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**IEEE Product Safety Engineering Society**

**Board of Directors Meeting**

**Date: February 21, 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

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Participants

Mark Maynard, Kevin Ravo, Dan Arnold, Daniece Carpenter, Mariel Acosta Geraldino, Silvia Diaz Monnier, Thomas Lanzisero, John Allen, Harry Jones,

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

Teleconference: 2 PM Central US

* + - **March 1**
		- **April 5**
		- *May 3 - No meeting*

Face to Face:

* May 14-15, 2016 – Anaheim, CA (with ISPCE)

Meeting called to order at 10:08 AM CST (US)

Meeting adjourned at 12:33 PM CST (US)

Meeting Report

Welcome / Housekeeping and Secretary’s Report

* General
* Welcome to the meeting
* Approval of agenda motion proposed and seconded
	+ Agenda accepted

Secretary’s Report

* Approval of previous Meeting report
	+ Meeting Report circulated
	+ Report to be reviewed for acceptance at the next meeting

Past President’s Report

* Nominations Committee
	+ Nominations Committee
		- Committee has been formed
		- Plans to publish the nomination solicitation in the newsletter, on the website, and to a special mailing to Society members
		- Planning active solicitation at the ISPCE
		- Each Board member is challenged to bring one nomination
	+ Constitution and By-Laws revision – feedback received from IEEE
	+ Coordinate with the operational plan and strategic plan
	+ Will have preliminary information in the next month
* Constitution/By-Laws revision
	+ Elya had submitted it to the IEEE committee and received a number of comments
	+ Comments noted that there was a lot of duplication and inconstancy between the Constitution and By-Laws
	+ Kevin completed a clean-up to keep the Constitution at a very high level, and the By-Laws with a little more details. IEEE Committee recommended that these documents should be at a very high level without too much details.
	+ Propose to point to the dashboard and strategic plan, and position descriptions as documents maintained at the Society level and not the IEEE review level
* IEEE is recommending that all Societies change from a Board of Directors to a Board of Governors
	+ Motion made and seconded to change from Board of Directors to Board of Governors
	+ will begin to use the new name when the Board approves the new constitution and By-laws
	+ approved unanimously
* Kevin will circulate the Constitution and By-Laws in the tracked changes format. All to review and be ready to discuss at May F2F meeting
* Past President Report - 

President’s Discussion

* Reports from VPs
* Updated Dashboard – contact information, volunteer positions, and Action items need to be updated
	+ Action items updated
	+ Volunteer positions
	+ Review and comment or update as needed
	+ Dashboard - \_\_
* 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
* Recently attended TAB meeting in San Diego
* Stefan has been working hard on getting participants for various societies to help with Transaction

Treasurer’s Report

* Will not be attending the Treasurer’s workshop this year
* ISPCE budget
	+ working with treasurer for Symposium
	+ resolved some questions, and numbers support a good result
	+ Question on comps for the Symposium – discussion needs to start in the Symposium meeting Reviewed the Treasurer’s report
* Note that the non-North American Board members need to have their travel expense pre-approved by the Treasurer and President
* The expense report must be used for all expenses
* Reviewed New initiative proposal
	+ For use for key items for a new initiative or special project
* Treasurer report : 

**Vice President Reports**

**Technical Activities**

* Exemplar Global
	+ Elya has been contracted by iNARTE to work on enhancements for both the EMC and Product Safety programs
	+ ACTION ITEM – all Board members to contribute one or two names who would be suitable as a paid exam question reviewer.
* Technical Activities Report - no report

**Communications**

* Questions from written report
* Newsletter
	+ Transition to the new editor is in process
	+ Looking for content for the newsletter
* Website
	+ Need photos from new Directors for inclusion on the website
	+ Murlin Marks is the new Chapter coordinator and has been working hard to update Chapter information on the website
	+ Some Chapters have requested to have one page Chapter page on the PSES
* Reviewed the items on the report
* Ordered some translated Brochures including Korean
* Communications Report - 

**Conferences**

* ISPCE 2016
	+ Finalizing keynote speakers
* Reviewed conference report
* Conference committee to meet first of March
* ACTION item – Mark to confer with Stefan on status of 2017 symposium and conference in Boston
* Conferences Report - 

**Member Services**

* Proposal to obtain PSES logo merchandise for Chapters
	+ We have no documented process to supply merchandise to the chapters
	+ Propose to use the New Initiative Proposal form
* Newsletter
	+ Discussed the date for articles to be submitted for the newsletter
	+ Newsletter is in transition for editor, so dates are in flux.
	+ Try to publish the newsletter by the end of the quarter
* Awards – Chapter of the year submittals reviewed;
* Grant volunteered to be on the Awards committee. Mariel will contact Juha, a previous
* Chapter Angels
	+ Propose to put together a program description, with responsibility description
* Chapter websites
	+ Propose to build new websites for each chapter for consistency
* Member Services Report - 

**Liaison Report**

No reports

**Old Business**

No old business

**New Business**

No new business

Closing Remarks

Adjourned at 12:33 PM Central

**Meeting Schedules**

* **2016 Face to Face** meetings
	+ February 20 / 21 – Virtual
	+ May 14 / 15 – Anaheim, CA (with ISPCE)
	+ October 15 / 16 – Virtual
* **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**

**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>