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**Board of Governors - Meeting Report**

**May 7, 2017**

***WebEx Recording Information:***

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| Your recording is now available on your WebEx site. |

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| **WebEx Meeting - PSES BoG-20170507 1501-1** |
| Sunday, May 7, 2017 |
| 8:01 am  |  Pacific Daylight Time (San Francisco, GMT-07:00) |

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| [**Play recording**](https://ieeemeetings.webex.com/ieeemeetings/lsr.php?RCID=bbe17b2d08d04008afefff80f66681b3) (8 hr 32 min 17 sec) | |
| Recording password: (This recording does not require a password.) |  |

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8-10am

Breakfast

**Welcome**: John - John welcomed everyone, reviewed the Agenda and had everyone do self-introductions. See attendee list at end of the report.

**Housekeeping and Secretary –** Last meeting report was circulated last night.

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**Past President's Report**: Kevin – no written report - Discussion of new Constitution and By-Laws submitted to the IEEE – these are approved by the IEEE and as such will not change very often, perhaps every 3 years or so as needed. We will maintain an ‘in-process’ version of each with corrections and proposed changes to be ready for our next revision. Operations Plan is now on Website, as well as Nominations for Members at large to the Board. All Board Members should review and update Operations Manual to make it more comprehensive.

**Treasurer's Report:** Dan A – See written report distributed this morning – numbers were actually similar to what we saw in April. Negative – left more $ for reserves than necessary (could have used more – some that was planned was not spent in time), much of our expense is for travel, Positive – we had a Net surplus, we had growth, Conference finances look good to date for 2017.



**VP Technical Activities:**  Silvia – no written report – Needs help to develop and deliver more technical content moving forward. Looking for volunteers and leadership for Technical Committees such as Risk Assessment Technical Committee. There will be a TC meeting during the Conference and tables for each of the TCs to attract attendees to the TCs. There is an old Technical Committee Chair Manual – perhaps that needs to be used with each Technical Committee – this needs to be added to or referenced by the Operations Manual. Need to look at where there is ‘energy’ around certain topics or issues that the PSES could address and perhaps use that as a way to identify new TCs or areas for existing TCs to address.

**VP Communications:** Mike – see written report – Newsletter hard copy passed around – looks good – starting to get more articles – need to keep them coming – need everyone to provide calendar updates to Mike regularly. Will send out a Newsletter ‘teaser’ to social Media audience to try and encourage them to become members to get more content. New Marketing Director – Mike Anderson. Also there was a suggestion about including upcoming standards/regulations, etc. in the Newsletter and or Website – Daniece to help provide content.



**VP Conferences:** Stefan – Symposium is coming together well – Best Paper Winner is getting a choice of one of the major Conference Gifts. Professor Kao provided a presentation on the Taiwan Conference which will be held again this December. ISPCE roming Conference in Boston in the fall November 6/7 – Steve Brody is Conference Chair - this will be the first version of our ’roming conference’ - working on venue with CC – this will put us at three conferences for the year – we now need to build the infrastructure to be able to support these moving forward before we consider any more.



**VP Member Services:** Mariel – see report - compared to the rest of IEEE, PSES membership is trending positive. Will have a Chapters Annual Meeting on Tuesday night at the Conference as well as a Membership table at the Symposium. We will be promoting the Senior Member process and will have a reffle for those who are willing to become members at the Conference. We are working to reach those who are not members yet – such as having the Compliance 101 at te EMC Symposium, etc. Chapter of the Year award going to Chapter in India – they will actualy get their award at the local Section Meeting since they will not be at the Conference. The India Chapter is interested in having a Symposium/Workshop in India as well in the future.



Break – 15 minutes

10:30-noon

**JA to moderate open discussion**

**- Dashboard items**

Reviewed and Updated current Action Items. See updated Dashboard.

**Motion** related to IOT – Based on new information about their unwillingness to work with us for less than $15,000 it is moved that at this time we do not enter into a formal relationship with the IOT - KR. Second – KK, No one Opposed – Passed

**- Review Strategic Plan** – Will discuss this on our next call.

Break / Lunch – 12-1pm

1-3pm

**Satisfaction Survey from MGA IEEE – Stefan**

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**Open discussion continued:**

* **What’s the Message we want all Board members sending to the attendees** – especially at the Symposium this week?

We want to get more people involved – volunteers – we want their help – we want them to get involved in the exciting things we are trying to do – we are here to help and educate them – we recognize they have knowledge to offer and we want them to share that as well.

Note – the more members get involved, the more they learn and get value from the society.

* **Expectations of all Board members**

If any board members, especially Members-at-Large, don’t have any additional activities, they should consider getting involved and helping where needed.

* **Consistent stream of technical content/articles**

Needed and doing better – keep them coming.

* **Newsletter publishing logistics – process, dates, etc.**

How does it all come together – how can we all help?

Get standing reports about Chapters, Members, etc. and want two technical articles per newsletter, a fairly regular Legal Column, etc. Would like to get back to adding Standards updates – Daniece to help with that. Articles come in and go to Stacy. Draft is created and reviewed. See PPT.



* **What do we want ISPCE to be?** Is it Academia? Is it a Trade Show? Is it Both? Is the flagship at our peak with 200 attendees? Can we get 200 somewhere else? Note – IEEE Average Conference size is 100 so our 200 is better. If we can bring in additional attendees at the new conferences that is a way to grow our overall conference numbers. Also, we need to rename ISPCE at some point in time, since it has not been registered properly.
  + IEEE ISPCE TW
  + Roaming Conference or will it be Regional? If Boston does good, why not repeat it? Where will it be next?
* **What Societies/Groups/Associations should we be working with?** – IEC, Reliability, Instrumentation, EMC, PSMA, ICPHSO (International Consumer Product Health and Safety Org)??

Others to Consider – (may want to use SAMIEE to analyze where there is cross over) - **CE**, Robotics, Social Implications of Technology, **IAS**, Power and Energy, **Reliability**, etc. Bold indicates top three to target.

* + What do these relationships look like? We bring a track to their conference.
  + Will they share surplus? Especially if we bring a track?
  + Is it worth the investment? Will it bring new members to PSES, will they share in revenue as a result, will they pay for us to come and do a track – that would give us the exposure and perhaps new members.

Jeff P willing to help work in this area to bring new members.

**Education Activities** – Steve Brody to take the lead. See Compliance 101 Discussion below for more details. Steli, Ken, Fabio, Mariel, John, Silvia, Jeff, and Dan volunteered to help as well.

* **2017 Spending Priorities** – Finance Committee will handle.
* **Website Updates** - HOD
* **Society Review** – February, 2018 - HOD
* **Product Offerings Renewal** – No changes for 2018.
* **iNARTE** – What do we want to do with this relationship? Is there a real need for a Safety Certification Program – is it of value to our members?

**Motion** - Move to withdraw from current out-of-date agreement with iNARTE with the understanding that we will discuss a potential future agreement with iNARTE once we have determined what our expectations out of such an agreement will be - SB. Second – BP, Opposed – 1 SL, In Favor – 15 – Passed.

Silvia volunteered to take the lead on the continuing analysis and discussion.

Break – 15 minutes

3:15pm – 5pm

**Compliance 101** - This is intended to develop initial material to bring to conferences PSES or otherwise and perhaps at some time in the future – to universities, etc. It could be done in whole or in parts. See attached presentation from John. Needs to be offered in a way the target group wants (as much or as little). An example may be to put at the beginning of the Symposium so some may come just for this to get a high level understanding of Product Safety.



Steli reviewed the contents of the book he co-authored. Steli will propose a concept outline for Compliance 101 within the next week to the Compliance 101/Education Committee – Steve to take lead on committee consisting of Steli, Ken, Fabio, Mariel, John, Silvia, Jeff, and Dan. The committee will review and consider Steli’s proposal as well as the book he co-authored and how both might fit in and/or support the Compliance 101 activity.

The Committee deliverable is to include a proposal for part, full and multi day versions of Compliance 101. Additionally this will include an approach to understanding the audiences, what we expect from the offerring, what will look successful, how we will be able to deliver, etc. Also consideration should be given to how this will fit in with what the test labs have already? Could they help and or support?

* Compliance 101 and 201 Plan Development – is this our ticket into other Societies/Organizations?
* Compliance 101/201 – what to name it?
* Compliance 101/201 – Plan Development

(5min) **Next Meetings**

*All Day Board Meetings - 2017*

* Fall meeting (face-to-face) - Date: Wednesday, November 8, 2017 following Boston Roaming Conference, November 6/7 Conference

*Monthly Web Conferences*

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

* June 6
* July 11 (*July 4 is a US holiday*)
* August – *Summer Break*
* September 5
* October – 3
* November 8 (Face-to-Face - see above)
* December 5

(5min) **Concluding Remarks**

(1min) **Adjourn**

**Optional Dinner – House of Genjii**

Attendees:

Members of the Board Present

John Allen x

Kevin Ravo x

Mark Maynard x

Daniece Carpenter x

Dan Arnold x

Mike Nicholls x

Mariel Acosta-Geraldino x

Silvia Diaz Monnier x

Stefan Mozar x

Thomas Lanzisero

Steli Loznen x

Bansi Patel x

Harry Jones x

Ken Kapur x

Grant Schmidbauer x

Steve Brody x

Fabio Furlan x

Don Gies x

Jeff Pasternak x

Professor Kao x

Mark Montrose x

Murlin Marks x

Dan Roman x

Richard Georgerian x