

San Francisco PES ADCOM Meeting

Minutes

February 15, 2006

At the Offices of PG&E
Room 1417, 245 Market Street
San Francisco, CA

ADCOM Attendees

Shirin Tabatabai	Bhaskar Ray
Julian Ajello	Foung Mua
Michael Bachiller	Sudhir Virmani
Curt Irwin	Sandra Ellis
Shirley Taylor	

Bhaskar called the meeting to order at 12:13 PM. The meeting minutes from 1/25/2006 were reviewed and approved by ADCOM members.

Shirin reported that the Chapter's most recent bank balance is \$ 6443.63 as of 2/15/06.

Review of Previous Action Items

1. ***ACTION (Paypal Account):*** See Old Business.
2. ***ACTION (Contact Tom Siegel to be a short course speaker):*** ITEM CLOSED
3. ***ACTION (Attend lunch with Dan Sparks on GOLD):*** ITEM CLOSED
4. ***ACTION (Plan a GOLD even):*** See Old Business
5. ***ACTION (Contact Stewart Ramsay about speaking at the 2006 banquet):*** ITEM CLOSED
6. ***ACTION (Attend March 14th event for women engineers at CPUC):*** See Old Business
7. ***ACTION (Submit form for HPCA award):*** ITEM CLOSED
8. ***ACTION (Send nominations to Bhaskar for Outstanding engineer Award):*** See Old Business

Old Business Updates

- ***February Presentation:*** Curt will prepare a list of attendees and send to Security, as well as collecting money for lunch. Shirly hand out lunches. Foung, Michael and Bhaskar will coordinate getting lunch.
- ***Paypal Account:*** Shirin to email Dan Sparks to inform him that SF PES has valid reasons to open a Paypal account, and proceed with opening account. Shirin, Bhaskar, and IEEE PES Treasurer to be listed on account. A name from the IEEE office in New Jersey is also to be on account. Washington Mutual needs a copy of our bylaws to proceed. See Action Items.
- ***2006 Short Course:*** Michael Bachiller will be the chair for the 2006 short course. The selected topic of the short course is Disaster Recovery. The date is Thursday, March 30th. The location will be at the Golden Gate state office. Meeting site and food arrangements are confirmed. Food is about \$30 pp. Costs agreed on are \$125 IEEE member, \$150 non-member, \$50 students. ADCOM members will need to coordinate name tags and course materials closer to meeting. Confirmed speakers (4) are Greg Suhr of City of San Francisco, Stig Nilsson of Exponent, Cole Emerson of KPMG, and Tom Siegel from PG&E. Michael will send the agenda out for review and comment. See action items.

- **GOLD:** Fong and Curt to organize GOLD event. I have been speaking with people from Charles Schwab about a lunch meeting. Details to follow. See Action Items.
- **2006 Annual Banquet:** Stewart Ramsay, new PG&E VP of Transmission, accepted our invitation to speak at the 2006 banquet. A tentative date of May 11th has been agreed on. Costs agreed on are \$35 IEEE member, \$40 non-member, \$15 students. There is a \$5 early bird discount for the \$35 and \$40 tickets. A table for 8 is \$300. See Action Items.
- **Gifts for Technical Presentation Speakers:** We agreed on buying Home Depot Gift Cards for our speakers as a token of appreciation. Curt Irwin purchased two \$25 cards on 2/16 and delivered to Shirin.
- **February 23rd Technical Presentation:** All planning have been finalized. Speaker and administrative details are confirmed.
- **IEEE Membership Discounts:** We agreed on a lunch presentation IEEE member discount of 1\$ (members: 6\$ / non-members: 7\$). Banquet IEEE member discount of 10\$ (tentatively).
- **GOLD and Student Activities:** There is an IEEE event March 14th for women engineers at the CPUC. Shirin has graciously volunteered for this event. See Action Items.
- **HPCA Award:** Preparing documentation to qualify for the HPCA award has been challenging. Chuck has one more form to submit to meet all requirements. See Action Items.
- **Outstanding Engineer Award:** Please send nominations to Bhaskar. This award is for engineers who have contributed to the success of PES events. See Action Items.

New Business

NONE

Action Items

- Shirin: Set up Paypal account. Get bylaws for Washington Mutual
- Michael: Email short course agenda out for final comment and post to E-Grid.
- All: ADCOM members send availability to Michael for the March 30th short course.
- Curt/Fong: Plan a GOLD event in the first quarter of 2006. Tentatively set with Charles Schwab
- All: Send nominations to Bhaskar for Outstanding engineer Award.

Next ADCOM meeting will take place on Wednesday, March 15, 2005 at the Offices of PG&E Room 1417. Meeting adjourned at 1:20 PM.

Respectfully Submitted by:
Curt Irwin, SF PES Secretary