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| International System Safety Society Minutes for Executive Council Meeting |
| August 10 – 11, 2013 |
| Boston Marriott Copley PlaceBoston, Massachusetts, USA |
|  |
| Matt D. Johnson |
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| Revision: A September 9, 2013 |

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# Call to Order

* Robert Schmedake called the meeting to order on August 10, 2013 at 12:11 pm.
* We will go around the room and introduce ourselves
* Lunch came from the conference budget to help us meet our minimal financial obligations
* Review of agenda for today – let’s stick to the agenda as best we can

## Establish Quorum

### Attendance

|  |
| --- |
| **Voting Members** |
| **Position** | **Name** | **Present Saturday** | **Present Sunday** |
| Officers |   |   |   |
| President | Robert Schmedake |  X | X |
| Executive Vice President | Dr. Rod Simmons |  X | X |
| Executive Secretary | Dr. Matt Johnson |  X | X  |
| Treasurer | Pamela Kniess |  X |  X |
| Past President | Gary Braman |  Bob S. is proxy | Bob S. is proxy |
| Directors |   |   |   |
| Chapter Services | Gerry Einarsson |  X |  X |
| Conferences | Lynece Pfledderer |  X |  X |
| Education and Prof. Development | Dr. Chuck Muniak |  X |  X |
| Gov & Intersociety | Debbie Hale |  X |  X |
| International Development | Robert Fletcher |  X |  X |
| Member Services | Melissa Emery |  X |  X |
| Mentoring, R & D | Steve Mattern |  X |  X |
| Publicity & Media | Saralyn Dwyer |  X |  X |
| Chapter Presidents |   |   |   |
| Australian | Dr. Holger Becht |   |   |
| Bay Area | Graham Murray |   |  X |
| Canada | Maury Hill |   |   |
| Central California | Kathleen Brenna | Steve M. is proxy | Steve M. is proxy |
| Georgia | Odell Ferrell | Saralyn is proxy | Saralyn is proxy  |
| Houston | Derek Robins | Russ is proxy | Russ is proxy |
| New Mexico | William (Bill) Harwood | Joe Volza is proxy | Joe Volza is proxy |
| North Texas | Frank Rinaldo | No proxy. Planned Jerry B. as proxy, but Jerry was absent. | No proxy. Planned Jerry B. as proxy, but Jerry was absent. |
| Northeast | Scott Beecher |  X |  X |
| Saguaro | Amanda Boysun |   |   |
| Sierra High Desert | Jerry Banister | Russ is proxy | Russ is proxy |
| Singapore | Ten Lin Mei |   |  X |
| Southern California | Francis McDougall |   |   |
| Tennessee Valley | Don Swallom |  X |  X |
| Twin Cities | Bill Blake |   |   |
| Virtual | Doanna Weissgerber |  X |  X |
| Washington DC | Sean Peters |  X |   |
| **Non - Voting Members** |
| Journal, Headquarters, Founders |   |   |   |
| Founder | Roger Lockwood |   |   |
| JSS Publisher | Dave Davis |   |   |
| JSS Technical Editor | Clifton Ericson |  X | X  |
| Headquarters Office Manager | Cathy Carter |  X | X |
| OVPs and RVPs |   |   |   |
| OVP Awards | Anthony Burno |   |   |
| OVP for Education | Dr. Rani Kady |   |   |
| OVP for History | Rex Gordon |  |  |
| OVP Prof. Development | Russ Mitchell |  X |  X |
| OVP Prof. Development Materials | Daniel Strub |   |   |
| RVP for Asia/Pacific | Eng Ling Onn (Singapore) |   |   |
| RVP for Europe | Gabriele Schedl (Austria) |   |   |
| RVP for North/South America | Paul Kryska (USA) |   |   |
| RVP for Region IV | Open |   |   |
| RVP for Region V | Open |   |   |

**Other Attendees**

Joe Volza

### 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.”

Quorum Established.

## Establish Proxies

Refer to Appendix B.

## Approval of the Minutes from July Teleconference

* Minutes went out earlier this week
* No comments on minutes
* Robert S. moved to accept minutes
* Saralyn Dwyer seconded motion to accept minutes
* Motion passes

# Officer Reports

## President's Report

### Intro

* In general, we will follow Robert’s rules of order while trying to be very efficient
* We want to have adequate discussion on a motion before we vote
* Ground rule: No vote on a motion that has not been adequately assessed
* Verbal motion: will not be taken – must be written
* Complete motion: written, what is changing (OM, bylaws, etc.), motion must be understood (cost, volunteer efforts)
* Prefer that motions that are new go to e-vote after this meeting
* We must hear all points of view before we act – hear implications and understand them

### Report

* Watch video (gazelle) modeling future profit / new members
* In the past we have made good money at conferences and have experienced growth because of systems that were in place – we let it happen and have not been proactive in recent years
* Sequestration impacts conferences
	+ We are not automatically getting the influx of new members due to conference attendance. Sequestration isn’t preventing membership, but it hampers it because we give a membership to people who attend the conference.
* Things have to change because of the current economic environment
* Summary of job description from OM
* Past accomplishments
	+ Marketing to external groups – discussion at RAMS
	+ We put in $3,500 and get money back – we got $17,000 back this year
	+ Session that Gary will run – Sikorsky will pay for that travel
		- Four others will attend that and give talks
		- No budget impact for RAMS track
	+ Intersociety forum – hosted by National Safety Council
		- Chicago
		- Robert S. and Mark Geiger went to meeting
		- A number of societies have not hosted the forum
		- Robert S. / Boeing to host Intersociety forum on behalf of ISSS
	+ International Association for the Advancement of Space Safety
		- Gerry went to conference
	+ Clif went to Modern Solutions Power Systems Conference
	+ Appointed Rex Gordon as Society Historian
* Society Battle Rhythm
	+ Will need to adjust because of changes to journal
	+ Same slides as July
	+ Periodic events
	+ All directors and officers should identify a similar concept for their office that supports EC battle rhythm
	+ EC members need to be aware of finances
	+ We have allowed ourselves to delegate the responsibility of running this business
	+ We must have the money necessary to run the business (ISSS)
* Challenges:
	+ Financial
	+ We overspend and we are not pursuing income
	+ The gazelle is not running into the tree
	+ We must improve communication
	+ In the past, we have stated that the chapter president should communicate to members – however, many members are not plugged in to this mechanism
	+ We must recognize that we have to communicate to all membership
	+ We had only 85 votes in the past election
	+ We have 700ish members
	+ This is a low percentage
	+ We need more engagement with membership and keep intensity up in the year
	+ Historically, there is a flurry of activity before and during conference
	+ After conference, activity tapers off
	+ We need to continue working after the conference to bring things to conclusion and move society forward
	+ We need someone (EC) at the tiller all year round
	+ Everyone should bring up issues / motions when they have them
	+ Address quality of issues
	+ Have the conversation, discuss issues, others can bring ideas
	+ Will not vote prematurely
	+ President will not make every motion
	+ We can open discussion on a topic anytime – need to be fair and smart
* Goals:
	+ Market society and society products
	+ Find new revenue sources
		- Journal
			* Maybe we can make money with the journal
			* Numbers are a struggle at present
			* Potential for advertising
			* Proposing 3 print copies of journal
			* PDF journal version reviewed – we could market an e-book – kindle version
			* Engineers of various backgrounds could be interested in an e-journal that could generate revenue for society
		- Seminar options
			* Could find opportunities
			* Will not discount the idea
		- Education
	+ Keep to budget
		- Will make numbers on budget
		- Will be tough to be able to survive
		- Spending – we won’t spend what we don’t have
		- Past – have been lax on budget – must overcome this
		- If we disagree, that is ok – we make a decision after the debate
	+ 30 eligible voters – 20 routinely vote
		- Some EC members are not engaged
		- Need to get full engagement
		- Chapters that are active must actually be engaged – if they are not participating, let’s close the chapter
	+ Increase membership
	+ Budget
		- Draft circulated
		- Reflects 3 print versions of journal
		- Cuts in other areas
		- Asking for more budget to support travel to Boston
		- $183 per day for Hotel
		- Meal per diem $71 per day – will use partial per diem
		- $37,000 for travel just to this conference
		- Contractors are having budget issues as well
		- We added new directors in recent years, driving up costs
		- We have done a cut and paste version of budgets in the past
		- We went from $15,000 last year to $37,000
		- 2.5 K for EC dinner – not bad – counts against hotel minimum
		- Few meals wasted
		- Helps build better relationship with conference – we are doing what we can to make numbers
		- Hotel is making some considerations
		- Per diem in St. Louis is a lot cheaper
		- Travel may be cheaper
		- Hotel that we contracted with in St. Louis – Marriot Union Station – sold the property – they don’t exist any more - This EC has not voted on acceptance of a contract with the Double Tree (which took over Marriott property)
		- The EC must vote on a written contract for next year’s conference
		- We expect no cost to break contract since Marriott is no longer there
			* Need a Side bar meeting to discuss
	+ Budget has been a long term issue
		- Expenses have exceeded income
		- We have not noticed it because we have a good balance
		- EC has not been running the business
		- Problem existed before sequestration
		- This year we will go negative – so we must use 130K CD
	+ Core Questions:
		- EC has not been managed the budget in the past
		- We must ask “If we don’t spend money on this, so what”?
		- We must ensure that expenditures actually benefit society
		- Do cost / benefit analysis
		- Why does EC have so little insight into conference spending?
		- Past EC agreed to four year contract without full understanding and setup the current situation
		- On a go forward basis, we can no longer operate without knowing how we are spending money in the conference
		- We must not slow down conference committee, but we need insight
		- Director of Conferences must ensure that EC and Conference committee are on the same page
		- We must make next year’s conference profitable in order to keep the society afloat
		- We have a four year contract with four different hotels
		- EC has been hands off on conferences too long
		- Russ: There are a lot of unknowns – we may want to table things and do a more thorough job before voting on things – conclude business we start this weekend
	+ Marketing Challenge
		- Gazelle video
		- Need a new approach to market
		- How do we increase revenue?
		- How do we reach more people?
		- Other individuals in Robert Schmedake’s organization are not society members – untapped market
		- Chapter presidents can recruit members and have their chapter members recruit members
		- Job target is of value
		- Internationally people from different industries could benefit
		- Customer focus – address members needs
		- Mentoring – could be very valuable
			* Young engineers may not be aware
		- Last year, committee worked on chapter management guide that may support new members
			* Regional chapter reps were not totally engaged, but guide is basically done
			* Guide is forthcoming
	+ Active Engagement
		- Robert S. will let directors work
		- Expect that directors will take responsibility and act while keeping folks informed
		- Directors are responsible to work with directors and officers to make sure their proposals make sense, then bring to EC for vote
		- Integrated activity, exercise authority, take ownership, work with everyone, satisfy society needs
		- No self-interests – society first
		- Bring value to society members
		- Monthly meeting will help with communication process
		- Helps with accountability
	+ Outward focus
	+ Summary

## Executive Vice President's Report

* Review of OM
* Accomplishments
	+ Written reporting format – power point
	+ Word document developed to enable reporting
* Challenges issues
	+ In line with Robert S.
* Budget
	+ No budget last year, none anticipated
* Goals
	+ Support President
	+ Increase society visibility in China, Taiwan
	+ Met with Prof. Liu regarding a future regional SS conference (Beijing, October 2014) – met during late-November 2012 trip to Beijing
	+ Also met with young assistant prof at China University of Petroleum, Beijing, who is interested in assisting with Beijing regional system safety conference
	+ Rod will support other regional conferences when he can
	+ Fulfill duties of VP
	+ Need to develop an approach to have mutually beneficial financial arrangements with other organizations that use ISSS banner
	+ Discussion regarding Australian conference
		- Our name is being used
		- We are putting a little into the conference, but getting nothing out of it
	+ Beijing
		- Cannot reference weapons, defense, etc., if the conference wants to attract SSS members employed in defense industries in other countries, such as US, Singapore
	+ Australian members – how many are there? – we don’t know
* PARKING LOT – develop into action item: How large is Australian ISSS chapter? What is the benefit of this chapter and other international chapters? How do we engage them so they become a part of the society? Regional conferences.
* The way we connect to international organizations is difficult
* Singapore has provided financial support to SSS HQ in the past

## Past President’s Report

* Gary unable to attend due to family health issue – will keep them in our thoughts
* Duties
	+ Support EC – slide as written
* Accomplishments
	+ Marketing activities
* Challenges
	+ Personal issues
	+ Complete conference planning guide
	+ Strategic plan – done, but will need to be updated given current economics
	+ Personal life distraction – tornado, job change, wife’s health issue
* Goals
	+ Semi annual meeting to advise EC
	+ Complete strategic plan
	+ Conference planning guide
	+ Attend RAMS 2014 in CO
	+ Support GLOBESPACE 2014 in Israel
	+ INCOSE MOU and other organizations

## Treasurer's Report

* Budget from last year (see slides)
* Budget for next year based on last year, but with changes (see slides)
	+ Reduced
* Pie chart of where money has gone (see slides)
* Income pie chart (see slides)
* Income for next year (see slides) – lower for next year
	+ Decrease in membership, plus lost money in conference
* Accomplishments
	+ Reporting process / tax law
	+ Financial record keeping
	+ Will address financial audit under old business
	+ Will Provide bi-monthly EC meeting reports – income, expense, current balance
		- Discussion – should we have more details in the meetings
		- Don’t want a burden
		- Do want financial status and detail available to answer questions
	+ Annual inventory of assets
		- Should this move to another area?
		- How do we do audits – we can’t afford third party audits (paid)
		- May need to assign someone to conduct audit – Rod / Pamela to discuss
		- Estimates for audit were from 4k to 8k
	+ Spreadsheet available – spent and projections
* No budget for this year / next year (officer)
* Sticking to budget for next year
* Identify new income sources
* Continue to provide support for annual chapter financial reporting
	+ Gerry wants to work with Treasurer for chapter reports and chapter finances – side bar later
* Work with St. Louis conference team
* Issues / Challenges
	+ Economics
	+ Innovate
* Recommendations
	+ Promote advertising in journal
		- E-version vs hard copy version
		- Don’t want to release just a pdf version because it is copyable
	+ Discussion
		- Could sell technical papers to members who do not attend conference
		- Hard copies of journal can recruit members by passing them out at conferences
		- We do sell conference proceedings – Tennessee Valley manages this – could sell the archive disc at a discount price on off years (produced every other year)
		- Younger generation does not want a CD
		- Many papers in conferences did not make the disc
		- Subject tabled for now
	+ Defer member kickback to chapters or ask chapters to help out
	+ Discussion – training
		- Some folks in the field do training classes – we could ask them to deliver training that we provide resources to
	+ Regional conferences – potential income
	+ PARKING LOT: Regional conferences, what is the appropriate thing
		- Should society get portion / fee
	+ Allow society member to attend conference electronically for some speakers
	+ Members of other societies can choose journal delivery method

## Executive Secretary's Report

* Searched the OM for all occurrences of the word “secretary” and reported on what the executive secretary’s job description is
* Key aspects of the job include taking and distributing minutes and managing the admin site
* Practice and documentation are almost always different – as I learn the job I will gradually focus in on how I can best serve the society in this role
* Goal suggestion / conversation
	+ Minutes on web site, presentations on web site
	+ Monthly update to key member list
	+ Make clear whether a vote passed or not
		- Founders award was retracted but it went through a complete vote and passed
	+ Saralyn can put minutes on web site
	+ Could launch an action tracker of actions come out of a vote – need to ensure there is follow through
	+ We have a shared responsibility (Pres and sec) to make sure actions are done
	+ Old action items are OBE

# Director Reports

## Education and Professional Development

Chuck Muniak

* Copied job description from OM
* Accomplishments
	+ Professional development and educational committees
	+ Body of Knowledge (BOK) – committee formed
	+ Met with NASA to understand their body of knowledge
	+ Defined opportunities for member licensing and professional certification
		- INCOSE – certification – financial obligations – kind of high – 60K ish
		- Optimistic assumptions regarding how many people are interested
	+ While license is not financially doable, there are mutually beneficial things we can do with INCOSE to promote both system engineering and system safety – we need to capture the body of knowledge
	+ We let INCOSE know that we are not going to pursue a professional certification at this time
	+ Coordinate nomination and selection of society awards
		- Zero nominations for engineer of the year, three nominations for manager of the year, four nominations for educator of the year, one for scientific R & D, two for International award (Chuck to follow up with Tony regarding a missing nomination for engineer of the year)
	+ Develop professional courses and establish committee of instructors
	+ Provide direction to liaison reps to Board of Certified safety Professionals
	+ OVPs – Rani Kady, Russ Mitchell, Anthony Burno, Daniel Strub
	+ Develop criteria for CEUs
	+ Question – could we sell journal / conference pubs to universities that might benefit from safety program?
		- Have not made an effort to do this
	+ Maintain a continuity binder – no activity
* Challenges / Issues
	+ BOK effort involves a diverse group across time zones and requires extra effort to coordinate
	+ Looked at updating old system safety handbook – decided to try for a new, shorter book
* Budget
	+ $1000 for awards
		- May take a bit more if each one is fulfilled
		- Need to get an exact number to account for the case where all awards are actually awarded
	+ Side note – we are 14 plaques behind for fellow members – we need to catch up – folks who paid money need to get the plaque
		- Folks who did not pay money should be notified of cost of plaque or address this in some way
		- To discuss during next monthly meeting
		- Need to re-evaluate list
		- Discussion regarding cost and quality of plaques
	+ $2000 for educational and professional activities
		- Discussion regarding distribution of INCOSE system engineering handbook – need to distribute this to the development team so that we can develop a new book that complements the INCOSE book. Need to ensure we follow our agreement with INCOSE and follow all applicable copyright laws.
		- Discussion regarding benefit of investments – this is not in the draft budget at this point
		- Schedule for handbook – target completion Dec 2014
	+ Goals
		- Body of Knowledge
		- Refine membership upgrade process
		- Work with IEEE on related matters – medicine, biology, etc.

## Chapter Services

Gerry Einarsson

* Joined ISSS in 2000
	+ Conference chair (Ottawa)
	+ Conference co-chair (Abq)
	+ Executive Secretary (2010-11)
	+ Director of Chapter Services (2011 – 2015)
	+ Treasurer of chapter (2003 – present)
* Achievements
	+ Chapter management guide rewrite
		- Initial team established last year
		- Due to slow start, some folks quit the effort
		- Draft recently completed
		- Posted for discussion on admin site
		- Different from the OM – advice, and guidance – not requirements, but does contain requirements – source document for requirements is OM
		- Motion for new business to accept forthcoming tomorrow
		- Archived on the admin site
	+ Facebook page started last year for society
		- Worked with Clif to establish the ISSS Facebook page
		- Conference committee currently managing page
	+ Supported Australian chapter at ASSC 2013
	+ Cross advertising pursued with International Association for the Advancement of Space Safety IAASS – Montreal – May 2013
		- Conference Theme - “Safety is Not an Option”
		- Many papers on collision avoidance systems for space debris
		- Difficult to determine were debris might crash into the earth
		- Legal framework for space hazards not at all clear
		- Their conference attendance may be less than ours
		- They have pubs
* Issues / Challenges
	+ Sequestration an issue for everyone, including chapters
	+ Lost chapters due to decreased support from employers, decreasing membership, leadership burnout, etc.
	+ Latest inactive chapters - Colorado, Israeli, Winners Circle
	+ Chapter Annual Reports
		- Timely submission is a problem
		- 11 inputs, 6 non responsive chapters
		- Looking for suggestions for improving the process
			* Could keep minutes every month and dump them into the report monthly
* Recommendations
	+ Chapters need to locate charters and bylaws
	+ Chapters need to identify specific problems expanding membership base
	+ Discussion – why do we care about chapter bylaws?
		- Documentation is a legal requirement
		- Should review to keep chapter leadership aware of requirements
		- We have society level documentation
		- Cathy has the latest version of chapter charters
		- Encourage chapters to location charters and bylaws
		- Possible future sidebar – what is the purpose of the charter and bylaws – let’s make sure whatever we ask for makes sense
		- Recommendation from Robert S. for Gerry: Develop a recommended minimum set of information that chapters need to have regarding charter, bylaws, etc.
		- There is (or may be) a template to support chapter charter and bylaws
		- We will review what we have and try to avoid any unnecessary re-work
* Plans
	+ Encourage new chapter formation
	+ Achieve 100% CAR on time submissions
	+ Review Chapter Services OM responsibilities
	+ Support regional conference in China 2014

## Conferences

Lynece Pfledderer

* Roles / Responsibilities
	+ Oversee activities in the US and abroad
* Accomplishments
	+ New director of Conferences spring 2013
	+ Worked issues from reduced attendance
	+ Boston planning committee took steps to reduce losses
	+ Starting work for next year with ISSC hosted by virtual chapter
	+ Continuing discussion on international and regional conferences
* Issues
	+ Government bans on travel, training, conferences – impacted attendance and involvement in society and chapter
	+ Multi year contracts – done before travel ban – bad forecast – must do something
	+ Boston conference will take a loss
	+ Want to make sure that does not happen next year
	+ St. Louis Union Station Marriot closed
		- Hotel change accepted without approval of EC
	+ Experient and hotel multi year contract performance is unsat
		- AV cost far exceeded conference estimates
		- Marriott did not honor government rate until a few days prior to conference
	+ Boston planning committee struggled because of low support and participation
		- EC needs more visibility
		- EC needs to respond quickly
		- Conference guide would be very useful
		- EC needs to be a resource to the conference activity
	+ Review of earnings from past conferences
		- Past conferences have earned money
	+ Boston Conference
		- 170 registrations
		- Expecting 20 walkins – some single day
		- Papers are down this year because of travel restrictions
		- There is a way to get a conference certified so that federal folks can attend – we need to figure out who to talk to for next year – Office of Personnel Management – gets us counted as offering training
		- ACTION ITEM: Pursue federal certification for next year’s conference (Lynece)
		- Loss predicted - $45,000
		- Future conferences
		- Budget
			* iPlanet, Experient – where does this show up in the budget – carried in conference budget
			* EC members do not understand conference budgeting conference – firewall issue
	+ Goals
		- Get back on a positive path
		- Resolve hotel issues for 2014
		- Work with 2015 hotel as well (San Diego)
		- Ensure off site conference venues are a good value and are not extravagant
		- Provide visibility into EC
		- Complete and release conference guide
		- We are hurting because we do not have a conference guide
			* Past chairs have been very helpful
			* Guide is essential – we must get it done
			* We need two people to work on it
			* Pam Kniess has a draft copy – need review for technical portion
		- Continue to build on lessons learned to capture in guide

## Boston Conference

Pam Alte

* No additional commentary necessary – it has been covered already

## St. Louis Conference

Skip

## China Regional Conference Report

Skip

## Publicity and Media

Saralyn Dwyer

* Responsibilities
	+ Coordinate ISSS publicity
	+ Oversee ISSS website
	+ Oversee JSS publication
* Publicity last year
	+ Printed brochure and uploaded a PDF version on the website
	+ Supported publicity questions
	+ Participated in RAMS conference and held position on Board
	+ Supported LinkedIn sites
* Website summary
	+ Updated look
	+ Changed job site to job target
		- We get income
	+ Updated links and maintain site
	+ Updated and maintained the electronic version of the JSS. Changed format to support downloading.
* JSS summary
	+ Maintain quality and page count
	+ Changed to thinner grade paper – save mailing costs
	+ Added columnist and editor
	+ Authors needed
* Plans
	+ Continue to maintain and improve website
	+ Continue to improve JSS
	+ Find more authors for JSS
	+ Improve on social networking for ISSS
	+ Work to increase advertisers in the JSS
	+ Work with new OVP, Rex Gordon, on developing historical society records
* Budget reduction options
	+ Journal is value added for members
	+ Journal is part of membership package
	+ Everyone has an opinion – what is best for ISSS
* JSS Estimated Cost
	+ Review of cost break down
	+ Estimates rely on costs
	+ Option 1: Four printed copies per year
		- Save $13,800 per year
	+ Option 2: Three printed copies per year
		- Save $31,290 per year
	+ Option 3: 5 electronic copies, one summary hard copy
		- Save $31,770 per year
	+ Option 4:
		- Save $45,500 per year
	+ Recommend option 2
	+ Discussion:
		- Are we printing more copies than we need? We have left over copies. If we reduce print count, it may not save much money.
		- If we have left over copies, distribute them to universities or any industry that does system engineering.
		- We should not give away copies at a loss
		- Journal cost should be factored into cost of membership
		- Considering Kindle option and advertising
		- Advertisers have dropped off this year
		- ACTION: Saralyn to set up meeting to discuss JSS and website and understand all costs involved with implementation
	+ Job target discussion
		- $900 income from site
		- Companies can advertise for job openings
		- Money changes hands when people get hired – via our site – employers’ pay on hire
	+ If budget is proposed, we must stay within budget for journal

## International Development

Robert Fletcher

* Job description
	+ Strategic plan inputs
	+ Assist Director of Conferences to get more countries represented
	+ Letters for Visas
	+ Recruiting international members
		- Letters of invitation
	+ Budgeting inputs
	+ Approach has been relationship building with folks from very countries
	+ Coordinate with Director of Chapter Services and Director of Member Services
	+ Contact non US people
* Concern about support for vision in making the society a true International System Safety Society
	+ Not really supported
	+ EC has not made it a top priority
* Accomplishments
	+ Coordinated with director of conferences
	+ Established training symposia
	+ Solicited international members
	+ Coordination with folks from other countries – UK, Turkey, China, etc.
	+ Coordinate with Director of Chapter Services
	+ Past OVPs… no copies of executive orders to establish OVPs, so RVPs appointed
	+ Articles for Global Perspectives
	+ Working with Dr. Liu
	+ Worked with University of Vienna to have conference there… did not work out
	+ Contacted other societies to build bridges – INCOSE, ASSE
		- Went into Bahrain to help explain safety process and promote ISSS
	+ Identified web based virtual classroom tools – Big Blue Button
	+ Could we have conferences at a University?
	+ Swedes are coming to conference (7)
* Challenges and Issues
	+ Strategic plan clarity
	+ Funds limited
	+ Concern regarding support for the position
* Discussion
	+ Transfer role to another position
* Budget
	+ No requirements
	+ $2500 to attend international meetings and conferences to encourage signing up for membership
* Goals
	+ Improve situation with international membership
	+ Support ISSSRC in Europe support
	+ Support ISSRC in Asia – 2014 (Contact with Dr. Liu)
	+ Communicate with Swedish Network for System Safety
	+ Contribute to system safety handbook
	+ Emphasize importance of international aspect of society
	+ Understand why ISSS is declining
	+ Encourage use of virtual classroom tools
* Discussion: What is our focus as an organization – are we truly international – how do we think about this?
	+ From day 1, we thought we were internationals, but we did not put it in the name
	+ When we are teaching the classes, it is difficult to teach internationally – we must be careful

## Discussion Tangential to International Development

* What happened to the new logo
* Cost regarding a new trademark prevented the logo being adopted
* The EC was not informed of the stoppage of execution
* Distinction between a “Motion” and a “Notion”
* Got locked into the contract on conferences without understanding

## Mentoring, Research & Development

* Responsibilities
	+ Items from the OM for position mentioned – much is not done
	+ Concern that we cannot do R & D and actually compete with those who do R & D
	+ Companies own intellectual property developed by an individual in the company
	+ Planning to phase out R & D portion of the position
	+ We could identify gaps that others could research
	+ Discussion:
		- We could pursue benchmarking
* Accomplishments
	+ Some white papers cited
* Challenges
	+ No membership infrastructure in place
	+ Marketing of services
	+ Defined process to follow
	+ Mentor training materials
	+ Complementary with Body of Knowledge of System Safety
	+ Solicit senior and fellow members to assist in developing training materials
* Ideas
	+ Get folks to write short abstracts that a mentor could use with a mentee
	+ Technical mentoring and Career mentoring can be beneficial to newer individuals in the field
	+ Culture is different within generations – Raytheon has 5 generations working side by side
	+ Preserve knowledge of more experienced individuals
	+ Can publicize mentoring on the web page
	+ Mentorship belongs under professional development
* Budget
	+ No anticipated expenses
* Goals
	+ Develop a sign up mechanism
	+ Establish a training program for mentors to promote mentorship to all levels of mentorship
	+ Template for primers
* Discussion
	+ Establish a process guide for mentors, not a process guide as stated above
	+ System safety varies across industries – classify type of mentor and mentee so that the mentorship works
	+ Could establish relationship with other companies
	+ Personal relationship – need an opportunity for individuals to interview each other before the mentor relationship is established
	+ Good ideas come from other industries

## Member Services

* Summary 2012
	+ Updated membership application
		- Cannot edit the form – must use a hard copy
		- Recommend putting word version on the web so that folks can type in
	+ Working on turn around time for membership approval
	+ Headquarters has everything in place to issue membership cards
* Activities (On Hold)
	+ Members only web site (~21K cost)
		- May be less
	+ Web based membership submittal (~25K)
		- Automate membership applications
		- Create database to store information so members do not have to submit redundant information
	+ Issue membership cards
* Activities (Planned)
	+ Submit proposal for OVP to assist with corporate memberships
		- Coordinate with Gerry
	+ Work to increase membership
		- Could utilize the Linked In page as a source of society members
* Issues / Recommendation
	+ Decrease in membership
	+ We need corporate sponsors – need to ensure corporate sponsors feel there is benefit from being a sponsor
	+ Discussion:
		- We may consider raising dues
		- $100.00 does not seem like much for a professional membership
		- Value proposition for members must remain
		- Membership included with conference costs
		- Any potential change in membership cost would go into effect July 2014
* Membership Statistics
* Upgrades 2012 (see slides)
* Total members per category 2012 (see slides)
* Discussion
	+ How do we encourage folks to renew membership?
	+ Chapters could contact membership to renew and remind them to join
	+ Important that chapters know who members are
	+ Go back to sponsor
	+ Utilize chapter members to keep members engaged
	+ In annual report need to address
	+ Could we do math to include membership in attendance
	+ World economy has certainly had an impact on membership
	+ We could contact folks who don’t renew and ask why?

## Government and Intersociety

Debbie Hale

* New to position
* Involved in INCOSE in the DC area
* Member of System Safety Advisory Board
* Well connect to health and system safety
* Responsibilities
	+ Nominate society candidates to serve on appropriate federal committees
	+ ESOH (Enviornmental Safety Occupational Health), 882
	+ Guidance on society interface and reporting requirements
	+ Society Liaison opportunities
	+ Supervise OVP Government and Intersociety services
	+ Coordinate with professional societies
	+ Develop peer review process
* Discussion
	+ OSHA, crane safety, electric
	+ Reach out to other organizations to make them aware of what we do and how we can help
	+ Intersociety forum – professional societies in safety – all dealing with sequestration
		- Some societies have gone to a no dues society
		- We have to plan for the situation in which Cathy no longer works for us – another society could provide these services for us (contracted)
		- ASQ – cooperative to develop resources across chapters
* Accomplishments
	+ Attended intersociety forum
	+ Obtained period reviews of US regulatory affairs via American Industrial Hygien Association and American Society of Safety Engineers
	+ Provide informal linkage between varied organizations – Singapore chapter
		- Society could provide society training to international organizations (Singapore Navy for example)
	+ Free display society display at inter society forum (Boeing sponsored)
* Budget - $900
* Goals
	+ Attend forums
	+ Reach out to other societies
	+ Work with updating 882E
	+ Assist in recruiting for society
	+ Setup committee to develop outreach program
	+ Assist president reach goals and further society
* Discussion
	+ Have you identified which societies are most important for us to work with
		- Health and safety societies at forum
		- Opportunities within ASNE organizations – monthly meetings – presenters come in – could place for us to present
		- Provide professional development
		- There is always education required wherever you go in the military
	+ How does the society offer training / development?
		- We don’t but we could set it up
		- Some member companies provide this
		- We have been contacted by individuals looking for training
			* We mentioned the conference, APT, other companies
		- We should have a good list that identifies educational opportunities that we endorse
		- We could offer courses over the EC weekend of the conference – this would help fill rooms
		- Steve, Rod, and others have provided short courses – we could arrange to sponsor training
		- Sections could offer courses

# Chapter Reports

## Australia

No report.

## Bay Area

* Held meetings
* In March we did science fair for silicon valley area
	+ We gave 250 prize for first, and less for second, third
	+ Winner was a student (David) got accepted to Berkley – build engine that deflected birds in jet engines
	+ Second place - Stabilization of satellite
	+ Third place – laser oblation of space debris

## Canada

* Identification of officers
* Four EC meetings
* Two chapter meetings
* We have 27 members

## Central California

* Identification of officers
* 1 EC meeting
* Some chapter meetings
* Achieved 2 of 9 goals
* 7 Members

## Georgia

* President Odell Ferrel
* No VP
* Treasurer: Sandusky
* No secretary
* Six EC meetings
* Five chapter meetings
* Met 3 of 9 goals

## Houston

No report.

## New Mexico

Joe Volza

* Accomplishments
	+ Science fair liason with ASQ chapter
	+ Liason with NM American society of safety engineers
	+ Joint participations with DC chapters
	+ 2 members elevated to senior status
	+ Current membership
		- 10 members, 3 seniors members, 2 fellows, 1 emeritus
		- 11 affiliates
* Goals
	+ Establish joint cash and prize awards with ASQ chapter
	+ Hold 4 technical general interest meetings
	+ Fill all 4 NM ISSS elected board positions
	+ Restore vitality to chapter
* Financial Plan
	+ Slightly under budget
	+ Balance $9000 ish
	+ Finances and Income
* Discussion
	+ Science fair provides an award to winner
	+ Other chapters should look to this as a way to promote the safety discipline
	+ This is a great way to get people involved

## Northeast

Scott Beecher

* Scott is new president – Alan Southwick outgoing president
* Accomplishments
	+ 3 general meetings 18 attendees
	+ Guest from companies in the area
	+ Speaker and dinner at meetings – has worked well
	+ Sikorsky provides online access
	+ EC has 5 web / telecom meetings
	+ Officers identified
* Chapter membership 57
* Meet in Mystic, CT
* Difficult to gather people
* Topics:
	+ ARP4754
	+ Human Factors
* Speakers tend to be outsiders
* Sponsored student (Richard Haskins) to attend conference – working with Professor John McDermid at University of York
* Goals
	+ Meetings and newsletters to keep chapter activity at its current level
* Discussion
	+ In virtual meetings – you can include other chapter presidents

## North Texas

* Held two meetings Sep 2012 and June 2013
* Goals
	+ Develop ways to generate local interest in safety
	+ Contract groups at local companies
	+ Participate in science fairs
* Officers: Frank Rinaldo, Tam Caseler
* Discussion
	+ Outreach to colleges – do chapter Presidents know we have a society flyer that we can send out? Might worthwhile to inform chapter Presidents
	+ ACTION: Saralyn – Notify key members about publicity flyer

## Saguaro

* Was first to provide annual report
* Pres: Amanda Boyson, other officers identified
* Four EC meetings, four chapter meetings
* Two of 8 goals met

## Sierra High Desert

* Upgrade form to affiliate
* Voted to fund membership dues for members
* Mailed $2000 to headquarters
* Goals
	+ Stay active
	+ Weather storm

## Singapore

Lin Mei TEN

* Achievements
	+ Chapter sharing session
		- Lessons learned from capsizing of SS eastland – Mr. Rodney Tan
		- Post Mortem study of high speed train collision
	+ Four EC meetings
* Plans
	+ 10 anniversary celebration
	+ Invite two speakers
	+ 2 to 3 sharing sessions
	+ More courses
* 21 members – 1 senior member
* Discussion
	+ Past EC board meeting could be employed by chapters
	+ Are presentations online – yes – on chapter website – open to members only

## Southern California

No report.

## Tennessee Valley

Don Swallom

* Officers identified – Greg Turgeon, Jon Henshey, Don Swallom ,Pam Kniess
* 11 meetings this year – folks volunteered to speak
* More people attend when meetings are at APT research
* Dave West – driverless cars
* Lots of training in meetings
* Chapter has lots of great people being in Huntsville
* Tried virtual a few years ago and have not pursued it
* Some folks might be willing to speak at virtual meeting
* Minutes are on the web – sometimes slides as well
* Activities
	+ G-48 meeting
	+ Future city competition at science fair
	+ Huntsville association of technical societies
	+ Papers and tutorials at conference last year
	+ Professional of the Year – Huntsville Association of Technical Societies (Don Swallom candidate)
* Attendance down
	+ Folks are busy
	+ We do better at APT – system safety central
	+ 99 Members
* New officers Don Swallom, Greg Turgeon, Ken Rose, Melissa Allen, Brandon Daugherty
* Goals (see slides)
	+ Continue involvement in science fairs
	+ Continue monthly meetings
	+ Continue community outreach and safety educational programs
	+ Growth
		- Establish points of contact with NASA and other orgs
* Keys to Success
	+ Large base of practitioners
	+ Diversity of members fields and employers
* Challenges
	+ Losing touch with NASA personnel
	+ Increased safety load on members
	+ Sequestration / furlough
	+ Harder to get younger engineers involved
* Discussion
	+ Generational differences – younger generation use social media
	+ Could use University as a meeting place

## Twin Cities

* President Bill Blake
* 1 EC Meeting, 3 chapter meetings
* No goals met
* No info on membership size

## Virtual

Doanna Weisgerber

* Doanna new president
* VP Pam Wilkinson
* Secretary Steve Kossow
* No membership chair
* Google site, Linked In
* Goal from last year – increase membership – met
* 8 EC meetings, 11 chapter meetings
* Encouraged Linked in discussion
* Face to face meeting at conference
* INCOSE came in and talked
* Awards – Steve Mattern (note: Terrell nominated Steve)
* Journal – 14 articles
* 7 papers in conference last year
* New members –went from 22 to 34
* Classification upgrades – Robert Schmedake.
* Mentorship – one established
* Average of 34 members – 100 total (including affiliates)
* Average 13 attend meetings
* Promotional Activities: G-48 – participants include Steve Kossow, Lynece Pflederer, Robert Schmedake
* Financials – money at society – no bank account - $7089.06
* Provide services to anyone interested, but mostly those who do not have local chapters
* Meet second Monday of every month except August
* 432 people who are part of Linked In group
* Minutes sent out – presentations archived
* Google site is limited access
* Discussion
	+ Could proactively seek society members from site

## Washington DC

Sean Peters

* Personnel turnover
* New officers
* Report not filed on time
* Key members moved out of area
* Time management an issue
* Relationship between chapter and society – past personality issues – will put that to rest
* Goals
	+ Rebuilding
	+ Understand responsibilities - bylaws
	+ Membership growth – real opportunity in DC area to market society – companies that do safety in the area
	+ Support society goals for increased corporate sponsorship
* Support needed from society
	+ Understand chapter documentation
	+ Understand how to convey value of the society
* Sean – new pres, Donne Difiglia VP,
* Around 200 members
* Discussion
	+ Looking forward to the new year
	+ Dial in available for meetings
	+ Facebook vs. website for publication of chapter meeting information

# Old Business

## Action Item Review

* Not tracking action items that are old
* Went through the old action items and disregarded ones that are OBE
* Not wasting time discussing irrelevant items
* If there is an important action item, let Robert S. know and we will re-open if needed
* 2011-1: Chapter management guidebook – Gerry Einarsson has completed draft – vote forthcoming in New Business
	+ Action item closed
	+ Discussion: Could review periodically
* 2011-3: Develop plan for chapters with respect to bylaws – Gerry Einarsson
	+ Discussion: Could we have individual chapters review charter and bylaws
	+ NEW ACTION: Have Gerry send out documentation we have for each chapter to specific chapters – put it on the web – Send e-mail to chapter presidents to review chapter documentation on web and respond to Gerry with status and any updates.
		- Post on web site
		- Send e-mail
		- Follow up
		- Close in monthly telecon
	+ Discussion: Carrots and sticks to encourage chapters to respond? Chapters may not need this – inactive chapters will not respond anyway – active chapters will participate
	+ We will reach out to members of inactive chapters to determine whether they want to actually be inactive
	+ Chapters have varying levels of record keeping
	+ We have a real need to review society documentation
	+ PARKING LOT: Robert S. and Matt will take a look at the OM to see what needs to change
		- Administrative changes will be pursued
		- Will adjust OM to have it reflect current practice
* 2011-4: Cathy and Secretary meet to determine whether there is overlap – Closed
* Membership cards discarded because of cost

## Audit of Society and Chapter Books Revisited

* Last year, proposal that we do an audit to include chapters
* Get estimates from accounting firms
* Estimates came in $5000 - $8000 to conduct audit
* We don’t have to outsource this activity
* We have individuals in the society who could do the audit
* Lots of money spent outside of things we budgeted for ($7,000 to $8,000)
	+ President does have latitude within $5,000 to account for unexpected events, but it must be done responsibly
* Tammy is helping us keep the books
* Proposal:
	+ Give the VP the compliance responsibility regarding budgeting
	+ VP will implement auditing system and setup a double check on budgeting
* Cathy will have to check the budget before issuing payment for items
* We need to let attendee to B11 know we are not funding him
* Booth was shipped, but we did not budget for the expense – intent was to use at conference
* Discussion on other situations where we have been charged when we did not expect it
	+ Delegating a job incurred extra costs
* Idea – toolset could address interfaces between people (process, guide)
* Robert S. delegating audit responsibility to Rod to manage audit
	+ Pam will help Rod with chapter expenses
	+ Non US chapter finances – outside our responsibility – we must stay square with IRS

## Other Old Business

* Conference management guide
	+ Committee stopped work
	+ Pam Alte would have really benefited
	+ Lessons learned need to be rolled into the guide
	+ Need checklist
	+ Could get past committee chairs to help
	+ We need a motion
* Circle the wagons on old logo in general meeting
* Discuss what to present in the general meeting regarding St. Louis conference
	+ Reexamine all options

# New Business

## Chapter Management Guide

* Gerry Einarsson read motion to accept chapter management guide
* Intent to supplement OM with guidance and intent in a usable format
	+ No cost
	+ No expected cost to use the guide
	+ Not requirements
* Motion seconded by Rod Simmons
* Discussion:
	+ Do we need to put in a cycle to review the guide
	+ Don’t want to add baggage to this issue
	+ Establish this as a baseline
	+ Anyone new to the office should review the guide as part of their duties
	+ Maintain chapter management guide – requirement for Director of Chapter Services
	+ Possible update to OM would be to establish a periodic review of guide
	+ Task could be delegated to an OVP
	+ Need link to chapter management guide on web site (Saralyn)
* Vote:
	+ **Motion passes unanimously**

## Budget SY 2013-2014

* Robert Schmedake led discussion on proposed budget. Notes follow. See actual budget for details.
	+ Summary:
		- Balance: 181,480.66
		- COD: 132,272.77
		- Cash: 313,753.43
		- Projected Income: 2633.00
		- Project Expense: 200,986.89
		- Project Balance: 115,399.54
	+ Income Notes:
		- Projecting an income of $2,633.00
		- Challenge to journal budget - $6,750.00
		- Conferences – project $70,000 loss – it may not be that bad
		- Promote job target site
	+ Expense Notes:
		- We may some money from book sales
		- 3 Print Journals: $45,030 publishing, plus $7,440 for shipping
	+ Director of Member Services
		- No budget for this activity at present time
		- We can amend budget if we identify a targeted group that will yield a return
		- Some flex here to use a small portion of Cathy’s budget if needed
	+ Director of Education and Professional Development
		- Awards – limited to $1,000
		- Added plaques to budget: $1,200
		- Best paper award comes out of conference budget
	+ Director of Chapter Services
		- Proposing dropping reimbursement to chapters to $5 per member
		- This cuts in half money from society to chapter
	+ Director of Government and Intersociety Services: $900
	+ Director of International Development: cut all budget
	+ Recommendation:
		- Prioritized unfunded budget list
	+ President’s budget – covers travel to conference for officers / directors $37,000
		- $2,500 for EC dinner – helps council develop into a working team – needed to spend money at hotel for food to meet hotel contract
		- At ASSE booth cost from last year – unplanned – needed $999.30 for utilities
	+ Non-profit attorney – Could we have attorney look at Experent contract?
	+ ACTION – Cathy: What is “Bank Service Charges, Bank Fees, and Band Card Use”?
* Discussion: Reimbursements to the chapter ($5 vs. $10) (Break out from budget as separate discussion – requested by Doanna)
	+ Doanna: Some chapters (small ones) may really need the money
	+ $2,500 vs. $5,000
	+ Gerry
		- Most chapters are doing well
		- Previously reimbursement was 5
		- Very few chapters were previously suffering from lower rebate
		- Chapters could possibly get funds from President or another chapter if money is really needed for a specific reason
	+ Rod: How are chapters doing? Can we reduce reimbursement to chapters who do not need funding? Chapters may have money and not need it.
	+ Russ: Unexpected change – Could we set up budget for 5 and then chapters with issues can bring it up with EC?
	+ Robert S: Chapters can bring up chapter budget requests in telecom
	+ Don: Chapters get money per member and by supporting conference – some chapters pay for everyone’s membership
	+ Doanna: Need to make sure we retain members we have – concern about the impact of the cut.
	+ Sean: Need to make sure folks who show up early asking for money don’t get more than someone else late.
	+ Gerry: Like’s the $5 cut – could put that money into a bucket that chapters could ask for to help with specific projects.
	+ Cathy: sometimes chapters don’t cash check
	+ Saralyn: society members should understand for the greater good – could incentivize
	+ Alan: Could get rid of reimbursement entirely and put it in a slush fund for needed things
	+ Gerry: Chapters have the ability to earn some money
	+ Doanna: Make sure we keep retention in mind – make sure chapters have resources to continue
	+ Don: Didn’t realize funds for getting new members
	+ Cathy: If we reduce to 5 – take for each chapter and put it in the slush fund
	+ Gerry: Our chapter gets $350 from this – don’t do much with it – charge members to cover cost of events – try to be self sufficient
	+ Robert S: Is there a proposal for an amendment to the motion?
		- Any other discussion: No
	+ **Vote: Passed unanimously to change to reimbursement $5.00 instead of $10.00 to chapters**
* Discussion
	+ Budget is income and expenses
	+ Balance and CD are assets and not part of budget
	+ Budget we approve is what we expect to spend and earn
	+ Discussion regarding what a balance sheet is
	+ Will have to open CD to get money from the asset
	+ CDs may come up sequentially each year
	+ Four year CDs
	+ We may not have to touch a CD
	+ Chapters may be able to loan money in the short term to prevent taking a penalty on the CD
* Is there any more discussion here:
	+ It includes $5.00 reimbursement
	+ Whether we have to go into a CD or borrow from a chapter we will act smart
	+ This is a budget only
	+ Travel for international outreach is not being discouraged, Robert S., Rod, and others are still traveling internationally, just not being funded
	+ We have a negative income for the conference (project 70,000)
	+ We are projecting a loss of $198,353.89
	+ We are roughly a $200,000 expense per year society
	+ We are only making around $2000, which explains the loss
	+ We need to be profitable next year or we will have serious problems
	+ This is not the first conference that has done poorly, and we have survived – we must stay focused
	+ Half our income comes from the conference
* Gerry Einarson: Called question for motion to pass budget
* **Budget passed unanimously**
* ACTION: Matt to archive budget spreadsheet

## Conference Management Guide

MOTION: Motion to re-assign conference management guide with a six month timeframe for completion

* We need this done before the next conference so we can hand something off to the next conference chair
* Will be implemented by committee
* Tennessee Valley chapter will do the work
* **Motion passes unanimously**

## Proposed Expense Reductions

* Motion (Robert Schmedake) to Reduce Number of Director Positions
* Currently on the admin site
* Brief summary of changes provided by Robert S. to transfer of key position responsibilities to other positions
* Motion contains a number of discrete changes with specific wording to the OM
* General Discussion:
	+ Steve M: Do current directors that will absorb positions – are they willing to take on the burden
	+ Sean: Why are we doing this
	+ Robert S: Each change has a different benefit – all have reduction in expense
		- Sean: That could be done by simply not funding folks
	+ Robert S: Why did I propose this? There is overlap between positions, there is synergy between positions as follows:
		- Mentoring R & D: Motion came from floor. Created a funded position. Position overlaps with Education and Professional Development
			* Research income unrealistic
			* We don’t do R & D
			* Mentoring valuable but belongs in education and professional development – make it an OVP under Education and Professional Development
		- Director of International Development: Regional VPs have better senses of region specific details better than any one person – has not stemmed the tide on membership lost
			* We have lost members at a higher rate in international area than in general area
			* Emphasis at Regional level may be more effective
		- Chapters / Member services
			* Synergy between those two
			* If the workload is not practical, it may be a bad move
		- Government and Intersociety Service
			* Many already engaged in other societies
			* Not much benefit in funding a position here
			* Position not very effective
			* B11 came out of the position – it has had no benefit
			* We have overspent every year
		- We need to live within our means
		- It was not that long ago that we had four officers and four directors – need to take a hard look at positions and scale back to what we can support
	+ Debbie: Since the office positions won’t come up for vote first, couldn’t we delay the vote until that time?
	+ Bob S:
		- Not part of this motion
		- An amendment is an option
		- We must stop kicking the can down the road
		- I see the reason to retain membership / chapter services
		- On others, they can absorb
	+ Bob Fletcher:
		- Vision for international outreach – from Warren
		- Since then, no one else has had the same world view
		- One view is American with satellite groups
		- Another is a true global group
		- Must recognize jurisdiction of each nation
		- We need to choose approach
		- SSS became ISSS by official vote of EC
		- Determined that we needed someone to focus on it
		- Jim Wiggins had an American view
		- IEEE and INCOSE have their own system safety programs
		- Some groups want their own programs
		- Singapore is not the same type of chapter
		- Gary – very American view
		- *Bob S: We have different perspectives – we must be respectful of these perspectives*
		- Bob F: We have different views and I respect those
		- We as a society must decide what approach we have – others in the world will develop their own views
		- We need to find a way to work with countries (Sweeden) who don’t need to be part of the society
		- How can we truly become international
		- EC does not see the vision
		- We are not on track
		- RVPs have not felt the vision
		- How many people from other countries are here? – No RVPs are here.
		- It’s not realistic to expect RVPs to actually do this
		- This will stalemate the process
		- It does not have to be Bob F – it can be someone else
	+ Bob S – I appreciate your (Bob F.) passion for the job and it is not personal
		- Views of your role vary – we have multiple perspectives
		- There are some areas where effectiveness of approaches has varied
		- Trip to Sweeden – they have no business case to join ISSS – they would make less money by doing so
		- Bob’s vision is probably different from Warren’s
		- Some things we can achieve, some things are much less likely
		- It may be unrealistic for us to expect that Bob F. would have made a difference
	+ Bob F
		- Role was very difficult given budget, resources
	+ Gerry E
		- Encourage group to consider the overall problem
		- Rather than viewing as stepping back, cite that many companies are cutting back
		- Growing the number of positions is not good unless we really need it
	+ Bob S
		- Number of directors has doubled
		- We will vote on these as separate changes
	+ Gerry E
		- Not always expanding is a viable option – circumstances call us to be realistic
		- Bob F. worked with Gabby for stuff in Europe
	+ Alan
		- How many here are working in defense – many
		- How many are doing international things at work – few
		- How many are working cross country – some – maybe 50%
		- Seems like we need someone to coordinate national and internationally to allow us to handle communication / culture issues
		- Need someone to coordinate international chapters – act as an ombudsman to enable understanding of cultural impacts
		- Individual countries will develop their own structure
		- Electrical standards in various places of the world and the hodgepodge of standards has been a problem
		- Society appointee can coordinate and stay in touch to benefit society
	+ Bob S
		- Not eliminating the role – proposing eliminating a director position
		- RVPs need to be a part of the EC – they should step up
		- At a regional level, problem is more manageable
		- A more focused attempt on each region is more effective
		- RVPs currently approach to chapter services
		- President and VP are responsible for making sure directors are effective
	+ Alan
		- Ombudsman can be point of contact that will go up and down to facilitate communication
		- Be a focal point
	+ Debbie
		- Increases workload if the duty is on president
		- Does it hurt society to have a director to do this job?
	+ Sean
		- Don’t have to pay for conference attendance
	+ Bob F
		- Most of you have experience with travel around the world and you like it –you say I don’t need a director to help you
	+ Clif
		- Neutral
		- We talk about being international
		- Don’t understand what it means to be international
		- Does it mean we have chapters in every country – what are the specific goals and objectives
		- We need firm objectives and work towards
		- Objectives are not clear
	+ Bob F
		- Huge accidents around the world – all are preventable – make the world a safer world
		- Need to be integrated as a world wide expertise
	+ Russ
		- We have questions about values, expectations, should or should not be doing
		- We need a very focused strategic plan that addresses shortfalls and how we work as an integrated team to accomplish goals as a society
		- We need a common set of strategic plan that identifies expectations, etc. to ensure we make progress
	+ Bob S
		- Streamlining the organization
	+ Russ
		- We might be cutting off appendages
		- We don’t have a coherent strategic plan
	+ Sean
		- Metrics for what should be accomplished by international director
	+ Debbie
		- You (officers) have the ability to travel internationally
	+ Bob S
		- Not relying on my ability to travel internationally
		- RVPs will be more effective
		- They understand issues and can communicate back to society
		- Not a personal attack – if you are in Canada or the US, you do not understand issues in other countries – we need someone on the ground to address these things – we need to figure out ways to work together
		- Solutions will not come out of St. Louis for problems in other countries – embedded person in the region is a better approach than trying to direct it from elsewhere
		- In order go international we must
	+ Bob F
		- Distributed RVPs will not be effective in developing a unified vision
	+ Saralyn
		- We need goals for position
		- Don’t see specific objectives met
		- Maybe we created a position a little too soon
	+ Gerry
		- Europe vs North America
		- Good friends with Peter Lafkin
		- He appreciated some things we do here
		- Europe is really a different place – they are not exactly merging standards
		- They ask “what’s in it for us”
		- Tried to establish a German chapter, but no one in industry was interested because other societies address the need
	+ Chuck
		- Perhaps we are being premature on this
	+ Don
		- RVPs – where did they come from – I have no interaction with RVPs – North American does not do much – could we eliminate that
	+ Bob S
		- Could do a better job with RVP positions
	+ Don
		- Goal of the society is to advance safety internationally
		- What is our role in the world?
	+ Bob S
		- Wording on the position mandates being outside of the US
		- Many of us work international from the US
		- We should not disqualify members based on where they reside
	+ Gerry
		- There was a lot of concern that many US citizens would not succeed
		- If would be interesting to allow the job description to mutate
		- It should be open to folks in the US
	+ Rod
		- This was a middle position – initial proposal was that the DiD be held by a non-North American
		- Being a bit more flexible and recognizing that getting international sensitivity – drove this wording
	+ Bob S
		- Having international experience
	+ Gerry
		- Canada is not much better than US in terms of being US – North America focused
	+ Sean
		- We are not talking about amending the verbiage of original postion
	+ Bob F
		- Sense of American culture melting pot – Canada perspective preserves historical culture
	+ Doanna
		- When is the term over – two more years
		- Can we just see what happens with the position and see what happens to actual growth
		- Maybe we should flush out and set the objective for the position
		- Is it doing what we need to do?
	+ Pam
		- Could wait one year, but not two because they are elected positions
	+ Alan
		- Has anyone spoken to foreign representatives?
		- Did we ask how can we help your chapter?
	+ Pam
		- Based on rumor – some foreign folks say Bob is helping
	+ Gerry
		- Singapore is the only place with a chapter
	+ Bob S
		- Today is the day to start streamlining
	+ Doanna
		- Why does each position cost so much money – can we get to a tiered format
	+ Bob S
		- We have four chapter presidents here
		- We have 17 chapters
		- Our companies are not funding us right now
		- If we don’t fund EC travel – we’ll get a similar percentage to EC meeting
	+ Clif
		- Could chapters help support travel?
	+ Bob S
		- Realistically, we will not work this out in the meeting
	+ Steve M
		- Could individuals such as Chuck and Steve work together to develop rationalized options for individual motions
	+ Bob S
		- I think you would come up with a reasonable approach
		- Not sure how to handle international director position alternatives
	+ Gerry and Melissa will work together to rethink relevant positions
	+ Bob S accepts Chuck and Steve working together, and accepts Gerry and Melissa working together – does not accept Bob F making no change
	+ Doanna
		- Offered to work with Bob and Sean to develop solutions and identify another way to look at things
	+ Debbie
		- Give me a chance to make headway on the position
		- Premature to make a decision
	+ Bob S
		- I understand that point
		- Bob and Debbie will work together to update proposal
		- We don’t need a decision right now – we can work it for a while
		- We need a reduction in recurring expenses
		- This organization needs to cut recurring costs - $2,500 per year per funded position
		- If we don’t make money in conference, we need other places to cut
		- We all need time to work out these things
		- Time table: Status at September telecom
			* Talk about a vote in October
			* See a voting cycle after October meeting
		- Has been an effective EC (admittedly biased)
		- Have dug into issues because folks have brought forward things
	+ Bob F
		- There’s no reason that we can’t make $200,000 next year at the conference
	+ Bob S
		- Let’s be realistic
		- Economic environment is not making this easy
	+ Alan
		- First EC – first time here
		- Everyone is passionate
		- Bob S has done a good job of keeping things on track
	+ Bob S
		- Thank you
		- **Motion is tabled**

## Operating Manual Update

* Saralyn has identified changes to the OM
* They were discussed last year
* Everyone should be looking at the OM
* Matt will update OM
* Minutes from meeting available within 30 days – will evote to correct observations

## Member Upgrades

Russell Mitchell

* These are candidates for upgrade to Fellow
* They make continual contributions
* Served in many positions
* Requirement for is 35 points beyond what they had as senior member
* Both candidates have invested massive amounts of time for the society in countless ways over time

Fellow upgrade requires (OM 3.3.1.3):

* Concurrence of the Educational Committee
* Concurrence of the Professional Development Committee
* Concurrence of the Membership Committee
* Completed Membership Reclassification Form
* Majority vote of the Executive Council

### Robert Schmedake

#### Motion

To: Executive Council, International System Safety Society

From: Russell Mitchell, C. S. P., OVP Professional Development

Subj: Submission of Member Upgrade Application for Executive Council Consideration

The Professional Development Committee, with concurrence from the Membership Committee, has carefully reviewed the subject application for membership upgrade to Fellow Member. Mr. Robert Schmedake far exceeds the standards established for upgrade and the Professional Development Committee concurs with his request. A synopsis of his application is attached for your review and consideration, as are the recommendation letters collected by the committee.

Mr. Schmedake has served the Society and the profession tirelessly and continuously in many ways. Among his accomplishments, Bob has served the Virtual Chapter, the G-48 Committee, and several other special government teams and has risen to the top within his company, The Boeing Company, as a technical fellow. His papers include Best paper awards from Conference. He now serves us as President. His application identifies and I have concurred with no less than 156 points. This is twice the expected number of points and this upgrade is too long in coming. Attached you will find recommendations from Mr. David West, Dr. Rodney Simmons, and Mr. Steven Mattern, all Fellow members in good standing. I urge you to consider this recommendation as it stands with full merit as a qualified representation of Mr. Schmedake’s qualifications, body of work, and depth of service to the Society and to the practice of system safety.

With Regards,

Russ

Russell J. Mitchell, C.S.P.

OVP Professional Development

The International System Safety Society

Motion seconded by Steve Mattern

**Vote: Motion passed unanimously**

### Don Swallom

#### Motion

To: Executive Council, International System Safety Society

From: Russell Mitchell, C. S. P., OVP Professional Development

Subj: Submission of Member Upgrade Application for Executive Council Consideration

The Professional Development Committee, with concurrence from the Membership Committee, has carefully reviewed the subject application for membership upgrade to Fellow Member. Mr. Don Swallom exceeds the standards established for upgrade and the Professional Development Committee concurs with his request. A synopsis of his Senior application is attached for your review and consideration. Don’s Fellow application in hard copy will also be available for review if requested. Hard copies of the recommendations from John Livingston, David West, and Steven Mattern will be available for review during the motion’s consideration.

There are many considerations in reviewing candidates for upgrade but the single stipulation for Fellow members is that they must present evidence that they have 35 or more points in the area of Contributing Achievements beyond those used to qualify for senior member.

Occasionally, the committee reconsiders the point scoring made for senior members applying for Fellow because the senior members frequently have extra points as well as contributing achievements. In these cases, the Contributing Achievements points are isolated and the Senior application recalculated to ensure that the other points they have recorded when becoming senior members exceed the required 35 points so that as Fellow applicants the Contributing Achievements they did not need to use for senior upgrade are then available for Fellow upgrade. For example, as a senior member applicant, Don secured as many as 129 points where only 35 are required. 11.9 of these points were in Contributing Achievements. For other candidates, we have regularly considered that the points in Contribution Achievements were not “needed” to qualify them for senior and these points are then brought to bear upon their Fellow requirements. In Don’s case, he has earned, in addition to continuing to collect points in Experience and Professional Achievements, an additional 38 points in Contributing Achievements. To do this in the 5 years since his senior upgrade, Don has had to demonstrate continuous involvement in Society offices and assignments since his upgrade. This dedication is exactly the quality reflected in a Fellow of the Society. Don has met the criteria for Contributing Achievement in a superlative way, without any need to consider the 11.9 points of Contributing Achievements he had performed before he was a senior member. In total, as a fellow applicant, Don stands with over 205 points, nearly 3 times the points required.

Don’s service the Society and to the profession are meritorious and numerous, literally continuous, and reflect the qualities we would expect of a fellow of the society. I urge you to consider this recommendation as it stands with full merit as a qualified representation of Mr. Swallom’s qualifications, body of work, and depth of service to the Society and to the practice of system safety.

With Regards,

Russ

Russell J. Mitchell, C.S.P.

OVP Professional Development

The International System Safety Society

Second: Saralyn Dwyer

**Vote: Motion passes unanimously**

## Discussion

* Should publish list of fellows
* Use of badges to identify fellows in conferences

## Closing Discussion

* No topic off limits
* Anything can be discussed in discussion area
* Travel expenses – we cannot eliminate for officers and directors
	+ Would be like the G-48
* Clif: New members are a big part of the economic equation
	+ Need to focus on a membership drive
* Bob S
	+ Will leave it to director to develop a plan
* Steve
	+ Singapore chapter asked for proposal for him to teach a course
	+ They took Steve’s proposal for cost and added to it, and made money
* Bob S
	+ Tomorrow is general meeting
	+ We have a historian – we’ll meet Rex tonight
	+ Rex will talk tomorrow
	+ We’ll have a keynote
	+ Will talk budget
	+ Directors are not talking in general meeting
	+ Obliged to hold a GM
	+ Need to have directors talk next year
	+ Will introduce officers, directors, chapter presidents, appointed positions, and Cathy
	+ Appreciate time and keeping it professional
	+ One slide from all directors to Bob S
* Matt Johnson moved to adjourn
* Saralyn Dwyer seconded
* So moved

Planned Agenda

|  |  |  |  |
| --- | --- | --- | --- |
| **Saturday** |   |   |   |
| **Time** | **Topic** | **Owner** | **Duration** |
| 12:00:00 PM | Lunch Provided | All | 1:00:00 |
| 1:00:00 PM | Call to Order | Schmedake | 0:00:00 |
| 1:00:00 PM | Establish Quorum | Johnson | 0:05:00 |
| 1:05:00 PM | Establish Proxies | Johnson | 0:05:00 |
| 1:10:00 PM | Approval of the Minutes (July Telecon) | Johnson | 0:05:00 |
| 1:15:00 PM | Officer Reports |   | 0:00:00 |
| 1:15:00 PM | President's Report | Schmedake | 0:30:00 |
| 1:45:00 PM | Executive Vice President's Report | Simmons | 0:30:00 |
| 2:15:00 PM | Past President's Report | Schmedake for Braman | 0:05:00 |
| 2:20:00 PM | Break |   | 0:15:00 |
| 2:35:00 PM | Treasurer's Report | Kniess | 0:30:00 |
| 3:05:00 PM | Executive Secretary's Report | Johnson | 0:30:00 |
| 3:35:00 PM | Director Reports |   | 0:00:00 |
| 3:35:00 PM | Education and Professional Development | Muniak | 0:30:00 |
| 4:05:00 PM | Chapter Services | Einarsson | 0:30:00 |
| 4:35:00 PM | Conferences | Pfledderer | 0:30:00 |
| 5:05:00 PM | Break |   | 0:15:00 |
| 5:20:00 PM | Boston Conference Report | Alte | 0:10:00 |
| 5:30:00 PM | St Louis Conference Report | Kniess | 0:10:00 |
| 5:40:00 PM | China Regional Conference Report | Liu Zhuo Jun | 0:10:00 |
| 5:50:00 PM | Publicity and Media | Dwyer | 0:30:00 |
| 6:20:00 PM | Journal Cost Options | Ericson | 0:10:00 |
| 6:30:00 PM | International Development | Fletcher | 0:30:00 |
| 7:00:00 PM | Mentoring, Research & Development | Mattern | 0:30:00 |
| 7:30:00 PM | Adjourn for Day |   |   |
| **Sunday** |   |   |   |
| 8:00:00 AM | Member Services | Emery | 0:30:00 |
| 8:30:00 AM | Government and Intersociety | Hale | 0:30:00 |
| 9:00:00 AM | Chapter Reports |   | 0:00:00 |
| 9:00:00 AM | Australia | Becht | 0:10:00 |
| 9:10:00 AM | Bay Area | Murray | 0:10:00 |
| 9:20:00 AM | Canada | Hill | 0:10:00 |
| 9:30:00 AM | Central California | Brenna | 0:10:00 |
| 9:40:00 AM | Georgia | Gooch | 0:10:00 |
| 9:50:00 AM | Houston | Robins | 0:10:00 |
| 10:00:00 AM | New Mexico | Harwood | 0:10:00 |
| 10:10:00 AM | Northeast | Beecher | 0:10:00 |
| 10:20:00 AM | North Texas | Rinaldo | 0:10:00 |
| 10:30:00 AM | Break |   | 0:15:00 |
| 10:45:00 AM | Saguaro | Boysun | 0:10:00 |
| 10:55:00 AM | Sierra High Desert | Bannister | 0:10:00 |
| 11:05:00 AM | Singapore | Ten Lin Mei | 0:10:00 |
| 11:15:00 AM | Southern California | McDougal | 0:10:00 |
| 11:25:00 AM | Tennessee Valley | Swallom | 0:10:00 |
| 11:35:00 AM | Twin Cities | Blake | 0:10:00 |
| 11:45:00 AM | Virtual | Weissgerber | 0:10:00 |
| 11:55:00 AM | Washington DC | Peters | 0:10:00 |
| 12:05:00 PM | Lunch  |   | 1:00:00 |
| 1:05:00 PM | Old Business |   |   |
| 1:05:00 PM | Action Item Review | Schmedake | 0:55:00 |
| 2:00:00 PM | Audit of Society and Chapter Books Revisited | Schmedake | 0:30:00 |
| 2:30:00 PM | Other Old Business (Placeholder) | TBD | 0:30:00 |
| 3:00:00 PM | New Business |   |   |
| 3:00:00 PM | Budget SY 2013-2014 | Schmedake/Simmons/Kniess | 1:00:00 |
| 4:00:00 PM | Break |   | 0:15:00 |
| 4:15:00 PM | Proposed Expense Reductions | Schmedake/Simmons/Kniess | 1:00:00 |
| 5:15:00 PM | Operating Manual Update | Schmedake | 1:00:00 |
| 6:15:00 PM | Adjourn Executive Council |   |   |
| 7:00:00 PM | Executive Council Dinner | All | 2:00:00 |

Proxy Assignments

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **EC Member** | **Position** | **Proxy** | **Date** | **Proxy Form Filed** |
| Derek Robins | Houston Chapter President | Russell Mitchell | August 10 – 11, 2013 | Yes |
| Gary D. Braman | Past President | Robert A. Schmedake | August 10 – 11, 2013 | Yes |
| Kathleen Brenna | Central California Chapter President | Steven Mattern | August 10 – 11, 2013 | Yes |
| Frank Rinaldo | North Texas Chapter President | Jerry Banister (Jerry was absent and no alternate proxy was completed in time. No proxy for Frank.) | August 10 – 11, 2013 | No (Form submitted with Jerry as proxy – not valid in Jerry’s absence.) |
| William (Bill) Harwood | New Mexico Chapter President | Joe Volza | August 10 – 18, 2013 | Yes |
| Odell Ferrell | Georgia Chapter President | Saralyn Dwyer | August 10 – 11, 2013 | Yes |
| Jerry Banister | Sierra High Dessert Chapter President | Russell Mitchell | August 10 – 11, 2013 | Yes |
|  |  |  |  |  |

Action Items

Parking Lot

* PARKING LOT: Regional conferences, what is the appropriate thing
	+ Should society get portion / fee
* Develop into action item: How large is Australian ISSS chapter? What is the benefit of this chapter and other international chapters? How do we engage them so they become a part of the society? Regional conferences.
* Members of the EC should identify how what their role is in the “Battle Rhythm” (Not officially flagged as an action / parking lot item in the scope of the meeting – added by secretary based on context in the meeting.)
* Bob S. and Matt will take a look at the OM to see what needs to change
	+ Administrative changes will be pursued
	+ Will adjust OM to have it reflect current practice

New Action Items

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Number | Description | Assignee | Status | Due Date | Notes |
| EC-2013-3 | Pursue federal certification for next year’s conference  | Lynece Pflederer |   |   |   |
| EC-2013-4 | Setup meeting to discuss / understand our financial arrangement with Job Target | Saralyn Dwyer |   |   |   |
| EC-2013-5 | Notify key members about publicity flyer | Saralyn Dwyer |   |   |   |
| EC-2013-6 | Send out documentation we have for each chapter to specific chapters – put it on the web – Send e-mail to chapter presidents to review chapter documentation on web and respond to Gerry with status and any updates.* Post on web site
* Send e-mail
* Follow up
* Close in monthly telecon
 | Gerry Einarson |   |   |   |
| EC-2013-7 | Archive spreadsheet containing the budget for 2013 – 2013 | Matt Johnson / Bob Schmedake |   |   |   |
| EC-2013-8 | What is “Bank Service Charges, Bank Fees, and Band Card Use”? | Cathy Carter  |   |   |   |
| EC-2013-9 |   |   |   |   |   |
| EC-2013-10 |   |   |   |   |   |
| EC-2013-11 |   |   |   |   |   |
| EC-2013-12 |   |   |   |   |   |
| EC-2013-13 |   |   |   |   |   |
| EC-2013-14 |   |   |   |   |   |
| EC-2013-15 |   |   |   |   |   |
| EC-2013-16 |   |   |   |   |   |
| EC-2013-17 |   |   |   |   |   |
| EC-2013-18 |   |   |   |   |   |
| EC-2013-19 |   |   |   |   |   |
| EC-2013-20 |   |   |   |   |   |
| EC-2013-21 |   |   |   |   |   |
| EC-2013-22 |   |   |   |   |   |
| EC-2013-23 |   |   |   |   |   |
| EC-2013-24 |   |   |   |   |   |
| EC-2013-25 |   |   |   |   |   |
| EC-2013-26 |   |   |   |   |   |
| EC-2013-27 |   |   |   |   |   |
| EC-2013-28 |   |   |   |   |   |
| EC-2013-29 |   |   |   |   |   |
| EC-2013-30 |   |   |   |   |   |
| EC-2013-31 |   |   |   |   |   |

Old Action Items

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| ***Action Item No.*** | **SUBJECT** | **Assigned To** | **STATUS** | **Due Date** | **Update**  |
| 2011-1 | Review Chapter management guidebook to determine if it is redundant with the OM.   | G. Einarsson | CLOSED in August 2013 EC Meeting | ~~29-Apr-12~~ | **29 Oct 2011** - Gerry Einarsson will start looking at guidebook as part of the OM and will accept any input.   |
|   |   |   |   | 30-Jun-12 | The document was reviewed and determined that it was still relevant as guidance material, whereas the OM would contain more prescriptive information. A committee has been proposed, and an EO is being discussed with them before being issued for signature and EC approval. |
|   |   |   |   |   | **04 Aug 2012** -  In Progress.  Completion date now planned is 6/30/13 |
| 2011-3 | Develop a plan for chapters with respect to bylaws and charter. | G. Einarsson | OPEN | ~~29-Apr-12~~ | **29 Oct 2011** - Gerry Einarsson developing standard charter and by-laws template and will email to EC for review in 01/2012.04 |
|   |   |   |   | 30-Nov-12 | **Aug 2012** -  Quite a few are missing from the national archives and many need more work.  Modify due date to 11/30/12 |
| 2011-4 | Get with Cathy Carter to determine which parts of the executive secretary job description are performed by Cathy. | J. Davis (M. Johnson) | CLOSED in August 2013 EC Meeting | ~~29-Apr-12~~ | **29 Oct 2011** – J. Davis has not yet talked to Cathy and will do so in the near future.  |
|   |   |   |   | 30-Dec-12 | **Aug 2012** - Expect to complete this by 12/30/12. |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Number | Description | Assignee | Status | Due Date | Notes |
| EC-2013-1 | Send template out for annual report | Schmedake | Open |   |   |
| EC-2013-2 | Research journal cost and publication alternatives | Dwyer | Open |   |   |

Conference Planning Notes (From Lessons Learned Meeting Friday Morning August 16, 8:00 AM to 10:00 AM)

* Bob S.’s wife could help with the offsite
* We need a publicity chair
* Wolfgang Puck held us hostage for dinner on the offsite
	+ We had no options other than what they presented
	+ It may pay to see if we can split the catering and the offsite location
	+ The year’s arrangement cost us a lot of money
	+ Last year was also Wolfgang Puck was not impressive
	+ This year was better, but …
	+ Carol (Bob’s wife) may be able to help with this
* Can we determine from the membership whether they will attend the offsite
* iPlanit can create a radio button to see if folks plan to attend the offsite event
	+ Folks may not have known that the offsite was included in their registration
	+ Could ask how many guests will attend the offsite in registration
	+ Needed exact count for bus and catering
	+ We told WGP 225 and we ended up with 144 (head count from bus – some folks did not take bus)
	+ One bus coming back was very empty
* There is no incentive to register early – door registration needs to be more expensive
* We need a draft schedule posted earlier on the web page
* At other conventions, the offsite event has been a separate costs
* If we keep the price the same, we need to include the offsite because the bar has been set
* We could provide folks with a ticket for the offsite when they check in to the conference and ask them to give it back if they do not attend to use it
* Could use a badge with perforated tickets for offsite event
* Other conferences have a panel table where authors could sit – need to enforce time limits on talks
* With tutorials, we need to strictly manage time usage – have folks announce break time, lunch time, etc.
* Have an earlier break
* In a three paper session, could have one paper, a break, then two papers
* Some speakers adjusted time to work within time slot available
* Session chairs need to be able to cut off disruptive audience members
* Need a card (for session chair) with rules for session
	+ Some questions are ok, disruptions are not ok
* Discuss at morning breakfast – part of your job is to make sure session goes smoothly
* Pam liked the post card that went to session chairs
* We recognize papers with a best paper award, but we don’t give recognition to best tutorial – we had a lot of tutorials – 18 paper sessions and 19 tutorials / workshops
	+ Difficult to judge tutorials because there is nothing submitted
	+ A vote to decide this won’t work
	+ Having them all recognized at lunch would be nice
* We got 52 papers
* How much does confax costs?
	+ It’s not very user friendly
	+ It does capture the paper
	+ We ended up managing things by e-mail
	+ They will send out e-mails if you want them to
	+ Confax also does registration
* Does iPlanit support paper submission?
* We should have someone revisit iPlanit services to see if there are still weaknesses
* We submit a list of topics to authors, but authors can submit whatever they want
* Post card went to all members – in PR communications folder
* Call for papers went out in various places – Curt Lewis
* ASSE will run add for us
* Should run add in RAMS
* How did booths go?
	+ Sponsors did not feel setup was adequate to get foot traffic
	+ The room we used was no ideal
	+ It was necessary for costs
* We should have a game (bingo card for a drawing) where you have to go to each sponsor to get a stamp
	+ We might need to do damage control with sponsors – some did not get funding to ship booths
	+ Could run sponsor logos for free in the journal
	+ Could send sponsors a survey, could identify
* Look at posting sponsor levels on web page so sponsors get credit for their contribution
* Some past sponsors were not contacted, so they did not show up – we may have missed some
* Hold sponsor / exhibitor luncheon earlier – ran out of hot food at the reception – timing issue
* Lengthened the breaks from 30 minutes to an hour
* Thursday afternoon break was late on attendance – went to waste because folks left conference
* Set Thursday attendance for 25% after the awards luncheon
* Monday and Friday speaker breakfasts were way over stocked
* The hotel provided adequate support…. Not sure how the negotiation actually happened behind the scenes
* Open registration earlier or start technical program later
* We should encourage people to attend the general session
* Business of the society is boring, but not having directors speak respects time of membership
* Concerns about the quality of the technical programs
* We accepted every abstract
* If we turn down a paper, that individual will not be able to come
* We could do poster sessions where authors stand next to posters – could be in conjunction with exhibitors
	+ Must make the exhibits prominent if we do this
* Could do a peer review option to attract higher quality, but keep other tracks available to give others an opportunity as well
* We could print certificates to give best paper awards
	+ Would need frames
* Costs of best paper award was $53.75
* Acknowledgements – who should we pick
	+ Vinny was cool, Melanie
* What could we do different when dealing with hotel
	+ Let hotel know that we are not professional meeting planners – ask how we can operate to make the best of things and work most efficiently
* Audio Visual cost were ridiculous – original was $28,000 – got it down to $20,000
* We need actuals as well as the budget to build a budget for next year
	+ Could utilize budgets from the previous conferences as well
* Next conference
	+ Looked at contract for next year
	+ Problem with hotel not being there
	+ Hotel there does not meet our needs, but it’s a blighted area
	+ Called around – Hyatt could handle volume – we might pick a week later
* Discussion regarding hard copies of contracts – we have signed contracts for all four years
* Need to publicize dates / location for next year
* We did not get the tax exempt rate in Massachusetts because you have to apply separately and we did not know about it until it was too late to apply for tax exempt
* 20% service fee went to hotel … (for food?)
* Updated contract will go to evote on EC