

# San Francisco PES ADCOM Meeting

## *Minutes*

**January 15, 2009**

At the Offices of PG&E  
245 Market Street, Room 1402  
San Francisco, CA

### ADCOM Attendees

Shirin Tabatabai	Ronald Vance	Frank Oppong
Davis Erwin	Mike Sherwood	Gurshawn Dhillon
Anupama Pandey	Randhir Singh	Lubaba Islam
John Joven	Dan Sparks	

Shirin called meeting to order at 12:07 PM. The November 2008 meeting minutes were approved.

### **Treasurers Report:**

Concentration: \$8269.73\*

PayPal: \$0.00

- \$3623.60 was transferred from PayPal to Concentration account.
- Shirin will fill out L-31 for previous Holiday Lunch at Boulevard.
- Shirin to verify WAMU account is closed as of December 9, 2008.

\*Balance does not include \$950 for 2007 High Performance Award received Jan 2, 2009.

### **Business and Action Item Updates**

- **2009 Officer Elections (Shirin):**
  - The PES ballots will be posted on the website
  - End of election is January 31st
- **Officer Training, Saturday Jan 17th (Dan):**
  - Date of training has been postponed to the **24<sup>th</sup> of January**
  - Location: Michaels golf clubhouse, Mountain View
  - Use online registration page to register for the event
  - Any IEEE member can attend, and non-members are welcome
  - Dan to send the online registration link
- **Recap of 2008 Activities and Lessons Learned for 2009 (All):**
  - Plan in advance for Summer Banquet
  - High performing chapter award for more technical meetings
  - Plan to send out Short Course flyers earlier (E-grid announcement)

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- Improve distribution lists
- Shirin asks attendees to brainstorm new topics for technical meetings
- Previous topics on renewable energy has been popular
- Ronald recommends a Mission Substation tour
- Possible technical meeting at Mission Substation (Substation Advancement topic)
- **Website Update/Discussion (Chuck):**
  - Shirin will have the update from Chuck at a later date
- **EXCOM Update (Dan):**
  - Mike Butler is the new EXCOM Chair
  - First meeting: 1<sup>st</sup> Tuesday of February
- **Technical Presentations (All):**
  - Discussed potential speakers for February
  - Craig Campbell, and Neil Young are potential speakers
  - Discussed a Mission Substation tour in February
  - Ronald might be able to host the tour, Feb. 25<sup>th</sup>
  - Davis will work with Ron to prepare a flyer for the event
- **Speaker Gifts for Past Speakers and Short Course Instructors (ALL):**
  - Not all speakers from technical meetings received a gift
  - Roger Trenien, CPUC speakers, and Short Course speakers need gifts
  - Shirin would like to have contact info for speakers in advance
  - Mike S. to get contact information from Jon Eric
  - Dan will be ordering USB gifts
  - Shirin will order T-shirts for ADCOM
- **GOLD & Student Activities for 2009 (Frank):**
  - Frank has been elected Vice Chair for GOLD
  - Event on Feb. 5<sup>th</sup> at the Holding Room in Embarcadero
  - Frank may make a flyer for the event
- **Holiday Appreciation Lunch (Shirin):**
  - Lunch turned out to be great, with a good turnout of members/volunteers
- **Update List of Topics for Technical Presentations (All):**
  - Add topic for a Gateway Generation Tour (March)

#### **Action Items**

- 1.) Shirin will fill out L-31 for previous Holiday Lunch at Boulevard;
- 2.) Shirin to verify WAMU account is closed as of December 9, 2008;
- 3.) Dan will send out online registration link for IEEE Training in Mountain View;
- 4.) Davis to work with Ronald on flyer for Mission Substation Tour (Feb);
- 5.) Dan to order USB gifts;
- 6.) Shirin ordering T-Shirts for ADCOM;

Next ADCOM meeting Wednesday, February 11th

Meeting Adjourned at 1:04 PM.

*Respectfully Submitted by:*  
John Joven