IEEE ADCOM Meeting Minutes for May 22, 2014

Date and Location	Thursday, May 22, 2014 12:00 PM - 1:30 PM, Room 7431 (CPUC East/SED) & Conference Call - 866-830-4003 Participant Code 9869619
Attendees	1. Al-Mukdad, Wendy 2. Dichoso, Kelly F 3. Ely, Sean 4. Mee, Charles 5. Magee, Charles H. 6. Art Maldonado 7. Jaz Stanberry 8. Waldren, Elizabeth 9. Jack Lin
Message	Here is the Agenda for today's ADCOM meeting. I will plan to start the meeting at Noon sharp since we have a full agenda to prepare for our workshop. If at all possible, please reply and let me know if you plan to call-in or be here in person. If you plan to be here in person, we will meet at 11:45am in the 455 Golden Gate Ave cafeteria on the 2nd floor so we can get our food and then go to the 7th floor for our meeting. THANKS!!!
Attachments	Agenda

Summary: Discussed preparations for May 29 Protection and Controls Workshop

Action Items:

1. TBD
   a. 1 laptop for the presentation - set up beforehand, presenters bring flash drive, or will already be on the laptop
2. Wendy
   a. Agenda for workshop
3. Kelly
   a. Print Presentation Materials
      i. 100 copies, Sean to confirm attendee list by next Tuesday
   b. Bring raffle tickets
   c. Print Nametags
4. Sean
   a. Follow up with Fresno State Students (confirm count by Tuesday)
5. Charles
   a. Blank receipt form for people who pay at the door
   b. Raffle
6. Chuck
   a. Send out one more email advertising the workshop
7. Art
   a. Surveys
   b. Bring blank nametags to workshop
   c. Photography at workshop

8. Elizabeth
    a. Print Agendas for workshop

Agenda:

San Francisco Chapter Administrative Committee (AdCom) Meeting

May 22, 2014 12:00pm

CPUC, 455 Golden Gate Ave, Room 7431 (CPUC East/SED), San Francisco, CA

Conference Call Info: (866)-830-4003 Participant Code 9869619

AGENDA

1. Introductions (All)
2. Agenda Adoption and/or Modification (All)
3. Meeting Minutes Adoption from April 30, 2014 (Sean/All)
4. Treasurer's Report (Charles)
5. May 29th Protection & Control Workshop Logistics & Volunteers (All)

    a. Update on # Registrations including Paid/Unpaid Amounts (Sean)

    b. Expected Amount of Additional Attendees w/o Registration (All)

    c. Decision Needed to Use San Diego Rooms and/or Auditorium (All)

    d. Presentation Materials (Kelly/Sean)

    e. Coffee/Tea/Muffins/Catered Lunch/Cookies/Water/Soda (Wendy/Charles)

    f. Certificates of Appreciation with Framing (Volunteer Needed)

    g. CEU Credits (Elizabeth)

    h. Arrival Time 7:30am for AdCom Volunteers

    i. Registration at Door with Nametags (Volunteers Needed)

    j. Survey for Workshop (Volunteer Needed)

    k. Raffle(s) – Need tickets (Volunteer Needed)

    l. Safety Announcements & Breaks including 1 min Stretches (Wendy)

    m. Other???

6. Discussion/Approval for October 7th Fall Banquet with Wanda Reder (All)
7. Planning for Technical Meetings for July, Aug, Sep & Nov (Kelly/All)
8. Round Table (All)
9. Adjourn

Notes

- Kelly moved to accept meeting agenda for today - all in favor
- Approximately $5300 still in our treasury
- Building opens at 7:30 am for the workshop
- Kelly moved to adopt meeting minutes - all in favor
- Will use the auditorium, take the eating breaks in the San Diego room
- Budget for food: $15 for lunch, $5 for breakfast
- Certificate of appreciation - comments
- Next ADCOM meeting at PG&E – (Wednesday, last one of the month – June 25th)
- Speaker found – Wanda Reder