

San Francisco PES ADCOM Meeting

Minutes

June 13, 2007

At the Offices of PG&E
77 Beale Street, Room 303
San Francisco, CA

ADCOM Attendees

Manny Munoz	Shirley Taylor
Ben Williams	Davis Erwin
Shirin Tabatabai	Julian Ajello
Chuck Magee	Dan Sparks
Jon Eric Thalman	

Shirin called the meeting to order at 12:12 PM. The meeting minutes were approved.

Treasurers Report - Jon Eric reported a balance of \$7729 (Does not included the PayPal for the May events).

Business and Action Item Updates

- ***SF Section EXCOM update (Dan, Ben, Julian):***
 - No Meeting this month – EXCOM is off for the summer.
 - Reimbursement – Dan handed out a form for Chapter Rebates.
 - PUC received a supporting plaque award from EXCOM. (Sandra to present to the Commissioners.)
- ***GOLD & Student Activities for 2007 (Dan, Ben, Julian):***
 - GOLD event for last Saturday did not occur as planned.
 - Communications society chair speak at a City College Student branch meeting. There is concern about the appearance cost.
- ***Update on SF PES Website Maintenance (Not Discussed):***
 - N/A
- ***IEEE Membership Development Program & Advancement Recognition (Ben):***
 - Chung Lam intends to apply for senior membership and has the nomination form. The nomination form serves as a SF PES reference.
- ***Event Review: May 22 Short Course and Follow-ups:***
 - Short Course – Netted approximately 1300 dollars.
 - Survey comments have not yet been tabulated but a basic overview indicates that there are mostly 4's and 5's (only a couple 3's). (Negative comment example: "Not technical enough in terms of providing actual relay setting examples")
 - Files have been transferred to the Section Web-space. (Audio and Presentations)

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SF PES ADCOM Meeting Minutes

- PayPal has been set-up for people who want to buy the electronic documentation. (Charge 50 dollars)
 - Lesson learned and general observations:
 - The material and notifications need to get out earlier. (At least one-month prior to the shortcourse)
 - It is difficult to predict how many books should be made. People were registering “On the Day of”. A probable solution is to have an early registration period, and all of those who sign up are eligible for the raffle.
 - Holding the class on a weekday works well if proper authorization from managers and directors is obtained in advance.
 - Check into the company reimbursement policy for IEEE classes
 - Venue was very good and was also free.
 - The SFState Bloomingdale facility near the Metrion (Emporium building) is a possible future venue.
- **Event Review: 30 Spring Banquet and Follow-ups:**
 - Banquet was a success.
 - Format was very interesting and there is a general consensus that this was the reason for the good attendance. Some hesitancy in the speakers because it was Pro-Con.
 - Lesson learned and general observations:
 - Be specific about the speaker time limit and stick to the time. The speakers took 45 minutes a piece instead of 20 min.
 - Good opportunity to solicit technical presenters. (Two leads for technical presentations.)
 - Start presentations while dinner is served. (Dinner was slow the whole thing went to long.)
 - The patio was very good location.
 - The food was good however the service was slow.
 - New Sound system needed.
 - Agree on presentation format prior to arranging the next meeting.
- **Future Technical Presentations (Ben):**
 - Check with Demetrious for OOS presentation.
 - Demand side management.
 - Nuclear presentation. (Banquet attendee who wrote the book)
 - The SFState Bloomingdale facility near the Metrion (Emporium building) is a possible future venue.
- **Member Enticements (Chuck, Ben):**
 - Continue with the Technical Seminars and Free Lunches
 - Newsletter is great.
 - If (Your Age + IEEE Membership = 100 years) then you obtain the IEEE “lifetime membership”
 - Problem: Entry engineers don’t know the process for maintaining their membership.
 - Access the list of engineers from the Section for Students so that PES can be proactive in maintaining their IEEE status.
 - Check with Sandra for “Join IEEE” flyers
 - Venue was very good and free.

- The SFState Bloomingdale facility near the Metrion (Emporium building) is a possible future venue.
- **Round Table:**
 - No technical meeting for June but plan to have a meeting for July and August.

Action Items

- Jon Eric or Shirin to provide Davis with the Banquet attendance list.
- Davis to send out the link to the website
- Ben to talk to Greenvolts for technical meeting and the guy who wrote the book.
- Davis to talk to Demetrious for Out of Step. (Ask if he can give an OOS practical application)

The next ADCOM meeting will take place Wednesday, July 11 – meeting location at PG&E. Meeting adjourned at 1:35 PM.

Respectfully Submitted by:
Davis Erwin