

System Safety Society
Minutes for Executive Council Meeting
August 28-29, 2010
Hyatt Regency Hotel
Minneapolis Minnesota, USA

Saturday 28 August 2010

Introduction: The first session of the EC meeting was opened by Mr. Warren Naylor with an overall summary of his introduction to last year's presidency. The financial situation has improved significantly, and the society has experienced improvements in many other areas besides financially, so hopefully next year, when this is turned over to the next administration, the Society can begin to operate more efficiently. A summary of the Conference schedule and EC activities were outlined.

Proxies A brief review of proxy holders was conducted to ensure votes taken were properly recorded. Please see Appendix A for a list of proxies that were held.

Rules of Order: The "Rules of Order" for conduct during the EC meeting were presented by Gary Braman, Society Vice President. He stated a quorum consists of 5 Officers or Directors, including the President and Executive Vice President. Motions may be presented in written form or verbally. A verbal motion must be seconded. The voting will be decided by a simple majority normally, but exceptions exist for some motions that require 3/4 majority. These were identified. Examples of 'out of order' motions were outlined.

Jerry Banister requested that votes be recorded with each person voting being identified along with their vote, including proxies. A discussion was held that exposed various pro's and cons, but the conclusion was that if this were to be adopted as a practice, it should be entered into the Operations Manual by means of a motion. A trial was undertaken with one vote, but the results were mixed.

Strategic Plan: Gary Braman outlined his intent to develop a Strategic Plan for the SSS. A comparison with other associations and societies show they have strategic plans, as well as paid staff and a facility. They all develop and sell standards, and have multiple sources of income, not just conferences. There is usually industry support, sponsors and certification programs. Some have budgets of 400k per year. Some association programs were set up with various universities for degree programs supporting certification.

A meeting has been scheduled (Tue) during the conference week to address the Strategic Plan.

Job Target Proposal: Mr. Gary Braman outlined details of a proposal received from Job Target – an on-line Job Board featuring career recruitment centre applications on the society web site. This service could be a benefit to our members as well as to the society. The system features anonymous searching and posting, career coaching, tools and resources are available to assist in job searches or finding an applicant. There is a survey system allowing data analysis, and a career fair module available. Advertising is possible. This system charges employers for access

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but the fee is charged only for successful searches. Profits are shared between the service and the society. There is a contract and a contractual term involved.

Actions taken to date have involved contacting organizations using the service (with feedback being very positive). More research is planned. Contract obligations to be investigated and implementation would be subject to an EC vote. The next steps to be taken include arranging group discussions with organizations that have used the service, obtaining a sample contract for review by legal, and developing a White Paper for EC review.

Action Item – Develop a Job Target White Paper for EC approval – 30-90 days – G. Braman

Immediate Past President - Mr. Warren Naylor spoke to the Society's achievements during the 2009 Society Year as Jim Wiggins had retired and was unavailable to present to the EC. There was enthusiastic applause for Jim's contributions to the organization.

Mark Geiger suggested the society show its appreciation to Mr. Wiggins.

Motion – J Banister. Move that J. Wiggins be awarded Emeritus Status for his contributions to the System Safety Society as President. Seconded – W. Naylor. Passed unanimously.

Executive Secretary – Mr. Gerry Einarsson . Mr. Einarsson briefly summarized his activities over the past year, producing and distributing the minutes from Huntsville EC 2009, maintaining the AI list and Motions, including those on the society web site. There were a number of improvements made to the voting site to make it easier to use and maintain. The 2010-11 goals are to continue the work as described.

Mr. Einarsson noted that he will perform his duties until July 2011, when he will turn over the reins to a new Executive secretary, just before the EC meeting, when the new Exec Secretary will take over. This anomaly will also be repeated for many of the new executive. He suggested a process be instituted to allow the past executive to continue to the EC meeting to report on their achievements, and to turn over the reins to the newly elected executive. Similar comments were made by other executives. Perhaps this issue should be raised as a part of the Strategic plan. It is a problem with planning, finances and transition.

It was noted that the Conference and the Society years are not consistent, and this more difficult process apparently must continue as is.

Warren Naylor noted that Jim Wiggins had given him a gavel, and indicated his intent was to turn the gavel over at the general meeting, signifying the turn over of functions of all officers and directors changing jobs to the new executive that has been elected.

Review of Action Items – Gerry Einarsson reviewed the existing Action Item list, including those that were recommended to be closed or reintroduced with a new target date. Please refer to Appendix D for Action Items

President's Report – Mr. Warren Naylor summarized the current situation from a National perspective. The society currently has 1040 members. There are going to be three new chapters introduced that we will have to vote on – Australia, Israel and a reactivated Colorado. The Tennessee Valley ISSC appears to be the most profitable to date (\$145K). There is a possible regional conference in Singapore in 2012.

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The financial situation has improved as we have maintained strict control of the budget. The numbers are looking good for the Minnesota conference as well.

Achievements in 2010 included participation in the RAMS conference. The Journal has been published as expected (as usual) although there was the threat of having to skip an issue due to costs. Chapter meetings for the following chapters were attended: Bay Area, Saguaro and Canada by teleconference. Plans for 2011 include finalizing the Strategic Plan, selection of future conference venues (Las Vegas is next year's site), continuing to pursue ISSS membership professional recognition, support for ISSS sponsored training symposia, pursuit of a job search capability on the society website, assistance to TV in an engineering graduate program and to develop additional money streams.

The President's Report Card:

Operated under a balanced budget,	A
Grow conference profitability – minimized cost,	A
Empower chapters – 3 new chapters,	A
Develop alternative revenue streams – none identified,	F
Pursue international objectives - International Director established,	A
Grow closer to other societies – working,	A
Strengthen Government, Industry, and Academia cooperation (Supporting G48 and others)	B
Develop Strategic Goals,	TBD
Enhance Training Opportunities,	TBD

We need to make sure that the ISSS is driving the discipline of system safety.

Mr. Naylor assured the EC that the state of the Society is strong, and thanked the entire EC for a wonderful year. We need to focus on moving forward though.

As elections are approaching, and due to the unavailability of the past president to chair the nomination committee, Mr. Naylor indicated that he would undertake the task.

Vice President Report – Gary Braman Mr. Braman summarized his activities over the past year, including supporting the president as required, supporting his home chapter, voting on all e-motions and researched the Strategic Plan. He noted that the Strategic Plan is the biggest goal of the coming year.

Issues that have been noted tend to revolve around communications, both written and verbal. It is necessary to remain professional in emails, on the web and in meetings. Proxy voting is another issue that requires some work, as there is not much in the Operations Manual. Currently trying to define how proxies are to be handled, and need to provide more information on the how and why for proxies. Goal is to add thoughts and to present again to the group.

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Director of Conferences – D. Stokes. Mr. Stokes described the conference planning activities currently in active status – Las Vegas and Atlanta. Thought is being given to beyond 2012 – possibly the Bay Area. Currently the Conference Planning Handbook is to be updated, with the assistance of Rhonda Barnes – although not much progress has been made so far. A site selection needs to be undertaken for 2013.

Treasurer – Stacey Druham-Medina. Ms. Medina outlined the past year budget and actuals showing that the financial picture is positive.

- FY09 Budget:
 - Expenses \$473,824,
 - Revenue \$477,175,
 - Carryover \$ 3,351.
- FY09 Actuals:
 - Expenses \$507,918.20,
 - Revenue \$530,138.41,
 - Carryover \$ 22,200.21.
- Income
 - Membership \$53,962 actual, \$65,000 projected,
 - Conference \$404,145 actual, \$356,000 projected,
 - RAMS \$3,600 actual, \$3,500 projected.
- Changes for FY09 budget:
 - Conference expenses identified,
 - Personnel line items added,
 - Expenses and tax liability line included,

An issue with publication costs was identified due to rising JSS and eJSS costs. As well, conference costs, financial costs and insurance need to be constrained or determined. It was suggested that a change needed to be made in the JSS and eJSS to control costs, that conference attendees be encouraged to become members and that goals, objectives and guidelines need to be clarified for the society and chapters. The travel policy needs to be revised, and the conference approach needs to be evaluated.

Overall, the society is solvent, we don't need to delve into Society funds, officers and directors are responsible for expenditures. If they are not pre-approved, they will not be reimbursed.

International Director – Robert Fletcher. Mr. Fletcher outlined his vision as one looking towards growing the society past 2000 members. Chapters need to be established in Europe, Africa, and South America etc. We should grow into more of an International Society. Currently the society composition is 20% non-US and 80% US.

Accomplishments include finalizing the job description, acting as the International Chair for ISSC 28, visiting the Las Vegas facilities, coordinating with Saudi Arabia to start a chapter, coordinating discussions between ASSE and ISSS, forming a chapter in Austria and encouraging articles in the JSS called Global Perspective.

Sunday 29 August 2010

A review of the previous day's Action Items was undertaken (G. Einarsson).

Government and Intersociety Affairs – Mark Geiger. Mr. Geiger notes that many members are making contacts that would be useful to the society, and requests that they send an email notifying him of the contact. These can cover exchanges of information and articles, as well as communications of interaction with other societies. Mr. Geiger's information on regulatory reports and outreach suggest that the review is not comprehensive, topical or focused. It was limited to the US due to inaction by Congress and OSHA focus on compliance. More action is necessary overseas, for example REACH initiative for chemical management. John Etherington was managing one of the better outreach programs, and discussed Accredited Standards Committee actions.

Recommendations: Mr. Geiger recommends increased external liaison, outreach through publications, improved regulatory liaison - particularly in Europe, recruitment of volunteers to support intersociety liaison and finally outreach through the Journal.

Director Chapter Services – Jerry Banister. Mr. Banister advised that the society has 17 active chapters. There was a chapter reactivation committee active in Colorado and chapter formation committees active in Australia and Israel. It has been apparent that it takes at least 10 committed people to make a chapter grow. Member retention is a significant challenge. Potential chapters need to establish a steering committee, build membership and determine a chapter area.

Member Upgrades – Russ Mitchell. Mr. Mitchell described the upgrade process, which starts out with the member filling out a form. Member data varies from application to application, and must be managed. The form is submitted to the Office Manager with the required information, but generally needs additional information that the society usually has. The application is reviewed, and most have errors. It seems that there are better ways to achieve the desired result than through forms which have particular limitations.

Mr. Mitchell suggests that we take the form out of the form, remove non-value added color layout features, provide directions with examples, and where there is a 'select one' answer – provide the selection. If an artifact is needed, be specific and clear – tell which one is needed. It is also suggested that some requirements be changed – signatures drive hard copies, and the requirements for multiple areas of system safety experience are hard to verify. Better criteria are needed. The path forward involves generating an e-form with features that guide the applicant and capture artifacts that are necessary. Development of an artifact database is necessary. Retrieval of artifacts submitted during membership application should be easy, convenient and reliable as some are needed for upgrade. Similarly, some provided for the senior member level are necessary for the Fellow category.

AI - Russ – proposed we drop requirement for multiple areas of experience and change the form and ops manual. Russ to develop changes for Ops Manual and propose to EC.

AI – Rod, Russ, and Saralyn. Look at redoing the member and upgrade forms and make them simpler and easier to fill out and present to the EC for approval. Maintain standards which we currently have. Consider competency levels. Present at quarterly EC meeting. Breadth of experience is important. Develop a database to archive data. Provide examples.

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Director for Education and Professional Development – Rod Simmons. Mr. Simmons outlined the responsibilities of his position as including being responsible for education, professional development, awards, and professional development materials. Mr. Steve Mattern resigned as OVP for education – and Dr. Ron Fitzgerald took over the duties. The education portion of the society web site and draft System Safety Competency initiative is complete and will be staffed this year. Russ Mitchell – OVP for Professional Development completed an in-depth review of the membership upgrade application process. OVP Awards – Tony Burno – the 2010 awards cycle is completed. All nominations were of high quality. Two new awards were established – Master’s and Doctoral Thesis Accomplishment. The awards budget has been increased this year due to the cost of the new awards. With regard to professional development materials, we are seeking an OVP to assist in System Safety Analysis Handbook development, verification of information currency, participation in the SS Competency initiative and the Common Best Practices initiative. The goal for next year is to draft the 3rd edition of the Handbook for ISSC29 – 2011. Need to determine how it will be published (hardcopy, CD’s, online etc).

Director for Publicity and Media – Clif Ericson. Mr. Ericson outlined his progress with regard to three main areas: the web site, publicity and the JSS.

The web site host was changed from Hiwaaynet to Bluhost – accomplishing a cost savings of \$840/year. Investigations are underway into developing a Members Only area giving access to online material. The home page was maintained and improved. He noted that currently links to the web site need approval, but suggests that it may be overkill to require an EC vote. It does need some oversight, and perhaps guidelines could be developed, but it seems as if a society Director should have more decision authority. Perhaps guidelines should be developed for the OM. One problem has arisen during the change of hosts, and that is the loss of some previous conference material, particularly the conference programs. Programs should be on CD’s which are retained as a backup, if they are available the site could be rebuilt.

The second major area is publicity. Currently investigating the use of a full color brochure for the society. It could also be used in booths at conferences. It would also be feasible to put it on the web for people to download. Another publicity initiative is to investigate publicity opportunities with other services (Warren Naylor).

AI – Clif to update brochure. The treasurer will be provided with the cost estimate.

The final area of activity is the JSS. PDF and printing capabilities have been added to the eJSS. There has been improved overall quality with professionally written material, resulting in the society receiving positive feedback regarding publication quality. Feedback has been received supporting maintaining the JSS hard copy version for the membership. We are investigating the possibility of obtaining authors from other societies. Mr. Ericson expressed his desire to add an Associate Editor to his staff due to the workload. Authors are needed, and Mr. Ericson requested assistance in encouraging others to volunteer. Mr. Mitchell suggested themes for various issues, but the limitation to that suggestion is that there aren’t enough responses to an issue to allow a thematic approach.

The current list of AI’s and motions were again summarized – G. Einarsson

Chapter Reports

Australia Chapter – Dr. Holger Becht. Mr. Becht indicated that it is a newly formed chapter, and is looking at initiatives to encourage membership. He suggested that there is a possibility of a mini conference or symposium, possibly in Melbourne – perhaps 2012. They are holding monthly meetings, and looking towards quarterly seminars. Warren Naylor asked what could be done to help the chapter – Mr. Becht replied that help with the conference would be required.

Motions: Jerry Banister presented the following motions to the EC.

Motion: Move to approve the new formation of the Australia chapter. Motion seconded by Warren. Motion passed unanimously.

Motion: Move to approve the new formation of the Israeli chapter. Motion seconded by Warren. Motion passed unanimously.

Motion: Move to reactivate the Colorado chapter. Motion seconded by Warren. Motion passed unanimously.

Motion: Move to approve the name and boundaries of Sacramento Virtual Chapter to Virtual Chapter with boundaries to where anyone can join with internet access. The virtual chapter will not interfere with any other chapter. Motion seconded by Mike Pessoney. Motion passed unanimously

- Discussion – could be funded at Society level. To date Cathy has been providing small amounts. Support for the Chapter has also been funded by Corporations (i.e., web access, etc.). Core group has been funding events. There are no other significant expenses at this time.

Motion: Move to expand Saguaro Chapter to Arizona and Nevada. Motion seconded by Darrell Stokes. Motion passed unanimously.

All will have new charters and bylaws. Jerry – 6 chapter charters will be signed at GM meeting.

Bay Area Chapter – Submitted by Tami Hengen, presented by Stacey Durham-Medina. Ms. Medina listed a summary of chapter officers for 2010 and 2011. The chapter held 4 meetings at various locations. Activities and attendance was down somewhat. Two chapter newsletters were published, and they participated in the RAMS conference. Keys to Success were identified as continually being open to new ideas, communication, and an ability to promote System Safety in the workplace.

Canada Chapter – Maury Hill. Mr. Hill listed the chapter officers. Thirteen chapter meetings were held covering a wide range of topics. It was noted that these meetings could be expensive, especially the ½ day seminars. The chapter has 34 members. Issues & Challenges identified as ensuring chapter serves the interest of its members, developing a chapter governance structure that engages members on a full geographic basis and promoting interaction with other organizations.

Discussion: Mr. Hill questioned the need to vote when some of the issues do not appear to involve the Chapters. Mr. Naylor responded that it is important that everyone vote, but for those matters not involving you, you could abstain.

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Warren – Question to Clif. Is there an electronic way to search in documents and make sure updates to chapter's names, etc. are made?

Motion presented by Warren Naylor. Move that all OVP's be given observer status to the EC vote System. Seconded by Rod Simmons. Motion passed unanimously.

AI – Gerry to ensure OVPs have access status.

AI – Gerry to investigate impact of also adding past presidents to the list. Jerry Banister should consider giving the Chapter Presidents a 'how to' on using the voting system. Warren suggested summarizing votes on the website so all members could see them.

Central California Chapter – Miguel Trujillo – No presentation

Colorado Chapter – Terry Foppe – No presentation.

Georgia Chapter – Terry Gooch. Presented by Mr. Naylor. Mr. Naylor summarized the chapter executive. They will be hosting the 2012 conference in Atlanta and have selected the hotel as well as a planning team. They are seeking volunteers for technical program oversight as well as session chairs.

Houston Chapter – Derek Robins. Mr. Robins outlined the chapter executive (2 officers). They feel they are struggling somewhat and losing membership. Exxon Mobile agreed to host two meetings. The chapter held three meetings, but there was a lack of consistency. They need to get current members to participate more in meetings. They are currently recruiting new members, as well as networking with other chapters for members who have lost jobs. They would like to investigate sharing meetings, speakers etc. with the Dallas chapter.

Israeli Chapter – Nicky Bernstein. Mr. Bernstein outlined that they were engaged in building the chapter. Initially, they did not have support from a company, but he noted that this year they have gotten a corporate sponsor. They currently have 8 members and have held a meeting with 50 attendees. He is optimistic that the numbers will increase, having published promotional material intended to attract members. A good response was received.

New Mexico Chapter – Warner Talso, presented by Stacey Durham Medina. Ms. Medina listed the chapter officers and noted that the chapter had held three meetings. They have 26 members have published two articles in the Journal. Issues and Challenges identified included rebuilding an active participation in the local chapter. The keys to success were to encourage participation, increase communications and to encourage integration of System Safety in new areas or operations.

New England Chapter – Alan Southwick - No report.

North Texas Chapter – Frank Rinaldo, presented by J. Banister. Mr. Banister identified the chapter officers and noted that the chapter had held two meetings. They have 12 members as of June 30, 2009. As of 30 June 2010, they have 16 members. Plans for 2011 are to increase membership, improve communications with current members and to schedule meetings.

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Saguaro Chapter – Jean Sauerman. Ms. Sauerman provided a summary of the chapter executive officers. The chapter had held 11 meetings with a good range of topics, published one newsletter and one JSS article. The chapter has 18 members.

Issues & Challenges were identified as providing value added information and services for members, accommodating remotely located members, promoting interaction with other organizations, and e-vote randomness making it difficult to vote and coordinate with members. Suggest e-votes come in at a certain date and make them more predictable, Keys to chapter success include hosting ISSC2010, having a wide diversity of members, communicating frequently with members, making non-members aware of benefits and having dedicated and hard-working officers and members in the chapter.

Sierra High Desert Chapter – Steve Bussell. Presented by J. Banister. Mr. Banister noted that the chapter had held 4 meetings, provided three articles to the JSS, have a positive bank balance and are growing.

Singapore Chapter – Seet Ting Siow. Ms. Siow listed the chapter executive officers. They have held two meetings that covered a wide range of topics. Sixteen newsletters were produced, three special events conducted, and one promotional activity held. They have 16 members. Achievements included increasing the number of SS courses provided, providing System Safety examples in context during local courses and increasing the chapter affiliate membership. Financials are in a good state - with all unpaid withholding taxes for courses being paid up. Issues & Challenges include university undergrad projects on System Safety being supervised by chapter members, and outreach to different fields through other organization. Frequent communications were also mentioned. During the ISSRC 2012, the chapter will be assisting Australia.

Southern California Chapter – Tom Meyers. Mr. Meyers summarized the chapter executive officers, stated that they had held 2 chapter meetings during the year. One newsletter was published and one special event held. The chapter has 35 members, has held three promotional activities and contributed one article to the JSS. Issues and challenges that were identified included work pressures interfering with time available for chapter activities, and accommodating a widely spread membership. Keys to success included reaching out to a local base of SS practitioners, taking advantage of diversity of members' fields and employers to provide topics and events, re-establishing regular meetings and newsletters, getting more people involved as a core group, continuing to provide valuable information and services to members, and making non-members aware of the chapter.

Tennessee Valley Chapter – Mike Pessoney. Mr. Pessoney summarized the executive holding office and stated they had held 12 meetings during the year with a good range of topics. Five newsletters had been produced. The chapter has 120 members and held 4 special events and conducted 6 promotional activities. They had submitted 28 articles to the JSS. They plan to do the same next year.

Achievements included continuing liaison with HATS, sponsoring multiple community and education outreach programs, holding monthly meetings, expanding their website, producing the conference CD, and developing a new member information briefing, Keys to Success include a large base of SS practitioners, diversity of membership, holding regular meetings, frequent communication with members, providing valuable information to members, making non-members aware of the benefits of membership, and having involved, dedicated members.

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Washington DC Chapter – Dave Shampine Mr. Shampine provided a summary of the chapter officers currently holding office, described the meetings that were held (4) during the year, and mentioned the 2 newsletters that were written. Identified achievements included promoting growth within the SSS as well. He plans to promote the 2011 conference within the chapter.

Winners Circle Chapter – Sean Beatty. Mr. Beatty provided a summary of the chapter officers currently in office, described the meetings that were held, and mentioned the 2 newsletters that were written. The chapter has 9 members. The identified issues and challenges included providing value added information and services for members as well as accommodating widely dispersed membership. He is making use of telecons, and working on increasing membership.

Virtual Chapter – Kristen Vollarth. Presented by Mr. Lee Flint. Ms. Vollarth is the new Chapter President for the newly established chapter. She explained that she will be working to get the chapter firmly established this year. They will be having a meeting Tuesday during the conference. They are using LinkedIn as a tool to attract membership. It appears to be a good tool for membership.

Motion: Russ Mitchell moves that Dave West be upgraded to fellow member. Warren seconded. Motion unanimously passed.

RAMS Conference – Warren Naylor. Mr. Naylor summarized his experience attending the RAMS conference in San Jose, CA. He noted that it was a good conference and he recommends our members support it when possible. The ISSS is one of the 10 contributing organizations for their conference.

Warren Naylor: Mr. Naylor noted that the Society Officers and Directors need to go through Ops Manual and ensure information is correct. He requested that they send their recommended changes to the Ops Manual to Ms. Dwyer and it will be reissued with tracked changes.

AI – Chapter Presidents need to update Bylaws and Charters. Need to send to Jerry and Gerry.

BSCP Report – Dave West. Mr. West gave a brief introduction to the BSCP, including an update of the latest developments. Items of interest included a newly designed web site with expanded content, quarterly newsletters being issued (started 4th quarter, 2009), a new BCSP Executive Director, Thomas Adams – CAE, was nominated in September 2009. A new LOGO has also been chosen. A new certification management system is expected to be implemented late in 2010, and a new \$3M headquarters building is being constructed in Champaign IL.

Conferences - Darrel Stokes

Mr. Stokes pointed out the need to buy ISBN numbers for conference use. We can buy blocks of numbers and need a budget item for that.

Motion: D. Stokes – Move to purchase a block of ISBN numbers to be used for conferences. Price will not exceed \$900. Seconded – L. Flint. Motion passed unanimously.

Financial Authority: Ms. Medina pointed out that currently the by-laws state that the office manager shall have single signature authority of checking account disbursements of no more than \$3,000. This is for all checking with no division being recognized. Any conference expense over \$3,000 therefore needs two signatures. To allow the office manager to pay for conference expenses without the need for dual signatures, Ms. Medina proposed the following motion.

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Motion: S. Durham-Medina – Move to add a specific sentence to the society by-laws after that \$3,000, as follows: “In accordance with the EC approved budget line items for society conferences, the office manager, with the approval of the society treasurer shall have single signature authority on the conference checking account for International System Safety Society conference expenses, in accordance with the EC approved budget for the conference. Seconded – W. Naylor. Motion passed with the required 2/3rds majority.

[Note: Applies to Society By-Laws, Article VI – Section 4(c) **Treasurer**]

The EC Meeting was adjourned at 7:07 pm August 29th, 2010.

G. Einarsson
Executive Secretary, ISSS

Following the EC meeting, presentations were made by several firms interested in providing conference management services.

Conferences Direct – James Threlkeld
iPlan It – Stacey Pina
Experient – Monica Falk, Jason Jordan

APPENDIX A

Proxy Assignments

Chapter	President	Proxy	Notes
Bay Area	Hengen	Stacey Medina	Day 1&2
Georgia	Gooch	Warren Naylor	1&2
New Mexico	Talso	Stacey Medina	1&2
North Texas	Rinaldo	Jerry Banister	1&2
Twin Cities	Schoenwetter	Warren Naylor	1&2
Virtual	Vollarth	Lee Flint	1&2
Winners Circle	Beatty	Jerry Banister	1
Sierra High Desert	Bussell	Jerry Banister	1&2
Houston	Robins	Jerry Banister	1

APPENDIX B

System Safety Society EC Attendance

Position	Name	Sat Aug 28th	Sun Aug 29th
Officers			
President	Warren Naylor	X	X
Executive Vice President	Gary Braman	X	X
Executive Secretary	Gerry Einarsson	X	X
Treasurer	Stacey Durham-Medina	X	X
Directors			
Education and Professional Development	Dr. Rod Simmons	X	X
Chapter Services	Jerry Banister	X	X
Conferences	Darrell Stokes	X	X
Gov & Intersociety	Mark Geiger	X	X
Int'l Development	Bob Fletcher	X	X
Membership Services	Saralyn Dwyer	X	X
Publicity & Media	Clif Ericson	X	X
Chapter Presidents			
Australia	Holger Becht	X	X
Bay Area	Dave Adams		
Canada	Maury Hill	X	X
Central California	Miguel Trujillo		
Colorado	Don Riddle		
Georgia	Odell Ferrell		
Houston	Derek Robins	X	X
Israeli	Haim Kuper		X
Israeli	Nicky Bernstein		X
New England	Alan E. Southwick		
New Mexico	Warner Talso		
North Texas	Frank Rinaldo		
Saguaro	Jean Sauerman	X	X
Sagaro (Past President)	Bob Cade	X	X
Sierra High Desert	Steve Bussell		
Singapore	Seet Ting Siow	X	X
Singapore	On Eng Ling (Past Pres)		X
Southern California	Tom Meyers	X	X
Tennessee Valley	Mike Pessoney	X	X
Twin Cities	Gary Schoenwetter		
Virtual	Lee W Flint	X	X
Washington DC	Dave Shampine	X	X
Winner's Circle	Sean M. Beatty		X
JSS-OVPs-IHQ			
JSS Publisher	Dave Davis	X	
OVP E & P D	Russ Mitchell		X
International HQ	Cathy Carter		

APPENDIX C

EC MOTIONS EC Meeting 28/29 August 2010 Minneapolis Minnesota, USA				
#	MOTION	MOVED	SECONDED	Carried or Defeated
1	Move that the ISSS grant Emeritus Status to Jim Wiggins for his contribution to the Society.	J. Banister	W. Naylor	Carried
2	Move that the EC authorize the President to continue pursuing INCOSE for intersociety support and activity.	W. Naylor	J. Banister	Carried
3	Move that an upgrade to Senior Member be awarded to Mary Ellen Caro.	S. Dwyer	J. Banister	Carried
4	Move that an upgrade to Senior Member be awarded to Dave Sadler.	S. Dwyer	J. Banister	Carried
5	Move that an upgrade to Senior Member be awarded to Holger Becht.	S. Dwyer	J. Banister	Carried
6	Move that a membership upgrade to Fellow be awarded to Warren Naylor.	S. Dwyer	J. Banister	Carried
7	Move the formation of the Australian Chapter with boundaries that incorporate the country of Australia.	J. Banister	W. Naylor	Carried
8	Move the formation of the Israeli Chapter with boundaries that incorporate the country of Israel.	J. Banister	W. Naylor	Carried
9	Move that the EC approve the reactivation of the Colorado Chapter.	J. Banister	W. Naylor	Carried
10	Move that the EC approve a Name Change for the Sacramento Chapter.	J. Banister	M. Pessoney	Carried
11	Move that the EC approve an expansion of the Saguaro Chapter boundaries to include Nevada and Arizona.	J. Banister	D. Stokes	Carried
12	Move that Observer Status for the Society Voting site be granted to all OVP's.	R. Simmons	D. Stokes	Carried
13	Move that the EC approve Dave West's upgrade to Fellow.	R. Mitchell	W. Naylor	Carried
14	Move that the ISSS purchase a block of 100 ISBN numbers for publications for an amount not to exceed \$900.	D. Stokes	L. Flint	Carried
15	Move to add a specific sentence to the society by-laws after that \$3,000, as follows: "In accordance with the EC approved budget line items for society conferences, the office manager, with the approval of the society treasurer shall have single signature authority on the conference checking account for International System Safety Society conference expenses, in accordance with the EC approved budget for the conference.	S. Durham-Medina	W. Naylor	Carried By 2/3 ^{rds} majority

APPENDIX D1

Previous EC Action Items			
<i>Action Item No.</i>	SUBJECT	Assigned To	STATUS / Due Date
EC 08-11	Develop a Data Management Plan and path forward for the web site path. He will develop an information brief with recommendations for presentation and consideration to EC.	Russ Mitchell	OPEN
EC09-1	Review SSS Strategic Plan.	Gary Braman	OPEN
EC09-3	Prepare letter from SSS President to all affiliate members to encourage them to become full members.	Warren Naylor	OPEN
EC09-4	Review and better define the proxy rules in the Operations Manual.	Gary Braman	OPEN
EC09-6	Review the Ops Manual – Strategic Plan with focus on reporting, finances and deactivation.	Stacy Medina, Saralyn Dwyer, Warren Naylor & Jerry Banister	OPEN Some recommendations for OM changes made by SM. See DI's. Strategic plan not yet available for comment.
EC09-7	Review, modify and update the Management Guidelines for Chapter Presidents.	Jerry Banister	OPEN
EC09-10	Review Mail & Phone costs / options as applied to SSS HQ as well as the JSS.	Tami Hengen	OPEN

APPENDIX D2

EC Action Item Status			
EC Meeting 28/29 August 2010 Minneapolis Minnesota, USA			
<i>EC Action Item No.</i>	SUBJECT	Assigned To	STATUS / Due Date
10-1	Develop a White Paper for the EC regarding the Job Target proposal for a Society On Line Job Posting Board.	G. Braman	30-90 days
10-2	Prepare a draft proposal for a member's only area of the society web site.	S. Dwyer	2 Q's
10-3	Examine the OM changes necessary to improve the membership form / requirements	R. Mitchell	1 Q
10-4	Re-evaluate the membership form for membership upgrades. Propose a more simplified approach.	S. Dwyer, R. Mitchell	2 Q's
10-5	Upgrade the society tri-fold brochure when the current supply runs low – include updated chapter information + 'International'	Clif	
10-6	Review the EC vote process to bring some predictability so votes can be scheduled more easily. Solicit suggestions from Voting Members – e.g monthly 1 st Discussions, 15 th Votes	G. Einarsson	No progress
10-7	Chapter Presidents to ensure their bylaws are up to date. If not, review, update, vote and submit revisions to Jerry and Gerry	All Chapter Presidents	
10-8	Gerry to investigate adding Past Presidents to the Observer list of the EC Voting site.	Gerry	The past presidents that can be reached have been added
10-9	Officers and Directors to review their job descriptions, propose updates and send to S. Dwyer.	Officers and Directors	