

## **MEETING MINUTES -- Fall 2001 Meeting**

### **8.0 Meeting Planning Subcommittee -- G. W. Anderson, SC Chair**

The Meetings Planning SC holds an open meeting at each TC meeting to plan future meetings and to assist future hosts by education, mixing of ideas, and lessons-learned. The meeting is attended by at least the SC Chair, the present meeting host, future hosts, and hosts from past meetings. Others interested in hosting a future meeting, or assisting with meeting planning are encouraged to attend.

The Meeting Planning Subcommittee meeting began at 3:00 p.m., Wednesday, October 17, 2001 in the Rosen Centre Hotel in Orlando. Seventeen (17) people were in attendance. Greg Anderson, SC Chair facilitated. The meeting began with introductions by the attendees.

#### **8.1 Committee Finances**

Committee funds are presently (as of August 6, 2001) \$8066.23. It is expected that the funds will remain approximately the same after the Orlando Meeting.

#### **8.2 Past & Present Meetings**

##### **8.2.1 Past Meeting - Amsterdam, The Netherlands**

Ernst Hanique and his SMIT Host Team did an excellent job of planning and implementing the previous meeting. The attendance was good despite the necessary overseas travel and the lack of attendance of those working on Distribution Subcommittee activities. The facilities of the Hilton Amsterdam were excellent. SMIT hosted a relaxing and scenic trip to Nijmegen on a train pulled by a classic steam-train for a tour of their factory and dinner in a medieval castle. Companion tours included excursion to Province of West Friesland and an excursion to Gouda & Schoonhoven. The speaker at the Tuesday luncheon was Mr. Menno de Vries from KEMA Laboratories. The Wednesday evening event consisted of a dinner cruise on the luxury saloon steamer, "Prins van Oranje". After the meeting, KEMA Laboratories hosted an interesting tour of their test facilities in Arnhem.

##### **8.2.2 Present Meeting - Orlando, Florida, USA**

Despite the tragic events on September 11th, just five weeks earlier, there was a worthwhile attendance at this meeting. Many other conferences across the country were cancelled due to the events and Joe Watson praised the bravery of those who attended. Greg thanked Joe & Jim Hudock for their work. Due to the many fixed expenses, a close vigilance to the food & beverage expenses and audio/visual services was necessary. Joe was commended also for his hard work in reducing the expenses of the meeting especially by providing all the overhead projectors and screens for the event (a huge physical effort). Grand Eagle hosted a nice luncheon and a tour of their repair facility on Sunday morning. Overall, the Orlando Meeting was a success.

#### **8.3 Future Meetings**

##### **8.3.1 Summary**

The following dates, locations and respective hosts for future meetings were reviewed.

- April 14-18, 2002 -- Vancouver, B.C, at the Westin Bayshore Resort & Marina, hosted by Mike & Nancy Lau (BC Hydro).
- October 20-24, 2002 -- Oklahoma City, Oklahoma, at the Renaissance Hotel, hosted by Joe Garza (Southwest Electric).
- Spring 2003 -- open for US meeting; contact Greg Anderson for if interested in hosting a meeting.
- Fall 2003 -- open for US meeting.

Possible locations for future meetings include: New York or New Jersey (near IEEE HQ), Minneapolis, Denver, Indianapolis (with the PES Insulation Committee), Biloxi or Jackson, Montreal, Charlotte or Raleigh, Springfield or Branson, and Edinburgh, Scotland to name a few.

### **8.3.2 Upcoming Meeting -- Vancouver, B.C.**

Mike Lau made a brief report. Meeting rooms and guest rooms have been reserved at the Westin Bayshore Resort & Marina, adjacent to Stanley Park. Room rate will be CAN\$180 (approx. US\$130, without taxes), single or double occupancy. The Wednesday Evening Dinner Social will be held at the new Vancouver Aquarium. There will also be two identical technical tours of Powertech's laboratories. Mike Lau can be reached at (604) 528-3201 or [mike.lau@bchydro.bc.ca](mailto:mike.lau@bchydro.bc.ca).

### **8.3.3 Upcoming Meeting -- Oklahoma City, Oklahoma**

Joe Garza reported that a contract has been signed for the meeting at the new Renaissance Hotel. The basic room rate (single or double occupancy) will be US\$130. Joe is working closely with a local professional meeting planner and they are looking at some events with a Southwest or Western feel.

## **8.4 Working Group Reports**

### **8.4.1 Working Group on Web-Site Development**

The first session of the Web-Site Development Working Group met on Wednesday, October 17th, at 1:30pm. There were 24 attendees present at the meeting. A membership list (members & guests) will be developed at the next meeting in Vancouver.

WG Co-Chair Susan McNelly made a presentation of the existing web-site features. Co-Chair Georges Vaillancourt was unable to attend the Orlando meeting.

There were discussions regarding the purpose and direction of the WG including what types of information should be on the individual subcommittee web pages. The issue of security access was also discussed as draft Standards cannot be put on-line with out limiting access to the information to Committee members.

There were also discussions on the policy that needs to be developed regarding commercial content of items placed on the site.

Lastly, the group supported the costs associated with getting software purchased to allow Susan McNelly access to the web-site as co-webmaster.

## **8.5 New Business**

### **8.5.1 New Meeting Schedule**

The new longer (3-1/2 day) meeting schedule was introduced at this Orlando Meeting. This new schedule will begin Sunday evening with the usual Hospitality Reception. Individual "break-out meetings" will begin on Monday morning and will continue through Wednesday afternoon. The wrap-up "Full Committee Meeting" will be Thursday morning. The following criteria are used for the longer schedule.

- Only one timeslot for each SC meeting (generally held on Wednesday).
- No more than two timeslots for each WG or TC activity.
- A target maximum of 5-6 meetings per timeslot.

The longer schedule also includes a couple of time slots on Monday & Tuesday afternoon dedicated specifically for educational content (tutorials and presentations).

### **8.5.2 TC Web-Page**

Continued thanks to Georges Vaillancourt for maintaining the web-site. The site contains complete minutes from recent past meetings and information about upcoming meetings. Susan McNelly has joined Georges as our "Co-Webmaster".

A new working group called "WG Web-site Development" was developed and had its first meeting in Orlando (immediately preceding this SC meeting). The new WG will further develop the TC web-site, encourage productive use of the site (bulletin boards, etc), determine web-content, and develop procedures for adding material to the web-site. A representative from each subcommittee is encouraged to attend the meeting.

Additionally, a "WG for Educational Development" is being considered to promote educational content and coordinate presentations and tutorials. The proposed WG would attempt to certify certain tutorials for continuing education units (CEUs) for professional development.

### **8.5.3 Golf Shirts**

The first 200 people that pre-registered for the Orlando Meeting with the on-line registration system received a nice complimentary polo/golf shirt embroidered with the Committee's logo. The remaining 50 shirts (250 shirts were ordered) will be sold at the subsequent meetings.

### **8.5.4 Tutorials, Presentations and CEUs**

Four tutorials/presentations were presented at this Orlando Meeting. The response of these presentations "exceeded all expectations". Attendees could also apply for accredited continuing educational units (CEUs). Approximately 26 individuals applied for CEUs. Material from each of the presentations is now available on the web-site.

The following is a summary of the attendance at the presentations:

- "Inrush Currents, Characteristics & Effects" (P. Hopkinson, G. Kobet, G. Swift, et al) - 126 attendees, 14 applied for CEUs.

- "Guide to Metric Conversion" (D. Galloway) - 37 attendees, 8 applied for CEUs
- "Standard, Specifications, and Designs: Their Relationships" (V. Sankar) - 170 attendees, 9 applied for CEUs.
- "Internal Fault Detection in Distribution Transformers" (N. Cuk) - 78 attendees, 10 applied for CEUs.

Future candidate presentations include: Net Meetings (On-line Meetings and Remote Conferencing), Frequency Response Analysis (FRA), Switching Transients (a summary of work by Bob Degeneff's WG), Web-based Review of PES Technical Papers, Loss Tolerance & Measurement (by Ramsis Girgis), and National Energy Policy (by Phil Hopkinson).

Greg is still looking for someone to assist him with planning and administrating the presentations.

### **8.5.5 Miscellaneous**

Additional topics were discussed:

Note that a table was set-up at this Orlando Meeting to promote membership of IEEE and PES. Thanks for Vita and Jennifer from IEEE for providing the promotional information.

The e-mail reflector service continues to be successful in helping disseminate Committee news and information. Information about the reflector can be found on the web-site. It was determined in the earlier Web-site Development WG to add everyone who has attended the last 2-3 meetings to the service, and allow them to cancel subscription if they choose.

We are still investigating creating an "anniversary CD" that will contain an assembly of documents and meeting minutes from the past 5-10 years. The CD could perhaps be presented as a gift to all Committee Members and made available to meeting guests and other interested individuals.

We are still investigating a way of coordinating and consolidating our databases. Greg is looking at several outside companies that provide such services. Presently we use no less than five non-relational databases: the TC "mailing list" maintained by SC Secretary, the attendee list for each TC meeting, the standards ballot lists, SC & WG membership lists maintained by chairs, and the large IEEE membership list. It would be helpful if databases used by the Committee were relational, centrally-located, and the contact information was self-maintained by the members.

Greg encouraged everyone to create their own "e-mail alias address" - an excellent service provided free of charge by IEEE. An alias is a permanent e-mail address that remains the same, even if the user moves to a different company or ISP. For instance, Greg uses "gwanderson@ieee.org" and has used that same address for years, even though he has changed employers twice. A message sent to an individual's alias is immediately re-directed to an e-mail address chosen by the individual. For instance, an e-mail sent to Greg's alias is forwarded to his HDR address. The alias service also provides excellent virus filtering and often, a person can create a much simpler (shorter) e-mail address than the one provided by their employer. A link to the IEEE e-mail alias service is provided within the Committee's web-site.

The meeting was adjourned.