

## IEEE ADCOM Meeting Minutes for January 30, 2014

Subject	IEEE PES SF January 2014 AdCom Meeting
Date and Location	Thursday, January 30, 2014 12:00 PM - 1:00 PM, Room 7535 (CPUC East/Energy Div)
Attendees	<ol style="list-style-type: none"><li>1. Al-Mukdad, Wendy;</li><li>2. Magee, Charles H.;</li><li>3. Mee, Charles;</li><li>4. Dichoso, Kelly F;</li><li>5. Ely, Sean;</li><li>6. Art Maldonado (<a href="mailto:art@amtechnologygroup.com">art@amtechnologygroup.com</a>);</li><li>7. Frances Bell</li></ol>

**Summary:** First ADCOM meeting of the year, introduction to new officers and roles. Proposed the next 4 technical presentations.

### Action Items:

1. Kelly
  - a. 1099 (Follow up with Section Treasurer)
  - b. Proposed flyer format: Add officers' names
  - c. 3 year summary of expenses
2. Art
  - a. provide template for flyers

### Agenda:

1. Welcome; Heartfelt Thanks to Outgoing Officers; and Introduction of New Officers [Wendy/Officers]

New 2014 Officers: Wendy al-Mukdad – Chair; Kelly Dichoso – Vice Chair; Charles Mee –Treasurer; and Sean Ely – Secretary. (How many members voted? [Chuck Magee])

Outgoing 2013 Officers: Anupama Pandey – Chair; Art Maldonado – Vice Chair; Kelly Dichoso – Treasurer; and Charles Mee – Secretary.
2. Welcome & Introduction of Other AdCom Members [Wendy/Others]
3. Agenda Adoption with any Requested & Agreed Upon Modifications [All]
4. Treasurer's Report [Charles Mee-Current Treasurer & Kelly Dichoso-Outgoing Treasurer]

5. Status of logistics of transferring officer responsibilities, especially treasurer & L-50 filing [Wendy/Officers]
6. Brief from Jan 21st SF Section Executive Committee meeting [Wendy]
7. Brief and highlights from Jan 25th IEEE Officer's Training [Wendy/Charles]
8. Status of Planning for Lunchtime Technical Meetings [Wendy/All]  
Feb 28th Reactive Power, March Energy Storage (Frances Bell), April ??, June???)
9. Discussion & vote re: Catering from Old Jerusalem and charging \$5 IEEE members/\$10 non-members [All]
10. Status of Planning for May workshop on "Protection & Control" [Wendy/All] (Should we keep it broad or focus on distribution or other area? Also, should we donate half proceeds to IEEE PES Scholarship Plus Initiative?)
11. IEEE PES Scholarship Plus Initiative – Update & Region 6 San Jose Meeting Feb 1st Planned Briefing [Wendy]
12. Discuss Ideal AdCom Meeting Dates & Locations & Vote on Feb Date/Location [All/Officers]
13. Future coordination and possible joint meetings with SF IAS and/or OEB PES [Wendy/All]
14. Round Table [All]
15. Adjourn

**Notes:**

- Introductions
- Treasurers report (Kelly)
  - Feb 15 deadline to file report
  - January 24, deadline for 1099 (Kelly to follow up with Section Treasurer)
    - IRS driven deadline
- Secretary Duty
  - L30 – July is the half year deadline
    - ADCOM meetings are optional for L30
- Art to provide template for flyers
  - Idea: Add all officers names to the flyer
- Vice Chair (Kelly) to introduce the speakers at technical presentations
- SF University has got their student IEEE chapter going
  - Looking for speakers (Wendy and Charles have volunteered)

- UC Berkeley is also looking for speakers
  - Action: add student organizations to distribution list
- There is a projector for the section
- Feb 16, Mike is working with the Exploratorium, there is already one IEEE exhibit
  - Looking for PEs
  - Existing Project: Electron beam (<\$1k to build)
- Officer Training: Wendy, Charles, Kelly
  - Good feedback from attendees
- Friday February 28, finalized the next technical meeting
  - Catered by Old Jerusalem Restaurant
  - Same date as IES one day workshop
    - Lesson: Use vtools to check calendar
- STEM
  - Battery company (Solar city business model)
  - Frances asked if they were interested in presenting – Yes
  - Data Analytics – Battery Storage – Interesting Business Model
  - Technical presentation
  - Option to tour STEM in Milbrae
  - Preferred: lunchtime in March
- Potential presentations
  - Solar City combined with Batteries
  - Inverter technology (Charles mentioned contact: David)
- Proposed Presentations
  - March - STEM
  - April – Solar City
  - May - Protection and Control – 1 day short course
  - June – Inverter Technology
- Treasury
  - Recommended to keep 3 years of funds in account
  - Started year with \$7k, ended year with \$6,300 (net)
  - What is our average yearly spending?
  - Balance has typically been around \$6k or \$7k
  - Banquets decrease funds (heavily subsidized)
  - Workshops increase funds
  - Last big banquet spent 900, received 500, net -400
- Kelly – Follow up (3 year summary of expenses)
- Vote:
  - Continue food choice: Old Jerusalem Restaurant (March and April)
  - Y: 3, N: 0
  - Different price for non-IEEE members

- Students Free (Add to next meeting invite)
- SEL Protection Engineers for workshop
  - Idea: Contribute to scholarship (as well as section)
  - Difficult to donate more than \$5k
  - E-grid will provide free announcements up to \$75-80
  - Propose \$150
  - IEEE PES Scholarship Plus Initiative