

San Francisco PES ADCOM Meeting

Minutes

September 22, 2005

At the Offices of PG&E
Room 1411, 245 Market Street
San Francisco, CA

ADCOM Attendees

Chuck Magee	Sandra Ellis
Shirin Tabatabai	Ben Williams
Bhaskar Ray	Curt Irwin

Chuck called the meeting to order at 12:14 PM. The meeting minutes from 8/17/2005 were reviewed and approved.

Chapter's current most recent bank balance was \$ 7469.28 from 9/22/05.

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 (2005 Banquet):** See Old Business

Old Business Updates

- **Technical Lunch Meeting:**
 - Phasor Measurement Unit (PMU's): Presented on Thursday, August 25, 2005 at 245 Market, Room 1417. Good turn out, had 25 attendees. The subject was well received and requests were made for handouts of the presentation. Ron Beltran from ABB said he must get company approval before releasing the presentation for uploading to the website.
 - Wave and Tidal Power: Peter O'Donnell from SF Dept. of Environment is presenting on Thursday, October 13, 2005 at 77 Beale St, Room 301B.
- **Paypal Account Update:** Ben will open Washington Mutual Checking account which does not have a service fee or minimum balance. Documents necessary to open account will be gathered to open a non-profit account. See Action Items.
- **2005 Short Course:** Due to the lack of time and personnel there will be no short course in 2005. Also no High Performing Chapter Award (HPCA) can be earned this year without the short course. Possible date for next short course spring 2006.
- **2005 Banquet:** So far have 35 people signed up including 2 sponsor tables.

- *Duties for 2005 Banquet*

- Chuck: Present award to Shimo.
- Julian and Sandra: Collect money and check in everyone the day of banquet. Also collect email addresses to add to distribution list. Arrive at restaurant at 4:30pm.
- Ben: Be the contact person for RSVP and money collecting.
- Shirin: Provide Projector
- Siri: Get table arrangements from corporate sponsors. Also working on getting Nexant and KEMA to sponsor table.
- Bhaskar/Curt: Check restaurant for podium, screen, sound system, reserve signs and confirm number of chairs per table.
- Chuck: Invite past technical and short course speakers. Speakers will be funded by PES.
- Sandra: Pick up name tags and markers
- Curt: Print receipts for banquet attendees to hand out at event. Print dinner and dessert selection on color paper.
- Chuck: Provide power point presentation including sponsors, distribution list, upcoming events, IEEE membership, ADCOM members and a reminder to validate parking.

New Business

- Officer Elections for 2006 – Nominations/Elections at next ADCOM meeting
- GOLD: Attendees at events are low. Will decide at next meeting whether to continue support of GOLD.

Action Items

- Ben and Fong: Research and buy gifts to give to guest speakers at events.
- Siri: Contact CAISO CEO, Yakout Mansour, to get copy of presentation and Audio/Visual requirements.
- Ben: Gather documentation and open checking account at Washington Mutual.
- Bhaskar: Invite PG&E representative to banquet to accept IEEE award for sponsoring the general meeting this year.
- Chuck/Bhaskar: Follow up with EXCOM on the nomination of Bob Jauregui made for the amount of work at the general meeting this year.
- Ben: Order official IEEE receipt books.

Next ADCOM meeting will take place on Wednesday, October 26, 2005 at the Offices of PG&E Room 1420, 245 Market Street. Meeting adjourned at 1:19 PM.

Respectfully Submitted by:

Shirin Tabatabai, SF PES Secretary