metrics
 - Communications
 - Develop a plan to increase membership and awareness of our society by enlisting members to spread the word of PSES
 - Change: #6 to Feasibility study
 - Change: #7 to Magazine conversion plan
 - Technical activities
 - Develop material for PSES website
 - Develop a plan for reciprocal technical programs with Societies and organizations

- Old Business Items
 - No old business items discussed

- New Business Items
 - No new business items discussed

- Next meeting – April 1, 2008 2:00 PM CST
- Send as teleconference meetings as outlook meeting notice and e-mail

US	US	
East coast	West coast	Israel
2 PM	11 PM	9 PM

- Meeting adjourned at 3:40 PM CST