IEEE ADCOM Meeting Minutes for November 19, 2014

Date and Location	Wednesday, November 19, 2014 12:00 PM - 1:00 PM Conference Call
Attendees	Wendy Al-Mukdad, Chair Charles Magee Art Maldonado Sean Ely, Secretary Jack Lin Elizabeth Waldren

Agenda
1. Approval of October Meeting Minutes
2. Workshop Conference Room – Location (Wendy to lead discussion)
3. Officer's Elections
4. Treasurer's Report (Charles Mee)
5. ExCom Meeting
6. Other Outstanding Issues

Notes
- Introductions and Roll Call
- Adoption of October Meeting Minutes
- Workshop Conference Room – Wendy
- Treasurer's Report
  - As of next year, vTools will automatically send money to the chapters
  - SF PES donated $3,000 for school scholarships
  - IEEE SF PES Chapter has a balance of $5797.30
  - We should have a bit more money from the October Banquet
  - It is prudent to keep 3 years of average expenses in the account, $6,000 is a reasonable value.
- ExCom Meeting
  - Paul Wesling will be stepping down from doing eGrid as of 12/31/14, there is nobody to fill in for him.
  - Thus, we may not have an eGrid for a while…
  - Officers for IAS have been confirmed. Section officers are all in their first year and are all willing to continue.
  - SF State was represented by Alex. The IEEE at SF State is getting going, they are currently working on creating a website (hopefully finished by the end of Thanksgiving break), and SF State IEEE just had a speaker from Women in Engineering.
  - SF State has a tenured track faculty position open in Power – Renewables.
- Speakers & Fall Workshop
  - Jack is following up with speaker from SEL for the workshop
  - We need to find out where we are going to hold the workshop
  - Request for Sean/Elizabeth: try to set up the vTools link for both the fall banquet and the workshop.

- ○ With the vTools link we can finalize the flyer and start talking about the logistics of the workshop (before and after).
  - ○ We would like to start distributing the flyers no later than 3 months prior to the event.
- Future ADCOM meetings
  - ○ Future meetings will most likely be held at the CPUC

Action Items
- Wendy
  - ○ Update Bio
- Sean
  - ○ Create vTools meeting for Fall Banquet
  - ○ Pass the torch to Elizabeth for Secretary duties
  - ○ Send past meeting minutes to Chuck
- Elizabeth
  - ○ Continue setting up conference call in number for the ADCOM meetings