

San Francisco PES ADCOM Meeting

Minutes

October 22, 2007

At the Offices of PG&E
77 Beale St., Room 305
San Francisco, CA

ADCOM Attendees

Shirley Taylor	Dan Sparks
Shirin Tabatabai	Davis Erwin
Julian Ajello	Jon Eric Thalman
Sandra Ellis	Sudhir Virmani
Ben Williams	Chuck Magee

Ben called the meeting to order at 12:13 PM. The previous meeting minutes were approved.

Outstanding Engineer Award Plaque presented to Chuck Magee

Treasurers Report - Wachovia Account Balance: \$8869.52
- Washington Mutual Account Balance: \$1100
- Paypal Account Balance: \$ 482.17

Business and Action Item Updates

- ***SF Section EXCOM update (Jon Eric, Sandra):***
 - Clarification of the EXCOM to PES account transfer from last meeting minutes: The total was \$3980.
 - Participation in the Section Congress Officer Training in Quebec City will be open to the chapter level participants for exposure to higher level (EXCOM) responsibilities (geared for chapter individuals interested in moving up and assuming Section level responsibilities). (Sections Congress is a large multifunction event, lasting three days, with too much happening for one person to cover)
 - There will be a Gala Black Tie event held by the Foundation
 - They are currently looking for Section level speakers
 - Transportation costs will be covered by the Section and the Region will cover the registration costs.
 - Ben and Shirin have submitted their names for consideration for chapter level attendees.
 - SF bay area council has petitioned to host the 2011 Section Congress (along with Santa Clara and East bay Councils).
- ***GOLD & Student Activities for 2007 (Sandra):***

October 22nd, 2007

- A volunteer event is scheduled for this Saturday at the Regent in San Jose. There will be no cost to members.
- Any Future Gold announcements should be included in the PES news letter.
- ***Update on SFPES Website Maintenance (Chuck, Ben):***
 - A job posting has been included in our latest PES Newsletter.
 - The IEEE Jobs website will be available soon and there is some concern that SF PES may be competing with this new site. The proposition is to enforce a prerequisite to post on the new IEEE site prior to allowing the posting to appear in the PES newsletter.
 - Job postings should be included on the GRID as well.
 - Our policy will be to allow job postings in the Newsletter for free. (So far there have been only two requests and Chuck has the time to accommodate this demand).
 - Search for possible Corporate Sponsorship.
 - Use the Newsletter for job postings, (one month at a time), rather than create and maintain it on the Website (or a separate website). Don't make the Newsletter too large.
 - Consider using the IEEE templates to update the PES website.
- ***IEEE Membership Development Program & Advancement Recognition (Jon Eric, Ben):***
 - Jon Eric distributed a list of SF PES members and their current level of membership.
 - Certain members of the list will be approached for possible upgrades. (Davis will contact Ed Taylor for upgrade to senior member).
 - Five senior upgrades per year is the level necessary to be used as a measure for High Performance chapter.
 - You can nominate yourself, and the section is obligated to write the paperwork.
 - Only 3 references are necessary for Senior membership. ADCOM can be used as a reference and BEN will write the nomination letter.
- ***Officer Elections (Ben):***
 - Nominations letters will be sent by Ben by November 9th. The nominations can only go to PES members.
 - Ballots will be emailed to eligible voters 3 or 4 weeks after request for nominations. (Eligible voters include Grad Students).
 - Elections can be valid for a Two year term.
- ***Event Review (Ben):***
 - John McDonald (PES) September 27th meeting
 - Many good slides and anecdotes related to the PES president position. Good insight into the way the society is run.
 - Automation specific acronyms were difficult to follow.
 - Cyber-Security
 - Raffle went well.
 - Many agencies attended. (Good overall attendance)
 - About 10 people appeared without RSVP.
 - Embarcadero Substation Tour October 18th
 - Not a good start due to the tour leader absence. Jason Regan filled in admirably as the tour guide.

- Special Thank you to Jason. ADCOM has agreed that he should receive a Commissioned Pen, a restaurant gift certificate and an invite to the spring banquet.
- ***Future Technical Presentations (Ben):***
 - Demetrios (Out of Step)
 - On schedule – so far only 2 RSVP's.
 - GreenVolts (Solar Power)
 - Scheduled for November 27th but lacking a firm confirmation and Bio. Will not be able to make the flyer until the presenter provides more information.
 - PES Substations Host Committee (Even planned for April 5th – 11th 2008) – looking for volunteers.
- ***Event Planning (Ben):***
 - Holiday event presentation.
 - ADCOM appreciation. Possible Locations:
 - Culinary academy on POLK and TURK.
 - Bob's Steak place in the OMNI hotel.
 - SCOMA's.
- ***Round Table:***
 - N/A

Action Items

- Ben to send out nomination letters
- ADCOM members to review Senior membership material and contact individuals for interest.

The next ADCOM meeting will take place November 29th – at PG&E's 77 Beale, Room 305. Meeting adjourned at 13:23 PM.

Respectfully Submitted by:
Davis Erwin