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| International System Safety Society Minutes for Executive Council Meeting |
| August 6-7, 2016 |
| Renaissance Hotel at Sea World  Orlando, Florida, 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 Orlando
  + 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 (Appendix B)
  + Introductions were made

## Attendees

|  |  |  |  |
| --- | --- | --- | --- |
| **Position** | **Name** | **August 7** | **August 8** |
| 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 |
| Chapter Services & International Outreach | Robert Fletcher | Yes | Yes |
| Conferences | Pam Wilkinson | Yes | Yes |
| Education and Prof. Development | Dr. Jeff Brewer | Yes | Yes |
| Gov& Intersociety | Odell Ferrell | Yes | Yes |
| Member Services | Melissa Emery | Yes | Yes |
| Publicity & Media | Saralyn Dwyer | Yes | Yes |
| Bay Area | Graham Murray | No | No |
| Canada | Maury Hill | Yes | Yes |
| Central California | Miguel Trujillo | Proxy | Proxy |
| Georgia | Odell Ferrell | Yes | Yes |
| Houston | Russ Mitchell | Yes | Yes |
| New Mexico | Stacey Durham | On Line | On Line |
| North Texas | Tom Haeussler | Proxy | Proxy |
| Northeast | Alan Southwick | On line | Proxy |
| Sierra High Desert | Jerry Banister | No | Yes |
| Singapore | Ten Lin Mei | No | No |
| Southern California | Francis McDougall | No | Yes |
| Tennessee Valley | Dave West | Yes | Yes |
| Twin Cities | Sam Mason | No | No |
| Virtual | James Morris | Proxy | Proxy |
| Washington DC | Donne DiFiglia | Proxy | Proxy |
| Founder | Roger Lockwood | No | No |
| JSS Publisher | Dave Davis | No | No |
| JSS Technical Editor | Dr. Chuck Muniak | Yes | Yes |
| Headquarters Office Manager | Cathy Carter | Yes | No |
| OVP Awards | Linda Thomas | No | No |
| OVP History | Rex Gordon | No | No |
| OVP Prof. Development | Russ Mitchell | Yes | Yes |
| OVP Prof. Development Materials | Daniel Strub | No | No |
| OVP for Engineering Education | Charles Hoes | Yes | Yes |
| RVP for Asia/Pacific | Eng Ling Onn (Singapore) | No | No |
| RVP for Europe | Gabriele Schedl (Austria) | No | No |

Other Attendees included:

* Kenneth Martin (August 7)

## 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 7, 2016. Quorum established.

## Chapters not Eligible to Vote

* Bay Area
* Saguaro
* Southern California
* Twin Cities

## Establish Proxies

Dr. Rod Simmons clarified the voting members as Executive Council and Chapter Presidents

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| --- | --- | --- | --- | --- |
| **EC Member** | **Position** | **Proxy** | **Dates** | **Proxy Form Filed** |
| Tom Haeussler | Texas Acting Chapter President | Pam Kniess | August 6-7 | Yes |
| James Morris | Virtual Chapter President | Charlie Hoes | August 6-7 | Yes |
| Donne DiFiglia | Washington chapter President | Paul Denk | August 6-7 | Yes |
| Alan Southwick | Northeast Chapter President | Cliff Parizo | August 7 | Yes |
| Miguel Trujillo | Central California Chapter President | Pam Kniess | August 6-7 | Yes |

# Officer Reports

## 2.1 President's Report

* Dr. Rod Simmons
* Accomplishments include:
  + - Providing oversight/feedback on contracts
    - Supported attendance of ISSS representatives at the planning meeting for Global Center for Safety in Arizona State University
    - Delivered keynote address at the Software System Safety Conference in Soel, South Korea on 1 December 2015
* Provided feedback on budget, conference planning through telecons
* Goals are:
  + So we still have the question on how to grow the society.
  + Identify opportunities to use technology to enhance our delivery of services
  + We have interest in Nigeria.
  + We are working to identify some additional income streams.
* Concerns for the future:
  + - Financial stability – concern on having enough money to operate
    - Declining membership
    - Succession for Office Management
    - The challenge that we have is to identify additional income streams and getting into the engineering education – other areas.
    - Robert Schmedake asked if we could use the journal to highlight programs like Washington University. We can publicize the ones that are there and emphasize the on line items.

## Executive Vice President's Report

* Dr. Chuck Muniak
* Accomplishments include:
  + - Helped President fulfill his responsibilities
    - Ensured society abides by its bylaws
    - Served as editor of the Journal of System Safety. The Journal keeps Chuck busy.
    - An issue came up with indexing of the journal. Chuck was researching indexing and he talked to some indexing librarians. The journal does not own the articles after they are published in the journal. Chuck thinks that if we get indexed, maybe more academic types would publish in our journal.
* Robert Schmedake thinks we need to get the authors permission and that would be difficult for authors who have passed away
* Robert wanted to put a time limit on the investigation. Charlie Hoes said if you have joint ownership, it may affect the royalties if you sell to Kindle.
* There was a discussion on whether the society has the right to sell authors articles.
* Clif Ericson said we could ask the authors and have the JSS take the statement in the JSS. Pam Wilkinson said we could to joint ownership.
* Goals are:
  + Assist the President with his duties
  + Ensure the society abides by its bylaws
  + Perform an internal effectiveness review of all committees and appointed positions.
  + Assist the President with the task of providing a performance review of HQ staff
  + Serve as the editor of the Journal of System Safety
  + Submit an indexing application to at least one indexing database
  + Lead an effort to develop a Society Strategic Plan, if this task is added to the duties of the Executive Vice President
  + Continue to work on the System Safety Handbook in coordination with the new Director of Education and Professional Development

## 2.3 Immediate Past President's Report

* Robert Schmedake
* Accomplishments include:
  + - Kindle account action item statused.
    - Enjoyed lack of responsibility
    - Society is still solvent and on the path to begin institutionalizing accountability and transparency.
    - Robert also thought the Executive Order for the Conference Chair was important to define accountability and constraints.
* Goals for the next year are:
* Follow Operations Manual process
* Meet dates so ballot can be held per Operations Manual requirements.

## 2.4 Executive Secretary's Report

* Pam Kniess
* Accomplishments include:
  + - Publication of minutes for all EC meetings
* Maintain 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)
* Update Executive Secretary handbook
* Update Operating Manual
* Goals include:
  + Maintaining the Administrative site discussions and votes as directed by the ISSS President.
  + Post any documents to the Administrative Site
    - Charlie Hoes would like to store the Virtual Chapter meeting minutes
    - Robert Fletcher agreed
    - Russ Mitchell said that if each chapter has an email address, you can open a cloud account linked to the email account
    - Charlie Hoes stated that the Join Me account that the Virtual Chapter uses is linked to an email account
    - Charlie thinks that the society should own the Join Me account
    - Dr. Rod Simmons said that we could put a folder on the society website for each chapter and have documents archived
  + Update and distribute Key Member List, as required.
  + Maintain mailchimp email system.
  + Maintain Operations Manual

## Treasurer's Report

* Clif Ericson
* Budget discussion:
  + - Clif stated that we came out better this year than we had expected.
    - Clif is looking at the chapter funds. Some of the accounting is not documented as required by tax law.
    - Robert Schmedake stated that the Society is ultimately responsible for the money
    - The society has one tax id number. The chapters are part of that corporation.
    - Cathy Carter said that the financial statements that come in go to our accountant. She turns that information in to the IRS.
    - Clif presented the budget summary.

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|  | FY 15-16 Budget | FY 15-16 Actual | FY 16-17 Budget |
| Income | $ 136,886.00 | $ 142,439.65 | $ 122,030.00 |
| Expense | $ 160,246.00 | $ 141,063.63 | $ 159,336.00 |
| Ending Balance | $ (23,360.00) | $ 3,248.02 | $ (37,306.00) |
|  |  |  |  |
|  | 14-15 Actual | 15-16 Actual |  |
| Bank Balance | $ 51,395.27 | $ 76,334.44 |  |
| CD1 | $ 52,528,40 | $ 53,194.10 |  |
| CD2 | $ 84,045.45 | $ 85,110.57 |  |
| CD interest |  | $ 2,185.18 |  |

* + - Clif said we are down to 400 members, and some people don’t pay all the fees. Clif went through the budget income and expenses for each area.
    - Robert Schmedake stated that we usually have a contingency for a lawyer. Clif said he could put it under the President’s budget.
    - Insurance was discussed. Clif put in officer and directors insurance to protect us
    - We may need to get a real lawyer’s advice instead of the free lawyer.
    - Clif moved the funding for travel of the Director of Government and Intersociety Services into the President’s budget
    - Robert Schmedake made a motion to amend the budget to include a $2000 line for lawyer to be approved by the President and to have the lawyer look at the insurance and make sure it is sufficient to protect the officers and directors. Dr. Chuck Muniak seconded the motion. Motion passed unanimously.
    - Maury Hill wanted to know what the financial principal is that we are working under. We do not normally pass a budget showing a loss.
    - Russ Mitchell said that one of the areas where we are not seeing income is in Corporate. We need to have a set of things that we can do for the world. Some areas that we can budget income for will be discussed tomorrow.
    - Robert Schmedake stated that one of the reasons that we have lower income is that we have been constrained by contract. We signed a four year contract that was sized for roughly 300-400 people. You can only negotiate down so low, but this is the last year of that contract. When we look at next years conference, we need to make sure that the numbers proposed are consistent with what we have been seeing and if you scale the conference right, then we can make money. We are not making the profit that we were before in the conferences. We only have two sources of income – one is membership and the other is the conferences. Membership is down and we are spending $150,000 a year. The conference profit has normally covered half of the working budget.
    - Pam Wilkinson said that it is very hard to determine the budget especially with late registrations.
    - Charlie Hoes said that we used to vote on where the conference would be and they would vote on whether we would go into the hole. Charlie said that we would be discussing some new ideas on how to handle this tomorrow.
    - Clif Ericson made motion to accept the Amended budget, Robert Schmedake seconded the motion. Motion passed unanimously.

# Director Reports

## Publicity and Media

* Saralyn Dwyer
* Accomplishments for 2015-2016
  + Still working to get advertising and ways to promote the society. A lot of the people that typically advertise with us are not seeing a lot of results.
  + Saralyn along with Clif made a lot of changes to the website. Right now areas that have not been updated just says under construction.
  + Dr. Chuck Muniak transitioned in as Journal of System Safety (JSS) Editor and maintained the JSS quality and schedule.
  + JSS was published under cost.
* Goals for 2016-2017
  + This is the year we are going to have elections and Saralyn will work to transition in the new Director
  + Work to get advertising
  + Find ways to promote the ISSS
  + Work to ensure most up to date information can be found on the web
  + Need directors to go into their sections on the website and update it. Need to send this out reminder when we send out the announcement for next year.

## Member Services

* Melissa Emery
* Accomplishments for 2015-2016
  + Processed 39 applications, 14 were reinstatements
  + No new students and no re-apply students
  + Total members are 453, down from 593. In 2016, about 100 people were dropped from membership for nonpayment of dues
  + Notified chapters of expiring membership
  + Sent rosters to Chapters to verify that the database is up to date (i.e., email addresses). Melissa will try to send that out again in case some of the presidents have changed. She will ask Presidents to update this information.
  + Melissa stated that it is difficult to keep track of the drop list and reinstatement. The reinstatement fee is charged for people who do not pay for 60 days up to 3 years.
  + Why wouldn’t someone just join as a new member rather than pay a reinstatement fee.
  + Robert Schmedake asked Cathy if she kept the current member list and as people pay, you mark off when they pay so it is there. Robert asked what we are using to send out the journals. Melissa answered the current member list. Robert asked why would we charge people for a year they did not participate in the society. Melissa said that it is to maintain your years of service for member upgrades. You would pay a reinstatement fee if you let your membership lapse for a year or more, then your normal year’s dues.
  + Pam Wilkinson asked if we could just keep their credit card on file and the answer is that we do not typically do that.
  + Russ Mitchell asked what we were using the reinstatement fee for.
  + Dr. Rod Simmons said that maybe we should call the $25 a late fee instead of a reinstatement fee.
  + Pam Wilkinson recommended that if someone was a year overdue then call it a reinstatement fee.
  + Dr. Jeff Brewer asked if when you were looking at seniors or fellows, would it be possible to look at just active membership years. So if you let your membership lapse for 2 years then you lose out on two years counting toward upgrade. He was just trying to figure out how it works and noted that we do not want to put up barriers to membership.
  + Saralyn Dwyer said that for senior member, you have to have so many years membership. So if someone is a member for a year, drops for a couple years, then picks back up and applies for senior, who tracks all that time? No one tracks that, when you don’t pay your dues, you are dropped.
  + Robert Schmedake asked if senior member or fellow is supposed to be recognition of contributions to the professional field or recognition of your devotion to this professional society because it sounds like we are recognizing loyalty.
  + Dr. Rod Simmons said the contributions to the society and how long you been practicing ties into senior membership.
  + Russ Mitchell said that we are spending time on these $25, $75 and $150 topics because we are not meeting often enough. What we really need to do is drill down on what is going to make the big difference for us.
  + Student members were discussed.
  + Charlie Hoes noted that no students have applied for membership since last year.
  + Students used to be free. How much did they cost us? Melissa said that they only cost us the cost of the journals which is about $20 or maybe less now. Robert Schmedake asked how many students had transitioned into members in the past. Melissa said that part of our mission is the outreach to students. Robert agreed that our mission is to outreach to students, but we don’t go to the school and become safety engineers, they become mechanical or electrical engineers. Robert stated that people come in from those general degrees into a specific job and he thinks we should focus on people who are starting out in the job.
  + Melissa said that there are about 100 that will be dropped in September 2016.
    - **Total Members per Category:**
      * Members 323 (down 51)
      * Fellow Members 18
      * Senior Members 45 (up 2)
      * Affiliate Members 42 (down 61)
      * Emeritus Members 19
      * Emeritus Fellow 2
      * Honorary Members 4
      * Student Members 0 (down 3)
      * Total Members 453 (-140)
  + Robert Schmedake made motion that this discussion be tabled until tomorrow when we discuss the students/upgrade fee. Motion was seconded by Pam Wilkinson. Motion passed.

**Action item** for affiliate membership category and Melissa said that she thinks that we should delete this category and Melissa would contact these people and encourage them to become a member. This came into play when we gave away temporary memberships at conferences.

* Russ Mitchell said that the affiliate members does not have voting rights.
* Robert Schmedake asked what the benefit of having affiliate is? He would be in favor of eliminating the affiliate at the entry level.
* Melissa made the motion to delete affiliate membership and to remove the experience requirement for membership. Make membership qualifications not dependent on years of experience and not dependent on a degree. Make it an open enrollment with no requirements. Robert Schmedake seconded the motion.
* Paul Denk stated that you need to say you have to have a degree. Dave West stated that you have to have requirements for qualifying for upgrade.
* Russ Mitchell stated that senior and fellow members are based on points and not necessarily dependent on a degree. Dr. Jeff Brewer said he felt that this is a good shift moving to an open enrollment and maybe it will expand the membership.
* Cathy Cater asked if we would keep the resume, Melissa Emery answered no.
* Dave West voiced concern stating that there are organizations that you can join with no requirements, just pay the membership fee. One thing we need to keep in mind is if we are trying to show that there is a value to membership in this organization, if there are no requirements, then do we lose value? Other organizations that have no requirements for membership cost less than this professional organization. Our membership may go even lower if people think that there is less value in the organization. Dave understands that we want to take away requirements, but a consequence may be that there is not as much value in the membership. People may be willing to pay for a professional organization because there is value in the organization.
* Charlie Hoes kind of agreed with Dave and stated that tomorrow we are going to be discussing moving system safety concepts into all of engineering professions so that they bring as part of their overall responsibilities as engineers. These are going to be regular engineers that get training and get oriented in that direction. I anticipate that if we are successful, those people are going to be interested in the kind of information in the journals and our conferences. So I would anticipate that even though they are not system safety engineers, they are going to want to join and their bosses are going to want to keep track of them. Maybe this is the time we should research other organizations and see how they are doing before we vote on this. I think that would be a reasonable thing to do to see what are the grades and qualifications for similar bodies.
* Dave West agreed that there are other varieties of engineers that may have an interest in what we do and would like to explore it and one of the best ways to explore it is to join and we ought to make it easier to join.
* Dr. Jeff Brewer said that a lot of the value if you are a system safety engineer is that you have the potential to get exposure to a wider group of people. I hear about the entry requirements and what it took to get into the society but you don’t loose those, its still on your resume. You just have a wider group of people and we are trying to permeate the other industries. It would be great to get more medical industry people to come in, get some exposure and join the society.
* Melissa Emery stated one way we could make senior membership more valuable is to offer something like if you are a senior member, then your dues are reduced.
* Robert Schmedake said that if we go to this new approach, what we are going to offer is a statement that you are a System Safety Engineer as opposed to a member.
* Dr. Rod Simmons said that maybe we want to look at what other organizations are doing. Melissa Emery said that she did that when she was looking at students.

Second **action item** is to clarify changes to the reinstatement membership. Melissa motioned that we eliminate reinstatement fees at this time effective today until June 30, 2017. Robert Schmedake seconded the motion. Motion passed unanimously.

NEW ACTION: Melissa Emery to notify all of the chapter presidents of the membership changes and put it on the website.

* Charlie Hoes wanted to talk to the student membership. He is going to a conference to promote the ISSS.
* After discussion about student membership fees, Robert Schmedake made a motion to amend the student membership annual fee to $10. Pam Wilkinson seconded. Saralyn Dwyer said that most students don’t have checks or debit cards. So someone was saying to give students free membership the first year and get their contact information then charge them $10 the next year. The student can send in a schedule to verify that they are still a student. If Charlie is successful at Arizona State and 500 students join where is the money coming from to pay for the journals. Melissa offered her $300 budget line to pay for students.
* Russ Mitchell said that another option if we get this kind of feedback from ASU is we do a drop ship to the department and have them distribute the Journal of System Safety. Saralyn Dwyer suggested to send it pdf. Consensus was that if we send it pdf, then they would give it to their friends.
* Melissa Emery made a motion to amend the motion for student cost to zero dollars. Robert Schmedake seconded the amended motion. Motion passed with three votes opposing.
* Goals include:
  + Reinstate, Reinstate, Reinstate
* Update application form to delete requirement for resume
* Separate forms for new members, student members and upgrade members.
* Update the inconsistencies and new policies into the Operations Manual

## Director of Education and Professional Development

* Dr. Jeff Brewer
* Accomplishments:
  + Mentoring Program Established – Roles & Responsiblities document produced. Jeff got input from several people including Russ Mitchell, Saralyn Dwyer and other colleagues. The mentoring program is on the website. There has not been lot of formal participation yet in this process. He has several names from the last conference. Jeff has set up a couple of connections. The job we have now is to discuss and promote the mentoring program during the conference and get people together with the mentoring relationship with a little support from the Roles document. Jeff is available to track and get feedback on these relationships. There is a place on the website to express interest as a mentor or mentee. So, we have these features in place. Experienced mentors are needed and that may make it more attractive for perspective mentees. We need to advertise this so that more people see this as an opportunity.
  + Charlie Hoes asked if there was a document that defined the responsibilities of the mentor. Dr. Jeff Brewer replied that he did and could provide Charlie with a hard copy if he wanted it.
  + The System Safety Analysis Handbook Committee, led by EVP Dr. Chuck Muniak is continuing to review comments to the first draft of the handbook.
  + OVP of Professional Development (Russ Mitchell) carefully reviewed and coordinated multiple upgrades. Jeff wanted to publicly thank Russ Mitchell for his work in scrutinizing applications for upgrades. Current upgrades include:
    - Fellow upgrades: Saralyn Dwyer
    - Senior upgrade: Mike McKelvey, Clifford Parizo
    - We also just received another application for fellow and one for senior upgrade.
* Operating Vice President for Awards Linda Thomas carefully reviewed candidates and coordinated awards.
* Engineer of the Year: Margaret Jones
* Professional Development: Mary Ellen Caro
* Jeff stated that we need to do a better job advertising the available awards. We only had two this year and only two last year.
* Pam Kniess recommended that when we send out an email for awards that it comes from the President of the Society and only focuses on available awards.
* Jeff stated that maybe we could put a more prominent link on the website.
* A new OVP for Engineering Education has been appointed – Charlie Hoes. Charlie really took the initiative on this voicing his support and delineating what it would cover. Assisting engineering organizations in understanding the importance and value of system safety and working with teams of engineering educators and leaders and other excellence objectives are associated with that OVP position. Thank you Charlie for exerting that initiative.
* There is another OVP for Education. There was some work on system safety programs that are available, but Jeff was not able to get an update on this. Dr. Chuck Muniak was under the impression that Charlie Hoes was replacing the OVP for Education. Jeff noted that the OVP for Engineering Education was a new position. Rani Kady has been doing work on education. Dr. Rod Simmons said that Rani is not a current member. Clif noted that we need to update the schools on the web with the information that Rani has done. Chuck said that the work that was done by Rani will be published. Jeff said that Rani is still the OVP for Education.
* Goals for 2016-2017
  + Continue support for integrating system safety into engineering education programs.
  + Jeff would like to enlist everyone’s help to nurture participation in mentoring program. One idea might be to get a list of experienced professionals.
  + Continue efforts to streamline the upgrade process.
  + Strive to enhance the awards nomination activity
  + Continue to work on the System Safety Handbook with Dr. Chuck Muniak
  + Develop proposed options for paths to certification. Jeff hasn’t done any work on this during the past year due to other issues being worked.
  + There will be some further discussions on the OVP for Education.

## Director of Conference

* Pam Wilkinson
* Accomplishments include:
  + The 2015 San Diego team re-negotiated a financially feasible contract and held a successful conference.
  + The 2016 team also re-negotiated the contract and in most areas it helped significantly
  + The 2015 had approximately 200 attendees.
  + The 2016 conference has a slightly higher attendance than last year as of the last update Pam had and we expect some to register at the door.
  + The 2016 conference added a mobile app for conference attendees. You can access the papers, there is a good schedule and interactive maps. The application also includes some information about the conference sponsors and exhibitors and the immediate area surrounding the hotel.
  + The Conference Guide draft is almost 85% complete on updating to include a lot better responsibilities. The Conference Director responsibilities have been added as they were not in the original. It will be sent out to the EC for review when complete.
  + The 2017 Conference Team has been established and site selection is almost complete. Right now it looks like it’s between Phoenix and Albuquerque. Stacey Durham is the Conference Chair.
  + Saralyn Dwyer asked about the vote by the EC to confirm a Conference Chair. Dr. Rod Simmons stated that Stacey would be presenting the proposal tomorrow.
  + Saralyn Dwyer said that she was talking to someone in the DDSB and they used to do a conference yearly. They do explosive work. She said they would be interested in joining our conference if they could have an explosive safety track. Robert Schmedake asked if they had limitations on the location. Saralyn didn’t get into details; she will introduce Pam Wilkinson to the DDSB contact.
* 2015-2016 Frustrations
  + Late budget approval, posting of technical program, publicity, low involvement and other items may be factors in participation and attendance.
  + Sponsorship and Exhibitor participation is still too small.
  + Late Government/employer approval makes it tough to estimate attendance, budget, hotel needs, etc. We had 150 attendees up until about a week and a half ago and now we have 200.
  + Robert Schmedake stated that we have had roughly 200 attendees for the last three years and so we should only be estimating what is reasonable.
* Goals for 2016-2017
  + Stacey Durham is putting on a proposal for the conference chair. The top priorities are to complete site assessment and negotiations. We are hoping for that in late September. Getting a draft budget completed in early October and final approved by late October. Working with the Conference Committee to ensure it is technically and financially successful and at the same time providing value to the attendees.
  + Pam would like to establish a team to establish a realistic path forward for financial growth for conferences which fits right in with the Strategic Plan. The conference is the biggest money maker and showcase to potential members.
  + Complete and release the Conference Guide,
  + Develop a relationship with STEM (Science, Technology, Engineering & Math) organizations to bring system safety to STEM and find a way to include STEM.activities in the 2017 Conference. There is a presentation and paper at this conference specifically on STEM. Melissa Emery noted that maybe at each conference location, we could find a STEM organization to participate and maybe offer free booth space.
  + Better advertise and serve other industries utilizing system safety (automotive, medical device, rail) specifically at the conference.
  + Find ways to garner more sponsors/exhibitors.
  + Saralyn Dwyer said it may be too late for the DDSB to join this year’s conference. Saralyn said maybe DDSB could coordinate with the 2018 conference team.
  + The 2017 conference will be in the Southwest region
  + Pam Wilkinson is taking proposals now for the 2018 conference.
* Considerations for the Future
* How do we attract other industries. In the Automotive Industry which pulls in a lot of people from NASA and when NASA had that big layoff, they call it ISO 26262. Its system safety. In fact if you look at the standard, it was written by system safety engineers.
* Saralyn Dwyer said you may want to talk to the IAASS- International Association for the Advancement of Space Safety. They were just here in Orlando the month before us and they had huge NASA participation. Pam stated that for organizations like this we can trade off exhibits. Saralyn was thinking that we might be able to join forces with them.
* How do we attract more sponsors and exhibitors? We need to provide them some value.
* We need to re-evaluate conference fund raising alternatives
* Are we best serving the majority of members? We have twice as many members as are attending our conferences.
  + - Need to lower conference cost. Someone asked what was meant by this. Pam stated that one thing would be to make the off-site a separate cost.
    - Offer similar organizations to team to organize specific tracks. Someone asked if we have looked at INCOSE as an organization to partner with
    - Host webinars, mini-conferences
* Odell Ferrell asked – How do we bring the conference to companies like Lockheed? Pam Wilkinson thinks that if we would advertise earlier and show the value to these companies

## Government and Intersociety

* Odell Ferrell
* Director Taskings for 2015-2016
* Support Inter-society forum
* Robert Schmedake stated that the next Intersociety forum would be held in February. There are 15-20 organizations on the list and the attendees are CEO level. They will advertise other organization’s conferences. The will also offer free attendance at their conference for a couple of people in their organization for a couple of free attendances at our conference.
* Explore opportunities and concerns.
* Develop Professional relationships with National Safety Council and American Society of Safety Engineers
* Find common ground across the societies.
  + Analyze aging and declining membership. We need some new, young energy.
  + Lack of conference attendance due to corporate/government budget issues.
  + How to reduce the cost of doing business.
  + Utilize technology/media to garner new members.
  + How do we attract the younger engineers?
* Benefits of the Intersociety Forum include:
  + - Advertisement in newsletters/magazines
    - Connect and engage with forum members
    - Develop networks
    - Support each others’ conferences
    - Share industry knowledge.
    - Collaboration among members can bring about new opportunities.
* Odell said that we are not listed in the 50 best international conferences when you search google. We need to know what we can do to get on this list. Actually there were no safety organizations on the list of 50 best international conferences according to google.
* We are 6th in Safety Engineers when you use google.
  + Pam Wilkinson stated that ASSE is moving toward a systems approach.
* Goals for 2016-2017
  + Attend the RAMS Conference
  + Attend Safety 2017 ASSE Professional Development Conference & Exposition
  + Connect and engage with ASSE Directors
  + Extend an ISSC Invitation to forum members
  + Disseminate Government and Inter-Society Information to Society members
* Upcoming events:
  + Automotive System Safety, September 19 - 21, 2016 (Las Vegas, NV)
  + System Safety and Cyber Security (SSCS 2016), October 11 - 13, 2016 (London, England)
  + 2016 Rotorcraft Safety Conference, October 25 - 27, 2016 (Hurst, Texas)
  + RAMS Conference, January 23-26, 2017 (Orlando, FL)
  + Call for Papers and Presentations July 29, 2016
  + Safety 2017 ASSE Professional Development Conference & Exposition
    - June 19-22, 2017 (Denver, CO)
    - Call for Papers and Presentations was July 21, 2016
  + Robert Fletcher asked if we were sharing any time with INCOSE. Odell stated that they are very much interested in INCOSE, also PMI and Professional Engineers. (Not sure if these exist in US).
  + IET is also a similar organization that Carl Sandom is involved in.
  + AUSA is also involved in certification.
  + At the kickoff for the California chapter, at the initial meetings, ASSE had about 4 members there. Some of them were interested in becoming members of our society.

## Chapter Services and International Outreach

* Robert Fletcher
* Accomplishments for 2015-2016
  + Met with Gerry Einarsson who was Acting Director of Chapter Services for hand-over discussion in spring of 2016.
  + Robert said his first order of business when he picked back up on Director duties was to get the NM chapter in good standing. Not only that, but Stacey has agreed to be the Chair of next year’s conference.
  + Called and emailed Presidents to encourage them to prepare end of SY materials.
  + Completed CoY calculation roll-up.
    - Robert stated that some of the chapters were unaware that all of the receipts had to be provided at the end of the year. All 12 bank statements and all receipts are required to accompany the end of year report for tax purposes.
    - All of the chapter executive officers must have their dues paid up.
    - We need to have proxy forms clear and available for someone who will take the place of a President who is attending the Executive meetings.
    - The .ppt slide package is require for the Executive meeting in accordance with prescribed format to explain the past year’s accomplishment and goals for the next year.
  + Charlie Hoes said that we may need to revise the report because chapters are spending a lot of time filling out the reports. Jerry Bannister said that the society determined what was important and one was the number of new members. Charlie wants to make sure that we have things in the report that we need and not just reporting. Dr. Rod Simmons said that maybe we should have Cathy pre-populate the number of new members.
  + Charlie Hoes said that we need to make sure that the chapter officers have the information that they need to collect for reporting at the beginning of the year.
  + Russ Mitchell suggested that maybe we should go to each of the banks that the chapters hold their money in and have them send a copy of the monthly statements to headquarters.
  + One of the chapters does virtual banking where you just go to the website and put in your number.
  + Filling out the form as you go is the easiest way to keep chapter information correct.
  + Cliff Parizo will do a pilot to send in the receipts on a PDF every other month or quarter and not do it at the end of the year. We will see how that works.
  + Dr. Rod Simmons suggested that Robert get a training package together. Melissa Emery suggested that you might open up the training to people who are thinking about becoming a chapter President. Maury Hill said that if we fund the chapter presidents to come, then they will come. Maury Hill stated that we also need to make sure that the chapters know that they can fund their president to come to the conference.
* Goals for 2016-2017
  + Set up a discussion on “Establishing, Reviving and Growing Dynamic Chapters” in 2016 and future to include leadership aspects, organizing an event skills, and the virtual component.
  + Establish, Revive and Grow chapters by focusing on chapter attendance first and make membership a natural follow-up, recognize that people want to see value to membership and using electronic tools. The younger generation is not as interested in commitment to “people groups”.
  + Increase conference attendance to include international outreach.

Stacey Pina joined the EC meeting virtually at this time.

**4 Chapter Reports**

## 4.1 Bay Area

No presentation received.

## 4.2 Canada

* Maury Hill.
* Accomplishments include:
* General System Safety discussion, The Cheshire Cat
* Dr Missy Ruden-Brown, TSB of Canada,
* – HF in Accident Investigations
* Chapter management /program development meetings
* Goals include:
* Four general meeting (three are in planning). The number of people that are in the Ottawa area is a low percentage of the Canada membership.
* Enhance cash flow. The plan is to set up another training session.
* Stabilize/increase membership

## 4.3 Central California

* Charts were shown. Miguel Trujillo, CSP is President.
* Accomplishments for 2015-2016
* Two 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.
* Coordinated with the Vandenberg AFB librarian to help with volunteer activities for their STEAM (Science, Technology, Engineering, Arts, and Mathematics) program.
* Goals for 2015-2016
  + Continue to support Central Coast STEM Expo, a local science fair.
  + Support Vandenberg AFB Library STEAM activities, a STEM and art program for kids.
  + Brainstorm outreach efforts to increase membership.

## 4.4 Georgia

* + Odell Ferrell
  + Accomplishments for 2015-2016
* Maintained Society active status
* Held 2 Executive Council Meetings
* Held 2 Membership Drive Meetings where they had between 12-13 people in the meeting
* Goals for 2016-2017
  + Grow the Chapter with LM Aero and Greater Atlanta Safety professionals
  + Hold 4 Chapter Meetings
  + Have a Chapter Offsite at the Delta Center
  + Increase GA Chapter attendance at the next conference

**4.5 Houston**

* Russell Mitchell
* Accomplishments for 2015-2016
  + Houston has nine members and in the last 4 years, Russ has seen 2 of them.
  + Context:
    - * 1 of the 2 officers kept their job in industry.
      * O&G experienced a drop in wholesale price equivalent to 33%.
      * Derek Robins and I met by email and phone for planning and situation updates
    - Thought they set an agreement in place with the Society for Underwater Technology to meet with them in a joint meeting. The chairman of that organization’s local chapter was also laid off.
    - A lot of the things they had planned went to the wayside.
* Goals for 2016-2017
* Meetings with virtual chapter planned.
  + - * Invitations will be coordinated with Virtual Chapter and with Houston chapter members.
      * Attendance will be taken and they will find out how many are willing to do things without having to drive through Houston traffic.
      * Opportunities provided after the meeting to engage as a chapter to discuss path forward.
* Working with Robert to identify “new blood” in other industries within Houston area.
* Prepare for Chapter Elections and new larger slate of officers or to move Houston chapter to inactive status, as appropriate.

**4.6 New Mexico**

* Stacey Durham
* Accomplishments for 2015-2016
  + Re-Activated the New Mexico Chapter
    - Met the requirements of 2 chapter meetings.
    - Focusing on rebuilding the membership base by contacting previous members.
    - Reached out to similar organizations to plan future meetings (e.g., Human Factors and Ergonomic Society – New Mexico Membership).
* Reviewed Charter and By Laws and approved changes by NMSSS Chapter Membership as part of chapter meeting.
  + Have about 7 members and potential 20.
* Goals for 2016-2017
  + Host the 35th ISSC in the great Southwest.
  + Provide more outreach opportunities for our membership.

## 4.7 Northeast

* Alan Southwick
* Accomplishments for 2015-2016
  + - 11 Chapter Planning Team Meetings [Goal: 8]
    - 4 Chapter General Meetings [Goal: 3]
      * Software Safety in the Defense Industry  
         [Agile Software Development Environment]
      * Overview of NHTSA’s Research on ISO26262: (Autonomous) *Road* Vehicles Functional Safety.
      * Safety Programs at Mystic Aquarium where they talked about how they protect the animals.
      * Safety Programs Using Ten Hundred Words held at one of the senior member’s beach houses.
    - 5 Chapter Newsletters Issued [Goal: 3]
    - 3 Chapter Awards [Goal: 1]
      * Professional Development:  
         Stephen Hepner
      * President’s Award:  
         Clifford Parizo & Michael Grant
    - 2 Fall JSS Contributions [Goal: 3]
      * Clifford Parizo: Implementing a Process for Marketing Optional Safety Equipment.
      * Charlene Huberdeau: Northeast Chapter News write up for the Journal
    - 2 Membership Upgrades [Goal: 0] Clifford Parizo and Charlene Huberdeau who is the Northeast Chapter secretary.
  + Goals for 2016-2017
    - Improve Both Chapter Membership & General Meeting Attendance (incl. Virtual Meetings)
    - Conduct at least 3 General Chapter Meetings
    - Conduct at least 8 Planning Team Meetings
    - Issue at least 3 Chapter Newsletters
    - Provide at least 2 JSS Contributions

## 4.8 North Texas

No presentation received.

## 4.9 Saguaro

No presentation received.

## Sierra High Desert

* Jerry Bannister
* Accomplishments 2015-2016
* Three Sierra High Desert Chapter Meetings $3968.37 June 30, 2016
* Member in key standing is a key phrase for chapter help
* Upgraded all but one Chapter Member to Professional Member
* Increased SHDC Membership from Five to Twenty Members last year
* Major effort to renew SY17 Membership & update ISSS database for SHDC. With current email and mailing address.
* Goals for 2016-2017
  + Continue Upgrade of SHDC Members. There are probably 3 more member that need upgrade to senior member
  + Conduct Chapter Management Classes. Provide information to the members who are considering becoming officers and lay out the requirements of what the office entails.
  + Jerry was proposing that some scale be made for computing chapter of the year awards that takes into account the number of new members for a chapter Sierra High Desert Chapter Elections
  + Chapter Fund Raising Events are unsure
  + Maury Hill stated that in Canada it is a recruitment strategy to pay for membership and Sierra High pays for member dues after a member had already joined
  + Jerry Bannister made a motion to eliminate the application fee, Charlie Hoes seconded. Dave West said we ought to promote the hell out of this. Melissa will promote. Motion passed unanimously.

## 4.11 Singapore

* Onn Eng Ling
* Accomplishments for 2015-2016
  + - Held 3 planning team meetings
    - Held 2 chapter meetings
    - Published 6 chapter newsletters
    - Held one special event
    - Held two chapter promotional activities (16 Sep 2015, 30 Jun 2016)
* Sharing with SIT students for the second time 16 Sep 2015.
  + 41 system safety practitioners and 22 students of the Singapore Institute of Technology (SIT) attended.
  + Professor Chris Johnson, Head of Computing, University of Glasgow gave a talk on " Software in Military Aviation and Drone Mishaps: Analysis and Recommendations for Investigation ".  Mr Oei Su Cheok, Senior Principal Engineer, DSTA spoke on "Safety Management of Fireworks Display ".
* 30 Jun 2016 – 57 system safety practioners attended
  + See Ghim Shen drew lessons from a “Trap and Drag” incident at Jarrow Station, UK
  + Onn Eng Ling shared on “Key System Safety Principles”
* System Safety Essay Writing Competition (one entry/one award)
  + To promote greater awareness of system safety engineering and management among students and to encourage their early involvement in this field.
  + Opened to all diploma student or undergraduate enrolled in an institute of higher learning located in Singapore.
  + Obtained more school contacts to promote the competition.
  + One entry from 2 second year university students.
  + Essay discusses ways to ensure safety of Unmanned Ships.
  + Did not demonstrate enough understanding of system safety but have put in own thoughts in human-intervention measures. Given a participation prize as an encouragement and inviting them to attend next Chapter’s sharing to pick up system safety knowledge.
* Goals for 2016-2017
  + Continue to conduct system safety sharing sessions/Explore engaging professional speakers with a fee.
  + Continue reaching out to tertiary students.
  + Review criteria set on System Safety Essay Writing Competition as too demanding for students. Explore alternative approach that is more hands-on type.
  + Continue to learn from INCOSE and explore system safety professional certification.
  + Encourage ISSS membership.
  + Implemented subsidy (80%) to its active EXCO members (50% attendance) and sponsorship (100%) to its appointed Honorary Auditors (2). Challenge is getting them to fill up the application form.
  + Russ Mitchell suggested that we learn why the Singapore chapter is using subsidy that way in case there is a way we can make it easier for them. We do not track their funding and Dr. Rod Simmons mentioned that they had provided a grant to the Society when we were in need.

## 4.12 Southern California

Francis McDougal said that Tom Meyer would like to reinvigorate the Southern California chapter. One of the issues is that several people came up for retirement including Karen Parnel who was the secretary which led to the southern California chapter going inactive. So they are looking for a secretary or a good vice-president. Robert Fletcher recommended that they find a speaker then call former members and invite them to come listen to that speaker. Francis agreed help Tom Meyer reinvigorate the chapter. Robert Fletcher offered to help them.

The key member list needs to be updated when Tom Meyer takes over as President.

## 4.13 Tennessee Valley

* Dave West
  + Dave gave information about the TVC and why we are a strong, healthy chapter. Geographically our charter by-laws describes us as encompassing Alabama, Mississippi, and Tennessee which was set 12 years ago when Dave was chapter President. The TVC used to be a 50 mile radius around Huntsville and that overlapped into Georgia.
  + With that being said, the chapter is almost entirely Huntsville. They have regular monthly meeting which are well attended because of the system safety people that support the Army, NASA, and Marshall Flight Center which are part of Redstone Arsenal as well as the Missile Defense Agency. There are a lot of system safety people in the Huntsville area.
* Accomplishments for 2015-2016
* Held 3 Chapter Planning Team Meetings (exceeded goal of 2)
  + - Have about 14% of our members that attend the monthly chapter meetings.
    - Also, the monthly luncheon meetings are hosted by 7 different companies.
    - UAH has a storage Facility for storing System Safety information – Data from John Rankin and John Livingston is currently stored there.
* Held 12 Chapter Meetings (exceeded goal of 11)
* Published 26 Newsletters (exceeded goal of 2)
* Held 2 Chapter Special Events (met goal of 2) Very active in last year’s conference and last year had a joint meeting with IEEE professionals. The TVC provided the speaker and facility and IEEE provided food and drink.
* Conducted 3 Chapter Promotional Activities (met goal of 3) Future City, Human Exploration Rover Challenge formerly called the Moonbuggy Race, and sponsoring UAH students with the CHEM-E car.
* Awarded 3 Society or Chapter Awards (met goal of 3) Josh McNeil as Manager of the Year,Marge Jones for Engineer of the Year, and Don Swallom was awarded the President’s award.
* Achieved 6 Membership Classification Upgrades (exceeded goal of 4) 1 student upgrade, 2 new senior members and 3 fellows. We actually had a net loss of 19 members
* One of the goals that they did not meet was Journal articles
* Goals for 2016-2017
* Conduct 2 Planning Team Meetings
* Hold 11 chapter meetings
* Publish 2 newsletters
* Attend 2 Special events
* Have 2 promotional events
* Give 3 society/chapter awards
* Provide 2 JSS contributions
* Ten new chapter members
* Four membership classification upgrades
* We went through last year without a vice-president. We do have a continuity book that helps when new officers take over. Someone asked if Dave could share this and he said he would, although it is a work in progress and specific to the chapter.
* Dave noted that part of the chapter success is due to the corporate support. We rotate around to all these companies and they have an opportunity to showcase their office space and mission and they provide lunch for the attendees. It’s really regarded as a privilege to host the meetings. It works well in our situation because we had a bunch of different companies in the Huntsville area. We have a photograph from several years ago where the Mayor of Huntsville signed a proclamation declaring Huntsville the International Center of Excellence for Safety.
* There was a discussion about the Archive Disk which the society sells. It contains the historical papers from conferences and the Journal articles. Pam Kniess has obtained funding from the TVC to update this every other year. We charge $59.95 for these and Heather French that works for APT has produced the Conference Programs and disks for the last several years. Heather also does the Archive Disks.

## 4.14 Twin Cities

No presentation received.

## 4.15 Virtual

* James Morris President, Charlie Hoes briefed as proxy.
* Accomplishments for 2015-2016
* Presented briefings to Arizona State University (ASU) on System Safety, at their request.
  + Virtual Chapter member Charlie Hoes did a lot of “heavy lifting” to support this effort, as did ISSS member Russ Mitchell
    - Attended stakeholder group meeting in Atlanta, wide range of companies/organizations
* Many chapter discussions were focused on creating a new System Safety standard
  + - The standard would broadly cover the “What” and the “Why” of System Safety, the precepts
    - The standard would not cover the “How”, since other standards already address methods
    - The ISSS would “own” the standard
* Shifted over to “join.me”, an online meeting service provider (https://www.join.me)
  + - Reasonable cost ($240 / year) for the Pro version
    - Requires a web browser, smartphone (with the join.me app), or simply dial-in (audio only)
    - We record video (screen sharing) + audio in our chapter meetings
      * Later, we provide a web link to members, to view or download the large (~75 MB) “.webm” recording
    - Used “join.me” to simplify e-mailing virtual meeting announcements
* Held numerous chapter meetings, including technical topics & presentations
* Made contributions to the JSS
* Posted discussions & announcement on the LinkedIn (social media) web site of the Virtual Chapter, but have not been posting lately.
* Goals for 2016-2017
* Develop a broad System Safety standard. Charlie Hoes stated that maybe there should be a generic standard so that other industries could use it.
* Discuss with other Chapters our favorable experience with Join.Me as an online meeting service provider.
* Provide members with useful technical presentations in a “virtual” meeting setting.
* Increase our contributions & postings in the JSS and on social media.
* Dr, Rod Simmons asked if we could pay for the $240 for the Join.Me and use it society wide.
* Charlie said yes, if we go to the corporate membership of Join.Me. Rod said the difference for $25 per month as opposed to $20. Charlie said that he would be happy to have this managed at the headquarters level.
* Pam Wilkinson asked if we put this on a corporate account, can more than one person host a meeting. Charlie said yes with the corporate account. We need to look at the details. They do have a free meeting system. Stacey suggested that we look at Go-to Meeting also.
* Robert Schmedake made motion to authorize Dr. Rod Simmons to commit the society to a corporate meeting on line. Dr. Chuck Muniak seconded the motion. The motion passed unanimously.
* Dave West asked about the safety standard and how do you envision it being different than the GEIA standard. Charlie Hoes will address that later in the day with his hour briefing.

## 4.16 Washington DC

* Donne DiFiglia is President, Paul Denk briefed as proxy.

Chapter Officers

* + - President/Webmaster: Donne DiFiglia
    - Vice President: Michael Ramsburg
    - Treasurer: Lisa K. Hill
    - Secretary: Amber Shampine
    - Memberships: John Burchett
    - Education & Scholarships: Edward W. Kratovil
    - Special Projects: Sean Peters
* Accomplishments for 2015-2016
* Seventy-two (72) active members strong. One new member, 7 new student members.
* 7 Chapter Meetings held. They use WebEx.
  + - Our Guest Speakers were well-received by the WDC Chapter Members:
    - "*Human Factors and Safety Collaboration*“ – Dr. Lisa Chavez and Mr. Mike Goings, both members of INCOSE
    - “*Lithium Battery Safety*” – Ms. Julie Simmons
* Actively participating in joint INCOSE and NDIA events
* Four articles in the Journal of System Safety (JSS) were authored by Washington DC Chapter Members:
  + - * Fall 2015 (Vol. 51, No. 3) - *An Innovative Method to Hypothesis Testing for System Safety Assessment* - Robert W. L. Thomas, Marilyn J. Eichelberger, Missey Lee and Joel Haan
      * Spring 2016 (Vol. 52, No. 1) - *System Safety in Healthcare* – Dev Raheja & Maria C. Escano
      * Summer 2016 (Vol. 52, No. 2) - *System Safety in Healthcare* – Dev Raheja & Maria C. Escano
      * Summer 2016 (Vol. 52, No. 2) - *A Novel Near-Miss Event Model with a Quantitative Assessment Methodology* - David R. Sadler
* WDC Chapter Scholarship Program
  + - * Students qualified as academically-excellent future Engineers working towards a career in System Safety
      * 5 Scholarships were presented 06 November 2015 at University of Southern Maryland
      * Each student received $1000 and a Student Membership
      * 2 Scholarships to be presented in 4th Quarter 2016
      * Each student will receive $1250 and a Student Membership
* Goals for 2016-2017
  + Scholarship Fundraiser/Holiday Event
  + Will try to do an OctoberFest event and try to get interest in membership
  + Membership reward program
  + Member Upgrades.
  + 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
* WDC Chapter Website and Calendar
* Visit our Washington DC Chapter Website at:

[http://washingtonchapter.net](http://washingtonchapter.net/)

* Visit our Online Calendar: <http://www.calendarwiz.com/calendars/calendar.php?crd=wdc>

# 5 Old Business

## 5.1Update on Orlando Conference – Hoping for 220 registrations.

## 5.2Membership Dues Discussion –

* Melissa said the dues were raised from $100 to $130 in 2014. No motion was made to raise dues.
* Melissa Emery said that Saralyn Dwyer put together a spreadsheet that included similar societies and organizations membership dues. It included Society for Risk Analysis, the ASSE. Melissa said there is a big mix on requiring education for membership. Organizations do not have educational requirements and cost similar.
* Melissa Emery made a motion to change the requirements so that there is no education or experience required for general membership on the application. Today, 2 years work experience and a degree are required for membership. Motion was seconded by Clif Ericson, Melissa would like to let the experience and degree count for senior and fellow membership.
* Dr. Rod Simmons said that on our website there is a professional member and an administrative membership which includes affiliate and student.
* There was a discussion on requirements for Officers. Robert Schmedake stated that in the current by-laws and Operations Manual, the requirement does not state they have to be a senior member for office. Robert Schmedake said that is why we have an election.
* The membership categories currently include associate, professional, and organizational. Professional membership includes general member, senior, fellow and member emeritus. Associate membership includes student, affiliate and honorary. Organizational is corporate. Robert Schmedake voiced the opinion that we should not limit professional to only seniors and fellow. The term professional only separated affiliate and students from the general members, seniors, and fellows.
* Call for question:
  + Melissa Emery made the motion to remove the experience requirement and delete the educational requirement for membership applications. The current requirement is two years work experience and a degree. Robert Schmedake seconded the motion. Motion passed.
  + Melissa Emery made the motion to eliminate Affiliate category of membership. Associate category will contain student and honorary. Russ Mitchell seconded the motion. Motion passed

**5.3 Action Items from San Diego Conference**

|  |  |
| --- | --- |
| Melissa Emery to 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 | Sept 11 2015 |
| Melissa Emery to propose clarifying changes to the reinstate membership process (how many times, cost, time in service, reinstate available to every member category except affiliate, etc.) | Sept 11 2015 |

**6 New Business**

**6.1 Charlie Hoes – Engineering education and related topics – a status report**

* Charlie Hoes feels that the System Safety Society is not just a support group. We are the knowledge base. Charlie thinks that the ISSS ought to be the owner of safety knowledge.
* Several years ago, Charlie got a call from a project office to be on an overview guidance committee that would be over the safety on a DOE telescope project. They were struggling with how to implement safety through design on the committee. Charlie was trying to informally direct them on system safety – safety through design, but he did not feel comfortable pointing them to any specific guidance. Out of that grew a request to attend Arizona state university – global center for safety.
  + ASU is the largest engineering school in the country. ASU teaches how to teach students to better address safety in the design phase of product and construction design.
  + ASU has around 20,000 engineering students and approximately 300 engineering professors and they cover a wide range of engineering.
  + ASU has had requests from their customers who hire the students that graduate from their university. Those companies are coming back to ASU and telling them that the students are safety stupid and they have to spend a lot of money getting them up to speed. These companies would like to see safety incorporated earlier. One of the companies that really made a push for this is Bechtel Construction Company and it’s a big player in construction engineering.
* Charlie ended up in a meeting with numerous stakeholders that included numerous professors, Bechtel, BP, Shell and an OSHA representative to try and figure out what they were looking for and what they weren’t looking for to build system safety engineers. They wanted to teach where safety fits into the design phase so new engineers would know what to expect. They wanted help from an engineering perspective and want to create a pilot program. The Bechtel guy who is putting money toward this project received a Manager of the Year Award in New Orleans from the society.
* ASU Vision – To establish a global center for safety at ASU that supports world class education, research and outreach programs focused on both prevention through design and integration of safety into the core business, it will focus on other important safety initiatives as defined.
* They will have a pilot program of injecting system safety concepts, mentality and point of view into the curriculum in the construction engineering division. Then they will move it to the whole campus of 20,000 students.
* Their goal is to spread their process across the rest of the world. They are asking for ISSS support.
* One of the pieces of this project is working with their professors on how to change the curriculum and help them inject our point of view into the normal classes. They don’t have room for separate classes. It became clear in the early stage that we are going to have to train the trainer. So, the professors are going to have to be pretty savvy in system safety to understand how to do that. We can train the professors on what system safety is and they will have to move it to their classroom.
* For the System Safety Society to be the leader of System Safety in the world, we need more money. Is there a way to turn this into a money maker?
* The steering committee/stakeholder committee for this effort has raised almost $100,000 over the last year. This is from their customers who want this in there and are willing to put money up to support this initiative without any strings. They have already gotten a couple of grants as well.
* Not only are we going to need to train the professors, but we need to give the students a tool to do system safety. They are going to need some sort of hazard tracking system. So if we are going to be successful, they are going to have to be provided with a good, inexpensive, easy to use, high quality piece of software to do hazard tracking.
* Russ Mitchell spoke about the focus group doing a survey which really tried to isolate and drive their vision to specific areas focused on what their customers need are. The survey was sent to large construction companies and the top area of concern is prevention through design and hazard analysis. One of the lessons that Russ took out of this is the way they engage with their customer base lets them zero in on what the customers wanted.
* Charlie Hoes has had a lot of experience with relational databases and he has a clear idea of what we could use to fill this need. He has a database expert that could help us create this database. Charlie can write a description of the program that is aimed at a $50 price point and give it to the society. Charlie would like to develop this for the society to sell to the world. We can also write instruction manuals on how to use this and sell those. If we can get grant money, we could hire people to help with this. Eventually this could go to the enterprise level program and we could link to Program Managers’ data and others.
* We need to be the holder of the generic high level system safety standard so that engineers learning the system safety concepts can apply them in many different industries. A foundational standard that defines and describes what a system safety program has in it, the philosophy of it, and the vision.
* Charlie thinks we need full time paid staff to do these types of effort.
* Russ stated that one of the things that hadn’t been talked about with the student tool and was one of the things that’s really helpful for teachers is to have some capability to systematically review a students work to validate that the student has comprehension. This tool needs to have a way to assess the effectiveness of the students work or the student’s team’s work. So this tool needs to have a ready infrastructure to make ASUs job easier.
* Pam Wilkinson stated that maybe this tool could be used by the STEM organization.
* They also have a Southwest OSHA training center at ASU, so Charlie thinks we could go in and do the general duty clause.
* Maybe have an institute of safety
* We have an environment - how do we get our ideas to grow?
* ASU is planning on implementing this.
* Dr. Rod Simmons addressed the EC and asked if there are any objections to the EC being conceptually behind Charlie and Russ’s plan. The software piece sounds good. No objections were stated.

## 6.2Member Upgrade

* Russ Mitchell provided upgrade information to fellow for Gary Braman
  + Barry Hendrix, Dave West and Don Swallom provided letters of reference
  + Russ noted that Gary far exceeds the points required to be upgraded to fellow. Letters of Reference were read and Gary had 195 points; only 75 points are required for upgrade to fellow member.
* Director of Professional Development and Membership, Dr. Jeff Brewer, a motion to award Mr. Gary Braman the status of Fellow. Robert Schmedake seconded the motion. Motion passed unanimously.

**6.3 Nominations**

* Robert Schmedake asked if there is going to be any action on the Director of Government and Intersociety Services office. President Dr. Rod Simmons answered that there was a question out there, but the issue has been resolved for this office.
* Robert Schmedake stated that the nominating committee will go forward with four offices this year. Each office has a 4 year term except Executive Vice President which is a 2 year term.
  + Director of Government & Intersociety Services
  + Director of Member Services
  + Director of Publicity and Media
  + and Executive Vice President (EVP)
* Robert Schmedake noted that Odell Ferrell could run for the office of Director of Government & Intersociety Services because he had only served a partial term.
* EVP is a 2 year term, then that person progresses to President for 2 years, then 2 years as Immediate Past President so this office is actually a 6 year term the EVP is being elected to.

**6.4 Conference Presentation**

* Stacey Durham
* Looked at putting together some slides for site selection for the 35th ISSC
* They are still working on a logo, but a draft of what they are considering for their overall logo as well as the theme “Pushing Boundaries in the System of Safety” was presented
* The top 3 sites selection options were Albuquerque, New Mexico; Phoenix, Arizona; and Tucson, Arizona.
  + They sat down and went through with various members of the Executive Committee to talk about the options and concessions that were received in response to the RFP that was sent out by iPlanit
  + They looked at the concessions and prioritized them based on the current needs of the society. They were room block requirements, attrition rates, food and beverage minimum, service charge, and the contingency of local support that they would be able to draw upon.
  + They then went out to the Phoenix and Scottsdale area that had responded to the RFP. Apparently the visitors bureaus in the different cities talk to each other because when they came back to Albuquerque, they had revised their food and beverage minimums.
    - Albuquerque went from $35K minimum to no minimum
    - They had some good pre and post conference options especially in the area where one of the conference sites was offering per diem rates at their sister properties across New Mexico.
    - There is some local support by associated organizations like human factors and ergonomics society, and the Air Wire and Waste Management Association.
    - The Albuquerque Conference and Visitors Bureau will provide advertisements at the International Airport Kiosks, Twitter following for Conference Hashtags, Visitor Presentation and part time staffed table at the conference providing a 30 minute visitor presentation for those who wanted to know more about the area and what to do and 2 complimentary VIP amenity gift baskets.
    - Complimentary offsite venue rental options meaning we wouldn’t have to pay a fee to use some of their facilities
    - Unique tour and demonstration opportunities with the local organizations and industries such as Sandia Labs, Intel, and HP to name a few.
* For the conference components – hands on working group working group sessions. Technical tracks on a variety of topical areas such as medical, manufacturing
* Some Conference components that might benefit those that attend or sponsor include:
  + Hands on Working Group sessions to tackle pressing System Safety areas of interest like Safe by Design
  + Technical tracts will offer a variety of topical areas especially in medical, how we do manufacturing, transportation, military, testing & evaluation, software, academia, human systems integration, risk management and resilience.
  + Tutorial tracks customized to experience levels.
  + Specialized breakout sessions for key collaborations between industry leaders.
  + Try to offer a tour of Trinity site which is where they tested the first atom bomb. This tour is only offered twice a year and for a limited number of people.
  + Unique opportunities for vendors and exhibitors to offer demonstrations.
  + They are pursuing coordination with the JWSSS to be an optional tract of the main conference.
* Based on the site selection, the recommendation for the committee today is going to be Hotel Albuquerque. Some of the concessions offered by Hotel Albuquerque are:
  + Offer rooms at per diem rate - $89/night.
  + Low food and beverage minimum - $35,000. As an example, a plated breakfast at the Hotel Albuquerque is $16. There is a 21% service fee and 7% taxes.
  + Variety of breakout space – options for meeting/room layouts (minimal air wall divider options). They would have the run of the hotel and could obtain addition space if needed.
  + Unique offerings for premium vendor space packages and demonstrations – Integrated vendor/exhibitor flow and space offerings. It will be in their foyer area, so they will get interaction before, during and after the conference. The food will also be staged in that area as well.
  + Complimentary off main property venue, Casa Esencia, which will be completely ours and there is no rental fee.
  + Overflow and alternate rooms will be at the brand new adjacent Hotel Chaco which shares a pool with Hotel Albuquerque
  + Very close to Old Town Albuquerque which is home to 5 museums, culinary experiences, historical tours, old west shows and 5 minute drive to the aquarium, BioPark, and zoo.
  + Complimentary 3 day pre and post conference per diem rate can be honored at all Heritage properties and they count towards our numbers.
  + Tablao Flamenco Show is on site and they are offering special rates for the show and a discount card to events and attractions in the Old Town area.
  + The available dates for them is August 18th – August 26th or August 26th – September 2, 2017 which is right before the labor day holiday.
  + Proposed a conference split for profit above $60,000.
  + Robert Fletcher asked what was the capacity of Hotel Albuquerque. Stacey replied that it has 188 rooms. The Hotel Chaco has over 120 additional rooms. There is a third additional property that might be able to offer up to 100 rooms as well. All are within walking distance.
  + Robert Fletcher asked if they were expecting 300 attendees. Stacey replied that if we have the Joint Weapons track, yes, we could have up to 300. attendees. Pam Wilkinson noted that the budget was not based on 300. Stacey stated that the conservative estimate is 150 -180. There is also an alternate budget based off of 200/220 which is what we have seen in the last few years. Robert Schmedake stated that realistically 200 is achievable, but we need to have a break even point of 150 or so.
  + Someone asked if the breakfast is $16, what do lunches cost - in Orlando we are paying $50 plus tax and service fee. Stacey gave an example of smoked chicken pasta for $22 to the most expensive grilled sirloin which is $30.
  + The railrunner runs from Belen area up to Santa Fe and it costs $10 for that trip. From the hotel, it’s a 5 minute cab ride to the railrunner. It also hooks to the airport. A lot of the Heritage hotels will come to the rail station and pick you up.
  + Someone asked if the Phoenix was more expensive. The Embassy Suites in Scotsdale was a good option. In Phoenix, the hotel would give us per diem, their food minimum is $50,000, service fee of 23% and 7.95% tax. They would give us per diem rates at $89 and they have a 5 star chef. They offer a nightly reception there that is free and a full breakfast. The hotel was equitable to the Hotel Albuquerque with regard to space, but the lack of local support in that area, and the higher food and beverage minimum was a concern. The dates in Phoenix for the embassy suites, July 30 - August 4 and August 13-18, 2017. Their comp for room nights is 1 to 50 as opposed to 1 to 40 in Albuquerque.
  + Jerry Banister asked about the Air Force boneyard - maybe have a tour for the conference and it would draw in aviation safety people. Stacey stated that she could set up a tour.
  + The conference team proposed a profit sharing for the hosting chapter. Robert Schmedake noted that the last 4 conference – Boston, St. Louis, San Diego and Orlando had not had profit sharing. Robert suggested that some time in the future it would be nice to offer those chapters a token of appreciation for the hard work they did for those conferences. In Las Vegas we made money and two years later, sequestration hit and there is no money to be had. There was a lengthy discussion about profit sharing and Stacey was asked how many chapters the profit sharing would benefit. Stacey said that the profit split would be made between 4 or 5 chapters. A motion was made to cap the conference profit for a chapter to $10K. After much discussion, Maury Hill made an amendment to the motion to cap the profit to $15K profit above $60,000 based on 50/50 split for profit up to $15K. Russ Mitchell seconded the motion. Motion passed unanimously.
  + Robert Schmedake made motion to have the 2017 conference in Albuquerque for the earlier date Aug 21-25th 2017. EC meeting will be on 19th and 20th of August. Russ Mitchell seconded the motion. Motion passed unanimously.
  + Pam Wilkinson made a motion to have the conference in Albuquerque and Stacey Durham as the conference chair. Maury Hill seconded the motion. Motion passed unanimously.
  + Jerry Banister made the motion to give society membership to everyone who attends the conference. Pam Kniess stated that this is the conference chair decision. Clif Ericson said that this did not work for the society because people would come to the conference and then let their membership lapse till the next conference. Stacey Durham put into the conference budget for all who volunteer, the conference would pay their membership dues.

A motion to adjourn and Robert Schmedake seconded. 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 |
|  | Introductions &  Quorum Check | All  P. Kniess |
|  | Voting Eligibility | P. Kniess |
|  | Proxy Check | P. Kniess |
|  | Officer Report  President  Vice President  Immediate Past President  Executive Secretary  Treasurer | R. Simmons  C. Muniak  R. Schmedake  P. Kniess  C. Ericson |
|  | Director Reports  Publicity and Media  Member Services  Education and Professional Development  Conferences  Chapter  Government & Inter-Society Services | S. Dwyer  M. Emery  J. Brewer  P. Wilkinson  R. Fletcher  O. Ferrell |
|  | Old Business  Update on San Diego Conference  Planning for 2017 Conference  Long Term Planning  Membership Dues Discussion  Review status of action items from San Diego  Verify EC Dinner attendees for Saturday night  Bonefish Grill at 6 pm  Dinner Menu at:  https://www.bonefishgrill.com/dinner-menu/wood-grilled-fish?gclid=CjwKEAjwlZa9BRCw7cS66eTxlCkSJAC-ddmwaNDC0sqE6JldyIbtF8ANOQyJUDdm6Ubz5etFHPOiVRoCk\_rw\_wcB | P. Wilkinson  R. Mitchell |
| 1700 | Adjourn for the day | R. Simmons |
| Sunday  0730-0820  0830  1200-1320  1330  1700 | Continental Breakfast  Call to order  Establish Quorum  Review proxies  Chapter Reports  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  Lunch  New Business  Motion: Approval of treasurer’s report  Close out of 2015-2016 fiscal year  Proposed 2016-2017 budget  Motion: Approval of Member Upgrades  Fellow Membership, Gary Braman  Discussion on 2017 conference proposal  Discussion on Additional Income Streams and Influencing Engineering Education    Other new business  Discussion of how we will conduct the General Membership Meeting on Monday afternoon  Adjourn for the day | R. Simmons  P. Kniess  Chapter Presidents or proxy-holders  C. Ericson  D. Brewer &  R. Mitchell  P. Wilkinson  D. Brewer &  R. Mitchell  R. Simmons |

.**Appendix B Open Action Items**

* Action Item 2015-1: Melissa Emery to 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.
* Action Item 2015-2: Melissa Emery to propose clarifying changes to the reinstate membership process (how many times, cost, time in service, reinstate available to every member category except affiliate, etc.)

**Appendix B-1 New Action Items**

ACTION Item 2016-1: Melissa Emery to notify all of the chapter presidents of the membership changes and put it on the website.

**Appendix C Summary of Passed Motions**

* Clif Ericson made motion to accept the Amended budget, Robert Schmedake seconded the motion. Motion passed unanimously.
* Robert Schmedake made a motion to amend the budget to include a $2000 line for lawyer to be approved by President and to have the lawyer look at the insurance and make sure it is sufficient to protect the officers and directors. Dr. Chuck Muniak seconded the motion. Motion passed unanimously.
* Jerry Bannister made a motion to eliminate the application fee, Charlie Hoes seconded the motion. Dave West said we ought to promote the hell out of this. Melissa will promote. Motion passed unanimously.
* Robert Schmedake made a motion to authorize Dr. Rod Simmons to commit the society to a corporate meeting on line. Motion was seconded by Dr. Chuck Muniak. Motion passed unanimously.
* Melissa Emery made the motion is to remove the experience requirement and delete the educational requirement for membership applications. The current requirement is two years work experience and a degree. Robert Schmedake seconded the motion Motion passed.
* Melissa Emery made the motion to eliminate Affiliate membership. Associate category will contain student and honorary. Russ Mitchell seconded the motion. Motion passed.
* Director of Professional Development and Membership, Dr. Jeff Brewer made a motion to award Mr. Gary Braman the status of Fellow. Robert Schmedake seconded the motion. Motion passed unanimously.
* Maury Hill made a motion to cap the profit for a chapter to $15K profit above $60,000 based on 50/50 for profit up to $15K. Below $60K profit goes to society. Russ Mitchell seconded the motion. Motion passed unanimously.
* Robert Schmedake made motion to have the 2017 conference in Albuquerque. For the earlier date Aug 21-25th 2017. Russ Mitchell seconded the motion. EC meeting on 19th, 20th August. Motion passed unanimously.
* Pam Wilkinson made a motion to have the conference in Albuquerque and Stacey Durham as the conference chair. Maury Hill seconded the motion. Motion passed unanimously.