IEEE ADCOM Meeting Summary for July 30, 2014

Date and Location	Thursday, July 30, 2014 11:30 AM - 1:00 PM, Room 1420 (PG&E 245 Market) & Conference Call1-866-278-2490 *4159733271*
Attendees	1. Al-Mukdad, Wendy 2. Dichoso, Kelly F 3. Maldonado, Art (on the phone) 4. Mee, Charles 5. Magee, Charles H. 6. Magee, Molly 7. Zhang, Meng 8. Dang, Dong 9. Corson, Leslie
Message	
Attachments	Agenda

Summary: Discussed preparations for Banquet

Action Items:

1. Wendy
   a. Follow up on money disbursement from Section
   b. For future student involvement, invite SF State IEE president to the Adcom meeting
2. Kelly
   a. Follow up with Don Bender regarding the flywheel presentation
   b. Work with Dang Dong for January 2015 Technical Presentation
3. Sean
   a. Check to make sure vtools is working properly for all meeting events
4. Chuck
   a. Send out monthly email reminder for the banquet. As event approaches send bi-weekly and then weekly reminders. Look into potentially sending it to IAS, East Bay PES, and South Bay PES/IAS.
5. Jack
   a. Check to see if any sponsors interested in donating
6. Charles
   a. Obtain certificate to provide to Wanda
   b. Bring raffle ticket
   c. Compile list of restaurants for ordering food (members will provide restaurants to add to list)
7. Meng
   a. Research possible raffle prizes (a few $20/10 items and more $5 items) to give away
8. All
   a. Provide a restaurant that you would like added to our vendor list for future food ordering to Charles Mee, if any.

Agenda:

San Francisco Chapter Administrative Committee (AdCom) Meeting

July 30, 2014

PG&E, 275 Market St, Room 1402, San Francisco, CA

Conference Call Info: (866)-278-2490 Participant Code *4159733271*

AGENDA

1. Introductions (All)

2. Request Volunteer for Meeting Minutes

3. Agenda Adoption and/or Modification (All)

4. Meeting Minutes Adoption from May 22, 2014 & June 25, 2014 (All)

5. Treasurer's Report including vTools Discussion (Charles)

6. Further Planning for October 7th Fall Banquet with Wanda Reder (All)

7. Planning for Technical Meetings for additional Joint IAS and 2015 Meetings (Kelly/All)

8. IEEE Exploratorium – PAID AdCom Family Luncheon??? (Wendy/All)

9. Website Volunteer(s)???

10. STEM Volunteers???

11. Round Table (All)

12. Adjourn

Notes
- Kelly accepted to take meeting minutes for today
- Officers moved to accept meeting agenda for today - all in favor
- Treasurer reported roughly $5,700 in account. That amount will increase to roughly $11,300.00 once we receive the money from the workshop plus money distributed to our chapter from the section.
- Had a discussion on marketing the upcoming banquet
- Had a discussion on ordering food. All are in favor of having Charles Mee order food for all events taking place at the CPUC and Meng Zhang will be responsible for ordering food for all events at the PG&E facility.
- Budget for food: $15 for lunch

- Discussion for next year's technical presentation. All agreed to have Dang Dong with ABB be the presenter for January 2015 and Cooper Power System for February 2015.
- Wendy brought up possible weekend event at the Exploratorium in which we can hang out and maybe have our Adcom Meeting as well. Group to discuss further.
- Next ADCOM meeting at possibly the day of the Flywheel presentation (one hour before the presentation maybe around 10:30 am) – (Wednesday, last one of the month –August 27)