

**2013 PCIC Safety Subcommittee
Unapproved Meeting Minutes
September 24, 2013**

1. Welcome
 - Paul Sullivan (Chair) called the meeting to order at 3:45pm. Ed Larsen (Vice Chair) distributed paper review forms. Ilan Balasubramanian (Secretary) gave roster instructions.
2. Safety Subcommittee Officers
 - Shahid Jamil was introduced to the group as the incoming Secretary.
 - After this conference Ed Larsen will become the Chair and Ilan Balasubramanian will become the Vice Chair

3. Safety Subcommittee Membership Update

Total members present	60
Total new members present	54
Grand total present	114 (head count: 117)
Total drops	20
Total membership	230
Member paper reviewers	28
New member paper reviewers	21
Grand total paper reviewers	49

4. PCIC Safety Excellence Award
 - Paul Sullivan gave the PCIC Safety Excellence Award to Mike Doherty for his achievements at this PCIC conference. Mike briefly spoke thanking everyone.
 - Any PCIC participant who has not been awarded this excellence award can be nominated for consideration. Ed Larsen will later email the nomination form to the safety subcommittee members and it is due on November 2nd. The safety sub-committee officers will evaluate the nominations and will send the recommendation to the PCIC Executive Committee members. The award will be finalized during PCIC Executive Committee winter meeting.
5. Reference Websites will be posted at IEEE Safety sub-committee web page.
6. Outstanding Technical Contribution Award
 - Ed Larsen will send nomination form via email to the safety subcommittee members and the nomination forms are due back on November 11, 2013.
7. Ray Crow was recognized for his last year's prize paper winning award.
8. 2012 Subcommittee Meeting Minutes were approved and will be posted at the IEEE safety sub-committee web page.
9. 2014 Safety SC Paper Proposals
 - There was one carry over paper from last year. Paul led review of abstracts of potential papers for next year and asked whether anyone wanted to submit abstracts. One attendee chose to submit directly to the committee. In total, fourteen abstracts were evaluated by the Safety Sub-Committee members at the meeting. Either an author or an author's rep made brief verbal presentations for each of the abstracts submitted. Seven abstracts (6 + 1 carry over) will be selected for next year's conference.
10. Special Presentation – Lanny Floyd
 - A copy of the presentation will be posted at the IEEE Safety Sub-committee web page.

11. Adjourn

Respectfully submitted,

Shahid Jamil

Secretary

October 17, 2013.