IEEE Product Safety Engineering Society
Board of Directors Meeting

Meeting Report

Date: April 6, 2010 - Board of Directors Meeting

Committee Members:
Murlin Marks, Jim Bacher, 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, Doug Kealey, Jan Swart
Guests: Bob Rassa, Stefan Mozar, Mark Montrose, Dan Arnold,

Participants:
Murlin Marks, Jim Bacher, , Dan Roman, Jack Burns, Daniece Carpenter, Richard Pescatore, , Doug Nix, , Jim Pierce, , Thomas Ha, , Richard Nute, Doug Kealey,
Guests: Dan Arnold,

AGENDA

Meeting called to order
- Secretary's Report
  - Previous meeting minutes
  - Action items
- Past President Summary
- President's Report
  - Assignments
  - SRC & TAB Fincom
- Treasurer's Report

VP Reports
- Member Activities
  - Beijing workshop status
  - EMC-PSES drive
  - Chapter support
  - Chapter liaison with TAC
  - Awards
    - Status
    - Chapter of the year
- Conferences
  - 2010 Conference – Joint EMC-PSES workshop
    - Budget
  - 2010 Symposium
    - Budget
  - 2011 Sympoisum
    - Location and conference chair
- Technical Activities
- Communications
  - Newslette due dates and reminders
- Old Business
- New Business
  - Government liaison request
  - Systems Council

Meeting called to order at 2:09 PM CDST

Action items from this meeting

3/2/2010

- Jan Swart – develop an analysis of reducing society dues for countries <$15K; draft to be circulated before the July meeting

4/6/2010

- Systems Council
  - Doug to review for touch points with our society
  - Murlin to get info on amount of support they are wanting
- Government liaison request
  - Not appropriate for our society
  - Jack will touch base with TC for liaison

- Secretary's Report
  - Previous meeting minutes – review meeting report as distributed
    - Motion to approve the minutes from the last meeting; approved
  - Action items from this meeting will be distributed immediately after the meeting.

- Past-president's Summary
  - Working on the candidate nominees for the election
  - Dan Arnold to serve on nominating committee

- President's Report
  - Assignments
    - Review the assignments file
    - Contact Murlin with any updates
    - Any Board member should identify themselves as a Chapter Angel to the nearest chapter
  - SRC & TAB Fincom
    - Criteria for SRC review
      - Membership
        - by Feb 2010, need 1000 members
        - 3 year plan to attain a minimum 1500 members
      - Financial
        - Stay off the financial watch list through Feb 2010
        - 3 year plan for a sustained sufficient cash flow

- Conference
  - Generate 20% surplus
- Publication
  - Continue quarterly newsletter
  - 3 year plan for additional publications

- Treasurer's Report
  - Received tax refund from last symposium
    - Made a 7% surplus on the symposium
  - Received draft for 2011 budget
    - Need input on conferences for this year and direction for future
  - Estimate the expenses for the China conference to be $3K

VP Reports

- Member Activities
  - China workshop is going well – expect 150 people which is the maximum for the conference center
    - Sponsored by CQC
    - Motion to issue certificates of appreciation to organizers of the China workshop – motion passed
    - Expenses for the society president is estimated to be $3k
    - CQC offered to donate money to help start a chapter in China
  - Working to connect chapters
    - Proposes a newsletter to all chapter chairs?
    - Create a group on LinkedIn for chapter chairs?
    - Doug Kealey will act as the Chapter Liaison – approved appointment by Board
  - Awards
    - Assigned to Peter Tarver, waiting for a report of status

- Conferences
  - Richard Georgerian will step down as the Conference Chair – motion made to appoint Doug Nix; motion passed
    - Doug Nix will assume the responsibilities
  -

- Communications
  - Mapped the location of all PSES members; showed some clusters
    - Will transfer the information to Member Activites VP for contacts to new chapters
  - Newsletter
    - Newsletter to be released on April 7
    - Have enough technical content for next newsletter
    - Want chapters and TC's to contribute something

- Technical Activities
  - Laser safety TC met on short conf call – will hold another call next week

- Photovoltaic TC will meet this week
- Medical, forensics, and telecom, risk assessment moving forward
- ITE – has call for meeting April 22 formation
- Consumer electronics still on hold pending candidates
- Industrial applications – Ken Thomas is forming; need geographical diversity
- Will set up a TC chair meeting
    - Ivan will draft a manual for the Technical Committee operation;
    - How to support the society and with the chapters will be a discussion item
    - PSES technical activities committee subgroup set up on LinkedIn
    - Each TC should contribute news items or articles to support the Newsletter

- Old Business
    - Systems Council
        - Is implementing an electronic environment for disseminating knowledge
            - Board reviewed and discussed proposal
        - Asked for a link on our web page to their conference
        - Request to co-sponsor their Environment, Safety and Occupational Health conference
        - Doug to review for touch points with our society
        - Murlin to get info on amount of support they are wanting
    - Government liaison request
        - Not appropriate for our society
        - Jack will touch base with tc for liaison
        -

- New Business
    - None discussed

- Adjournment
    - Meeting was adjourned at 3:50 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
  - July 24-25, 2010 – Ft. Lauderdale, FL
    - To be held in July in conjunction with EMC– Ft Lauderdale – July 26-28 mini-symposium sponsored by TC-8
  - Oct 2010 – Boston Symposium
    - Sunday before the symposium

- Monthly teleconference schedule Send as teleconference meetings as outlook meeting notice and e-mail
  - First Tuesday of the month (unless scheduled otherwise)
    - May 4, 2010
    - June 1, 2010
    - July 6, 2010
    - August 3, 2010
    - September 7, 2010
    - October 5, 2010
    - November 2, 2010
    - December 7, 2010

    - 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)