

# San Francisco PES ADCOM Meeting

## *Minutes*

March 31, 2004

At the Offices of Nexant, Inc.

101 Second St, 11<sup>th</sup> Floor

San Francisco, CA

### ADCOM Attendees

Neelam Goyal

Curt Irwin

Dan Kline

Bhaskar Ray

Shirin Tabatabai

Siri Varadan

Shimo Wang

Ben Williams

Siri called the meeting to order at 12:11 PM. The meeting minutes from 2/18/2004 were reviewed and approved. Siri gave a brief overview of the purpose and activities of the ADCOM.

### Review of Previous Action Items

1. ***ACTION (Review of Feb 4, 2004 Technical Meeting):*** Bhaskar will try to obtain a copy of the presentation (without proprietary information) to post on the web site. Bhaskar volunteered to draft a checklist of considerations when setting up future technical meetings. ***STATUS:*** These action items were not discussed at the ADCOM meeting. Assumed incomplete.
2. ***ACTION (Planning for 2004 Spring Banquet):*** Chuck will research possible locations and find a location by Wednesday, February 25. Ben will obtain summaries of the talks and biographies from the speakers. Siri will send the speakers official letters of invitation. ***STATUS:*** See update on Spring Banquet planning in the Old Business Updates section.
3. ***ACTION (Outstanding Engineer Award):*** Siri will need a description for the plaque by March 1. ***STATUS:*** Siri obtained a description and has received the plaque.
4. ***ACTION (GOLD Function):*** Curt and Dan will collaborate on developing a flyer for this function. ***STATUS:*** GOLD event occurred on March 30. See review in Old Business.

### Old Business Updates

- ***Planning for 2004 Spring Banquet:*** Bhaskar, Siri, and Chuck investigated the Atrium Restaurant at 101 California Street in San Francisco. ADCOM officers agreed that this would be a good site for the Spring Banquet, so the flyer was developed and distributed and speakers were confirmed. Action items:
  - Restaurant needs a head count by the 12<sup>th</sup> or 13<sup>th</sup> of April (Bhaskar)
  - Bhaskar will be developing an agenda for the Banquet and determining needs
  - Neelam and Shirin volunteered to collect \$ and distribute meal coupons and receipts
  - Siri and Bhaskar will arrive early to ensure that all preparations are complete

- **Review of March 30 GOLD Event:** Curt reported that fifteen people attended a Graduates Of the Last Decade (GOLD) event held at the Marin County Brewing Company restaurant in Larkspur on March 30. Curt is now the Vice-Chair of GOLD. There is a desire by attendees to hold more GOLD events. Siri suggested a financial planning seminar as a future event. ADCOM's goal is to sponsor one GOLD event per quarter. For this event, \$200 was contributed.
- **2004 Short Course:** ADCOM discussed possible topics for the Short Course, including AGC, Congestion Management, and Substation Automation (in lieu of a technical meeting). The group decided to table this until the next meeting to allow more time to contemplate possible topics. Tentative month for Short Course is October, 2004. Neelam volunteered to help Shimo on the Short Course logistics for this year.
- **Future Technical Meeting Topics (NO UPDATES FROM LAST MONTH):**
  - Fuel cells: Unknown (lost contact with proposed speaker). Date pending. *Trying to find another speaker. (Chuck)*
  - Integration Opportunities in Distribution Operations: Siri Varadan. 5/12/2004 (**Siri**)
  - Substation Automation: Speaker TBD (PG&E person, jointly with GE? PNM?). Date Pending (early June?). (**Kris**)

#### New Business

- **Web Site and Email Lists:** Bhaskar nominated Curt as the person responsible for maintaining the email list. Similarly, Bhaskar suggested that there is a need to have more ADCOM members with training on and access to the SF PES web site in order to keep it updated and maintained.
- **SF Power Engineering Newsletter (PEN):** ADCOM members could not recall seeing the PEN from the first quarter. *Siri will check with Kris to determine the status of the first quarter PEN.*

The next ADCOM meeting will take place on May 19, 2004. There will be no ADCOM meeting in April because of the Spring Banquet. Meeting adjourned at 1:13 PM.

*Respectfully Submitted by:*  
Ben Williams, SF PES Secretary

<i>Task_Name</i>	<i>Duration</i>	<i>Start_Date</i>	<i>Finish_Date</i>	<i>Resource_Names</i>
<b>ADCOM Meetings</b>				<b>SV</b>
January	1 hr	7-Jan-2004	7-Jan-2004	
February	1 hr	18-Feb-2004	18-Feb-2004	
March	1 hr	24-Mar-2004	24-Mar-2004	
April - Spring Banquet	4 hrs	15-Apr-2004	15-Apr-2004	<b>BR</b>
May	1 hr	19-May-2004	19-May-2004	
June	1 hr	16-Jun-2004	16-Jun-2004	
July	1 hr	14-Jul-2004	14-Jul-2004	
August	1 hr	18-Aug-2004	18-Aug-2004	
September	1 hr	15-Sep-2004	15-Sep-2004	
October	1 hr	13-Oct-2004	13-Oct-2004	
November	1 hr	17-Nov-2004	17-Nov-2004	
December	1 hr	15-Dec-2004	15-Dec-2004	
<b>GOLD Program</b>				<b>CI</b>
Support	1 day?	6-Jan-2004	6-Jan-2004	
Joint Meeting	2 hrs	26-Mar-2004	26-Mar-2004	
Workshop	1 day?	6-Jan-2004	6-Jan-2004	
<b>Chaper information on Web</b>				<b>DS,SW,CMcG,KB</b>
Periodic Updates - Mtg min, Plan, Announcements etc	1 day?	6-Jan-2004	6-Jan-2004	
PEN	1 day?	6-Jan-2004	6-Jan-2004	
<b>Chapter Outstanding Engineer Award</b>				
Nomination	1 day	6-Jan-2004	6-Jan-2004	<b>SV,KB,DS</b>
Submit paperwork	1 hr	23-Feb-2004	23-Feb-2004	<b>SV</b>
Student Activity	1 day?	6-Jan-2004	6-Jan-2004	<b>SW</b>
Work with SFSU - Engineers Week, Scholarships etc.	1 day?	6-Jan-2004	6-Jan-2004	
Tutorials	1 day?	6-Jan-2004	6-Jan-2004	
Workshop	1 day?	6-Jan-2004	6-Jan-2004	<b>SW</b>
<b>Educational Activity</b>				<b>BW</b>
Superconductors in Power Systems	1 hr	4-Feb-2004	4-Feb-2004	<b>BR</b>
Fuel Cells	1 day?	6-Jan-2004	6-Jan-2004	<b>CMcG</b>
Substation Automation	1 day?	6-Jan-2004	6-Jan-2004	<b>KB,BR</b>
Integration Opportunities in Distribution Operations	1 hr	12-May-2004	12-May-2004	<b>SV</b>
Post Election Results	1 day	15-Oct-2004	15-Oct-2004	<b>DS</b>
<b>Membership</b>				<b>JA</b>
New Recruits	1 day?	6-Jan-2004	6-Jan-2004	
Advancement	1 day?	6-Jan-2004	6-Jan-2004	
Recognition	1 day?	6-Jan-2004	6-Jan-2004	
<b>Annual Report of Chapter Activities</b>	10 days	6-Dec-2004	17-Dec-2004	<b>SV,CMcG</b>
<b>Submit Application for HPCA</b>	1 day?	31-Jan-2005	31-Jan-2005	<b>SV,CMcG</b>