

San Francisco PES ADCOM Meeting

Minutes

April 17, 2007

At the Offices of PG&E
77 Beale, Room 304
San Francisco, CA

ADCOM Attendees

Shirley Taylor
Charles Magee
Shirin Tabatabai

Ben Williams
Davis Erwin

Ben called the meeting to order at 12:15 PM. The meeting minutes were approved pending the spelling change of “Roiball” to “Roybal”.

No Treasurers Report - Jon Eric was unable to attend the meeting.

Business and Action Item Updates

- ***SF Section EXCOM update (Ben):***
 - The section’s account balance is approximately \$68000. An insurance settlement is the primary reason for the excess.
 - Member rebates will be voted on at next month’s meeting. (Rebates will be based on a formula)
 - IAS chapter is continuing to have meetings.
 - The banquet cost for students should be reviewed with the Student chair.
 - City College of San Francisco (CCSF) has new Student Chapter.
 - Science Fair awards were given.
 - Instrumentation and Measurement chapter formation discussion - Silicon Valley indicates that it’s difficult to keep this chapter running. Suggest instead - Consumer Electronics, Power Electronics, or Nanotech.
 - Google analytics review of section Web-Site hits.
- ***GOLD & Student Activities for 2007 (Ben):***
 - Alex Goldhammer is the chair of GOLD and is need of assistance.
 - Film Festival activity was successfully completed.
 - SF PES will continue to support GOLD events even though GOLD is an EXCOM chapter. It is necessary to find a PES liaison to GOLD (To this point, Shirin has been the active PES-GOLD liaison).
 - PES support of GOLD helps in achieving the High Performance Chapter award.
 - Future events – summer barbeque. (GOLD should inform Chuck if future GOLD events to ensure publicity in the Newsletter).
- ***Update on SFPES Website Maintenance (Chuck):***
 - Soliciting Comments from ADCOM members on the Website.

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- The Website now provides links to interesting Spectrum articles. This may provide enticement for IEEE recruits
 - Newsletter is great – concise. Website lacks Glitz or color however the format does support the functional needs (links have been maintained).
 - Web Crawlers and key words do not seem to help search engines find the SF PES Website.
 - Ashley’s presentation has been delivered.
 - Notices are given when anyone is added or dropped from the e-mail list. People tend not to elect to drop off of the list and we average about 2 new recipients a month.
 - E-grid for MPAC technical presentation will be sent out by the end of the day.
- ***IEEE Membership Development Program & Advancement Recognition:***
 - Dennis Lowe’s membership upgrade to Senior has been confirmed.
 - Advertise the upgrades option at the technical meetings – Senior and Fellow.
 - Enhancement of high performance chapter if you have 4 or more upgrades in a year.
- ***Future and Past Technical Presentations (Ben):***
 - Beacon Flywheel presentation – Ben indicated that it was interesting. Group was not very large – fewer than 30. Speaker provided a good overview perspective, but had some difficulties on the details. Jon Eric has the presentation and should deliver to Chuck.
 - Provide a voice recorder for future Technical Presentations.
 - MPAC presentation will be on May 4th. Flyer is finalized – will be submitted to E-GRID.
- ***Protection Short Course Planning:***
 - Lou Fonte will present IF we offer a hotel room.
 - Unanimous decision for obtaining a hotel room. Details will have to be finalized.
 - Very basic indication in E-Grid this for this publishing interval.
 - Last year the short course made money. Proposal is that we don’t need to make money. \$100 dollars per Member. \$120 Non-Members. Students set at cost or subsidized - Students \$25.
 - The costs for complimentary books are about \$80 each. Buy three books and offer a selective raffle.
 - Meals - Breakfast, lunch, and afternoon snacks. Food was highest rated last year. Swiss Italia may be used as the caterer.
 - No Early Bird specials. Set the deadline one week before.
- ***Spring Banquet Planning – Flyer, Prices, Assignments, etc.:***
 - Add grids to the flyer.
 - Add a vegetarian dish.
 - Early Bird is about 20 to 25 percent discount.
 - Shirin is still the paypal person. Questions will remain with Shirin and reservations will be taken by Jon Eric.
 - Banquet Flyer will be sent to the E-GRID.
 - Shirin reserved the patio with her credit card. She guaranteed 50 people for the patio.
 - Purchase SF PES sound equipment. (Chuck)
 - Last year there was no corporate sponsorship. No corporate tables. Corporate tables require 10 people. Melissa McDevitt and ABB is a possibility. Corporate sponsors must pay 100 dollars

extra to have corporate name advertising banners. IEEE member price for everyone at the table.
Table of 10 for \$300.

- Food service started late last year.
- Provide a microphone for People asking questions.

- ***Outstanding Engineer Award Voting:***

- Chuck was nominated and seconded. Unanimous PES ADCOM voting confirms his award.
- Ben was nominated and seconded – but he petitioned to the group to accept his refusal of the award since he is the PES chair.
- The award criterion for “Outstanding Engineer” is set by the PES ADCOM.

- ***Member Enticements***

- Raffle door prizes (128 Mbyte Flash drives, Laser pointers).
- Develop a process for Raffles (Chuck).

- ***Round Table:***

- Great Food for the ADCOM meeting!
- One hot food item and unhealthy cookies were requested for next time.

Action Items

- Chuck to look into buying our own sound equipment.
- Chuck to develop raffle rules.
- Jon Eric to deliver Beacon Flywheel presentation to Chuck

The next ADCOM meeting will take place Wednesday May 9th – meeting location to follow later. Meeting adjourned at 1:20 PM.

Respectfully Submitted by:
Davis Erwin