

Subject	IEEE PES AdCom
Date and Location	Wednesday, April 30, 2014 12:00 PM - 1:30 PM, CPUC 505 Van Ness Ave Room 3204 or (866) 830 4003 Participant Code 9869619
Attendees	Al-Mukdad, Wendy; Dichoso, Kelly F; Ely, Sean; Magee, Charles H.; Mee, Charles ; Art Maldonado (art@amtechnologygroup.com); Bell, Frances; Erwin, Davis ; jlin@sfwater.org; Waldren, Elizabeth (WaldrenE@bv.com) ; Jaz Stanberry (jazztin@gmail.com)
Message	<p>Here is the info for our April AdCom meeting tomorrow. For those who can be here in person, we will meet at the main CPUC building at 505 Van Ness Ave on the 3rd floor in Room 3204 (corner conference room with windows). For those who need to call in, the number is (866) 830-4003 and Participant Code is 9869619.</p> <p>MAIN AGENDA: Finalize preparations and delegate responsibilities for May 29th Workshop.</p> <p>Feel free to pass this invite on to others as I've just quickly done this invite and need to get out the door and am hoping I haven't forgotten someone. THANKS!!!</p> <p>Wendy (415) 999-8268 (mobile)</p>

Notes

- Volunteers
 - Wendy, Kelly, Sean
- Possibly:
 - Art, Elizabeth, Jack
- Comp - Mike
 - He did the work with Jack to get the speaker from SEL
 - Proposed student rate
- Space in the San Diego room for 60-70 people comfortably
- Including volunteers: 75 people
- In case we get more people we did reserve the auditorium (space for 200)
- IEEE CEU Credits Available on flyer
- Wendy will take care of catering
- Costco run before hand
 - Muffins, cookies, napkins, plates, serving utensils, sodas, ice
- Coffee from Café Mocha
- Start at 8, open the doors at 8 (730-745am arrival for volunteers)
- Thursday May 22 for next ADCOM meeting
- Slides by week prior, hard copies of presentations
 - Kelley will follow up
- SEL, we cannot post slides on their website, only print
- Beckwith - print and post on web
- Raffle after Wendy gives her talk, get people to do feedback forms
- Stick with printouts
- Costs are getting up there... \$20 for food, \$2.5 for vtools charge, don't want to provide flash drives for everyone