

San Francisco PES ADCOM Meeting

Minutes

September 24th, 2008

At the Offices of PG&E
245 Market St., Room 1401
San Francisco, CA

ADCOM Attendees

Julian Ajello	Shirin Tabatabai
Davis Erwin	Sudhir Virmani
Jon Eric Thalman	Mike Sherwood
Shirley Taylor	Chuck Magee
Anupama Pandey	Jon Joven

Shirin called the meeting to order at 12:05 PM. The previous meeting minutes were approved.

Treasurers Report - Wachovia Account Balance: **\$XX**
- Washington Mutual Account Balance: \$1.00 (Shirin will write a check to Jon Eric to close this account)

Davis to send an email to Ray Holstead to request for rebates for Banquet and Ballpark event.

Business and Action Item Updates

- ***Section Congress Update(Shirin):***
 - Shirin attended the section congress meeting. Shirin has a copy of the presentations on a memory stick for those interested in getting more details
 - Shirin applied for Debit card for use in ordering lunch, etc.
 - Section congress for 2011 will be held in San Francisco
- ***Update on SFPES Website Maintenance (Chuck):***
 - The PES website is up-to-date.
 - There is a note on the website about accidental drop out of subscribers email to encourage viewers to re-register.
 - Shirin to check with Bob Stuart regarding whether we could upload his presentation on the website.
 - Section congress has a lot of tutorial in maintenance of website. Shirin to bring it in the next meeting.
 - Smart FTP software, which Chuck uses for website maintenance is not free anymore. Chuck will submit an expense report for reimbursement.
- ***Future Technical Presentations (All)***
 - Outstanding engineer award to Dr. Edris and his presentation to be organized at the end of October.
 - Roger Treinen's presentation on CRR to be organized in November.

- **Short course – Smart Grid (Jon Eric/John Jovin)**
 - The following speakers have agreed for the short course:
 - Terry Mohn -SDG&E
 - Mike Gravely - CEC
 - Joe Hughes - EPRI
 - Mary Ann Piette - Lawrence Laboratory
 - Jon Eric is communicating with other potential speakers
 - Jon Eric to work on getting the flyer ready for circulation
 - Chuck to post the event's short description on PES website with Julian Ajello as the contact person for RSVP.
 - Chuck to check the availability of CPUC conference rooms. PG&E's conference rooms are not available for that day.
 - Early bird cost for short course could be \$100 for IEEE members and \$ 150 for non-members.
 - Presentations on a memory stick and a notepad for taking notes could be an option for distributing short course materials.
 - Shirin will help with ordering the food

- **Speaker gift**
 - Bob Stuart's pen is getting ready. It will have a PES logo on it.
 - For future technical presentations the following are options for speakers presents:
 - Laser pointers
 - Memory sticks (Jon Eric to check the options and prices)
 - Back pack/Duffle bag
 - Engraved plaque
 - IEEE Clocks
 - Shirts for ADCOM members and speakers
 - Business card holders
 - Shirin will bring some IEEE gifts to be used in technical presentation Raffles
 - Anu to compile gift options based on inputs for everyone

- **Gold & Student activities**
 - None
- **Holiday Luncheon**
 - First week of December as a possible option for holiday lunch

- **Others**
 - Shirin suggested that we start a membership drive. Every one to signup at least one new IEEE member.
 - Shirin has ordered an IEEE banner that could be used in our technical meetings.
 - Sandra has 2009 IEEE membership forms
 - IEEE has awarded CPUC with Platinum award. Will be presented this month
 - There is a TISP presentation in San Francisco in October. Admission is free.

Action Items

- 1.) Davis to send an email to Ray Holstead for reimbursement;
- 2.) Shirin to check with Bob Stuart regarding whether we could upload his presentation on the website;

- 3.) Jon Eric to finalize the short course speakers and flyer;
- 4.) Chuck to check the availability of room for short course;
- 5.) Speaker gifts list – Anu to compile based on inputs from everyone;
- 6.) Jon Eric/Anu to work on technical presentation for October;
- 7.) Anu to finalize the date for CRR presentation with Roger;
- 8.) Next Meeting on Wednesday, October 22nd.

Meeting Adjourned at 1:30pm

Respectfully Submitted by:
Anupama Pandey