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| International System Safety Society Minutes for Executive Council Meeting |
| August 22-23, 2015 |
| Manchester Grand Hyatt  San Diego, California, USA |
|  |
| Pamela Kniess |
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# Call To Order

* President Dr. Rod Simmons called the meeting to order at 1:16 PM
* Dr. Simmons
  + Welcome to San Diego
  + Meeting agenda (Appendix A)
  + We have quorum
  + Voting eligibility
    - Chapters in good standing
    - Person voting is member
    - Proxy is member
    - Officers and directors have votes
    - OVPs and RVPs do not have votes
    - Appointed positions do not have votes
  + Review of proxies
  + Introductions were made including call in for Chapter President, James Morris
  + Bob Schmedake swore in the incoming officers
  + Rod requested that the EC approve appointment of Gerry Einarrson as Director of Member Services in light of the fact of Bob Fletcher’s medical condition. The appointment was approved unanimously.

## Attendees

|  |  |  |  |
| --- | --- | --- | --- |
| **Position** | **Name** | **August 22** | **August 23** |
| President | Dr. Rod Simmons | Yes | Yes |
| Executive Vice President | Dr. Chuck Muniak | Yes | Yes |
| Executive Secretary | Pamela Kniess | Yes | Yes |
| Treasurer | Clif Ericson | Yes | Yes |
| Past President | Robert Schmedake | Yes | Yes |
| Acting, Chapter Services | Gerry Einarsson | Yes | Yes |
| Conferences | Pam Wilkinson | Yes | Yes |
| Education and Prof. Development | Jeff Brewer | Yes | Yes |
| Gov& Intersociety | Odell Ferrell | No | No |
| Member Services | Melissa Emery | Yes | Yes |
| Mentoring, R & D | Steve Mattern | No | No |
| Publicity & Media | Saralyn Dwyer | Yes | Yes |
| Bay Area | Graham Murray | No | No |
| Canada | Maury Hill | Yes | Yes |
| Central California | Kathleen Brenna | No | No |
| Georgia | Odell Ferrell | Yes | Yes |
| Houston | Russ Mitchell | Yes | Yes |
| North Texas | Tom Haeussler | Yes | Yes |
| Northeast | Alan Southwick | Yes | Yes |
| Sierra High Desert | Jerry Banister | No | Yes |
| Singapore | Ten Lin Mei | Yes | Yes |
| Southern California | Francis McDougall | Yes | Yes |
| Tennessee Valley | Ken Rose | Yes | Yes |
| Twin Cities | Sam Mason | No | No |
| Virtual | James Morris | Yes | Yes |
| Washington DC | Donne | Yes | Yes |
| Founder | Roger Lockwood | No | No |
| JSS Publisher | Dave Davis | No | No |
| JSS Technical Editor | Clifton Ericson | Yes | Yes |
| Headquarters Office Manager | Cathy Carter | Yes | No |
| OVP Awards | Linda Thomas | No | Yes |
| OVP History | Rex Gordon | Yes | Yes |
| OVP Prof. Development | Russ Mitchell | Yes | Yes |
| OVP Prof. Development Materials | Daniel Strub | No | No |
| RVP for Asia/Pacific | Eng Ling Onn (Singapore) | No | No |
| RVP for Europe | Gabriele Schedl (Austria) | No | No |
| RVP for North/South America | Paul Kryska (USA) | No | No |

Other Attendees included:

* Charlie Hoes (August 22, 23)
* Amber Shampine (August 22, 23)
* Gary Braman (August 23)
* Stacey Durham (August 23)
* Lynece Pledderer (August 22, 23)

## Establish Quorum

ES Note: According to Section 5.1 of the operations manual, “An official quorum is a combination of five Officers or Directors including the President or Executive Vice President. The President, or in his or her absence the Executive Vice President, shall preside at EC meetings.”

August 22, 2015. Quorum established.

## Chapters not Eligible to Vote

* Bay Area
* New Mexico
* Saguaro
* Southern California
* Twin Cities

## Establish Proxies

Rod clarified the voting members as Executive Council and Chapter Presidents

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **EC Member** | **Position** | **Proxy** | **Dates** | **Proxy Form Filed** |
| Tom Haeussler | Texas Acting Chapter President | Karin Poehlmann | August 22-23 | Yes |
| James Morris | Virtual Chapter President | Mike McKelvey | August 22-23 | Yes |
| Ten Lin Mei | Singapore chapter President | Onn Eng Ling | August 23 | Yes |
| Donne DiFiglia | Washington DC Chapter President | Conditional Amber Shampine | If Donne had to leave – either day | Yes |
| Odell Ferrell | Georgia Chapter President | Gerry Einarrson | August 22-23 | Yes |

# Officer Reports

## 2.1 President's Report

* Dr. Rod Simmons
* Accomplishments include review of documents and regular telecons with President
* Rods goals are to:
  + Grow the society, geographically and sector-wise
  + Identify opportunities to use technology to enhance our delivery of services and to identify additional income streams
  + Rod is also concerned about growing the membership and succession plan for Office Management and long term planning for financial stability by having a balanced budget each year.

## Executive Vice President's Report

* Chuck Muniak
  + Accomplishments include:
    - Ensure society abided by its bylaws
    - Assisted the President with the task of providing performance review of HQ staff
    - Performed an internal effectiveness review of all committees and appointed positions
* Goals include to:
* Assist the President with his duties
* Perform internal effectiveness review of positions
* Serve as editor of the Journal of System Safety
* Continue to work on the System Safety Handbook in coordination with the new Director of Education and Professional Development

## Past President's Report

* Bob Schmedake
  + Accomplishments include:
    - Society is still solvent and the path to begin institutionalizing accountability and transparency.
    - Bob also thought the Executive Order for the Conference Chair was important to define accountability and constraints.
* Goals for the next year are:
* Support Rod.
* Bob expressed a concern to have a balanced budget
* Provide value to membership
* Grow membership by targeting young engineers to join the society.
* We need a plan for Office Management in the future.

## Treasurer's Report

* Clif Ericson
  + Provided overview of the income and expenses of the Society money
  + The society is getting a 1.6% interest rate on the CDs
  + Russ Mitchell asked when the due date was on the CDs. It is 5-24-17. Russ suggested that we stager the CD maturity dates in case we have to use some of that reserve
  + The entire proposed budget was sent out to the Executive Committee (EC) members for their review. If the EC members have any questions, they could be discussed tomorrow
  + Clif gave statistics on the loss of membership over the past 6 years – steadily decreasing numbers.
  + Karin Poehlmann noted that we need to target the schools. Clif noted that University of Alabama has a program. Karin said that she feels that we need a canned presentation that we can provide.
  + Melissa Emery stated that some of the fluctuation in membership numbers is that some years we offer membership with conference registration and some years we do not.
  + Rex Gordon said that on the application form, we used to have an incentive for a member to sign up other members, like a discount off of their dues.

## Executive Secretary's Report

* Pam Kniess
  + Accomplishments include:
    - Updated Operating Manual
    - Updated By-Laws
    - Publication of minutes for all EC meetings
    - Created private google site to store items attached to votes and other working documents
    - Managed EC votes
    - Maintained and distributed Key Member list
    - Maintained and utilized mail chimp to handle professional e-mail correspondence with society membership.
    - Maintain an archived copy of the society database (from Cathy)
    - Draft Executive Secretary handbook
* Goals include:
  + Maintaining the Administrative site discussions and votes as directed by the ISSS President.
  + Post any documents to the Administrative Site
  + Update and distribute Key Member List, as required.
  + Maintain mailchimp email system.

# Director Reports

## Education and Professional Development

* Jeff Brewer
  + Accomplishments include:
    - Handbook Committee formed and has developed a first draft of the handbook. Work continues.
    - OVP for Education, Rani Kady, is researching existing Safety courses and programs. The results will be used to update the website.
    - OVP for Professional Development, Russ Mitchell, is working to refine the process for upgrade to fellow and senior members.
    - A new OVP for Awards has been appointed –Linda Thomas.
    - There were two nominations submitted for awards – Manager of the Year and Scientific R&D. The number was low, but the nominations were of high quality.
* Jeff’s goals are:
  + Work on the Body of Knowledge that defines who we are, what we do and what our value proposition and key thrust are
  + Develop proposed options for paths to certification
  + Complete streamlining of the upgrade process
  + Work on ways to enhance the awards nomination activity
  + Update the website with current System Safety Programs
  + Offering courses to help people pass the CSP would be widely attended.

## Chapter Services

* Gerry Einarrson
  + Accomplishments for 2014-2015
    - Reviewed the 2014 Chapter Annual Reports prior to St. Louis Conference
    - Assessed performance of the chapters and awarded the Chapter of the Year Award for 2014 to the Virtual Chapter
    - Conducted a review of chapter health to identify chapters that need encouragement or revitalization.
    - New Mexico needs reactivation. Gerry has had some contact with W. Talso who is looking for local interest. Amber Shampine said that Stacey Durham will be here this week.
    - Bay Area – there have been several discussions with Graham Murray followed by the submission of a CAR this year showed an intent to continue their program
    - Gerry is looking for Florida members. He checked google earth and there is not a big nucleus of members there. With the conference coming up next year, that is the time to reinvigorate the Florida chapter.
    - Contributed to the Journal of System Safety with Chapter News articles throughout the year
* Goals:
  + Promote the formation of a China chapter as a followup to interest expressed to Rod Simmons during his visits to Beijing and Qingdao
  + Russ Mitchell said that maybe Chapter services could get together with other chapters and talk to each other about what worked for their chapter and what didn’t work.
  + Northeast chapter offers their meetings virtually.
  + Rod Simmons offered to have a meeting is his room after the general meeting to promote chapters sharing experiences. Secretary will send out invites to chapter Presidents or their proxy

## Director of Conference

* Lynece Pfledderer. Lynece said that Pam Wilkerson is the newly elected Director of Conferences.
  + The St. Louis team negotiated financially feasible contract and established relationships for the 2015 San Diego conference.
  + Conference Committee worked hard to get the best value for the hotel and off-site venue
  + Costs of this conference were kept down by not having meal on Monday and ending conference one day early.
  + Tax exemption was not applicable for the hotel, but the USS Midway gave us the equivalent.
  + The conference guide is in review. More lessons learned will be added.
  + Advertising of local businesses did not materialize, but it is still a good idea to have local businesses advertise in the program for a nominal fee.
  + Already working with 2016 Orlando hotel and potential sponsors, participants
  + 2015 San Diego Conference Planning Committee and EC hits and misses
    - Below budget on many line items
    - High interest off-site selected, but minimized costs
    - Focused on international and technical participation
    - Reduced meals and conference days helped costs
    - Conference promotion increased slightly
    - Sponsorship and Exhibitor participation disappointing
    - Late budget approval, posting technical program, publicity, low involvement and other items were factors in participation and attendance
    - Continue to repeat past mistakes. We make good engineers and managers, poor conference planners
* Goals
  + The top priority is to complete the 2016 Orlando hotel negotiations by mid-September
  + Top priority is conference chair selection and budget approval
  + 2017 Conference site selection and contracts
  + Work with 2016 and 2017 Conference Planning Committees to ensure successful conferences, and provide best value to attendees while maximizing conference financial success.
  + Spread involvement of the same EC & conference members, we need to encourage people to get involved.
  + Appoint team to establish realistic path forward for conferences/training symposiums toward financial growth
  + Complete and release the conference guide
  + Collect and build on lessons learned.
  + Survey members for needs, opinions, improvements, and participation
  + Karin Poehlmann stated that we need to show the sponsors/major companies what value added would be to their company by sending employees
* Considerations for the Future
  + Restrictions on conferences and travel continue to impact conference involvement and attendance
  + Employment, applications of system safety is changing
  + Many factors reducing sponsors and exhibitors
  + We need to evaluate alternatives
    - Joint or subconference of other groups
    - Lower Cost hotels with good destinations
    - Reducing duration
    - Conference Management companies
    - Webinars, mini-conferences, etc.
* Karin Poehlmann stated that maybe we should ask bigger companies to set up recruiting booths at our conferences.

## Government and Intersociety

No report

## Member Services

* Melissa Emery
  + Accomplishments for 2014-2015
    - Melissa said that chapters were notified of expiring membership and students were notified of policy changes that students are no longer free
    - Melissa said that maybe we could offer free membership when they graduate school. This is the only way for some students know about system safety.
    - Acquired OVP for corporate Membership – David Winner at Boeing.
    - Provided a “fillable” membership form
    - Donne DiFiglia noted that the DC chapter has reinstated some members.
    - Processed and approved 36 new applications this year. Society now has
      * 18 Fellow members (18 last year)
      * 43 Senior Members (49 last year)
      * 374 Members (381 last year)
      * 103 Affiliate Members (83 last year)
      * 19 Emeritus Members (19 last year)
      * 2 Emeritus Fellows (2 last year)
      * 4 Honorary Members (4 last year)
      * 30 Student Members (27 last year)
        + Total 593 (+10)
* Melissa asked for clarification of affiliate membership so that she can make sure that the Ops Manual is correct. Is it only for a year?
* Reinstatement fee is $25 processing fee. Members can lapse for 3 years and still reinstate for $25?
* The OPS manual states that we can have 3% Fellow members and we are right at that point. There was some discussion on whether to not accept any more fellow members or to change the percentage. Melissa will put in a motion on fellow members.
* Melissa’s goals are:
  + Continue to build membership
  + Engage OVP more
  + Update the Application Form
  + Update the Operations Manual for new policies and inconsistencies

## Publicity and Media

* Saralyn Dwyer
  + Accomplishments for 2014-2015
    - The website had a major update. Most directors are responsive in submitting updates. Some sections still need updating.
    - Did a campaign in January to try and increase advertising in the JSS. Advertising was increased from 0 to $1,145.
    - Supported questions
    - Maintained constant additions and changes to the website
    - Saralyn noted that Clif Ericson maintained the JSS quality and schedule. Chuck Muniak is the new editor of the JSS
    - JSS was published under cost. The budget was $37,000, Estimated costs $35,000
* Goals include
  + Work to get advertising
  + Find ways to promote the ISSS
  + Work to ensure most up to date information can be found on the web
  + Help with transition of new JSS Editor

## Mentoring, Research & Development

* No report was provided.
* Rod Simmons said that Russ Mitchell agreed to lead a meeting on brainstorming and increasing revenue streams.

# 4 Chapter Reports

## 4.1 Bay Area

No presentation received.

## 4.2 Canada

* Maury Hill.
  + Accomplishments include:
* Miranda Cornelissen from Griffith University, Australia spoke at a meeting. The topic was safety management.
* There was a general system safety discussion night at the Prescott.
* General System Safety Discussion afternoon at the Cheshire Cat
* Goals include
  + Have four meetings this year, three are in planning.
  + Enhance cash flow
  + Stabilize/increase membership
* Challenges for coming year are:
  + Ensure the chapter serves the interests of society members in Canada (rather than primarily those of interested nonmember in the Ottawa area)
  + Develop chapter governance structure to engage members on a full geographic basis
  + Promoting interaction, joint activities with other national organizations such as the Canadian Patient Safety Institute.

## 4.3 Central California

* Charts were shown. Katie Brenna, CSP is President.
* Accomplishments for 2014-2015
  + Three chapter meetings including an off-site “Picnic in the Park”
  + Partnered with AIAA and supported the Central Coast STEM Expo/Science Fair
    - Donated $150 toward monetary awards
    - Provided help with judging projects
    - Established web-based registration process
    - Coordinated event publicity
* One Journal of System Safety Contribution
* Goals for 2015-2016
  + Reached consensus to disband Central California Chapter in SY 15-16 due to lack of interest in leadership positions
  + Since that time, Miguel Trujillo has agreed to Presidency in SY 16-17 and Chapter will continue
  + Tentative SY 15-16 Goals
    - Support Central Coast STEM Expo
    - Monthly “Lunch and Learn”
    - Brainstorm outreach efforts to increase membership

## 4.4 Georgia

* Charts were presented. Odell Ferrell is Chapter President
  + Accomplishments for 2014-2015
    - Held 2 Chapter Meetings
    - Presented at an Elementary School Engineer’s Week/Career Day
* Goals for 2015-2016
  + Increase Georgia chapter membership
  + Hold 4 chapter meetings
  + Plan a chapter special event/tour
  + Upgrade two members to senior membership status
  + Provide two newsletters
  + Provide one JSS article

**4.5 Houston**

* Russ Mitchell
  + Accomplishments for 2014-2015
    - Entire oil industry had to deal with their product price being cut 50%.
    - Two of 3 officers kept their job. President, Vice-President and Treasurer all relocated twice last year.
    - Chapter leadership met 6 times throughout the year in person and more by phone for planning and situation updates
    - Set an agreement in place with the Society for Underwater Technology to meet with them in a joint meeting, and are working toward a date this fall
  + Goals for 2015-2016
    - Meeting with Society for Underwater Technology
    - Plan and execute 1 meeting per quarter
    - Prepare for chapter elections and a new larger slate of officers

**4.6 New Mexico**

No presentation received.

## 4.7 Northeast

* Alan Southwick
  + Trying to sustain chapter
  + Have small but steady group of people that attend.
  + Meeting is usually held in a centralized restaurant.
  + Had 3 meetings this year – one at the past vice-president’s home.
  + Send out newsletters every quarter and have been
  + Trying to submit article for the journal.

## 4.8 North Texas

* Karin Poehlmann
  + Accomplishments

Held two meetings

* + - * Oct 2014 recruiting meeting at Lockheed Martin
      * Jun 2015 lunch meeting
        + Reviewed ISSS website
        + Briefed goals
        + Status of Chapter membership/financial/officers
* Goals for 2015-2016
  + Promote system safety within the local engineering community
  + Create interest in joining chapter
  + Attend EC meeting
  + Outreach to other safety (or similar) organizations for co-sponsoring activities like INCOSE
  + Its getting hard to justify to corporate level to clearly state how important it is to attend these type of conferences. Lockheed Martin makes attendees provide an hour long tutorial for attending conferences. Lockheed paid for 10 members
  + Only 11 members in the North Texas chapter.
  + Frank Rinaldo stepped down after 8 years as President. Tom Haeussler has agreed to be acting President. Meeting will be scheduled to vote for officers

## 4.9 Saguaro

No presentation received.

## 4.10 Sierra High Desert

* Jerry Bannister.
  + Accomplishments 2014-2015
    - Suffering from sequestration.
    - Signed up 7 new members, 10 renews.
    - One of the things in chapter health is that you have to have professional members.
* Goals for 2015-2016
  + Redo the charter
  + Absorb some of the Southern California members
  + Have volunteers for new officers and will have election soon.
  + Will have one senior upgrade and 2 fellow upgrades.

## 4.11 Singapore

* Eng Ling Onn
  + Accomplishments for 2014-2015
    - Held 2 chapter meetings
    - Published 5 chapter newsletters
    - Held one special event
    - Held one chapter promotional activities – Chapter Sharing
      * Reach out to students
      * 75 system safety practioners
      * 55 third/fourth year students of Singapore Institute of Technology
      * Chris Johnson presented “Techniques to increase the resilience of Singapore’s Safety-Critical Systems to Cyber Attacks”
      * Mr. Tan ShenChin presented “Interpretation of the Software Control Categories for MIL-STD-882C”.
    - Published 3 JSS articles
    - Launched an essay writing competition for college students to promote greater awareness of system safety engineering and management among students and to encourage early involvement in the safety field.
* Goals for 2015-2016
  + Continue to conduct system safety sharing sessions
  + Continue to engage tertiary students
  + Make System Safety Essay Writing Competition a success
  + Encourage ISSS membership

## 4.12 Southern California

No presentation received.

## 4.13 Tennessee Valley

* Ken Rose
  + Review of past and current chapter officers
  + Held 9 chapter meetings
  + Promotional activities
    - Future city completion
    - NASA human explorer rover challenge – purchased safety glasses to support event
  + TVC members provided Conference Chair, Facilities Chair, Technical Program Chair, Sponsor/Exhibitor Chair, Protocol/Speaker Chair, Webmaster, 1 Luncheon Speaker and 2 session chairs in addition to presenting a tutorial, paper and led one panel discussion
  + Twelve new members
  + Three member upgrades
  + 1 Article in journal
  + Goals
    - Continue to support Huntsville Area Technical Society
    - Sponsor community outreach
    - Continue monthly meetings
    - Reenergize partnership with NASA
    - Focus to gain more full members

## 4.14 Twin Cities

No presentation received.

## 

## 4.15 Virtual

* Mike McKelvey
  + Accomplishments
    - Held numerous virtual chapter meetings, including technical topics and presentations
    - Made contributions to the JSS
    - Posted discussions & announcement on the LinkedIn (social media) web site of the Virtual Chapter
    - Completed election in June 2015 of chapter officers for a two-year term
* Goals for 2015-2016
  + Switch to a paid provider of Internet meetings, such as GoToMeeting, and share access to this service with other chapters
  + Provide members with useful technical presentations in a “virtual” meeting setting
  + Increase contributions & postings in the JSS and on social media
  + Mike invited the Southern California Chapter to join the Virtual chapter

## 4.16 Washington DC

* Donne DiFiglia
  + Accomplishments for 2014-2015
    - Now have 96 members, 28 new members joined the WDC chapter.
    - Two meetings were held.
    - WDC is doing classes.
    - WDC Scholarship Program – 20 applicants this year
* Goals for 2015-2016
  + Scholarship Fundraiser/Holiday Event
  + Membership reward program for instance giving students a free membership.
  + JSS reward program such as money toward their membership
  + System Safety Workshops
    - Currently established: System and Software Safety
    - In development: Functional Hazard Analysis
    - Planned: Safety Analyses in support of MIL-STD-882E
* Increase in Chapter Meetings and Events

**5 New Business**

**5.1 Budget**

* Motion to close out 2014-2015 budget and approve 2015-2016 budget
* Rod Simmons asked if anyone had questions about the budget. Donne DiFiglia asked if the budget included Cathy’s salary. Yes it does.
* Melissa Emery proposed an amendment to the budget to add postage and printing of brochures.
* No further questions, budget approved.
* Motion to add Clif Ericson to the society financial records as new elected treasurer, Motion passed unanimously.

**5.2 Member Upgrades**

* Motion to approve Dr. Wolfgang Reinelt to senior member.
  + He teaches system safety, has served society as chapter officer. He exceeds the required points for upgrade to senior member.
  + Chuck Muniak seconded.
  + Motion was unanimously approved.
* Motion to approve Milford (Frank) Olinger, Jr., ASP to senior member.
  + Milford exceeds the required points to upgrade to senior member.
  + Bob Schmedake seconded.
  + Motion was unanimously approved.
* Motion to approve Charlene Huberdeau to senior member.
  + Charlene exceeds the required points to upgrade to senior member.
  + Alan Southwick seconded.
  + Motion was unanimously approved.
* Motion to upgrade Chuck Muniak to Senior Member.
  + Chuck exceeds the required points to upgrade to senior member.
  + Pam Kniess seconded the motion.
  + Motion was unanimously approved.

**5.3 Director Position**

* Bob Schmedake made motion to sunset the Director of Mentoring, Research & Development at this time. It was voted at previous EC meeting to remove this position at the end of term.
  + The current Director would like to resign.
  + Melissa Emery seconded.
  + This will be an OVP under Education & Professional Development.
  + Motion was unanimously approved.

**5.4**  **Senior Member/Officer Requirements**

* Motion to change to language in 3.3.1.2 for minimum “time in grade” for upgrade to Senior Member to specify four consecutive years of membership as a regular member.
  + Bob Schmedake wanted to know the motivation for this restriction and wouldn’t we be turning people away.
  + There was a lot of discussion.
  + Motion was defeated
* Motion to change to language in 3.3.1.3 for minimum “time in grade” for upgrade to Fellow to specify five consecutive years of Senior membership.
  + Same discussion as last motion.
  + Motion defeated.
* Motion to add the requirement of Senior or Fellow Membership to eligibility requirements for candidates for the following offices: Executive Vice President; Executive Secretary; and Treasurer
  + Clif Ericson would like to propose an amendment to change this to only include Executive Vice President.
  + Question called, motion defeated.

**5.5 Change Limit on Fellow Members**

* Motion to change limit of Fellow members (including Emeritus) from 3% to 5%.
  + We are currently right at our limit of 3% for fellow members.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| # members | 3% | 5% | 8% | 10% |
| 593 | 17.79 | 29.65 | 47.44 | 59.3 |
| 600 | 18 | 30 | 48 | 60 |
| 800 | 24 | 40 | 64 | 80 |
| 1000 | 30 | 50 | 80 | 100 |

* Motion passed.

**5.6 New ISSS Award**

* Motion to provide a new type of ISSS award.
  + This would include a modification to the OM (a new section 12.12) to be approved by the EC.
  + Motion by Bob Schmedake, seconded by Maury Hill.
  + Maury suggested Pathfinder.
  + Alan Southwick asked what the process would be for deciding who receives this award.
  + Linda Thomas mentioned that we need to expand the selection for future awards to International.
  + Motion passed unanimously.
  + Five people were recommended for the new Pathfinders award.
  + Bob Schmedake made the motion to amend the motion to include Mr. Gordon in the Pathfinder award. Pam Wilkinson seconded.
  + Amendment passed unanimously.

**5.7 Long Term Planning for Society Operations**

* Bob Schmedake led a discussion on long term planning for Society Operations when Cathy decides to retire.
  + Bob wants to form a committee.
  + Saralyn Dwyer, Charlie Hoes, and Dave West volunteered.
  + ASSE offered to do the management.
  + APT offered the office space.
  + Motion was made by Bob Schmedake and Alan Southwick seconded.
  + Motion passed unanimously to form a committee for long term planning of Society operations.

**5.8 OVP/RVP Positions**

* Rod Simmons made the point that there are newly elected directors and the OVPs under each director are put into effect by Executive Order.
  + A New OVP position would be Mentoring, R&D.
  + Rod said that we need the awards OVP to be in position at the conference.
  + Jeff made the motion to keep Linda Thomas who is currently the OVP for Awards.
    - Chuck Muniak seconded.
    - Motion passed unanimously.
* Rod Simmons made a motion to continue RVPs for Asia/Pacific and Europe.
  + Melissa seconded.
  + Motion passed unanimously.
* Move to issue EO for an OVP under Odell, if needed. Melissa seconded. Motion passed unanimously.
* Saralyn Dwyer stated that maybe we need to keep the OVPs in place for a year after the new Directors come in.

## 6 Old Business

## 6.1 Action Item Review

|  |  |
| --- | --- |
| Description | Status |
| Action: Bob Schmedake to develop proposal OVP Executive Order – identifying responsibilities for corporate membership | Complete |
| Action: Gerry E – draft a fund usage guideline document for chapters | Open |
| Action: Melissa (Director of Membership) propose procedure to approve fee waiver for students | Open |
| Action: Matt J to get copy of budget from Bob | Complete |
| Action: Matt J to get copy of exact wording from Bob S. regarding officer terms | Complete |
| Action: Bob S will work with Saralyn and Clif to help figure out how to get us setup as a kindle publisher – technical publisher/archives | Bob Schmedake said that we need an account with Amazon |
| Action – Gary: Look into copyright issues for technical articles to make sure if we sell them we are doing so legally | Open |
| Action – Matt J: Update OM and bylaws to reflect the EC vote (Note that changes are not considered final until two months after the membership sees the change) | Complete – OM is on the website |
| Action – Matt J: Summarize changes in an article and send to Bob S for delivery via email or journal, but not both | Complete |

* New actions
  + 1) Action:  Propose clarifying changes to the affiliate membership category (i.e., 1 yrs expiration, counts (or doesn't count) in time served, etc.) for EC membership discussion.  Due:  Sept 11 2015. Assigned to Melissa Emery
  + 2)  Action:  Propose clarifying changes to the reinstate membership process (how many times, cost, time in service, reinstate available to every member category except affiliate, etc.)  Due:  Sept 11 2015. Assigned to Melissa Emery

## 6.2 Florida Conference

* Gary Braman
  + Plans for the 34th ISSC at the Renaissance Orlando at Seaworld.
  + Looking for Conference Co-Chair; Registration is Cathy and iPlanit. Gary said they were going to try do one thing. 250 attendees 6 sponsor/6 exhibitor. Same fee schedule and conference fee timeframe
  + Call for papers 20 Sep
  + Call for session chairs 16 Oct
  + Website operational 31 Jan 16
  + 1 Apr 16 – abstracts for papers
  + 1 May 16 Draft papers due
  + 1 June 2016 Final papers
  + 1 July Draft Presentation
  + 1 Aug Final Presentation
  + Social offsite that would be looked at would be dinner at Seaworld Gary said that maybe they could get Disney safety people or Seaworld safety people speak at the offsite.
  + “Developing System Safety Engineers for the Future” is the logo.
* The presentation was to obtain approval for go-ahead to get started.
* Bob Schmedake made the motion to accept the proposal and Maury Hill seconded.
* Motion passed.

7. Meeting was adjourned at 1700.

## Appendix A EC Agenda

|  |  |  |
| --- | --- | --- |
| **Day & Time** | **Topic/Activity** | **By whom** |
| Saturday  1200  1300 | Lunch on your own  Call to Order, | R. Simmons &  C. Muniak |
|  | Self-Introductions of Attendees &  Quorum Check | All  P. Kniess |
|  | Voting Eligibility | P. Kniess |
|  | Proxy Check | P. Kniess |
|  | Swearing in of Newly-elected Officers and Directors | R. Schmedake |
|  | Vote on Appointment of Gerry Einarsson as Acting Director of Chapter Services, until Bob Fletcher can return to service. | R. Simmons |
|  | Officer Reports (5-10 minutes each)  Immediate Past President  President  Executive VP  Executive Secretary  Treasurer  2014-2015 financial performance  2015-2016 proposed budget | R. Schmedake  R. Simmons  C. Muniak  P. Kniess  C. Ericson |
|  | Director Reports (5-10 minutes each)  Chapter Services  Member Services  Publicity and Media  Education and Professional Development  Conferences  Government & Inter-Society Services  Mentoring, Research & Development | G. Einarsson  M. Emery  S. Dwyer  D. Brewer  P. Wilkinson  O. Ferrell  S. Mattern |
|  | Old Business  Update on San Diego Conference  Planning for Orlando Conference  Other old business  Establish task force to brainstorm how ISSS can remain relevant, by adding value, while creating other income streams (chat over dinner, report back tomorrow)  Review status of action items from St. Louis  Place Lunch orders for Sunday  Verify EC Dinner attendees for Sunday night | . Braman  P. Wilkinson  L. Pfledderer  R. Mitchell |
| 1700 | Adjourn for the day | R. Simmons |
| Sunday  0730-0820  0830 | Breakfast on your own  Call to order  Establish Quorum  Review proxies  Chapter Reports (5 minutes each)  Bay Area  Canada  Central California  Georgia  Houston  New Mexico  Northeast  North Texas  Saguaro  Sierra High Desert  Singapore  Southern California  Tennessee Valley  Twin Cities  Virtual  Washington DC | R. Simmons  P. Kniess  Chapter Presidents or proxy-holders |
| 1200-1330  1330  1700 | New Business  Motion: Approval of treasurer’s report  Close out of 2014-2015 fiscal year  Proposed 2015-2016 budget  Motions: Approval of Member Upgrades  Senior Membership, Dr. Wolfgang Reinelt  Senior Membership, Ms. Charlene Huberdeau  Senior Membership, Mr. Milford F. (Frank) Olinger Jr.,ASP  Motion: Change to language in 3.3.1.2 for minimum “time in grade” for upgrade to Senior Member to specify four consecutive years of membership as a regular member  Motion: Change to language in 3.3.1.3 for minimum “time in grade” for upgrade to Fellow to specify five consecutiveyears of Senior membership  Motion: Add the requirement of Senior or Fellow Membership to eligibility requirements for candidates for the following offices: Executive Vice President; Executive Secretary; and Treasurer  Adjourn for lunch  Call to Order  Determination of Quorum, Proxies  Discussion: Long-term planning for Society Operations (succession planning)  Discussion/Motion: Honorary designation, “Pioneer of System Safety”, and if passed, name the initial honorees.    Motion to approve Orlando 2016 conference proposal    Other new business  Discussion of how we will conduct the General Membership Meeting on Monday afternoon  Adjourn for the day | C. Ericson  D. Brewer &  R. Mitchell  P. Kniess  P. Kniess  P. Kniess  R. Schmedake  R. Gordon |

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Appendix B Proxy Assignments

Proxies were received for the following Chapters.

Chapter President Proxy Vote

Georgia Odell Ferrell Gerry Einarrson

Texas Tom Haeussler Karin Poehlmann

Singapore Eng Ling Onn Ten Lin Mei

Virtual James Morris Mike McKelvey

Wash DC Donne DiFiglia Amber Shampine (conditional)

**Appendix C Pathfinder Awards**

**APPROVED MOTION:** Move that The EC authorize a modification to the Operating Manual to add a new section 12.12 as follows:

* 1. **Pathfinders**

1. To provide due recognition to those dedicated pioneers of system safety who conceived, initiated and successfully implemented a previously uncharted aspect of system safety; which from the advantage of historical perspective can be judged to have been an essential path to the effective practice of System Safety; the ISSS may bestow the honorary designation of *SYSTEM SAFETY PATHFINDER.*
2. This honor may be bestowed upon any current or past member of the ISSS (or predecessor organization), living or deceased, who is deemed to meet the above noted criteria.
3. To initiate these provisions, the OVP-History will recommend some key individuals, with suitable justification, to the EC for their approval. Following EC action on these initial recommendations, the OVP-History, with the assistance a select committee of pioneer members, may make up to two additional nominations to the EC for this honor each year.
4. Approved new nominees will be appropriately honored by the OVP–History at an appropriate Annual Meeting of the Society and in the JSS. The OVP-History is also responsible for assuring a suitable listing of *Pathfinders* is maintained on the Society Web Page.
5. There will be no plaque or other financial obligations associated with this award. Other OM provision of Section 12 - AWARDS shall be waived when inconsistent with 12.12. The EC may modify or eliminate section 12.12 of the OM as they see fit.

**Initial Approved System Safety Pathfinder Honor Listing**

**C. O. (Chuck) Miller** – USC faculty, key developer of the system safety concept that was translated into military contract requirements. Chuck was the leading advocate for effective system safety program management techniques. A skilled test pilot and aircraft accident investigator, Chuck was later appointed to head the aviation division of the national transportation safety board.

**Col. George Ruff (USAF)** – Led the development and release of initial system safety program requirements for ballistic missile programs, which subsequently evolved into Mil-Std-882

**Niel Classon** – As Manager of System Safety, Boeing Aerospace Division, implemented the initial contractual system safety programs, including the Minuteman ICBM, a model for many subsequent DoD Programs Initiator and Co-Chair of the first ever“System Safety Conference” held June 8-9-10, 1965 in Seattle.

**George Peters** –Engineer/attorney/author. George pioneered the expansion of the system safety concept via technical papers and books. This helped prompt the expansion of system safety practices into numerous government and commercial projects / products worldwide. He conceived and edited “Hazard Prevention” the forerunner of the JSS.

**Roger Lockwood** – USC faculty, initiated the legal documentation to gain a state charter for the society. This activity was culminated with its acceptance by the charter members of the society. Roger drafted the initial Society procedure and served as the Founder, President, Executive Secretary/Treasurer and newsletter editor for the society.

**Rex Gordon -**System Safety Engineer. Delivered pioneering papers on System Safety at the 3rd RAMS in 1964, and the ASSE Conference in 1967. Implemented interfaces while serving as Society President - including gaining acceptance of the Society as an equal partner on the BCSP, and RAMS Boards. Initiated formal SSS Professional level membership grades. Served as SSS liaison and Chairman of the EIA G-48.