

21th International System Safety Conference System Safety Society Executive Council Meeting Minutes

Sunday, 3 August 2003

Agenda Items

A. Opening/Introductions

The President Paul Kryska made opening remarks welcoming everyone to the first International System Safety Conference held outside of the United States. Around the table introductions occurred (the list of attendees is provided in [Attachment A](#)).

The first motion by Larry Jones to modify that agenda (See [Attachment B](#) for the original agenda) to allowing change in sequence for members who had other duties/meetings that conflicted with the agenda. Motion approved.

B. Rules of Conduct

The System Safety Society Rules of Conduct was presented by Executive Vice President Larry Jones. No questions or issues were raised.

C. Officers Reports

1. Past President ([Enclosure 1](#))

- Mr. Clif Ericson discussed last year's accomplishments including the addition of the German chapter, the electronic version of JSS, jump starting the DC chapter, registering the trademark for the society name and logo, and receiving the funds from the inactive Florida chapter.

2. Vice President ([Enclosure 2](#))

- Mr. Larry Jones discussed the Executive Vice President's responsibilities. In addition he discussed the submittal of the FY02 Draft Annual Report and announced that the New England Chapter is working on the "History of the Society." Mr. Jones also discussed two issues, the first dealt with preparing the draft Annual Report and the second dealt with corporate membership.

3. Executive Secretary ([Enclosure 3](#))

- Ms. Melissa Emery discussed the Executive Secretary's responsibilities. The summary of FY03 indicated that no Emeritus Upgrades were awarded but 3 Senior Member Upgrades were awarded to Melissa Emery, Paul Kryska, and James Gibbons. In addition the following OVP's were appointed in FY03: Conference Finances, Mr. Jon Derickson; Conferences Registration, Mr. Jeff Speer; Web Development, Mr. Mario Fierro; and Education, Mr. Jim Gibbons. Plans for FY04 include investigating the ability to hold a mid year EC

meeting via teleconference or videoconferencing media. No issues were discussed.

4. Treasurer ([Enclosure 4](#))
 - Mr. Chris Olson discussed the Treasurer's responsibilities. The Budget for FY03 was reported as expenses: \$175,190; Revenue: \$164,465, and Carryover: (\$10,725). The approved budget for FY04 is as follows: Expenses: \$192,385; Revenues: \$164,065 and Carryover (\$28.30). The Checkbook balance as of July 1, 2003 was \$167,653.
5. Director of Conferences- ([Enclosure 5](#))
 - Mr. Derickson discussed the Director of Conference's responsibilities. He also discussed a summary of FY04, which included the conclusion of the 2002 Conference, the continuous planning of the 2003 Conference and the initiation of the 2004 Conference.
6. Director of Government and Inter-Society Services- No Report Presented.
7. Director of Member Services- ([Enclosure 6](#))
 - Mr. Barry Hendrix discussed the Director of Member Services responsibilities. Mr. Hendrix also provided a summary of FY03, which included the focus on strategic plans, new corporate members, and processing of membership upgrades. In addition, Mr. Hendrix identified that plans for FY04 include a executing a Membership Plan. Issues identified by Mr. Hendrix include enlisting Chapters help in identifying non-member SS practitioners; keeping members; and new ways to ensure timely membership tracking/renewals.
 - **Mr. Barry Hendrix received an action to identify all the affiliate members for upgrade consideration.**
8. Director of Publicity and Media ([Enclosure 7](#))
 - Mr. Josh McNeil discussed the Director of Publicity and Media's responsibilities. Mr. McNeil gave a summary of FY03 specifically addressing the Web development contract with HiWAAY, the SSS Web site changes, and the Web Site Development. Mr. McNeil also discussed the future plans for FY04, which includes additional upgrades to the SSS Website. One of the upgrades includes creating a Members-only Area which provides a secret password protected areas where SSS Members can update their contact information, pay dues, view contact information of other SSS members, etc.
 - **An action item was given to Mr. McNeil to provide the Certificate of Security for HiWAAY.**
 - It was noted by Mr. Stephans that the website is very impressive, others agreed.
 - It was also noted that chapters could acquire space from the SSS Website for their chapter websites. Contact Mr. McNeil or Mr. Fierro for space allocation.
 - Mr. Niles Welch expressed a tribute to ASWaterman for the eJSS.
9. Director of Education and Professional Development ([Enclosure 8](#))
 - Mr. Steve Mattern discussed the responsibilities of Director of Education and Professional Development. Mr. Mattern noted the OVP

for Education and Training is Mr. Jim Gibbon, the OVP for Professional Development is Mr. Dev Raheja, the OVP for Awards is himself (Mr. Mattern) and the BCSP representative is Mr. Larry Jones. A summary of FY03 was presented for each OVP. The summary for Educations and Training highlighted the newly designed database to track course offerings, the newly designed data base for tracking safety related focus groups and a published article on the Web to seek information for database. The summary for Awards highlighted the simplified award nomination form for all awards, development of Awards Committee procedures for reviewing and grading of award nomination packages, and the announcement of award nomination on the web site. The summary for Professional Development highlighted the review and approval/disapproval for application for Senior and Fellow Membership Upgrades and the interface with RAMs.

- In addition Mr. Mattern discussed the plans for FY04. Mr. Mattern announced that he is seeking nominations for a new OVP for Professional Development; Mr. Raheja is resigning from the position.
- Mr. Mattern stated that he had some issues with the responsibilities of the Director of Education and Professional Development as currently listed on the web site.
- A discussion about best practices occurred about providing a list of what needs to be done but not the details of how to do it.
- A suggestion was made to notify all award nominations such that non-winners know that they were nominated.

10. Director of Chapter Services ([Enclosure 9](#))

- Mr. Jerry Banister discussed his responsibilities
- Mr. Banister also discussed pursuing CSP training and contacting chapters monthly.
- **An action was generated (Melissa/Jerry) to add Florida back to the key members list and indicate non-active.**
- Ms. Emery suggested contacting folks in South Texas to initiate a chapter.

OUT OF ORDER—

G. Status of

a. System Safety Analysis Handbook ([Enclosure 10, 11](#))

- Mr. Warner Talso presented the status of the System Safety Analysis Handbook. Transition to the CD-ROM format is occurring, however they are still filling ½ the orders with paper copies. Mr. Talso also presented the format of the 3rd edition. A discussion about the glossary generated several volunteers to provide glossaries to Mr. Talso for his use/consolidation. Mr. Talso also requested someone to be the responsible party for the SSAH.

D. Old Business

1. Florida chapter Funds- Mr. Clif Ericson ([Enclosure 12](#))

- i. The Florida funds have finally been received by the SSS.
- ii. An action item was given to Jerry/Barry to check with Cathy Carter about the Florida Chapter's last financial report.

2. Best Practices Guide for system Safety-

- i. Mr. Mattern to provide Best Practices by next summer
- ii. Mr. Mattern received an action to provide a detailed outline of Best Practices concept.
- iii. An action was also given to Mr. Paul Kryska to talk to Mr. George Peters about the legal aspects of Best Practices.

D. New Business

1. Society Website - ([Enclosure 13](#))

- Mr. McNeil presented an update about the Web Site. Mr. McNeil provided a mission statement and received an action item to make it more generic. An action item was assigned to Mr. McNeil to add networking and services and storefront type indicator in mission statement
- Mr. McNeil addressed the E-Commerce Pros/Cons, the members only area, the eJSS, membership database, content updating responsibility, EC information (votes/minutes/etc.), system safety training (database and Educational & Professional Development area).
- An action was given to the EC to ensure all the information was correct and up-to-date on the Web Site.
- An action was given to Mr. McNeil to formulate a proposal for technical papers/articles wrt members-only purchase
- An action was given to Mr. McNeil to update the Renewal form to add an option for publishing information in membership database
- There was extensive discussion about the Ecommerce concern and the Privacy Act with respect to posting the membership database. The concern will be overcome with the membership only access by

password protection (and member's permission as to what each would allow to be published). **An action was given to Mr. McNeil to provide a Security Certificate for payflow.**

- **A motion was made to continue posting a free copy of the eJSS on the Web Site for 2 more years. Motion was approved.**
- **An Action was given to Cathy Carter to ensure the information in the membership database was current.**
- **An action was given to Mr. McNeil and Ms. Carter to integrate the member database with the conference database.**
- **A discussion was held with respect to posting the voting results from the EC meetings and email voting. A motion was made to document the voting results on the web site. The motion was approved. A motion was made to document a summary of the votes for each motion voted on (number of yeas/number of no's/number of abstains). The motion was approved.**
- **An action was given to Mr. McNeil to verify files managers virus scanning/detection capability available**
- **An action was given to Mr. McNeil to get a matrix of responsibility for WebPages delivered to EC**
- **An action item was given to Mr. McNeil to verify space for chapter websites is available.**

2. Strategic Plan- Not Presented.
3. EC officers' contribution to the JSS-Not Presented.
4. Officer Conflicts of Interest ([Enclosure 14](#))
 - a. Mr. Paul Kryska presented the Officer Conflicts of Interest data. An overview was provided to ensure the EC understood the reason for discussion. It was noted that the conflict of interest under discussion no longer existed. **An action was given to Mr. Kryska to send out conflict of interest policy by 9/1/02 to be followed by updates and vote.**
5. Master Schedule of EC Officer Milestones-Not Presented.

Monday, 4 August 2003

- G. Past Presidents. (Covered Earlier/Later)
- H. Insurance Coverage of the Society, it's officers and employee - (Enclosure 15)
- Mr. Larry Jones presented an overview of the SSS Insurance policy. Mr. Jones outlined the Directors and Officers Liability Policy, which include the limits of liability, the policy period, the coverage and the coverage exclusions. In addition, he outlined the Commercial Policy and Workers' Compensation.
 - An action was given to Mr. Jones to add property increase to Insurance
 - An action was given to Mr. Jones to check with Ms. Carter about the two other buildings on her property
 - Mr. Jones was given an action to check on \$500,000 being \$1M instead
 - Mr. Jones was given an action to check on the applicability of the Boiler/Mechanical section
- G. Annual Budget – (Enclosure 16)
- Mr. Olson also presented a line-by-line explanation of the annual budget. His basic conclusion is that expenses have been over estimated and the revenues have been under estimated each year. Even though each budget starts out with a deficit the year ending balance is positive, therefore the goal will be to strive for balanced budget by decreasing expenses.
 - Mr. Olson received an action to show on the balance sheet where the money resides
 - Mr. Olson received an action to put responsible party names on each line item
 - Mr. Olson received an action to generate a survival budget if 1) 30 percent drop in membership occurred and 2) unsuccessful conference.
 - An action was given to Mr. Olson to make a proposal for line items that need explanation/deletion from budget
 - Mr. Olson also discussed the Travel Policy and expense reports submission requirements. (Enclosure 17)

OUT OF ORDER—

Past Presidents: Mr. George Peters addressed the EC.

- G. System Safety Certifications in Absence of BCSP (Enclosure 18)
- Mr. Larry Jones presented a special topic about the BCSP System Safety Specialty Exam. Mr. Jones gave a history about the Specialty Exam for the BCSP. Since 2000 a total of 10 examinees (1 passed). Mr. Jones also reported that the expense from the System Safety Specialty Exam was \$115, 000 verses the incomes of \$2,500. Based on the economics and lack of interest the BCSP has decided to discontinue the exam. Mr. Jones recommended that the EC understand the certification path and provide the BCSP with cost reduction measures to promote not deleting exam.

- Mr. Clif Ericson made a presentation to gain support for the SSS to become the certification agent for the system safety discipline. (Enclosure 19)
- A motion was made to have Mr. Ericson pursue the investigation of the SSS certification of system safety. The motion was approved (14 yeas/4 no's/0 abstains).

OUT OF ORDER—

Past Presidents: Mr. Roger Lockwood addressed the EC.

G. Chapter President's Reports

Bay Area Chapter - No charts. No presentation.

Central California Chapter - No charts. No presentation.

New England Chapter - (Enclosure 20)

- o Chapter President Dave O'Keeffe presented the New England Chapter Report. Mr. O'Keeffe identified the chapter Officers. He also summarized the finances, membership, and meetings. He identified their active role in System Safety Awareness and provided plans for the year ahead (hosting the 22nd ISSC in Providence). Mr. O'Keeffe also identified that the New England Chapter constructed a tabletop display for use at the Ottawa conference. It was questioned whether this tabletop display is available for any SSS business/use. Since the New England Chapter funded this project, the display is for their use only. However if the SSS reimbursed the New England Chapter for their expenses the tabletop display could be available for everyone's use. It was noted that the Large Display Booth is owned by the SSS and is available for any chapter to use.

Georgia Chapter - No charts. The chapter status was given verbally.

German Chapter-

- o No charts. Dr. Ladkin verbally presented the German Chapter Status.

Los Alamos Chapter - No charts. No presentation.

New Mexico Chapter-

- Mr. Jon Covan presented the New Mexico Chapter Report for the Chapter President, Mr. Dick Stephans. The Chapter gives \$350.00 scholarships and supports local science fairs. (Enclosure 21)

Northwest Chapter – Time didn't allow for charts to be presented. (Enclosure 22)

Sacramento Chapter – (Enclosure 23)

- Mr. Hoes identified the need to restart the Sacramento chapter because FY03 yielded no meetings, no report and no income/expenses. Plans for FY04 are to disband the chapter or to create a new format and approach. The possibility for a virtual chapter was discussed.

Sierra High Desert Chapter – (Enclosure 24)

- Mr. Banister presented the Sierra High Desert Chapter Report. Mr. Banister identified the chapter officers. He reviewed the chapter activities, which included the recruitment of two new members. The opportunities for FY04 were identified as provide CSP training for chapter members and to have three meetings in July.

Singapore Chapter - (Enclosure 25)

- Chapter President Ms. Ling presented the Singapore Chapter Report. Ms. Ling identified the chapter Officers and the Chapter President Responsibilities. Ms. Ling also summarized her duties as the OVP Asia Pacific as well as a summary of FY03 and plans/goals for FY04. Ms. Ling identified 3 issues 1) needs to understand criteria for membership upgrades, 2) recruitment of good/suitable candidate for chapter officers, and 3) sponsorship for chapter registration to her country.
- A motion was made to let every chapter active/inactive receive a free membership (one per year/one per person). The motion was approved (14 yeas/ 0 no's/2 abstains)
- An action was given to Ms. Ling to provide Mr. Banister with a copy of her chapter letter.
- An action was given to Mr. Banister or Mr. Hendrix to get the membership upgrade criteria to Ms. Ling.

Tennessee Valley Chapter - (Enclosure 26)

- Chapter President Mr. John Livingston presented the TVC Chapter Report. Mr. Livingston identified the chapter officers and outlined the chapter progress to date. He also provided a summary of FY03 Activities and a summary of plan/goals for FY04. Mr. Livingston identified two challenges: 1) utilization of chapter resources to promote system safety within the community and 2) provide value-added information for the chapter members.

OUT OF ORDER—

- c. Status of SSS Archive Set of Journals and Conference Proceedings - Mr. Livingston reported the 2001 and 2002 profits from the SSS archive set of journals and conference proceedings.

Washington DC Chapter – Time didn't allow for charts to be presented. (Enclosure 27)

H. Status of Chapter and Approval of Chapter Reimbursement

- Mr. Jerry Banister noted that for the first time all active chapters (12 of them) submitted Chapter Reports/Reimbursement on time.
- A motion was made to approved all chapter reimbursements (17yeas/0 no's/0 abstains)
- An action was given to Mr. Hendrix and Mr. Banister to change the definition of chapter boundaries from the old zip code method to whatever the specific chapter used to define its boundaries. Also, they must notify Ms. Carter of the change in methodology.
- An action was given to Jerry to request that each Chapter President attend the conference and to specifically participate in the EC meetings. An issue was identified with the assignment of members based on zip codes. An action was assigned.
- An action was given to every Chapter President to supply Mr. Banister with a Chapter charter and a list of current members.

I. Perspective on Chapter Vitality- Not presented.

J. Plan for Gaining and Retaining New Members-Not presented.

K. Status of

- System Safety Analysis Handbook (already covered- see above)
- SSS Archive Set of Journals and Conference Proceedings (already covered – see above)

L. Other issues

- A motion was made to absorb money from inactive chapters to the SSS after 5 years of continuous inactive status. The motion was approved (14 yeas/ 1 no/ 0 abstain)
- A motion was made to pay for the editor of the JSS to attend the conference in the same manner as the elected officers. The motion was approved (14 yeas/ 0no/ 1abstain).
- A motion was made to allow Mr. Ericson to investigate changing the name of the System Safety Society to the International System Safety Society. The motion was approved (14 yeas/ 1 no/ 0 abstain)
- A motion was made to give the Singapore Chapter three additional memberships for the next five years to use as needed to benefit the chapter. The motion was approved (16yeas/ 0 no/ 1 abstain)
- **An action was given to Mr. Pete Ladkin to provide handbook input to System Safety Analysis Handbook author**
- A motion was made to provide all EC data transitions in word, RTF, PDF, Excel, or PowerPoint. The motion was approved (15yeas/ 0 no's/ 0 abstains)

M. Adjourn

- The meeting was adjourned.

Summary of Motions

1. The first motion was by Larry Jones to allow a change in the order of the agenda to permit individuals to present their EC items without interfering with other Society activities. Motion seconded and approved.
2. A motion was made to continue posting a free copy of the EJSS on the Web Site for 2 more years. Motion seconded and approved.
3. A motion was made to document the voting results on the web site. The motion seconded and approved.
4. A motion was made to document only a summary of the votes for each motion voted on (number of yeas/number of no's/number of abstains) and not how each member actually voted. Motion seconded and approved.
5. A motion was made to have Mr. Ericson pursue the investigation of the SSS certification of system safety. The motion was seconded and approved (14 yeas/4 no's/0 abstains).
6. A motion was made to let every chapter active/inactive receive a free membership (one per year/one per person). The motion was seconded and approved (14 yeas/ 0 no's/2 abstains).
7. A motion was made to approve all chapter reimbursements. The motion was seconded and approved (17y/0 no's/0 abstains)
8. A motion was made to re-absorb money into the SSS from inactive chapters after 5 years of continuous inactive status. The motion was seconded and approved (14 yeas/ 1 no's/ 0 abstains)
9. A motion was made to pay for the editor of the JSS to attend the conference in the same manner as the elected officers. The motion was seconded and approved (14 yeas/ 0no's/ 1abstains).
10. A motion was made to allow Mr. Ericson to investigate changing the name of the System Safety Society to the International System Safety Society. The motion was seconded and approved (14 yeas/ 1 no's/ 0 abstains)
11. A motion was made to give the Singapore Chapter three additional memberships for the next five years to use as needed to benefit the chapter. The motion was seconded and approved (16yeas/ 0 no's/ 1 abstains)
12. A motion was made to provide all EC data transitions in word, RTF, PDF, Excel, or PowerPoint. The motion was seconded and approved (15yeas/ 0 no's/ 0 abstains)

Action Items

Number	Actionee	Action	Due Date	Actual Completion Date
EC03-01	Barry	Identify all affiliate members for upgrade consideration.	2/30/04	
EC03-02	Josh McNeil	Provide Certificate of Security for review for HiWAAY and PayFlow	2/30/04	
EC03-03	Melissa	Add Florida back to Key Members list.		10/31/03
EC03-04	Barry, Steve M, Paul	Check with Cathy about Florida's last financial report.	2/30/04	
EC03-05	Steve M	Provide detailed outline of Best Practices concept	Oct 15 th	10/01/03
EC03-06	Paul	Talk to George Peters about legal aspects of Best Practices	2/30/04	
EC03-07	Josh	Add networking and services and storefront type indicator in mission statement	2/30/04	
EC03-08	All	Check webpage information for correctness and up-to-dateness	2/30/04	
EC03-09	Josh	Formulate proposal for technical papers/articles wrt members-only purchase	6/30/04	
EC03-10	Josh	Update Renewal form to add Option in for publishing info in membership database	2/30/04	
EC03-11	Cathy	Give membership data base and info (fields, forms, etc.) to Josh for website.		Done?
EC03-12	Cathy, Josh	Integrate member data base vs. conference data base	6/30/04	
EC03-13	Josh	Verify file manager virus scanning/detection capability which exists	2/30/04	
EC03-14	Josh	Get matrix of responsibility for webpages delivered	August 15, 2003	8/15/03
EC03-15	All	Get updates for webpages to Mario/Josh	9/15/03	9/15/03

Number	Actionee	Action	Due Date	Actual Completion Date
EC03-16	Josh	Verify space for chapter websites to link to SSS website	2/30/04	
EC03-17	Paul	Send out conflict of interest policy by 9/1/03 (to be followed by updates and vote)		
EC03-18	Larry	Add property increase to Insurance Recommendation	2/30/04	
EC03-19	Larry	Check with Cathy about two other buildings on her property	2/30/04	
EC03-20	Larry	Check on \$500,000 maybe make \$1M or more, and check on Boiler/Mechanical section	2/30/04	
EC03-21	Larry, Chris	Show on balance sheet where the money resides	6/30/04	
EC03-22	Chris	Put names next to line items	06/30/04	
EC03-23	Chris	Generate survival budget if 1) 30 percent drop in membership and 2) unsuccessful conference	06/30/04	
EC03-24	Chris	Make proposal for line items that need explanation	2/30/04	
EC03-25	Barry and Jerry	Fix zip code definition for Chapter and notify Cathy of change and to review letters	2/30/04	
EC03-26	Jerry	Request Chapter Presidents to attend next conferences and participate in the EC meeting	6/30/04	
EC03-27	All Chapter Pres	Send Jerry chapter charter and list of members	2/30/04	
EC03-28	Singapore	Send Jerry a copy of chapter letter	2/30/04	
EC03-29	Jerry	Get membership upgrade criteria to Singapore	2/30/04	
EC03-30	Peter	Give inputs to System Safety Analysis Handbook editor (Dr. S. Seiffert) to add to appendix	2/30/04	

**System Safety Society
Agenda of the Executive Council Meeting
The Westin Ottawa
Ottawa, Ontario, Canada**

Sunday August 3, 2003

Room: Les Saisons, 3rd Floor

Text in italics is for additional information, clarification

* These items will include background material to be reviewed prior to EC meeting

Time	Topic	Responsible	
8 AM	Convene Executive Council Meeting	P. Kryska - President	
	Introductions	Entire Executive Council	
	Opening Remarks and Review of Agenda	P. Kryska	
	<i>Rules of Conduct</i>	L. Jones	
8:30	Officer Reports (see attachment for report contents)*	All International Officers	
	a. Past President & President	(Limit, 15 minutes each. Please do not address issues that are found later in this agenda)	
	b. Vice President		
	c. Executive Secretary		
	d. Treasurer		
	e. Conferences		
	f. Government and Inter-Society Affairs		
	g. Membership Services		
	h. Publicity and Media		
	i. BREAK 15 MINUTES		
	j. Education and Professional Development		
	k. Chapter Services		
11:30	EC Lunch at the Blue Cactus		
1:15 PM	Old Business		P. Kryska / C. Ericson
	a. Florida Chapter Funds. Limits on Chapter Funding		
	b. Best Practices Guide for System Safety		
2 PM	Society Website:	J. McNeil	

Time	Topic	Responsible
	<ul style="list-style-type: none"> a) E-Commerce, benefits and costs, look and feel of the shopping page b) What info should be for members only, and what should be for the whole world c) E-JSS. How many issues to be posted free d) What member info will be made available to members, how will that info be put onto the web, and how will it be controlled e) Updating of member information via the website f) Responsibility matrix for the various pages and keeping them updated. <i>Need to make sure that each officer takes responsibility.</i> g) EC vote results posted to the web. <i>Include how each officer voted</i> 	
4 PM	Strategic Plan, Is the Vision Still Valid – If so, how do we continue to implement it, and if not, what needs to change?* <i>(EC to review Strategic Plan in advance)</i>	P. Kryska
5 PM	EC officers' contributions to the JSS. Twice per year for each officer.	P. Kryska
5:20 PM	Officer Conflicts of Interest. Policy on identification, monitoring and control <i>(EC to review a sample wording prior to meeting)</i>	P. Kryska
5:40 PM	Master Schedule of EC officer milestones, on a yearly basis. <i>Each officer to bring a minimum of 3 milestones and dates.</i>	P. Kryska et al
7 - 9 PM	EC Dinner at The Courtyard	

Monday, August 4, 2003

Room: Les Saisons, 3rd Floor

Time	Topic	Responsible
8 AM	Opening Remarks Introductions Summary of Yesterday's Discussions	P. Kryska
8:20 AM	Presentations by Invited Past Presidents	Roger Lockwood, Founder George Peters
8:50 AM	Insurance coverage of the society, its officers and employee	L. Jones
9:30AM	Annual Budget. *(EC to review current budget) <ul style="list-style-type: none">• <i>Balanced budget</i>• <i>Budget details</i>• <i>Budget Calendar</i>• <i>Issues with any specific line items</i>	C. Olson
1015 AM	System Safety Certification in the absence of the BCSP.	C. Ericson/ New England Chapter/L. Jones
10:45 AM	Chapter Reports <i>We should have all chapters present. Ask who will be there, give them 15 minutes, and get their commitment by July 15. [Participation by chapters is not yet confirmed]</i>	Individual Chapters
11:45 AM	Lunch at the Empire Grill	
1:15 PM	Status of Chapters and Approval of Chapter Re-Imbursements	J. Banister
1:30 PM	Perspective on Chapter Vitality <ul style="list-style-type: none">• International Chapters<ul style="list-style-type: none">• Singapore• Germany – Is the arrangement working?• US Based	J. Banister Eng Ling [Not confirmed] P. Ladkin [Not confirmed]

Time	Topic	Responsible
	<ul style="list-style-type: none"> • Need for Regional OVPs, reps 	
3 PM	Plan for Gaining and Retaining New Members	B. Hendrix
3:30 PM	Status of: <ul style="list-style-type: none"> a. Hazards Analysis Techniques Handbook b. SSS Archive Set of Journals and Conference Proceedings 	New Mexico Chapter Tennessee Valley Chapter
4:15 PM	Any other issues	P. Kryska
6 PM	Adjourn	

Attendees

EC MTG – August 4, 2003

<i>Name</i>	<i>Position</i>	<i>City/State</i>
Paul Kryska	President	San Jose, CA
Larry Jones	Executive Vice President	Huntsville, Al
Barry Hendrix	Director of Member Services	Marietta, GA
Tom Lewis	Georgia Chapter	Marietta, GA
Martin Sullivan	Washington DC Chapter	Dahlgren, VA
Clif Ericson	IPP	Fredericksburg, VA
Dave O’Keeffe	New England Chapter President	Portsmouth, RI
John Livingston	TV Chapter President	Huntsville, Al
Onn Eng Ling	Singapore Chapter President	Singapore
Charles Hoes	Sacramento Chapter	Sacramento, CA
Dick Stephens	New Mexico Chapter	Albuquerque, NM
Peter Ladkin	German Chapter	Bielefeld, Germany
James Morse	NW Chapter Vice President	Richland, WA
Steven Mattern	Director of Ed.& Prof. Development	Albuquerque, NM
Jerry Banister	Director of Chapter Services/SMDC Pres	China Lake, CA
Melissa, Emery	Executive Secretary	Huntsville, Al
Chris Olson	Treasurer	Huntsville, Al
Ronn Woolley	OVP Members	Moorestown, ND
John Covan	New Mexico Chapter (past president)	Albuquerque, NM
Niles Welch	JSS Technical Editor/ISSC 2004 Chair	Seekonk, MA
George Peters	Past President	Santa Monica, CA
Bill Pottratz	Member	Huntsville, Al
David West	Tennessee Valley Chapter Vice President	Huntsville, Al
Beth Baslock	Tennessee Valley Chapter Secretary	Huntsville, Al
Theresa Rudell	Los Alamos Chapter	Los Alamos, NM
Roger A. Lockwood	Founder, Past President	Los Angeles, CA

EC MTG – August 3, 2003

<i>Name</i>	<i>Position</i>	<i>City/State</i>
Larry Jones	Executive Vice President	Huntsville, Al
Barry Hendrix	Director of Member Services	Marietta, GA
Tom Lewis	Georgia Chapter	Marietta, GA
Martin Sullivan	Washington DC Chapter	Dahlgren, VA
Clif Ericson	IPP	Fredericksburg, VA
Ronn Woolley	OVP Members	Moorestown, ND
Chad Thrasher	Sub for John Livingston, TVC President	Union Grove, Al
Niles Welch	JSS Technical Editor/ISSC 2004 Chair	Seekonk, MA
Dave O’Keeffe	New England Chapter President	Portsmouth, RI
Onn Eng Ling	Singapore Chapter President	Singapore
Charles Hoes	Sacramento Chapter	Sacramento, CA
Warner Talso	New Mexico Chapter	Albuquerque, NM
Jon Derickson	Director of Conferences	Los Gatos, CA
James Morse	Vice President NW Chapter	Richland, WA
Jerry Banister	Director of Chapter Services/SHDC Pres	China Lake, CA
Steven Mattern	Director of Ed.& Prof. Development	Albuquerque, NM
Josh McNeil	Director of Publicity & Media	Huntsville, Al
Melissa, Emery	Executive Secretary	Huntsville, Al
Chris Olson	Treasurer	Huntsville, Al
Peter Ladkin	German Chapter	Bielefeld, Germany
Dick Stephans	New Mexico Chapter	Albuquerque, NM
John Covan	New Mexico Chapter (past president)	Albuquerque, NM
John Livingston	TV Chapter President	Huntsville, Al
Paige Ripani	Member	Annandale, VA



SYSTEM SAFETY SOCIETY

Organized 1962
Incorporated 1973

Professionals Dedicated to the Safety of Systems, Products & Services

Executive Council Meeting

Report for (Immediate Past President)

Submitted by (Clif Ericson)

August 3-4, 2003

The Westin Hotel

Ottawa, Ontario, Canada



- Summary of FY03 Accomplishments
 - Added new international chapter – Germany
 - Added electronic version of JSS (2 copies/yr)
 - Website enhancement (many items but start of ecommerce and member database on web)
 - Jump started DC chapter
 - Received notification from U.S. Trademark Office that the society name and logo are now officially trademarked



-
- Summary of FY03 Accomplishments
 - Gave SSS presentations at meeting of ASSE, AIHA, National Firemen's Association and Dept. of Justice Safety
 - Coordinated with Navy's NOSSA for co-sponsorship of ISSC in Providence
 - Received funds from Florida chapter
 - Warded off evil do-ers to system safety



SYSTEM SAFETY SOCIETY

Organized 1962
Incorporated 1973

Professionals Dedicated to the Safety of Systems, Products & Services

Executive Council Meeting

Report for Executive Vice President

Submitted by Larry Jones

August 3-4, 2003

The Westin Hotel

Ottawa, Ontario, Canada



-
- Responsibilities
 - Preside at Executive Council meetings in absence of the President
 - Ensure Society abides by its Constitution and By-Laws
 - Draft SSS Annual Report
 - Exercise administrative guidance and support for the operating and regional vice-presidents and committee chairpersons
 - Other duties as assigned by the President



-
- Summary of FY03
 - Submittal of the FY02 Draft Annual Report
 - History of the Society (New England Chapter)



- Plans for FY04
 - Prepare FY03 Draft Annual Report
 - Representative on BCSP
 - Review of Insurance Policies



- Issues
 - Incoming EVP preparing the Draft Annual Report
 - Corporate membership



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Executive Council Meeting

Report for (Executive Secretary)

Submitted by (Melissa Emery)

August 3-4, 2003

The Westin Hotel

Ottawa, Ontario, Canada



- Responsibility:
 - Coordinate EC meeting agenda
 - Write and distribute minutes of EC
 - Coordinate with the Society Tax Advisor and lawyer
 - Ensure HQ operations are providing timely response to customer requests
 - Custodian of the Society Operations Handbook
 - Verify voter eligibility; distribute and coordinate counting of mail ballots
 - Conduct census of the member disciples for the annual report
 - Supervise the Headquarters Office Manager
 - Sign off on key corporate records such as bank accounts and membership certificates
 - Publish a key Members List
 - Declare bylaw changes void if more than 20% of membership objects



- Summary of FY03
 - Emeritus Upgrades
 - None
 - Senior Member Upgrades
 - Melissa Emery (01/03)
 - Paul Kryska (03/03)
 - James Gibbons (04/03)



- Summary of FY03
 - OVP
 - Conferences for Finances – Jon Derickson (09/02)
 - Conferences for Registration – Jeff Speer (09/02)
 - Web Development – Mario Fierro (10/02)
 - Education – Jim Gibbons (12/02)



- Plans for FY04
 - Update Directory and make EXCEL file (easier to update)
 - Investigate Web/Video conference
 - Investigate mid year meeting



- Issues
 - None at this time



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Executive Council Meeting

Report for (Treasurer)

Submitted by (Chris Olson)

August 3-4, 2003

The Westin Hotel

Ottawa, Ontario, Canada



Responsibilities

- Ensure Society funds are managed in accordance with appropriate tax laws and accountabilities are clearly identified and adhered to.
- Ensure financial records are maintained in a manner that is amenable to external audit.
- Perform financial audit prior to beginning of new term.
- Provide written financial reports for the annual report and for the regularly scheduled EC meetings.
- Provide monthly treasury status reports.
- Provide guidance for chapter treasurers.



Summary of FY03

- Budget for FY03 (Completed at end of FY02)
 - Expenses: \$175,190
 - Revenue: \$164,465
 - Carryover: (\$10,725)
- Current Projection for FY03
 - Expenses: \$160,043
 - Revenue: \$173,503
 - Carryover: \$13,460
 - Positive FY03 Carryover of \$13,460 vs. \$10,725 negative carryover projected in FY02
 - Checkbook Balance as July 1, 2003: \$167,653



Plans for FY04

- FY04 Approved Budget
 - Expenses: \$192,385
 - Revenues: \$164,065
 - Carryover: (\$28,320)



- Chapter Account Balances
 - Bay Area Chapter: \$2,658.45
 - Central California Chapter: \$582.25
 - German Chapter: \$0
 - Los Alamos Chapter: \$764.22
 - New Mexico Chapter: \$44,021.53
 - Sierra High Desert Chapter: \$396.24
 - Washington D.C. Chapter: \$20,363.88



-
- Deficit Budget Projections
 - Proposal to allow one free admission per chapter



FY04 Tasks

- Provide monthly treasury status reports:
Complete by 15th of each month
- Provide written financial reports for the annual report: Complete by December 31, 2003
- Proposed Budget for FY05: Complete by June 1, 2004



SYSTEM SAFETY SOCIETY

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Executive Council Meeting

Report for (Director of Conferences)

Submitted by (Jon Derickson)

August 3-4, 2003

The Westin Hotel

Ottawa, Ontario, Canada



Director of Conferences

- **Responsibilities**

The specific responsibilities of the Director of Conferences and Symposia are to:

- Develop and maintain a guide for conducting Society conferences/symposia. This document will include minimum Society expectations, helpful hints and suggestions, lessons learned and will be updated periodically to reflect Society expectations and accommodate conference demographics;
- Maintain historical records of past conferences/symposia, including financial records, hotel counts, award recipients, hotel points of contact, conference/symposia points of contact, etc.;
- Assist in the management of conferences/symposia as required;

For the annual International System Safety Conference (ISSC):

- Prepare and maintain a 3-5 year plan for conference sites;
- Provide guidance to each conference committee;
- Conduct a post conference financial audit;
- Seek opportunities for cooperation with other complementary organizations for joint conferences or representation at their conferences (e.g., with the NSC).

For other conferences and symposia:

- Encourage and assist Chapters and regions (through Regional VPs) to sponsor mini-conferences and symposia in their geographical areas on topics of specific interest;
- Arrange Society support, as necessary, for such conferences/symposia;
- Arrange contractual agreements with sponsors for use of the Society's name and support.



- Summary of FY03

August 2002 Denver Conference concluded

Nov 2003 Solicited hotel bids from San Diego for 2005 Conference

Jan 2003 Conducted site visits at 5 hotels in San Diego for 2005 conference Site Recommendation was prepared and used for EC vote

March 2003 Picked the Westin Horton Plaza in San Diego as the site for the 2005 conference

EC approved selection

On Going all year – Telecons with Ottawa planning team

Jan-Jul 2003 Monthly telecons with the 2004 conference planning team



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Director of Conferences

- Plans for FY04



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Professionals Dedicated to the Safety of Systems, Products & Services

Director of Conferences

- Issues



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Executive Council Meeting

Status Report for Member Services

Submitted by (Barry Hendrix)

August 3-4, 2003

The Westin Hotel

Ottawa, Ontario, Canada



- **Responsibilities and Duties**

- Under the direction of the President and the Executive Vice President, the Director is responsible for all member services of the Society to include the following:
 - Provides oversight of individual and corporate member services administration
 - Provides direction and oversight of subordinate OVPs to include, but not limited to, the OVP, Individual Membership, and OVP, Corporate Membership. Perform duties of the OVP, Individual Membership, and OVP, Corporate Membership, in their absence.
 - Oversees Society forms and correspondence related member services activities.
 - Develops and maintains a forum for employment opportunities
 - Establishes and implements member services policy as approved by the Society
 - Develops and oversees the publication of the Members Handbook.
 - Reports status annually and at other times as directed by the Executive Vice President or President.
 - Completes all other membership-related tasks as assigned.



Member Services

-
- Summary of FY03
 - Barry Hendrix, Director, Warner Talso OVP Corporate Membership, and Ronn Woolley OVP Corporate Membership teamed and accomplished all goals and objectives.
 - Worked on strategic plan to sustain and increase individual and corporate member growth
 - Reviewed all past surveys, listened to member inputs, and researched current/future needs and services
 - Screened and processed all new member applicants and senior member upgrades (Woolley)
 - Increased Corporate Members and sustained individual membership (4 years of growth leveling off)
 - Researched and determined a variety of causes of slightly drop in overall membership totals
 - Contacted over 60 members who did not review to determine a variety of root cause
 - Established/executed a new policy and flexible price structure for Corporate Members (Talso)
 - Currently pursuing and seeking a collaborative inputs from Chapters on members services needs
 - Communicated frequently, debated issues with EC and voted prudently as a “Progressive Conservative”
 - Fulfilled the required duties and responsibilities and listened to our members who wished to communicate



Member Services

- **Barry Hendrix, Member Services Director**, focused on strategic plans and how to sustain and grow the membership by providing quality member benefits. Collaborated and teamed with other EC members to get fresh ideas. Those will be presented in a separate presentation
- **Warner Talso, OVP Corporate Membership**, successfully sustained and obtained new corporate members and proposed, restructured, and implemented new Corporate Membership incentives by offering several flexible membership options and fee structures with various individual memberships structures included in fee structure. Warner has a strong commitment.



- **Ronn Woolley OVP Individual Membership** coordinated several tasks including Chapter of the Year processing, tabulation and Assessments, independent of the selection committee. Ron's most labor intensive activities included the administrative management, evaluation and processing of member upgrades. Well done Ronn!



-
- The following are Member Status Upgrades for past year
 - 4-28-02 Mr. Jack Backastow, applied for Emeritus Member
 - 5-16-02 Emeritus designation for Mr. Stan Laut
 - 5-16-02 Upgrade to Senior for Paul Gruhm, PE, CFSE
 - 6-10-02 Mr. Carl Clark – Emeritus
 - 6-20-02 Upgrade to Senior:
 - John Covan
 - Arlin Cooper
 - David Van Hise
 - Don Ammerman
 - Saralyn Dwyer
 - 6-25-02 Upgrade to Senior
 - Ron Bowman
 - 7-20-02 Upgrade to Senior
 - Ken Chirkis
 - Jerry Banister
 - 12-10-02 Melissa Emery's Upgrade to SENIOR MEMBER
 - 02-10-03 Paul Kryska to Sr Member upgrade
 - 04-01-03 Mr. James Gibbons at SR. MEMBER
 - There were No SR. to Fellow, and Three Fellow to Emeritus Upgrades.



- Plans for FY04
 - Execute proposed strategies and actions in Membership Plan (A separate presentation) to ensure membership growth
 - Communicate more frequently with all EC for synergy and new ideas to implement to achieve goals and objectives
 - Tweak the plan as needed and implement viable methods of improving our communications with all members... to listen to them and meet their needs.



- Issues
 - Getting all Chapters to help identify non member SS practitioners in there geographical boundary and to sustain old members & bring in new members and help “keep them happy with worthwhile chapter activities”
 - Keeping members...a new strategy may be needed
 - New administrative ways of ensuring timely membership tracking and renewals
 - Perhaps newer accounting methods and processing tools
 - Providing flexible options (multi year membership fees?)



SYSTEM SAFETY SOCIETY

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Executive Council Meeting

Report for Publicity and Media

Submitted by

Josh McNeil

August 3-4, 2003

The Westin Hotel

Ottawa, Ontario, Canada



- Responsibilities
 - JSS and SSS Web site
 - Both excellent marketing tools
 - Marketing Plan
 - Publicity
 - Internal (members)
 - External (non members, public)



- Summary of FY03
 - Web development contract with HiWAAAY
 - SSS Web site updates
 - Updated forms
 - Job ads
 - Web site development
 - Rehosted entire site to HiWAAAY server
 - New Navigation
 - SSL Security certificate
 - File Manager
 - On-line electronic Conference registration form



- Summary of FY03
 - Web development contract
 - Wrote specification/RFQ
 - Provided specification to 4 different companies
 - Group of three evaluated responses against criteria
 - Capability
 - Cost
 - Experience
 - Selected HiWAAY Information Systems, Inc. in Huntsville for their experience, reputation, and cost.



- Plans for FY04
 - Promote JSS more
 - Develop more attractive promotional material
 - For individual membership
 - For Corporate sponsors
 - Create a more “Interactive” web site
 - Include more tools and useful information



- Plans for FY04
 - “On-Line SSS Information Data Base”
 - Develop a means by which Officers, Directors, etc. can easily upload or update new files or existing information (files) so the general membership could view it.
 - “Web Forms”
 - Develop Web forms for SSS Store, Membership applications, Membership Upgrades, and Conference Registration. “Secure E-Commerce”
 - Provide Secure transactions for e-commerce, primarily for conferences.
 - “Members Only Area”
 - Provide a secure password protected “Members Only” area where SSS Members can update their contact information, pay dues, view contact information of other SSS members.



- Issues
 - Need authorization to sign contract with PayFlow for on-line pay processor
 - Need structure for
 - Members database
 - Corporate Sponsor database
 - Conference Registration database
 - Need individual Officers/Directors to review data in their areas



SYSTEM SAFETY SOCIETY

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Executive Council Meeting

Report for Education and Professional Development

Submitted by
Steve Mattern

August 3-4, 2003
The Westin Hotel
Ottawa, Ontario, Canada



- Responsibilities Of Director
 - OVP Education & Training – Jim Gibbons
 - OVP Professional Development – Dev Raheja
 - OVP Awards – Steve Mattern
 - BCSP – Larry Jones



- Summary of FY03

Education and Training – OVP Jim Gibbons

- Nominated Jim Gibbons OVP of Education & Training (Vote Approved by EC)
- Designed Database to Track Course Offerings, Methods, Credit Availability
- Designed Database for Tracking Safety Related Focus Groups (Non-course Gatherings, Not Conferences)
- Published Article on Web to Seek Information for this Database (No Response to Date)



- Summary of FY03

Awards – OVP Steve Mattern

- Re-wrote and Updated the Awards Criteria
- Developed Simplified Awards Nomination Form for All Awards in Adobe Acrobat (Initial Roll-Out Uncovered Problems to be Resolved)
- Developed Awards Committee Procedures for Review and Grading of Awards Nomination Packages
- Put Award Nomination Notice on Society Web Site



- Summary of FY03

Professional Development – OVP Dev Raheja

- Review and Approve/Disapprove Applications for Senior and Fellow Membership Upgrades
- Society Interface with RAMS Society and Symposium



- Plans for FY04

Education and Training – OVP Jim Gibbons

- Have Database on Line, Searchable Through Web Site (Discussions Started This Month)
- Attain Reviews of Courses
 - Enable evaluation of courses
 - Enable evaluation of text/teaching materials
- Long range:
 - Lessons learned/methods and courseware integration into SSS Handbook
 - Establish an advisory group to assist education providers with developing a System Safety Engineering courses
 - Establish an advisory group to assist education providers with developing System Safety Engineering Degree curriculums
 - Improve above to become more beneficial to international members



- Plans for FY04

Awards – OVP Steve Mattern

- Update Simplified Awards Nomination Form to Allow Non-Adobe Acrobat Owners to Electronically fill Out Form and Submit to Society Office Via Website
- Update Award Cycle Notifications for Timely Display on Society Website (For member not affiliated with Society Chapters)
- Ensure Awards Criteria File is Downloadable from Website



- Plans for FY04

Professional Development – OVP Dev Raheja

- Nominate New OVP – Dev has served nearly 5 years
- Develop an Official List of Duties for OVP
- Professional Development – reconcile numerous Society documents that are in conflict.
- Define and Document Goals and Objectives for This Position



- Plans for FY04

Improve Website Interface to Education & Professional
Development

AWARDS

- Awards Criteria
- Nomination Forms
- Annual Award Cycle
- Past Recipients

SAFETY EDUCATION

- General Information
- Links to Courses
- Links to Instructors

PROF DEVELOPMENT

- Awards Criteria
- Nomination Forms
- Annual Award Cycle
- Past Recipients



• Issues

The specific duties of the Director of Education and Professional Development are to:

- Develop an international involvement agenda; **NO**
- Develop a member professional development plan; **NO**
- Define opportunities for member licensing and professional certification; **NO**
- Coordinate nomination and selection of Society awards; **YES**
- Develop professional courses and establish a committee of instructors; **NO**
- Develop a system safety certificate program; **NO**
- Provide direction to liaison representatives to the BCSP and accreditation organizations; **YES**
- Monitor new and existing initiatives of state registration boards; **NO**
- Develop criteria for educational credits (CEU's, upgrades, etc.); **NO**
- Assist universities and safety educational providers in establishing system safety educational needs and curricular materials. **Barely**



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Executive Council Meeting

Report for (Director of Chapter Services)

Submitted by (Jerry Banister)

August 3-4, 2003

The Westin Hotel

Ottawa, Ontario, Canada



- **Responsibilities**
- Engage Chapter Presidents to Enhance Membership Benefits
- Facilitate Establishing New Chapters
- Develop and Promote Roadmap to Organize and form New Chapters Including Materials to Support the Formation
- Chapter Management Guide



- **Responsibilities Continued**
- Help Chapters Recruit Speakers for Meetings, Solicit Bimonthly Chapter Reports for EC Meetings and the Society's Journal
- Monitor the Health of Society Chapters
- Develop Intervention Strategy for Chapter Rescue and Advise EC whenever a Chapter is Experiencing Difficulties
- Help Chapters Develop Pertinent Projects and Goals that Support the Society's Strategic Goals and Objectives



- **Responsibilities Continued**
- Develop a Plan of Action and Milestones to Restore Inactive Chapters to Active Status
- Create New Chapters as Opportunities Arise
- Coordinate Development of Chapter Annual Reports, Review the Reports and Provide a Summary to the Executive Council Annually



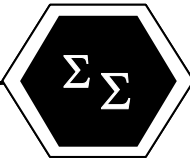
- Summary of FY03
- One Chapter Reactivated
- German Chapter Started
- All 12 Active Chapters Submitted Reports



- Plans for FY04
- Chapter Reactivation Plans



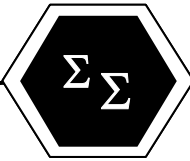
- Opportunities
- Support the System Safety Society Goals
- Support the Chapter Officers and Members



System Safety Analysis Handbook

Business Data - 2002

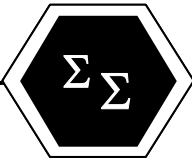
	<u>Sales</u>	
	<u>2001</u>	<u>2002</u>
Paper Copies	46	55
CDs	39	51
Updates	1	0
Total	86	106



System Safety Analysis Handbook

Details - 2002

- **ASSE bought 20 paper copies and 2 CDs at \$65 per copy.**
- **Sold 14 copies internationally.**
 - ✓ **Canada** **3**
 - ✓ **England** **1**
 - ✓ **Germany** **2**
 - ✓ **Japan** **1**
 - ✓ **Singapore** **1**
 - ✓ **South Africa** **1**
 - ✓ **South Korea** **1**
 - ✓ **Spain** **1**
 - ✓ **Switzerland** **1**
 - ✓ **Taiwan** **1**



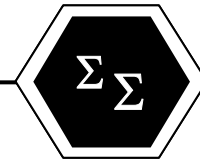
System Safety Analysis Handbook

Balance Sheet - 2002

Sales	\$9180.00
Expenses	2779.65
Proceeds	\$6400.35

Question: How is this money identified as spendable?

Conference 2003



System Safety Analysis Handbook

Transitioning to the 3rd Edition

Status

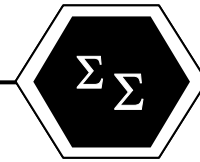
**Stephen L. Seiffert, Ph.D.
August 2003**

Ottawa, Canada

System Safety Analysis Handbook

Agenda

- ❖ **Review & Comment on High Level Issues**
 - **Format of 2nd Edition**
 - **Technical content**
- ❖ **Process Management**
- ❖ **Needs for 3rd Edition**
- ❖ **Schedule**

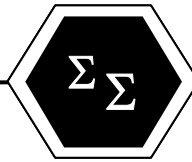


Review & Comments

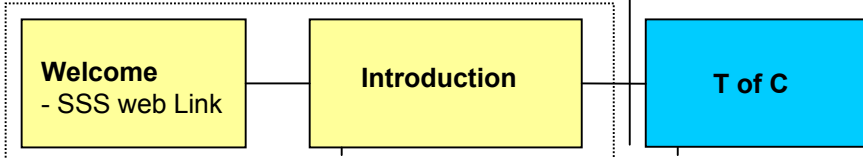
Format

- Transition to CD-ROM the Principal Format
 - PDF Format using Adobe Acrobat ver 4.0
 - Bookmark the Table Of Contents to Facilitate Browsing
- Paper Copy Supported

Paper copies will be available. Currently constitute 50% of Sales



Splash Screen



Title Page (No links)

2nd Edition

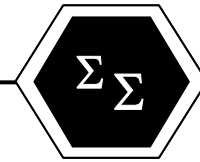
Buttons Defined

- <Next>
- <Back>
- <T of C>
- <Gloss>
- <Search>
- <Quit>

Serial Linkages Problematical to Browsing

- Linear serial linkage to all Bolded **Section Headings**
- Requires going to the **T of C** button or the last bookmark or page down to last pg and **<Next>** to move to the next section
- Does not link directly to the 101 analysis techniques – requires additional steps to navigate
- List has links to each of the 101 techniques
- **<Next>** and **<Back>** are serially linked to the 350 pages of text
- Page scan needed to get from technique to technique, **<T of C>** or **<Quit>** needed to navigate -- Or start over

Current Version Serial Format

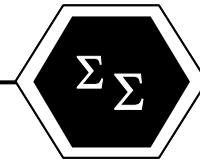


Handbook

3rd Edition

Technical Content

- ❖ **Table of Contents**
 - **Additional Navigational Bookmarks & Custom Controls Being Added**
 - **Currently, only Bolded Section headings are actively linked**
- ❖ **Section 1. Introduction – Being Updated**
 - **Content Enhancement in Progress**
- ❖ **Section 2. System Safety Data – Being Updated**
 - **Section Review Completed**
 - **Standards to be Updated**
 - **Section Additions on International Issues and ISO Compliance Being Worked**



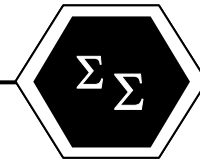
Handbook

3rd Edition

Technical Content

Section 3. Analysis Methods & Techniques – Being Updated

- **Content of 101 Methods & Techniques**
 - **Additional Methods & Techniques are being solicited**
 - **The current 350 pg section will be separated into separate 101 files and linked to facilitate more efficient reference and browsing**
- **Links and Navigational Buttons & Bookmarks Being Added to the Technique Listing Table to Facilitate Browsing**
- **Still Remain Open for Suggestions and Writers for Any New Additions to the Listing**

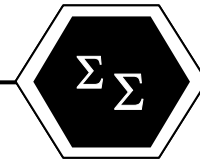


Handbook

3rd Edition

Technical Content

- ❖ **Section 4. United States Government Approach to Safety Analysis – Under review for potential updates**
 - **Updating the Links and Navigational Buttons**
- ❖ **Section 5. Process Safety Management – Under review for additions**
 - **Glossary Updated and has Additions**
- ❖ **Section 6. Software System Safety – Update and Enhancement**
 - **Section Update In Progress**
- ❖ **Section 7. The Application of Fuzzy and Hybrid Mathematics to Safety Analysis – Section Revision and Update Completed & In Review**



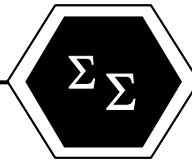
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3rd Edition

Technical Content

❖ Appendices

- **Appendix A. Information Sources**
 - To be Updated & Website Addresses Added
- **Appendix B. Risk Assessment Software**
 - To be Updated [*To be Updated. A big problem. Very outdated and no source to update. Replace???*]
- **Appendix C. References**
 - Updated with Text
- **Appendix D. Fire Safety References**
- **Appendix E. OSHA General Industry Standards**
- **Appendix F. Forms**
- **Appendix G. System Safety Glossary**
 - Extended Glossary Completed

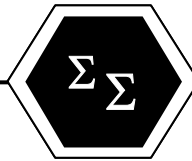


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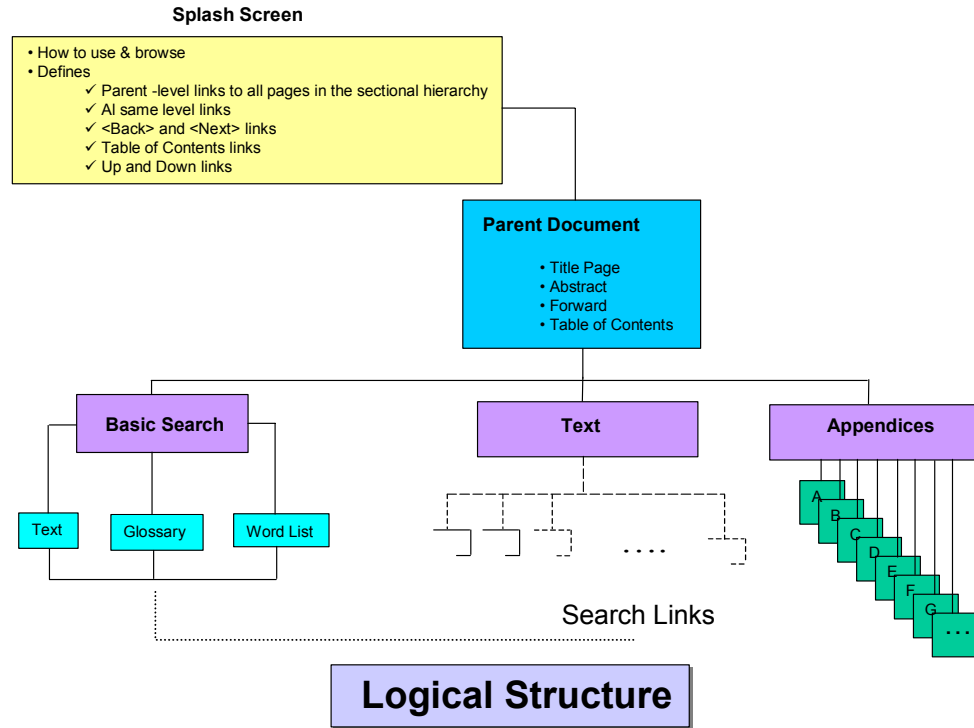
3rd Edition

Process Management

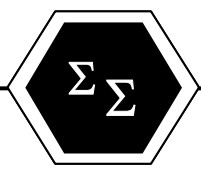
	Comment	Status
Stephen Seiffert	PC-Version in MS Word 2000 of Current CD	Completed
Stephen Seiffert	Entire Document Review (Simple Edits & Spell Check)	93%
Stephen Seiffert	Outline of the Revised Document	93%
Stephen Seiffert	Section 1. Introduction Enhancement	37%
Stephen Seiffert	Section 2. System Safety Data (ISO Draft Input)	25%
Stephen Seiffert	Section 3. Methods and Techniques Reformat	93%
Stephen Seiffert	Section 4. United States Government Approach	As Is
Stephen Seiffert	Section 5. Process Safety Management	As Is
Steve Mattern	Section 6. Software Safety Section Update	30%
Arlan Cooper	Section 7. Application of Fuzzy and Hybrid Math	Completed
TBD	Appendix A. Information Sources	--
TBD	Appendix B. Risk Assessment Software	--
TBD	Appendix C. References	--
TBD	Appendix D. Fire Safety References	--
TBD	Appendix E. OSHA General Industry Standards	--
TBD	Appendix F. Forms	--
TBD	Appendix G. System Safety Glossary	Completed



Planned Approach



Conference 2003



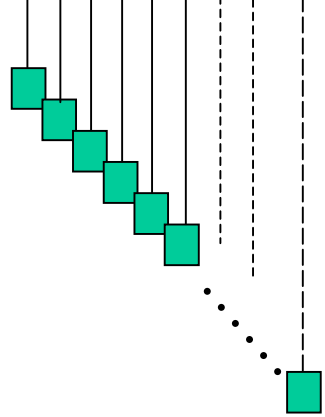
Text

Introduction

2. System Safety Data

3. Analysis Methods ...

Summary List of Techniques



101 Methods & Techniques

Topical Approaches

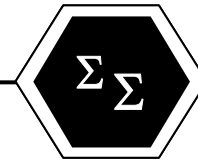
4. US Gov...

5. Process Safety Management

6. Software Safety

7. The Application of Fuzzy ...

System Safety Analysis Handbook



Handbook

3rd Edition

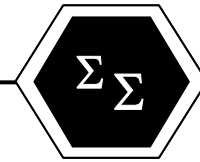
Schedule

❖ Progress Milestones

	03						04								
	JU	AU	SE	OC	NO	DE	JA	FE	MA	AP	MA	JU	JU	AU	
	07	08	09	10	11	12	01	02	03	04	05	06	07	08	
Review	-----χ-----												△		
Revisions							△-----χ-----								△
Draft							χ-----								△
Reporting	χ			χ			△			△				▲	

Needs

- ❖ Get More People and Skills Involved
 - Individuals, Groups, Chapters
- ❖ Set Up a Schedule for the Review and Approval Cycle
- ❖ Publication



Technique Description

Name: The generally accepted title of the technique, methodology, or approach

Alternate Names: Other names, aliases, techniques too closely related to be separate entries

Purpose: A succinct statement of the use or utility of the process

Method: What steps to follow to apply the technique

Application: Special system/subsystem/component or other areas to which the technique is applicable

Thoroughness: Discussion of breath, depth, detail, or lack of detail, that the technique is expected to produce

Mastery Required: Education, training, and experience required to properly apply the technique

Difficulty of Application: Ease of Application and resources required

General Comments: Miscellaneous notes and precautions

References: Formal publications and/or experts or points of contact for additional information

Submittal Format

- ❖ MS Word 2000
- ❖ Margins 1-inch top, bottom, and sides
- ❖ No indents
- ❖ Numbered section heading
- ❖ Headings Bolded
- ❖ Font: Times, Times New Roman; 12 Point
- ❖ All figures contained separately in Power Point format (Contact me)

Contact: Stephen L. Seiffert, PhD, Editor
Tel: 505.853.3991 (or leave a message)
Email: Seiffert@flash.net



SYSTEM SAFETY SOCIETY

Organized 1962
Incorporated 1973

Professionals Dedicated to the Safety of Systems, Products & Services

Executive Council Meeting

Old Business

August 3-4, 2003

The Westin Hotel

Ottawa, Ontario, Canada



-
- Florida Chapter Funds. Limits on Chapter Funding

 - Best Practices Guide for System Safety



SYSTEM SAFETY SOCIETY

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Executive Council Meeting

The SSS Web Site

Submitted by
Josh McNeil

August 3-4, 2003
The Westin Hotel
Ottawa, Ontario, Canada



- Web Site www.System-Safety.org
 - Networking
 - Share ideas, tools, techniques, lessons learned, information, job opportunities
 - Training (What & Where)
 - CSP prep, accredited Univ. classes, continuing Ed
 - Resources
 - Consultants, Training, Expert Advice, Industry Standard, Industry Best Practice
 - Corporate Sponsor Benefit
 - Discounts, Exposure, Recognition, morale
 - Web page, Brochure
 - Public Perception
 - Media kit for various publicity events

- Mission Statement

“To provide a world class interactive web site that is recognized as the premier site for System Safety techniques, information, and resources.”



- Issues
 - E-Commerce
 - Members only area
 - e-JSS
 - Membership database
 - Updating of member information via the website
 - Content Update Responsibility
 - EC information
 - System Safety Training
 - Software applications server



- E-Commerce (pros, cons, and costs)
 - Pros
 - The SSS will have that 21st Century look
 - Attracts more customers
 - Ease of registration and renewal
 - Cons
 - Security
 - Adding another middle man on transactions
 - Additional costs



- E-Commerce (continued)
 - Security
 - We have a SSL certificate
 - PayFlow by Verisign is secure
 - Adding another middle man on transactions
 - Need someone to process through internet
 - All electronic
 - Additional Costs
 - \$179 setup fee + \$19.95/month for 500 transactions/month
 - Anything over 500 is .10 cents per transaction
 - Paid out for the first year: $\$19.95 \times 12 + \$179 = \$418.40$



- E-Commerce (continued)

- Payflow Link – by Verisign

- PayFlow Link is the right solution for you, the merchant, if you are looking for a fast and easy way to conduct secure automated transactions over the Internet. The Payflow Link solution provides you with back-end connectivity to all leading payment processing networks and allows merchants to support leading payment processing networks and allows merchants to support multiple payment instruments, including all major credit cards, and debit cards. Payflow Link enables you to connect your consumers to a secure VeriSign-hosted order form and use it to automate order acceptance, authorization, processing, and the management of transactions. It's as simple as entering the HTML hyperlink into your existing Web site. Payflow Link is the ideal choice if you process low-to-moderate levels of orders, and prefer a solution that is especially easy to implement and maintain. You will find that you can payment-enable your Web sites with little or no assistance from a Web developer.
 - Payflow Link demo here: www.verisign.com/payment/demo
<http://www.verisign.com/payment/demo>
 - Free test account with Payflow Link, please do so here: <https://register-payflow.verisign.com/testreg.cfm?partner=VeriSign&product=1>
 - Technical Guide with Payflow Link: https://register-payflow.verisign.com/downloads/PayflowLink_Guide.pdf



- E-Commerce (continued)

- Costs

- Annual Cost: $\$19.95 \times 12 + \$179 = \$418.40$
- No additional per transaction fee, under 500/month
- Still need Nova accounts
 - 2.17% transaction fee, \$30/mo usage, \$6/mo statement
- We have 2 Nova accounts, Conferences & Other
 - 2.17% per transaction & $\$36 \times 2 = \$72/\text{month}$
- We will need 2 Payflow accounts
- Total annual $\$418.40 \times 2 = \836.80



- E-Commerce (continued)

- In conjunction with our Payflow Services you will need an internet merchant account. An Internet merchant account is an account with a financial institution that enables you to accept payments over the Internet. Merchant accounts are available for multiple payment types. Before you can accept credit cards or checks for your online store, you must obtain an Internet merchant account that will work with the payment method you chose to accept on your Web site. You can obtain an Internet merchant account from any financial institution that supports the following processors:
 - First Data Merchant Service (FDMSP)
 - Paymentech (Salem)
 - Vital Processing Services (Visanet)
 - Nova Information Systems
 - Global Payments
- We partner with Merchant E Solutions who offer:
 - One time set up fee: \$99.00 – being waived for the month of March your promotional code is: peter Monthly Statement Fee: \$10.00 Discount Rate: 2.3% Transaction Fee: .30 cents per transaction
 - To apply for internet merchant account (if you do not have an account) through Merchant E-solutions:
 - (<http://www.merchantesolutions.com/application/team2.asp>)
 - You may choose to use your own bank which is fine, but I just wanted to show you our partner's rates. If you wish to call them – 866-815-2218



- Members only area
 - What info should be for members only, and what should be for the whole world
 - Everything that exists plus
 - Membership database, limited to members only
 - Training information, the world
 - Technical articles/Papers, members only or purchasable



- E-JSS
 - How many issues to be posted free
 - At least one more year
 - Get more exposure



- Membership database
 - What member info will be made available to members, how will that info be put onto the web, and how will it be controlled
 - Updating of member information via website
 - Number one issue
 - Need database fields, forms, etc.
 - Without database will be re-inventing



- Membership database
 - On-line database will be centralized so that multiple users can access it simultaneously
 - Hosted on server under secure site
 - Password protected, limited to members only right now
 - *Possibly have technical Bios that could be available through Consultant/Educator database, Way out there*
 - Administration limited to
 - Cathy Carter
 - Executive Secretary
 - Dir Member Services/OVP



- Membership database
 - Regular backups (HiWAAAY)
 - Individual members can change their information and only read others
 - Will have a option to hide personal information
 - Hide all information
 - Only display name
 - Will be integrated with on-line forms, reports, and other information
 - New member application
 - Member upgrades
 - Annual Renewal
 - Used with conference registration database



- Content Update Responsibility
 - Responsibility matrix for the various pages and keeping them updated. *Need to make sure that each officer takes responsibility.*
 - Currently 8 main areas
 - 10 Officers and Directors



- Content Update Responsibility
 - Currently 8 main areas
 - Home
 - About the SSS
 - JSS
 - Chapters
 - Conferences
 - Products & Services
 - The SSS Store
 - Membership
 - News/Events
 - 10 Officers and Directors



- Content Update Responsibility
 - 10 Officers and Directors
 - President
 - Vice President
 - Executive Secretary
 - Treasurer
 - Director of Conferences
 - Director of Chapter Services
 - Director of Education of Professional Development
 - Director of Inter-Society & Governmental Affairs
 - Director of Publicity & Media



- EC information
 - EC vote results posted to the web. *Include how each officer voted*
 - Minutes and agenda items
 - Other EC information



- System Safety Training
 - Database of safety-related education
 - Courses and degree programs available
 - Focus groups, Symposiums, etc.
 - Working with Jim Gibbons on hosting database on-line
 - Creating specific Education & Professional Development area
 - Specific pages designed for Education and Training
 - Specific pages for Awards and Nomination
 - Forms, information, etc.
 - Submit nominations on-line



- Software applications on server
 - Request for Adobe Acrobat on the server so members can fill out on-line .pdf forms
 - HiWAAAY has developed some forms that can be used as input to a database.
 - Others would be managed via file man
 - Need to work the issue of open write access to server
 - Link to Adobe site to download Reader.



- Actions
 - Security certification for HiWAAAY & Verisign
 - Conferences
 - On-line Registration
 - Member Services
 - New administrative tools for renewal and accounting
 - Chapters
 - Provide Chapter web space



SYSTEM SAFETY SOCIETY

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Executive Council Meeting
***Business Ethics and
Officer Conflicts of Interest***

Paul Kryska
President, SSS

August 3-4, 2003
The Westin Hotel
Ottawa, Ontario, Canada



- Overview
 - Issue raised during last fiscal year
 - Conflicts of interest DO exist within the society
 - How are we going to address this?
 - Constitution addresses conflict of interest
 - Draft “Business Ethics” Guideline prepared
 - What are the opinions on the matter?



- Decisions to be Made
 - Do we need a guideline?
 - Is the draft guideline sufficient, more or less?
 - If yes, let's have a motion on it.
 - Once passed, all internationally elected officers to read and complete by September 15.
 - Signed copies (electronic signature with e-mail acceptable) to be kept with ExecSec.
 - How public do the conflicts need to be made?



- Follow On Recommendations
 - Society create a contracts review committee:
 - Contracts greater than ?\$2000?



SYSTEM SAFETY SOCIETY

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Executive Council Meeting

Society Insurance Coverage

Submitted by Larry Jones

August 3-4, 2003

The Westin Hotel

Ottawa, Ontario, Canada



- Policies
 - Directors and Officers Liability Policy (\$1680/yr)
 - Limits of Liability (Individually/Collectively)
 - Each Loss \$500K
 - Each Policy Year \$500K
 - Policy Period
 - Nov. 15, 2002 to Nov. 15, 2003
 - 90 day Extended Reporting Period Option
 - Coverage (Loss)
 - Legal obligations resulting from claims of wrongful acts against the insured
 - Includes errors, misstatement or misleading statement, act or omission, or neglect or breach of duty in discharge of duties to the Society or as a result of serving in such capacity



– Directors and Officers Liability Policy (continued)

- Coverage Exclusions
 - Loss not covered by current policy
 - Loss due to violation of Federal, State, municipal laws, regulations
 - Bodily injury, sickness, disease or death of any person
 - Damage, destruction, loss of tangible property
 - Loss due to acts of dishonest purpose or intent
 - Loss due to liability assumed under any contract



– Commercial Policy (\$1,648/yr)

- Coverage Parts

- Commercial Property
- Boiler and Machinery
- Commercial Automobile
- Commercial General Liability
- Commercial Crime

- Commercial Property (\$486/yr)

- \$250 deductible/occurrence
- Building (\$20K limit)
- Business Personal Property (\$8K limit)
- Personal Property of Others



– Commercial Policy (continued)

- Boiler and Machinery (\$32/yr)
 - \$500 deductible
 - Sudden and accidental breakdown of Mechanical, Electrical, and Pressure Equipment covered
- Commercial Automobile (\$237/yr)
 - Liability Insurance
 - \$1,000,000 Liability Limit per accident
 - Covers employee's car in use of Society business



-
- Commercial Policy (continued)
 - Commercial General Liability (\$714/yr)
 - Bodily injury
 - Property (owned, rented, occupied)
 - Commercial Crime (\$179/yr)
 - Employee Dishonesty (\$25K Limit)
 - Forgery or Alteration (\$10K Limit)
 - \$250 Deductibles
 - Recommendation
 - Delete coverage of Society storage facility



-
- Workman's Compensation (\$281/yr)
 - Policy Period Ends 11/15/03
 - Covers bodily injuries associated with accidents or diseases related to employment
 - Bodily injury by accident limit (\$100K/accident)
 - Bodily injury by disease limit (\$100K/employee)
 - Bodily injury by disease policy limit (\$500K)
 - Premium based on one clerical office employee



SYSTEM SAFETY SOCIETY

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Executive Council Meeting

Annual Budget

Submitted by Chris Olson

August 3-4, 2003

The Westin Hotel

Ottawa, Ontario, Canada



- FY 04 Summary*
 - Expenses: \$192,385
 - Revenues: \$164,065
 - Projected Loss: \$28,320

- * See Handout for Details



- History (FY 00 thru FY 03)
 - Projected carryover has been \$14,000 to \$53,000 on the low side
 - Expenses have been over estimated each year
 - Revenues have under estimated each year



- Goal
 - Propose changes to budget methodology to decrease budget carryover to within +/- 5% of proposed Expense or Revenue projection (use whichever is higher)



- Membership Income
 - FY 00: \$51,930
 - FY 01: \$43,964
 - FY 02: \$58,363
 - FY 03: \$65,463
 - FY 04: \$63,250

 - Upward trend in membership income
 - (FY 01 thru FY 03)



- JSS Publication Expense
 - FY 00: \$38,140
 - FY 01: \$37,599
 - FY 02: \$32,557
 - FY 03: \$48,943 (Budget - \$44,000)
 - FY 04: \$54,000



- Outreach Expense
 - FY 03: \$9,843
 - FY 04: \$31,000
 - Ottawa Conference Seed Money: \$3,000
 - Providence Conference Seed Money: \$8,000
 - 2003 Conference Special Event: \$12,500
 - Special event is a one time expense item



Proposed Changes to Projecting Budgets

- Membership Income
 - Use prior years projected income and add 5%
- Outreach Expense
 - Decrease \$3,000 for future year conference seed money and add to the budget for the year in which the conference is held
 - Subtract \$12,500 Special Event expense



*Effect of Proposed Changes on
FY 04 Budget*

- Membership Income
 - Increases Income by \$5,486
- Outreach Expense
 - Decreases Expense by \$15,500



*Effect of Proposed Changes on
FY 04 Budget (cont.)*

- FY 04 Summary (with Proposed Changes)
 - Expenses: \$176,885
 - Revenues: \$170,551
 - Projected Loss: \$6,334 (3.6% of Expenses)



- Bank Balance of \$167,653 (as of July 1, 2003)
 - Future Plans?
 - Invested in?



SYSTEM SAFETY SOCIETY

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Executive Council Meeting

SSS Travel Policy

Submitted by Chris Olson

August 3-4, 2003

The Westin Hotel

Ottawa, Ontario, Canada



- Travel must be pre-authorized by the President or VP and Treasurer
- Use Form A of the SSS Travel Policy
- Written authorization for travel must be provided to both the Traveler and the Society Treasurer. A courtesy copy should be sent to the Society Administrator.
- If travel will be conducted by the Society President, Vice President or Treasurer, then approval for travel must be pre-authorized by the two officers not requesting travel.



- Air Transportation
 - Work with the Society's administrator to identify the lowest cost air fare
 - Notify Treasurer if you are paying airfare upfront
- Auto Rental
 - Intermediate Car
 - Insurance
 - Refuel Car



- Private Car

- Based on shortest route using government mileage expense
- Reimbursement will not exceed the total equivalent cost of flying and using a rental car at the destination
- Reimbursement to and from airport
- Other ground transportation acceptable if deemed cheaper or more convenient or necessary

- Tips



Lodging and Meals

- Lodging
 - Up to government per diem
 - Receipt necessary
- Meals and Incidental Expenses (M&IE)
 - At government per diem for location (\$58)
 - Receipts not required
 - Partial day reimbursement (\$33)



Other Expenses

- Parking/Tolls
 - Receipt required
- Phone Calls
 - Personal – up to \$5.00/day
 - Society Business – fully reimbursed
 - Receipt required
- Admission Fees
 - Fees necessary for conducting Society business are reimbursed
 - Receipt required
 - Questionable Expenses
 - Obtain preauthorization



Cash Advances

- Cash advance available at traveler's request
 - Coordinate with Society administrator
 - Cash advance to cover out of pocket expenses rather than the entire cost of the trip
 - Cash advance will normally not exceed the anticipated meals and incidentals cost plus transfers and parking



- Use SSS Travel Policy Form B
 - Expense report and original receipts must be submitted to the Society administrator within 2 weeks following travel
 - A copy of the expense report should be faxed or forwarded to the appropriate approval authority for approval
 - If non-elected officer – approval will be approved by committee lead or officer for which the business was conducted
 - If elected officer – approval by Treasurer
 - Trip Report – See System Safety Society Operations Manual
 - Form C, Expense Report for Mileage Only Reimbursement



SYSTEM SAFETY SOCIETY

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Executive Council Meeting

BCSP System Safety Specialty Exam

Submitted by Larry Jones

August 3-4, 2003

The Westin Hotel

Ottawa, Ontario, Canada



- System Safety Certification
 - CSP in System Safety Aspects
 - 1981-1997 a total of 340 CSPs
 - Specialty Exam Format Developed
 - Format similar to legal and medical professions adopted
 - Demonstrate comprehensive safety qualifications
 - Demonstrate specialty qualifications
 - 1997-2000 Content Validation
 - System Safety Specialty Examination
 - Since 2000 a total of 10 examinees (1 passed)



- **Current BCSP Certification Process**
 - Fundamentals Exam (ASP)
 - Comprehensive Exam (CSP)
 - System Safety Specialty Exam (Certificate)
- **BCSP Accreditation**
 - National Commission for Certifying Agencies (NCCA)
 - Council of Engineering and Scientific Specialty Boards (CESB)
 - National Skill Standards Board (NSSB)
 - American National Standards Institute (ANSI)



- Cost to Develop/Maintain Specialty Exam
 - Development Cost (Initial)
 - Direct Cost @ \$50K
 - Indirect Cost @ \$50K
 - Routine Maintenance Cost (Annual)
 - Direct Cost @ \$2,500/yr
 - Indirect Cost @ \$5,000/yr
 - Examination Fees per exam
 - Revalidation Cost (Every 3-5 years)
 - Direct Cost @ \$50K
 - Indirect Cost @ \$50K



- Revenue from System Safety Specialty Exam (2000-2003)
 - Total Expenses \$115,000
 - Total Income \$2,500
- Basis for BCSP Decision to Discontinue Exam
 - Economics and Lack of Interest
 - Quality Exams Require
 - Content Validity (must reflect what people actually do in System Safety)
 - Meet Certification Accreditation Standards
 - Job Analysis Study
 - Revalidation Survey



- Options Considered by BCSP
 - Continue offering exam at annual loss
 - Discontinue offering exam April 30, 2004
 - Seek support from sponsoring organization
- Recommendations to EC
 - Establish meeting of appropriate representatives for System Safety Society and BCSP
 - Understand path to certification
 - Understand cost
 - Understand path to accreditation
 - Promote need for System Safety certification



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Executive Council Meeting

System Safety Certification

Clif Ericson

August 3-4, 2003

The Westin Hotel

Ottawa, Ontario, Canada



-
- The System Safety Society becomes a certification agent for the system safety discipline
 - Establish a certification standard
 - Administer testing
 - Issue certification certificate
 - Maintenance of certificate



-
- Benefits to SSS
 - Visibility (of SSS and discipline)
 - Validity (of SSS and discipline)
 - Control our own destiny
 - Obtain more members
 - Income
 - Benefits to Industry
 - Provide a desired need (direct from the expert society)
 - Less costly than other providers



- Survey results (DC Chapter)
 - There should be a certification **Yes 41/44**
 - The existing certification is satisfactory **No 30/44**
 - The SSS should manage certification **Yes 32/45**
 - The SSS should become certification agent **Yes 33/45**



Accreditation

- We do not need to be accredited (avoid cost)
- We establish our own validity



Industry Need

- Navy would like to establish certification process for their Principals for Safety (PFS)
 - Needs not currently being met
 - They may do it themselves



Navy Comment

Great idea! The Naval Ordnance Safety and Security Activity is currently looking at options for certifying, and de-certifying, Navy civilian employees who serve as Principals for Safety on Navy and Marine Corps weapon and combat system acquisition programs. It would be most beneficial if the System Safety Society developed a rigorous, respected, and well recognized certification process for system safety engineers. The Navy would most likely adopt this process provided it served our needs at a reasonable cost. We would be interested in working with the Society to develop a certification process that met the needs of both the Navy and the System Safety Society. Thank you for the opportunity to comment.

Edward W. Kratovil
NOSSA / WSESRB



Recommendation

- Vote to pursue investigation of process
- Establish committee to pursue



New England Chapter

The Renaissance Continues

Presented by:

The New England Chapter

of the

System Safety Society



Incoming Leadership



Dave O'Keeffe
President



Norm Gauthier
Vice-President



Dave Rice
Secretary



Ann Boyer
Treasurer



Niles Welch
Communications Director

Photo not
available



Jim Wiggins
Advisor



Ann Waterman
Immediate Past President

Kathy Larson
Membership Director



Finances

Financial Summary

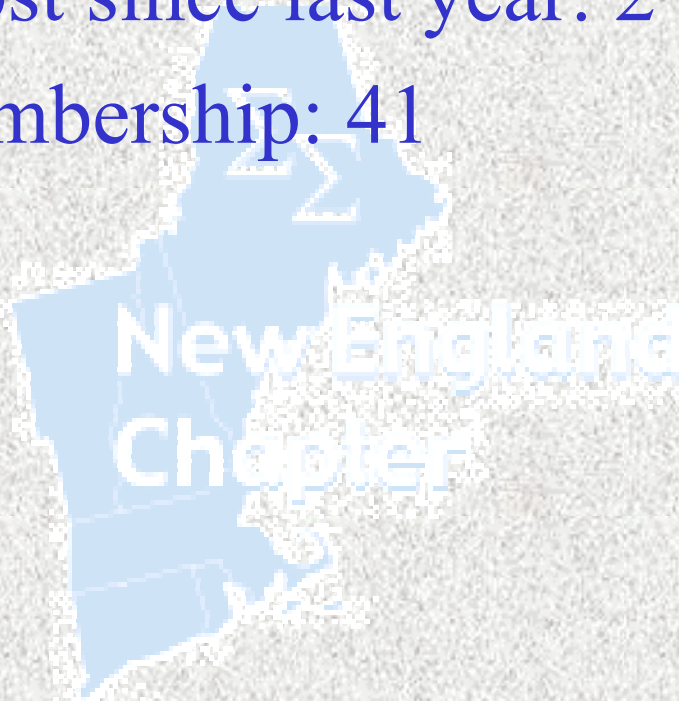
Account balance, July 1 of FY	\$1970.10
Income for FY (not including member reimbursement)	\$290.00
Income from member reimbursement.....	\$180.00
Expenses for FY.....	\$531.20
Account balance, June 30 of FY	\$1,908.90





Membership

- New members gained since last year: 4
- Members lost since last year: 2
- Current membership: 41





General Membership Meetings

- Biannual Chapter membership meetings a great success
 - Fall meeting
 - Hosted by Electric Boat, Groton CT
 - Included tour of EB's model room
 - Spring meeting
 - Used dinner meeting for first time
 - Well attended
 - Plan to repeat format next Spring



Jim Wiggins was the featured speaker at the Spring General Meeting, where his presentation on "Entrepreneurship in the System Safety Environment" received excellent reviews. In addition to Jim's presentation, the evening included several lively and entertaining events, such as the singing of "System Safety Man," a preview of "Providence!" (the ISSC 2004 presentation to be given in Ottawa), and even a two-minute mystery, "The Maltese Fault Tree."



Communications

- Our newsletter continues to be the primary method of spreading the news to the Chapter membership
- Other communications vehicles: Web site; list-server
 - <http://groups.yahoo.com/group/systemsafety/>



Our newsletter is sent out regularly to the entire membership, as well as to other Chapter presidents and the SSS Executive Board. It features an attractive design in our Chapter colors, and an upbeat and friendly style that has prompted many recipients to respond by email. Copies of the newsletter are also available on our Chapter Web site.



Our Web site is kept up to date with news, schedules and recent photos. It also contains a link to the SSS primary Web site.



System Safety Awareness

- Chapter members participated once again in National Engineers Week, presenting information about the Society and being available to answer questions.
- Chapter members provided an SSS information table at the annual U.S. Software System Safety Working Group at MIT in February.
- Two Chapter members (Nancy Leveson and Ron Bartos) gave presentations at the 20th ISSC in Denver.



New England Chapter member Dave O'Keeffe led the development of a presentation on revitalizing a chapter, based on the New England Chapter's renaissance. He gave this presentation twice at the Denver ISSC.

This document, produced by the New England Chapter under the supervision of Clif Ericson, chronicles the history of the SSS in names, dates and pictures.



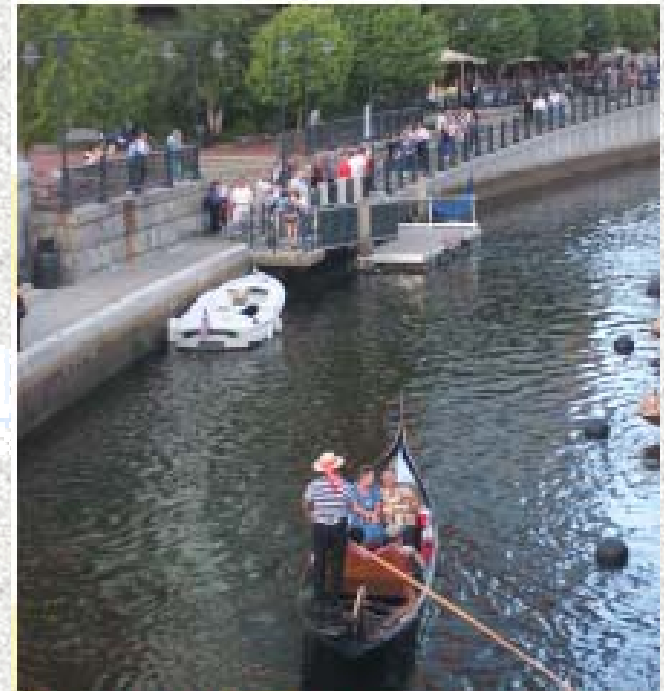
- Under the supervision of SSS President Clif Ericson, the Chapter produced an illustrated history of the SSS.
- The Chapter formulated an outreach plan, targeting a list of New England companies to approach about membership, and drafted a letter to send to the heads of engineering departments at companies and universities.
- We developed a plan to sponsor students to attend ISSC 2004, based on their writing an essay about system safety.
- We constructed a table top display to provide a portable way of telling our story.



Dave Rice manned the SSS display booth at the ASSE Professional Development Conference in Warwick, RI.

The Year Ahead

- Host 22nd ISSC in Providence
- Continue with monthly EC dinner meetings
- Continue with two general membership meetings
- Continue to advance the science of System Safety
- Continue proactive approach to Chapter projects
- Have fun

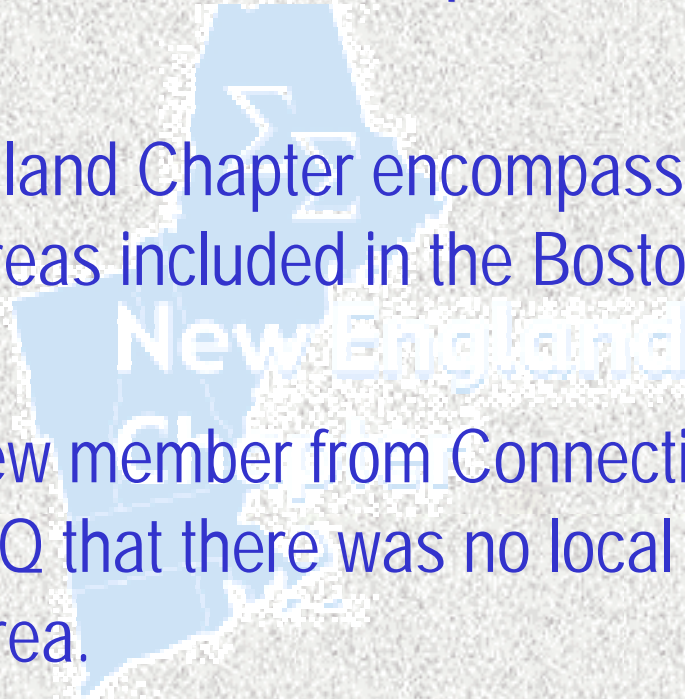


The Chapter looks forward to welcoming the Society to New England in 2004.



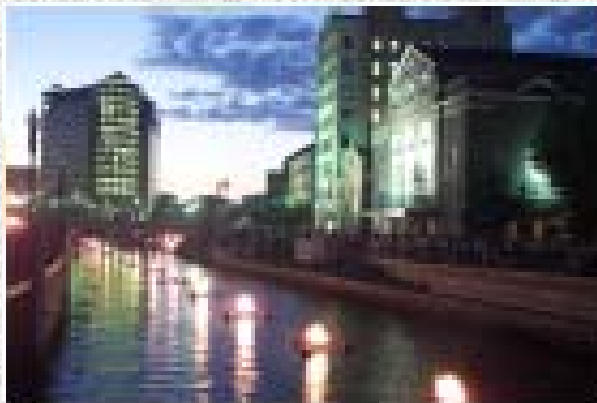
Issues

- New members are being assigned to Chapters by International HQ based on Zip Codes that are out of date.
 - The New England Chapter encompasses six States, not just the areas included in the Boston/Providence Zip Codes.
 - Recently a new member from Connecticut received a notice from HQ that there was no local Chapter for his geographic area.





See you in Providence for the 22nd ISSC,
August 2004



August 2004

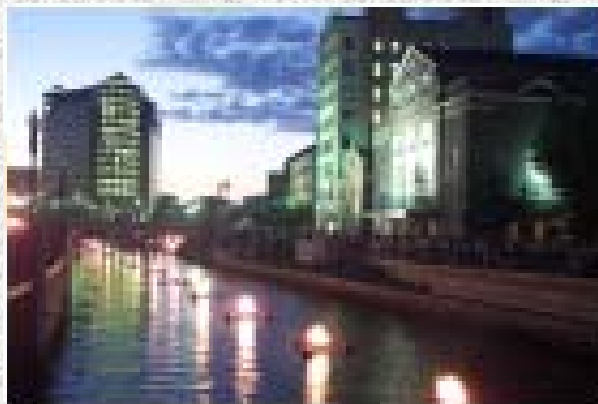


New England
Chapter





See youse in Providence for the 22nd ISSC,
August 2004



August 2004



New England
Chapter



Or Else!!!!!!

NM CHAPTER SPECIAL EVENTS FOR 2002/2003

- Awarded a total of \$350 to (two) **New Mexico Regional Science Fair** project exhibitors for best incorporating system safety principles into their projects
- Dick Stephans on Board of Directors for **BCSP**
- NM Chapter members serve as instructors for **safety-related courses at Sandia National Laboratories.**
- Dr. **Steven Seiffert** is current President of New Mexico Engineering Society's Presidents Council (**ESPC**) and is a member of the local chapter of the (**AIAA**) American Institute of Aeronautics and Astronautics
- awards at the International System Safety Conference
 - Greg Elcock: Engineer of the Year**
 - Warner Talso: Professional Development Award**
 - SNL Air Worthiness Assurance Dept: Scientific R&D Award**
- New Mexico Chapter acts as **editor of The System Safety Analysis Handbook** which continues to be a huge success nationally and internationally.
- John Covan, Warner Talso, Perry D'Antonio and Sharon Walker presented a short course in system safety engineering sponsored by the New Mexico Chapter of the **Society of Women's Engineers.**
- members presenting half dozen **papers to Ottawa** conference

Russian Scientist Support

The NM Chapter annually renews the **membership of three Russian scientists** to foster and promote the System Safety Society's international relationships. Dr. Ivan M. Blinov, Federal Nuclear Centre of Russia (VNIITF), Dr. Guerman A. Smirnov, All Russia Research Institute of Automatics (VNIIA), Dr. Olga s. Vorontsova, Federal Nuclear Centre of Experimental Physics Institute (VNIIEF).

Safety Education Initiatives

The New Mexico Chapter **\$350 to two APS students** for the incorporation of the principles of system safety in their Regional Science Fair projects.

The New Mexico Chapter continues to offer educational help via its **mentor program**. The program offers NM members and other science and engineers as subject matter experts (SME), speakers, and science and math problem solvers.

The NM Chapter also offers tutoring in math, statistics, reliability, and system safety subjects for the New Mexico ASP **CSP Study Group**.

New Mexico System Safety Analysis Handbook

The New Mexico Chapter has transferred its System Safety Analysis Handbook operations to Headquarters, while Steve Sieffert serves as technical editor and manages tutorials. A **tutorial on the Handbook** and its updates will be provided at the 21th International System Safety Conference in August of 2003.

MEETINGS AND ATTENDANCE

Month	Year	Remarks	Attendance (members and non members)
July	2002	Executive Council ESPN	5 2
October	2002	Executive Council ESPN	4 2
November	2002	Chapter Meeting ESPN	15 1
December	2002	Executive Council	5
February	2003	Chapter meeting	4 1
March	2002	Science Fair Judging	3
April	2003	Executive Council	6
June	2002	Chapter Meeting	10



SYSTEM SAFETY SOCIETY

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Professionals Dedicated to the Safety of Systems, Products & Services

Executive Council Meeting

Report for NW Chapter

Submitted by (John Hinckley)

August 3-4, 2003

The Westin Hotel

Ottawa, Ontario, Canada



- Chapter Officers

President-Elect: Rick Reeves

Secretary: Rodger Dickey

Treasurer: Chad Ungerecht

(Activities: James Morse)

- President

John Hinckley



- Summary of FY03
 - 3 Chapter Meetings, one with ASSE
 - 40-50% participation in meetings
 - 6 Newsletters
 - Chapter outreach safety analysis project with local hospital—two talks, one paper
 - 3 new members in 2003 (over 20% increase)
 - 4 members involved in planning regional PDC
 - 1 article for Journal's Opinion column
 - New appendix for the SS Handbook, DOE SS Methods



- Plans for FY04
 - October 2003 PDC with ASSE and AIHA
 - Searching for another Chapter project -- Ideas?
 - Membership – retention and increase



- Issues
 - Membership
 - Small chapter – leverage membership with cooperative activities with ASSE, AIHA



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Executive Council Meeting

Report for Sacramento Chapter

Submitted by Charles Hoes

August 3-4, 2003

The Westin Hotel

Ottawa, Ontario, Canada



Responsibilities:

Determine how, or if, to restart the
Sacramento Chapter



- Summary of FY03
 - One member in the Sacramento area
 - No meetings for three or four years
 - No reports
 - No income or expenses



- Plans for FY04
 - Disband and return funds to headquarters, or
 - Create new format and approach
- A possible approach is to create a “virtual chapter”



- Issues for a virtual chapter
 - Who “owns” the chapter?
 - How do we determine the geographic boundaries?
 - What would this chapter be like, do and operation?
 - Email distributions
 - Live, on-line meetings
 - ???
 - How is it funded?



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Sierra High Desert Chapter

Executive Council Meeting

Report for Sierra High Desert Chapter

Submitted by Jerry Banister

Chapter President

August 3-4, 2003

The Westin Hotel

Ottawa, Ontario, Canada



Chapter Officers for 2003-2004

- President - Jerry Banister - jerry.banister@navy.mil
- Vice President - Jerry Boone - BooneTG@navair.navy.mil
- Secretary - Fran Rogers – francis.rogers@navy.mil Jerry
- Treasurer – Ken Chirkis – kenneth.chirkis@navy.mil



Chapter Activities in FY03

- Support Society and Chapter's Goals
- Seven Chapter Meetings and Four Special Events
- Submitted Chapter Inputs
 - Chapter Annual Report & Financial Statement
 - Two Chapter News and One Opinion JSS Article
 - Society EC and Chapter News to Members



Chapter Activities in FY03 Continued

- Recruited Two New Members
- Contacted All Members on the Drop List
- Participated in Awards
- Mentored and Welcomed New Members



Opportunities for FY04

- Chapter Support System Safety in the Community
- Provide CSP Training for Chapter Members
- Three Meetings in July



SYSTEM SAFETY SOCIETY

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Executive Council Meeting

Report for Singapore Chapter

Submitted by Onn Eng Ling

(Chapter President / OVP Asia Pacific)

August 3-4, 2003

The Westin Hotel

Ottawa, Ontario, Canada



- **Protem Committee**
 - **Chapter Officers**
 1. Ten Lin Mei (Secretary)
 2. Lawrence Ng (Treasurer)
 3. Siow Seet Ting
 4. Oei Su Cheok
 5. Fan Yue Sang
 6. Oh Tai Beng
 - **President**
 - Onn Eng Ling



Singapore Chapter

- Chapter President Responsibilities (SSS Operations Manual of April 14, 1999)
 - Manage & Lead in furthering the SSS and Chapter's Goals
 - Conduct a minimum of Two Chapter Meetings a Year
 - Submit a Chapter Annual Report & Financial Statement



Singapore Chapter

- Chapter Presidents Responsibilities (-cont-)
 - Provide Quarterly Chapter Reports to the EC & JSS
 - Send published Chapter Newsletters and Meeting Minutes to Director of Chapter Services and Headquarters
 - Disseminate the Society's EC News to Chapter Members Welcome & Mentor to New Members



- Chapter Presidents Responsibilities (-cont-)

- Contact Members that did not Renew their Membership
- Maintain a Chapter Membership Roster and Email List
- Welcome & Mentor New Members
- **Appoint** & Support Membership and Awards **Chairs**

Parent society position ?



Singapore Chapter

- OVP Asia Pacific
 - Create awareness on system safety discipline within Asia Pacific Region
 - Provide advice / guidance to any interested individual / group from Asia Pacific Region on the start up of system safety practices
 - Encourage sharing of good system safety practices within the region



Singapore Chapter

- Summary of FY03
 - Formed Protem Committee
 - Supported by ST Kinetics in resolving issue on the use of Chapter Business Address
 - Created Chapter Website & email
 - http://www.geocities.com/systemsafety_singapore
 - systemsafety_singapore@yahoo.com
 - Approval granted by authority for registration of Chapter in Singapore



Singapore Chapter

- Plans for FY04
 - Elect 1st term Chapter Officers
 - Officiate Chapter inauguration in Nov / Dec'2003
 - Invite guest speaker
 - Create reference on definition of system safety terms for local use.
 - Organise talks for sharing of good system safety practices within the local communities
 - Publish Chapter Newsletter



Singapore Chapter

- Issues
 - membership upgrade for Singapore Chapter officers, to professional member grade
 - what does the Society look out for & approval process
 - recruitment of good / suitable candidate for chapter officers
 - Not to be limited by membership fee
 - Suggest to allow waiver of max 3 membership fee when justified
 - sponsorship for
 - Chapter registration fee of S\$400 (~US\$ 225)
 - Inauguration



SYSTEM SAFETY SOCIETY

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Tenn. Valley Chapter

Executive Council Meeting

Report for Tennessee Valley Chapter

Submitted by John Livingston

Chapter President

August 3-4, 2003

The Westin Hotel

Ottawa, Ontario, Canada



Chapter Officers for 2003-2204

- President - John Livingston; john.livingston@msfc.nasa.gov
- Vice President - David West; david.b.west@saic.com
- Secretary - Beth Baslock; Beth.A.Baslock@msfc.nasa.gov
- Treasurer - Chad Thrasher; chad.thrasher@msfc.nasa.gov



General Chapter Progress to Date -

- Planning program to meet the SSS and Chapter's Goals
 - Officer's Meeting each quarter + as needed (met on 7/9/03)
- Chapter Meetings
 - Established 3rd Wednesday – Lunch Period as baseline
- Submittal of Chapter information
 - Chapter Annual Report & Financial Statement
 - Quarterly Chapter Reports to the EC & JSS
 - Chapter Newsletters and Meeting Minutes to
Director of Chapter Services and Headquarters

(Developing Schedule to support “On-time” delivery of Chapter information)



General Chapter Progress Continued

- **Disseminating the Society's EC News to Chapter Members**
 - Plan to continue Coverage at Chapter Mtgs, special e-mails & Newsletter coverage
- **Membership Activities**
 - Contact of "Non-Renewal" Members
 - Continuing aggressive contacts via the chapter Secretary and other members
 - Welcome & Mentor to New Members
 - Plan to continue seeking to new members via contacts at various area companies and government agencies. At next Officers' Meeting will discuss Mentoring by active members
 - Maintain a Chapter Membership Roster and Email List
 - Secretary maintains a list of current and past members via constant monitoring & updating
- **Appointment of Membership and Awards Chairs**
 - Chapter Secretary acts as Membership Chair, Will appoint Awards Committee is this quarter. Will continue chapter tradition of identifying awards candidates from our many worthy members.



• **Summary of FY03 Activities**

Chapter Activity	Goal	Achievement	Comments
Chapter Meetings	10	12	12 Regular Meetings + 2 special topic meetings at MSFC (non-business)
Attendance	50%	24%	
Chapter Newsletters	11	12	Added “Our little corner of the world” to provide information on System Safety
Special Events	4	4	Anniston Tour, Chemical Plant Tour, EOY, NCHS Rocket Team
Promotional Activities	5	19	Web-site, CD-ROM Project, Job notices, membership upgrades, “outside” pitches
New Members	5	12	Total membership dropped with loss the “19 th ISSC recruits - always a challenge
Member Recognition	8	7	20 th ISSC Awards: EOY, President’s Award, Professional Development, Chapter of the Year; 2003 Nominations: EOY, (Professional Development), (Scientific Development)
Presentations/JSS Articles	2	8	4 conf. papers, 1 conf. tutorial 3 journal articles



- **Summary of Plans/Goals for FY04**

Chapter Activity	Goal	Comments
Chapter Meetings	10	Plan to at least match the 12 of last year
Attendance	50%	Difficult goal, but will try attract by topics and location (different sites)
Chapter Newsletters	11	Plan to at least match the 12 of last year, added articles
Special Events	4	One plant tour in the planning stage, canvassing members for ideas
Promotional Activities	5	Many of the 2002 activities will continue in 2003
New Members	5	Special emphasis on the “inactive” members and new comers to the area
Member Recognition	8	Chapter has two internal awards, HATS Award, National Awards
Presentations/JSS Articles	4	Off to good start with Papers and Tutorials at this year’s ISSC



- Issues Challenges:
- Utilization of Chapter resources to promote System Safety within the community
- Provide “Value Added” Information for the chapter members



SSS Archive Set of Journals & Conference Proceedings Status Report

- System Safety CD Archive Sales

	2001 Summary	2002 Summary
Sets Sold	57 sets	21 sets
Total Income	\$ 4 955.00	\$ 1 815.00
Total Expenses	1 111.92	298.33
Gross Profit	3 843.08	1 516.67
National/Chapter Profit (Split 50%/50%)	\$ 1 921.54	\$ 758.34

- Verified sales using database supplied by national SSS on 02/28/03.
- Updated process for tracking, ordering and distributing sets.
- All conference sales this year will be shipped directly to customers.
 - Archives are now available in either CD-ROM or DVD format
 - Full Sets (Through 2002)
 - 2002 Update disk



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Executive Council Meeting

Report for Washington DC Chapter

Submitted for Richard Church

August 3-4, 2003

The Westin Hotel

Ottawa, Ontario, Canada



Washington DC Chapter

- **President**
 - Dick Church, (540) 663-9440, dchurch@egginc.com
- **President Elect**
 - Terry Whitson, (703) 330-4137, twhitson@egginc.com
- **Treasurer**
 - Steve Gray, (540) 663-9418, grays@egginc.com
- **Secretary**
 - Marty Sullivan, (540) 663-9473, msullivan@egginc.com



Washington DC Chapter

- Events of the last year
 - August 2002 – Participated in 20th International System Safety Conference, Aurora CO.
 - August 2002 – Chapter meeting held at Conference.
 - Chapter notified that it was determined to be “inactive.”
 - No annual report or financial report submitted in 2 years.
 - Election of new officers & establishment of recovery plan was principal order of business.
 - February 2003 - Elections were held electronically & new officers were installed.
 - July 2003 – On-deck Chapter meeting held.
 - Hosted by General Dynamics, Woodbridge VA.
 - Follow-up meeting planned for Monday, 4 August to lay groundwork for “new” Washington DC Chapter.



Washington DC Chapter

- Plans for next year
 - Complete Chapter recovery.
 - Establish Chapter agenda for coming year to encompass meetings (locations and business) and activities.
 - Resurrect and commence quarterly distribution of Chapter newsletter.
 - Determine effective size and make-up of Chapter and, in close liaison with the Society, implement appropriate changes.



Washington DC Chapter

- Issues
 - Reconstitution of Chapter.
 - Removal of “inactive” status.
 - Participation of Chapter in global system safety issues.
 - Proper conduct of Chapter business.
 - Consolidation of membership.
 - Reinforcement of association with current members.
 - Restoration of members that drifted away during last 2 years of inactivity.
 - Recruitment of new members.
 - Enhancement of Chapter value to members.
 - Establishment of & accessibility to certification resources.
 - Creation of forum for system safety advancement.