

# San Francisco PES ADCOM Meeting

## *Minutes*

**August 17, 2005**

At the Offices of PG&E  
Room 1583, 77 Beale Street  
San Francisco, CA

### ADCOM Attendees

Foung Mua	Sandra Ellis
Shirin Tabatabai	Ben Williams
Shirley Taylor	Curt Irwin
Bhaskar Ray	Julian Ajello

Bhaskar called the meeting to order at 12:04 PM. The meeting minutes from 7/26/2005 were reviewed and approved.

Chapter's current most recent bank balance was \$ 7996.05 from 7/26/05.

### Review of Previous Action Items

1. **ACTION (Technical Meetings):** See Old Business.
2. **ACTION (Paypal Account):** See Old Business.
3. **ACTION (2005 Short Course):** See Old Business.
4. **ACTION (Distribution List):** See Old Business.
5. **ACTION (2005 Banquet):** See Old Business

### Old Business Updates

- **Distribution List Update:** Julian will get together with Chuck to develop new list.
- **Next Technical Meeting Topic:**
  - Phasor Measurement Unit (PMU's): The date is Thursday, August 25, 2005 at 245 Market, Room 1417 from 12pm to 1pm. See Action Items.
  - Photovoltaic, DG: See Action Items.
- **Paypal Account Update:** Dan still concerned over the details of having an external account for use of Paypal. See Action Items.
- **2005 Short Course:** Need to get started on organizing the event first by choosing a topic to cover and a person to lead the event. See Action Items.
- **2005 Banquet:** The speaker is the CAISO CEO, Yakout Mansour. The date is finalized for Tuesday, October 4, 2005 at Sinbad's restaurant. Curt and Bhaskar checked out various restaurants picked Sinbad's based on the negotiated deal of \$30 per person for a full dinner without dessert. One table will be reserved to keep all ADCOM members together. ADCOM member's price is half of total price. See Action Items.

- *Duties for 2005 Banquet*

- Chuck: Present awards.
- Julian and Sandra: Collect money and check in everyone the day of banquet.
- Ben: Be the contact person for RSVP and money collecting.
- Shirin: Provide Projector and setup table arrangements for corporate sponsors
- Chuck: Invite past technical and short course speakers. Speakers will be funded by PES.

New Business

- Gift purchasing for all speakers this year. Gift for this year's banquet speaker amount to be reasonable, agreed cost of roughly \$100. Possibly suggestions are a clock or plaque. All other speaker's gift to be around \$20. See Action Items

Action Items

- Ben and Fong: Research and buy gifts to give to guest speakers at events.
- Chuck: Will contact CAISO CEO, Yakout Mansour, to finalize the banquet topic flyer before distributing.
- Chuck: Will find the speaker from the general meeting to discuss photovoltaic or distributed generation for the month of September or October.
- Ben: Talk to bank for more details about linking paypal to concentration account.
- Curt: Send out banquet flyer for comments and wait for speakers approval before sending out on Monday.
- Bhaskar: Invite PG&E representative to banquet to accept IEEE award for sponsoring the general meeting this year.
- Bhaskar: Follow up on the nomination of Bob Jauregui made for the amount of work at the general meeting this year.
- Fong: Research a gift to present to Yakout Mansour at the banquet.
- Bhaskar and Chuck: Follow up on determining short course topic and a person to lead the event.
- Fong and Curt: Buy sandwiches and collect money at the technical meeting on 8/25/2005.
- Julian: Send out mass email to promote next technical meeting 8/25/2005.

Next ADCOM meeting will take place on Thursday, September 22, 2005 at the Offices of PG&E Room 1411, 245 Market Street. Meeting adjourned at 12:58 PM.

*Respectfully Submitted by:*

Shirin Tabatabai, SF PES Secretary