

IEEE Product Safety Engineering Society Board of Directors Meeting

Meeting Report

Date: September 1, 2009 - Board of Directors Meeting

Committee Members:

Jim Bacher, Murlin Marks, Henry Benitez, Richard Georgerian, Dan Roman, Jack Burns, Daniece Carpenter, Richard Pescatore, Elya Joffe, Doug Nix, Peter Tarver, Jim Pierce, Ivan Vandewege, Thomas Ha, Silvia Diaz Monnier, Richard Nute

Guests: Bob Rassa, Stefan Mozar, Josh LaTourneau Mark Montrose, Dan Arnold,

Participants:

Jim Bacher, Murlin Marks, Henry Benitez, Dan Roman, Daniece Carpenter, Elya Joffe, Peter Tarver, Thomas Ha,

Guests: Dan Arnold,

AGENDA

Meeting called to order

- Secretary's Report
 - Previous meeting minutes
 - Action items
- Past President Report
 - New BoD members
- President's Report
 - Marketing
- Treasurer's Report

VP Reports

- Conferences
 - 2009 Symposium
- Member Activities
 - Update on China trip
 - New members
 - Awards
 - 5 Year pins
- Technical Activities
- Communications
- Old Business
- New Business

Meeting began at 2:08_____ PM CDST

A quorum was not met for this meeting.

Action items from this meeting

Henry to talk with Rich Nute about nomination for BoD election

Daniece to develop a proposal to hold the Feb 2010 BoD meeting in Austin at Dell

Henry to develop a proposal to hold the June 2011 BoD meeting in Portland

Action items from last meeting

Jack Burns to set up call with Avi Dey, PES, regarding contacts and participation – No report

Jim Bacher send e-mail to members requesting BoD nominations - Done

Jim Bacher to send comments on awards program to Thomas Ha - Done

All Members to submit comments to Murlin regarding holding the face to face meetings next year in Dallas - Done

- Secretary's Report
 - Previous meeting report was distributed. Board members to review meeting report as distributed and report any corrections or comments.
 - Action items – Action items from this meeting will be distributed immediately after the meeting.

- *Past president's Report*
 - *Board nomination committee*
 - *Through good efforts by several people to make several contacts, we have 1 confirmed nomination*
 - *Need to contact Rich Nute, and Richard Georgerian*
 - *Daniece and Elya have confirmed that they will run again*

- President's Report
 - *Membership – We now have 680 members*
 - *Elya will be going to India for EMCS, and will recruit on behalf of the PSES*
 - *Henry will make a motion to EMCS to join PSES to offer free memberships for both societies*
 - *Need to find IEEE Fellows to help with the Fellows nomination*

- Treasurer's Report
 - Conference proceedings look good - budget is on track.

- President elect – meeting schedule
 - Propose Dell to host the Feb 2010 BoD meeting
 - 2nd Board meeting will be in July, instead of June, in conjunction with the conference in Florida, and the 3rd Board meeting in conjunction with the Symposium in Boston.
 - Henry to develop a proposal for Portland for June 2011

VP Reports

- Conferences - 2009 Symposium
 - 20 booths sold; working to get more patrons
 - 9/1 – see e-mail

- Member Activities
 - Processed 35 applications in the 2009 trial offer
 - Discussed the dropped members list
 - Update on activities in China
 - Committed 200 – 300 student members; working with IEEE on enrolling them as a group
 - Symposium – will have booth for membership drive
 - Awards
 - Have received Jim's comments, need to submit

- Communications
 - New application form on the website based on the 2010 dues structure
 - Sent e-mail to EMC-PSTC mail list with news on Symposium and colloquium
 - E-blast to all PSES and EMC members regarding Symposium and colloquium
 - Spanish membership is also on website
 - Call for papers for the colloquium on website
 - Spoke with Avi Dey on opportunities on new chapters
 - Jack to write some news bytes for publication

- Technical Activities
 - No report

- Old Business
 - None discussed

- New Business
 - Future meetings - 2010
 - Feb 13 -14, 2010 – TBD – proposal to be held in Austin
 - June 2010 meeting – to be held in July in conjunction with EMC
 - ExCom July 17; BoD July 18 – Ft Lauderdale
 - July 19 – 21 mini-symposium sponsored by TC-8
 - Oct 2010 – Boston Symposium

- Adjournment
 - Meeting was completed at 3:17 PM CDST

Meeting Schedules

- Strategic Planning Committee
 - All VP's are included
 - Strategic planning meetings will be held the Saturday night before the June, and October BoD meetings

- Future meetings
 - October, 2009 – Toronto, Canada
 - In conjunction with Symposium

- Monthly teleconference schedule Send as teleconference meetings as outlook meeting notice and e-mail
 - **First Tuesday** of the month (unless scheduled otherwise)
 - September 1, 2009
 - October 6, 2009
 - November 3, 2009
 - December 1, 2009

▪ Time :

*US Time: 3 PM EDST - 2 PM CDST - 1 PM MDST - 12 PM (noon) PDST -
 Tel Aviv, Israel - 10 PM - Buenos Aires – 4 PM
 Sydney, Australia - - 5 AM (Wednesday)*

- Conferences Committee
 - First Monday of the month
 - To be scheduled
 - Time :

*US Time: 5 PM EDST - 4 PM CDST - 3 PM MDST - 2 PM PDST -
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Action Items

Item	Due	Owner	Action
1	6/22	Dan R, Doug, Richard G. Ken	Explore options for virtual symposium, presentations Present report to BoD on opportunities, methods, costs, etc.
	Update		
	5/6		Draft by June meeting
	6/22		Investigation still under investigation, need to explore Second Life – see Jane Cerone Denver chapter experimenting with webinars for local meetings
	2/8/09		Investigating streaming on the web – 2009 symposium 6/28 – Jim to contact Ken for continuing interest Chair – Doug Nix
2	6/22	Richard G.	Develop focus letter for tag-a-longs, why to present at symposium, why attend a conference, why exhibit at symposium
	Update		
	5/6		Draft by next meeting
	6/22		In process – draft by September Add to milestone chart
	8/22		working on the focus letter
	2/8/09		still in progress 6/28 – working on it – using 2009 as example; must be more than focus letter; developing an overall strategy
3	6/3	Jack	Contact Mary Ward Callen to find contact information for ASSE and CSA; report to the BoD; draft letter for contact
	Update		By next week
	5/6		Have attempted to contact, will continue attempts to locate information
	6/22		Contacted Ms Callen, referred to another IEEE contact, Jack to contact Matt Loeb for more information
	2/8/09		To contact at the TAB meeting 6/28 – Mark Montrose – volunteered to contact IEEE CSA – Jim Bacher contacted reported on CSA agreement – item closed
4	TBD	Daniece Dan	Develop proposal to put non-Xplore content from conferences on website as membership benefit
	Update		Possible to put it on the website in the members section Need to review material to find which material will be suitable
	3/3/09		Received material from each Symposium

		6/28 – received material from all symposium, reviewing material	
5		Dan R. Jack B.	Provide input for PSES to the new IEEE interface development group
	Update 4/7	President e-mailed information to chairs Now have access – moving forward on providing contact 6/28 – Dan R. progressing on providing content and linking; next steps for TAC to provide content	
6	Ongoing	All VP's	Continue with development of strategic plans to develop milestones and accomplishments
	Update	Need updates from all VP's for next meeting	
##			
	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	
	4/7	John Allen – UL is interested in forming outreach to educational institutions	

- Action Item Updates – Updates noted above
 - 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
 - New Actions items assigned