MEETING NOTES: IEEE ADCOM Meeting
June 25, 2014 at PG&E

ATTENDEES

1. Dichoso, Kelly F
2. Mee, Charles
3. Art Maldonado (Phone)
4. Ely, Sean
5. Magee, Charles H.
6. Lin, Jack (Phone)
7. Al-Mukdad, Wendy
8. Leslie Coroso
9. Akhila Krishnan
10. Prabodh Bhusal
11. Anu Pandey
12. Patrick Moore (S&C)
13. Aaron DeYonker (Siemens)
14. Ronnie Lau (Late: 12:30)
15. Shengnan Shao (Late: 12:30)

AGENDA

1. Introductions / Welcome Guests including Potential New Volunteers (All)

2. Agenda Adoption and/or Modification (All)

3. Meeting Minutes Adoption from May 22, 2014 (Sean Ely/All)

4. Treasurer's Report (Charles Mee)

5. May 29th Protection & Control Workshop (All)

   a. THANKS to all Volunteers!!! Kelly, Charles, Sean, Art, Elizabeth, Jack, Chuck, Jaz & Wendy & all who helped out!

   b. Update on Registrations including Income/Expenses (Sean/Charles)

   c. Update on CEU Credits (Elizabeth)

   d. Lessons Learned: Start Time, Food, Table Registrations, Raffle, Others?

   e. Workshop Feedback: Technical instruction & facility great!

   f. Timeframe for 2015 Workshop – Check with Fresno State students?

6. Finalize October 7th Fall Banquet with Wanda Reder (All)

   a. Vendor Tables: Volunteer to Coordinate?

   b. vTools or Evite Registration?

7. Planning for Technical Meetings for July, Aug, Sep & Nov 2014 (Kelly/All)

8. Planning for 2015 Technical Meetings Round Table – see list (All)

9. Student Outreach Volunteer? (SFSU & Others) – All

10. Adjourn

NOTES

Meeting notes to be sent out before next meeting; we need to officially adopt both May and June notes. **Action:** Adopt notes for next meeting.

Charles reported on expenses: $8k for workshop income, several thousand for expenses, about $6k for profits. Our purse/budget is $11,400 (-$100 for today's lunch). Wendy proposed donating to the IEEE PES Scholarship for either Region 6 or the whole country. We can donate up to $5k without special approval. **Proposal:** donate to IEEE PES Scholarship.

Discussed vTools vs Evite: vTools has benefits of hiding charges and it verifies IEEE membership. **Decision** use vTools for future meetings.

Lessons learned from the Protection Workshop: Have multiple tables for registration. 8 AM is too early to start the workshop. Hold questions until the end of the presentation.

When would be a good timeframe for next year's workshop? We should coordinate with school schedules for when there are no classes.

Discussed sponsor tables for the fall banquet. Have groups/companies/vendors sign up for tables, for those who sign up we will provide banners and/or advertising. Jack suggested $400 for a table during a 1 day workshop (showcase products). Art suggested table for 8 with logo for $350 (which includes meals); or just the logo for $100. Charles Mee volunteered to coordinate. Sinbad's has a 100 person capacity, we may need to cap attendance. We should provide suppliers a list of people attending as it is helpful for knowing the audience. **Action:** Set up price structure for sponsored tables at the fall banquet.

Discussion of advertising: 800 - 900 people on the email distribution list. eGrid provides information on everything iEEE happening in the Bay Area for the next three months.

Planning for future meetings: Will alternate location between CPUC and PG&E. Need to decide on a day (like 3rd Wednesday of the month) which doesn't clash with IAS meetings.

Talk with vendors: S&C's interests are in large energy storage and large solar projects. Siemens interests are in OT/IT Technology (Operational Tech/Information Tech) smart grid and case studies on early adopters of smart grid to share (SCADA). **Action:** Follow up on vendor presentation topics.

Discussion of student outreach: we should post job openings in our newsletter. Potentially have a job-fair. Involve student IEEE Chapters.

ACTION ITEMS

1. Chuck
    a. Post workshop presentations on the IEEE website
        i. For Wayne & Audrey's presentations
2. Elizabeth

a. Provide an update on CEU Credits
3. Pat Moore
    a. Follow up with Wanda Reder
4. Sean
    a. Work with Charles on vTools registration for the Fall Banquet
5. Aaron
    a. Review and Revise the Siemens topics for future presentations

FOR NEXT ADCOM MEETING

- Donation to IEEE PES Scholarship
- Field trip for ADCOM volunteers