

Topics for Officers' Huddle

S16 – Atlanta 03/20/16

The Officer Huddle will be held in room_____ from 8:00 am until 10:30 am. The order of topics below is arbitrary, and does not reflect any assumed importance.

- Seek a volunteer to take meeting notes for the huddle
- Should we rename our Officer's Huddle as an "Executive Session"? It may make it more formal – do we want that?
- Future Meeting dates and locations. Team approach rather than one-man approach.
- Treasurer's Issues
 - Budgeting of funds, setting goals
 - Put it in writing (a Report)
 - What is the minimum necessary seed money to fund continuing operations?
 - Establishing a Capital Reserve account with defined goals
 - Setting fees
 - Providing more membership benefits, etc.
- Value of using RFID name badges? Cost / benefit analysis vs. using "Old school" methods
 - Create a plan and put it in a Report
- People Issues and Succession Planning
 - Subcommittee Chairs expected turnover
 - Back-ups to critical functions. (Vice) treasurer, back-up webmaster, Vice Chair Meeting Planning, etc.
 - New Standards Coordinator and Standards SC Chair
 - Sanjib Som Technical Editor.
- O&P and P&P revisions
- Tutorials
 - Do we retain plan for 2 for each meeting?
 - Do we establish guidelines for presentations about recent published documents?
 - Does this tie in with the documentation of why we wrote the contents of a document?
 - Need a new coordinator for the tutorials to replace Tom
- WG Leader functional training
 - How do we prevent non-productive meetings?
 - How do we ensure that each meeting agenda will describe the actions to be taken by the WG at this meeting?
- Oil test data NDA for C57.104 Retain Rick Ladroga as WG Chair?
- Panel Session on Transformer Resiliency at Summer PES GM in Boston
- Website general password rules
- Tech Council request of PES Paper on GMD/GIC.
 - What is the status?
 - Can we still complete it?

Please add to this list if you have additional issues

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Past Huddle Topics; for Historical Perspective

- Joint documents
 - Have we decided how to make a request to Adcom for a joint project?
 - What is our procedure?
 - Do we have extenuating circumstances to be discussed and reviewed?
 - A document might have clauses where one requirement for IEEE would appear, and a different requirement would appear for the IEC application of the document. Is this an issue?
- Meetings Improvement
 - Time to do our work Compare C57 projects (1 hour) to the joint IEC projects (several days) Are we doing the right things?
 - Growing requests for shoulder-day and after-hour WG/TF meetings -- request process, concerns, pros/cons, etc.
- Reminding everyone of their responsibility to ensure that every meeting follows our P&P rules, Roberts Rules, SA Ops Manual, Code of Ethics, etc.
- Corresponding members of SC or WGs
- Commercial content of our standards documents, particularly in the guides.
- Meetings notice 30days in advance
 - Availability of participants for teleconference and WebEx meetings? Expectations for their availability? How much time is a boss expected to allow an employee to spend on these calls?
- PES Tech Council TCPC Remove from role of VC and make it a separate appointment?
- Routine Working Group and Task Force Standards Development Reports.
 - WG reports describing WHY they agreed to make a change, or voted it down.
 - Some examples that I have collected. If you have good examples of explanations of “the why” that have been provided after the fact, please bring them along.
- PES Reorganization of committees and collaboration with others PSRC, etc. Solid state transformers?
- When a WG chair appoints a Ballot Resolution Group, is that different from the process of appointing a TF to look at an issue?
- WG Editorial review
- Should the Adcom exert some measure of control over the projects that the committee takes on? Coordination or prioritization of activities, ensuring a balance of work between various SCs, etc.? Or does the delegation of all technical matters, including starting new projects lie within the authority delegated to the Subcommittees?
 - How do we ensure that a project will produce real value to the industry?
 - How do we ensure that a new project has a unique scope that does not overlap with existing documents? When we see an overlap like this, what do we do about it?
- Appearance and content of IEEE/ IEC joint standards. (Without Jodi telling us what to do) (Example Wind Trnsf document) There is no attempt to match the IEEE SA style guide; there is

no requirement to use terms found in IEEE definitions documents- Dictionary; C57.70; 12.00; 12.01; etc.

- IEEE, PES, SA Membership Comm member classification, Emeritus, etc. Any issues remaining?
- Content of C57.12.00 and 12.90 What goes where?
- LOA ?