22nd System Safety Society--The Westin Providence--Providence, Rhode Island
Executive Council Meeting Minutes

Sunday August 1, 2004

A. Opening/Introductions:

The President Paul Kryska made opening remarks welcoming everyone to Conference and Executive
Council Meeting. Around the table introductions occurred.

B. Agenda Approval:

Mr. Larry Jones, Executive Vice-President, requested review and approval of the agenda. The Motion was
seconded and approved by unanimous show of hands.

C. Rules of Conduct:

The System Safety Society Rules of Conduct were presented by Mr. Larry Jones. He presented a vote
matrix that shows the voting requirement for approval of different types of motions. (link 1) It was noted
that the following proxies were received prior to the EC meeting: Stephan Griebel (German Chapter),
Diane Rivera (Houston Chapter), Terry Rudell or Lorraine Segura (Los Alamos), Jerry Banister (Sierra
High Desert), and Mary Caro (Washington DC). The following proxies were received at the EC meeting:
Chad Thrasher (TVC) and Warner Talso (Albuquerque). Action item **EC04-09** was assigned to Ms.
Emery to generate a proxy template letter for use at next EC meeting.

D. Action Items:

The Action Item List was presented by Ms. Melissa Emery, Executive Secretary. See Attachment A for an
updated action item list.

E. Officers Reports:
   1. President
>   Mr. Paul Kryska reported that the Officer Calendar was generated for future EC use. It was
>   determined that no further action regarding a policy officer conflict of interest was necessary
>   as the society's bylaws adequately address this topic. (link 2)

   2. Vice President
>   Mr. Larry Jones presented a summary of the FY04 EVP activities as: 1) submittal of FY03
>   draft annual report, 2) representative of BCSP, 3) review of insurance coverage, and 4) support
>   of society president. Mr. Jones identifies the following as plans for FY05: 1) prepare FY04
>   draft annual report, 2) representative on BCSP, 3) review of Operation Procedures, and 4)
>   support society president. Issues were identified as: 1) annual reports on Web-site and 2)
>   nomination for Safety Hall of Fame. (link 3)
>
>   Mr. Jones gave a special presentation about the Directors and Officers Liability insurance. Mr.
>   Jones reported that the need for liability insurance depends on the likelihood of being sued
>   (previous lawsuits, likelihood of occurrence,etc.) which is low. Recommendation is to
>   maintain current level of insurance but compare cost on regular basis. (link 4) Action item

EC04-01 was assigned to Mr. Jones to research and provide recommendation for international officers and insurance coverage.

3. *Secretary*

    Ms. Melissa Emery reported that the FY04 activities included eleven (11) votes by email. Approved this year for Senior Membership upgrades were Michael Brown, Bill Pottratz, Mr. Abernoth, Theron Boone, and Josh McNeil. OVP appointments were Marty Sullivan for OVP Professional Development and Bob Fletcher for OVP Canada Chapter Services. Plans for FY05 are as follows: 1) continue to send out votes and summary matrix, 2) update directory, and 3) send out request for elections (President, Vice President, Secretary, Treasurer, Director of Government and Intersociety, Director of Member Services and Director of Publicity and Media). (link 5)

4. *Treasurer*

    Mr. Chris Olson reported the budget and actual for FY04. He showed the revenue and expense summaries. He reported that the FY05 budget was approved. Action item **EC04-02** was assigned to Mr. Olson to investigate a better return on the society's bank account funds. (link 6)

5. *Director of Conferences*

    Mr. Jon Derickson reported summary of FY04 as: 1) Ottawa Conference concluded (net proceeds $58,870), and 2) looked at sites for 2006 conference. Plans for FY05 are: 1) continue work on site for 2006, 2) work with San Diego team for 2005 conference, 3) update conference planning guide, and 4) identify OVP to help develop tools and databases for tracking conference history and statistics. Issues were identified as: 1) currently behind schedule for 2006 site, and 2) looking at purchasing equipment versus renting equipment for conferences. (link 7)

6. *Director of Government Society Affairs*

    Mr. Steve Smith reported that he regularly interfaces with 1) Interagency Risk Management Working Group (IRMWG), 2) American Industrial Hygiene Association (AIHA), 3) Reliability and Maintainability Society (RAMS), 4) International Council on Systems Engineering (INCOSE), and 5) American Society of Safety Engineers (ASSE). Plans for FY05 include: 1) continuation of IRMWG participation, 2) attend INCOSE, RAMS, ASSE conferences, and 3) appoint OVP for standards review. Mr. Smith asked that any daily issues and/or professional changes be communicated to him. (link 8)

7. *Director of Member Services*

    Mr. Barry Hendrix reported that on July 01, 2004 our society had 1005 members-almost a 20% increase from July 1, 2003. Summary of FY04 includes: 1) worked on strategic plan to sustain and increase individual and corporate membership growth, 2) contacted over 60 members who did not renew, 3) established/executed a new policy and flexible price structure for corporate members, and 4) listened to members. Mr. Hendrix also notified the EC that he needs a replacement for OVP Corporate Membership since Mr. Warner Talso wants to "retire". Mr. Hendrix passed around a list of affiliate members so each chapter could encourage update to member if applicable. (link 9)

8. *Director of Publicity and Media*
    Mr. Josh McNeil reported accomplishments for FY04 as: 1) developed new brochures, 2) created partitioned web space for each chapter, 3) created recent updates page on web-site, 4) renewed domain name for 9 year term, 5) updated society server space, and 6) created past conference presentation archive page. Plans for FY05 are: 1) promote JSS more (university libraries, etc.), 2) publish color corporate and member brochures (Mr. McNeil suggested that a chapter take this on as a chapter project), 3) enhance web site with more tools, and 4) develop publicity materials for chapters to use. Issues were identified as: 1) on-line membership database, 2) on-line conference registration, 3) e-commerce, 4) on-line publication of technical papers, and 5) updates and configuration control of contents. (link 10)

9. *Director of Education and Professional Development*
    Mr. Steve Mattern showed his organizational chart and notified the EC that he wants an OVP for Certification to oversee safety certification and criteria. Mr. Mattern noted that an improved electronic nomination form was created this year (and will be slightly modified for 2005). He also reported that a database report of safety-related courses and focus groups developed have been placed on the website. A draft system safety common best practice was developed and submitted to the EC for comment (few comments received). No codes of ethics violation were investigated and participation in membership upgrades occurred. Mr. Mattern also presented a "roadmap" for professional development. (link 11)

10. *Director of Chapter Services*
    Mr. Jerry Banister presented that 16 chapters are now active (YEAH). He is working to get Ohio and Arizona back to active status.

F. Society Sponsored List of Typical System Safety Tasks

Mr. Stephan Griebel (for Dr. Peter Ladkin) presented a white paper (link 12) which Dr. Ladkin compiled as a response to the System Safety Task List. Dr. Ladkin's paper was intended to generate a universal definition list. The System Safety Task List is a list of WHATS and not HOWS, so it was agreed that each task when doing the HOWS should define their terms.

G. Budget Contingency Planning (out of sequence from agenda)

Mr. Chris Olson presented the budget scenarios for contingency conference situations. The cases considered include: 1) 30% drop in membership, 2) unsuccessful conference-cancelled, 3) unsuccessful conference-50% drop in attendance, and 4) combination of 30% drop in membership and worst of unsuccessful conference scenarios. The conclusion of his analysis is that the society would survive all three scenarios if there is sufficient surplus in bank account. Action item **EC04-03** was assigned to Mr. Olson to generate a suggested "Reserve" amount for savings account and send suggestion out for vote approval . Mr. Olson also indicated that the society would have sufficient time to adjust budget following a substantial decrease in membership. (link 13)

H. Society Website (out of sequence from agenda)

Mr. Josh McNeil provided a status on the society website (link 14). Mr. McNeil asked for officer participation to ensure data is up to date. Action item **EC04-04** was assigned to the EC to review position tasks and provide updates. A request was made to have an indication of new items on the webpage. Mr. McNeil asked for direction on where future immediate resources should be spent. The EC gave the following recommendations:
   a. On-line membership database
   b. On-line membership renewal
   c. On-line conference registration
   d. Searchable paper abstracts

Action **EC04-05** was assigned to Mr. McNeil to identify number of hits on EJSS. Action item **EC04-06** was assigned to Mr. McNeil to put an RFP out for the membership database work. Action item **EC04-07** was assigned to Mr. McNeil to research other conference registrations that are on-line.

I. Miscellaneous Society Items
Mr. Paul Kryska presented the following (link 15):
   a. Acronyms- Sensitivity of System Safety Acronym. Consider use of SysSaf if in a hurry.
   b. Email subject line- Consider the audience. Don't use reply all on an email to start new email traffic about an unrelated topic. Be specific.
   c. Conference Plans- Seeking volunteers for the 2006 virtual team.

Mr. Josh McNeil discussed excess JSSs and what we should do with them. Action item **EC04-08** was assigned to Mr. Banister to notify the chapter presidents that they receive 5 copies of the JSS that should be used for outreaching to their communities.

Mr. Warner Talso presented the following (link 16):
   a. System Safety Analysis Handbook.
      a. Sales for 2003:
         1. paper: 20
         2. CD's: 36
         3. Updates: 0
      b. Requests that a chapter take this project over.

22nd System Safety Society--The Westin Providence--Providence, Rhode Island
Executive Council Meeting Minutes

Monday August 2, 2004

A. Opening/Remarks:

Mr. Jerry Banister presented the request for chapter reimbursements for fourteen chapters (German Chapter has no funds). **Motion 1**: Request for approval of all chapter reimbursements except North Texas--Motion approved (see Attachment B). **Motion 2**: Request for North Texas Chapter Reimbursement—Motion approved (see Attachment B). Every active chapter submitted a Chapter Report and therefore was eligible for chapter reimbursement funds. (link 17)

B. Plan and Discussion of Gaining and Retaining Members:

Mr. Hendrix presented the plan for sustaining membership. His slogan is "Every member—get a member". His focus has been on Florida and Arizona. He reiterated the need for a new OVP for Corporate Membership. A discussion about student chapters led to a suggestion about chapters adopting a student. (link 18)

C. Educational Initiative:

Mr. Tom Pfitzer, member of the Tennessee Valley Chapter (TVC), presented a summary of the TVC Educational Initiative. He proposed "Adding discipline to Our Discipline" by forming a coordination group that has the following five sub-groups: Communication, Education, Risk Management, Tools, and Standards. Mr. Pfitzer offered to sponsor a meeting in October that would define the scope of each group and generate a plan of action. Mr. Pfitzer showed the TVC Education Committee Plan of action. The Education Group is of interest to the Professional Development Director and a side meeting was conducted. (link 19)

D. Chapter Reports:

1. New England- Ms. Ann Boyer (chapter president) presented their highlights as: 1) host of current International System Safety Conference, 2) Student Paper Competition, 3) review of Chapter By-laws, 4) monthly newsletters and 5) participated in ASSE NorthEast Professional Development Conference and Raytheon Engineers Day. Upcoming plans include: 1) canvas membership, 2) contact universities to offer speakers/programs, and 3) continue cross-pollination. (link 20)
2. Eastern Canada- Mr. Bob Fletcher presented a summary of the chapter's events. (link 21)
3. Albuquerque- Mr. Talso presented a summary of the chapter's events.
4. TVC- Mr. David West (chapter president) presented their chapter progress to date as: 1) plan to meet chapter goals, 2) chapter meetings pre-set for the year, 3) submittal and dissemination of society and chapter news, 4) membership activities and 5) Educational Enhancement Committee. Issues and Challenges were presented as: 1) utilization of chapter resources to promote system safety within the community, 2) accommodate remotely located members and 3) promote interaction with other organizations. (link 22)
5. Northwest- Mr. John Hinckley (chapter president) presented the chapter overview and identified chapter officers. Mr. Hinckley reviewed the chapter meetings and newsletters. The

chapter special events were identified as: 1) Professional Development Conference, 2) HAZOP training presentation at Central Washington University, and NIOSH tour at Spokane, Washington. (link 23)

6. German- Mr. Stephan Griebel (chapter representative) presented an overview of the chapter overview as: 1) has no budget, 2) open for members from other European countries, and 3) relies heavily on the internet for chapter business. He identified the chapter officers and their website. Activities for 2004 were identified as: 1) 3rd Bieleschweig Workshop, and 2) Rail Automation Conference June 2004. Plans for 2005 include: 1) IRIA 2004 and 4th Bieleschweig Workshop. (link 24)
7. Twin Cities- Mr. Bill Blake (chapter president) presented the new chapter establishment.
8. Singapore- Ms. Eng Ling (chapter president) presented the chapters summary for the year.
9. Los Alamos- Ms. Terry Ruddell (chapter representative) presented that the chapter has been involved in ASME's, Introduce a Girl to Engineering Day", and the Girl Scouts.
10. Sierra High Desert- Mr. Jerry Banister (chapter representative) presented the chapter's summary for the year.

E. System safety certification status:

Mr. Clif Ericon presented a status of System Safety Certification. Since the BCSP has dropped the system safety specialty exam, Mr. Ericson questions whether a system safety certification should be established by the society. The Navy is establishing system safety certification and the Navy is approaching the Army and Air Force about joining. The FAA is considering the certification. Mr. Ericson reviewed the Navy certification criteria and process. The recommendation by Mr. Ericson is to establish a policy to provide system safety certification under the Director of Professional Development. **Motion 3** was put on the flow as "The Director of Professional Development should generate a plan for System Safety Certification". The Motion was approved (see Attachment B). **Motion 4,** "Establish Certification OVP position under Director of Professional Development", was approved to support this activity. (link 25)

F. Creating an Historical Record of the Society/Clif Ericson (not presented)

G. Overview and Review of Membership Upgrade Criteria:

Mr. Mattern presented the membership upgrade criteria. Mr. Mattern noted that membership upgrade packages are usually incomplete. The senior member upgrades criteria relates to you and your improvement and the fellow member criteria s relates to how you improved the Society and the individuals around you.   Mr. Mattern agreed to review, update, and improve the membership upgrade process. (link 26)

H. Defining and Advancing System Safety (already covered)

I. Election Year Plans and Activities:

Mr. Kryska submitted Clif as the nominating committee chairman. New England questioned 2 years versus 4 years for directorships. (link 27)

Attachment A
Action Item list
(updated and new)

Number	Actionee	Action	Due Date	Actual Completion Date
EC03-01	Barry	Identify all affiliate members for upgrade consideration.	3/31/04	7/27/04
EC03-02	Josh McNeil	Provide Certificate of Security for review for HiWAAY and PayFlow	3/31/04	8/1/04
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.	3/31/04	
EC03-05	Steve M	Provide detailed outline of Best Practices concept	Oct 15th	10/01/03
EC03-06	Paul	Talk to George Peters about legal aspects of Best Practices	3/31/04	
EC03-07	Josh	Add networking and services and storefront type indicator in mission statement	3/31/04	
EC03-08	All	Check webpage information for correctness and up-to-dateness	3/31/04	8/1/04
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	3/31/04	
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	3/31/04	8/1/04
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
EC03-16	Josh	Verify space for chapter websites to link to SSS website	3/31/04	8/1/04
EC03-17	Paul	Send out conflict of interest policy by 9/1/03 (to be followed by updates and vote)		7/04
EC03-18	Larry	Add property increase to Insurance Recommendation	3/31/04	3/9/04
EC03-19	Larry	Check with Cathy about two other buildings on her property	3/31/04	3/9/04

EC03-20	Larry	Check on $500,000 maybe make $1M or more, and check on Boiler/Mechanical section	3/31/04	3/9/04
EC03-21	Larry, Chris	Show on balance sheet where the money resides	6/30/04	3/9/04
EC03-22	Chris	Put names next to line items	06/30/04	02/04
EC03-23	Chris	Generate survival budget if 1) 30 percent drop in membership and 2) unsuccessful conference	06/30/04	7/04
EC03-24	Chris	Make proposal for line items that need explanation	3/31/04	02/04
EC03-25	Barry and Jerry	Fix zip code definition for Chapter and notify Cathy of change and to review letters	3/31/04	In work
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	3/31/04	
EC03-28	Singapore	Send Jerry a copy of chapter letter	3/31/04	7/28/04
EC03-29	Jerry	Get membership upgrade criteria to Singapore	3/31/04	10/6/03
EC03-30	Peter	Give inputs to System Safety Analysis Handbook editor (Dr. S. Seiffert) to add to appendix	3/31/04	
EC04-01	**Larry Jones**	**Research and provide recommendation for international officers and insurance coverage.**		
EC04-02	**Chris Olson**	**Investigate a better return on the SSS bank account funds**		
EC04-03	**Chris Olson**	**Generate a suggested "Reserve" amount for savings account. Send suggestion out for vote approval**		
EC04-04	**EC**	**Officers and Directors review position tasks and provide updated to Josh by September 30th**	**9-30-04**	
EC04-05	**Josh McNeil**	**Identify number of hits to EJSS**		
EC04-06	**Josh McNeil**	**Put out RFP for membership database work**		
EC04-07	**Josh McNeil**	**Research and report to EC how other organizations conduct online registrations for conferences**		
EC04-08	**Jerry Banister**	**Notify chapter presidents that the intent of their 5 copies of JSS is to promote outreaching to their community.**		
EC04-09	**Melissa Emery**	**Generate a proxy template letter for use at next EC meeting.**		

Attachment B
Motion Summary

Voter	Motion 1- CHPATER REIMBURSEMENT MINUS NORTH TEXAS	Motion 2- CHAPTER REIMBURSEMENT FOR NORTH TEXAS	Motion 3- DIRECTOR OF PRO. DEV AND ED TO DEVLOPE PLAN FOR CERTIFICATION	Motion 4- ESTABLISH CERTIFICATION OVP
President	-	-	-	-
Vice President	X	X	X	X
Executive Secretary	X	X	X	X
Treasurer	X	X	X	X
Past President	X	X		X
Director of Education and Professional Development	X	X	X	X
Director of Chapter Services	X	X	X	X
Director of Conferences			X	X
Director of Government and Intersociety Affairs			X	X
Director of Member Services	X	X	X	X
Director of Publicity and Media	X	X	X	X
Chapter- Bay Area				
Chapter- Central California				
Chapter-Eastern Canada	X	X		
Chapter- Georgia				
Chapter- German	X	X	X	X
Chapter- Houston Texas				
Chapter- Los Alamos	X	X	X	X
Chapter- New England	X	X	X	X
Chapter- New Mexico				
Chapter- Sierra High Desert	X	X	X	X
Chapter- Singapore	X	X	X	X
Chapter- Tennessee Valley	X	X	X	X
Chapter- Twin Cities	X	X	X	X
Chapter- Washington, DC	X	X	X	X
	Y=17 N=0 A=0 PASSED	Y=17 N=0 A=0 PASSED	Y=15 N=1 A=2 PASSED	Y=15 N=3 A=1 PASSED