

9.0 Meetings Planning Subcommittee - G. W. Anderson, SC Chair

The Meetings Planning Subcommittee (Mtg SC) holds an open meeting at each meeting to plan future meetings and to assist future hosts by education, mixing of ideas, and lessons-learned. The meeting is attended by 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 began at 3:00 p.m., Wednesday, October 8, 2003 in the Sheraton Station Square Hotel in Pittsburgh, Pennsylvania, USA. Seventeen (17) people were in attendance. Greg Anderson, SC Chair facilitated. The meeting began with introductions by the attendees.

9.1 Committee Finances

Committee funds are presently \$10,385.18 (as of September 6, 2003). Greg thanked the recent Meeting Hosts for working hard to control expenses and help with stewardship of the Committee's funds.

9.2 Past & Present Meetings

9.2.1 Past Meeting - Raleigh, North Carolina, USA (March 16-20, 2003)

Ray Nicholas and the Host Team at ABB did an excellent job of planning and implementing the previous meeting in Raleigh. It was noted that Ms. Beverly Jenkins, Special Events Manager in ABB's Raleigh Office contributed greatly to the planning of the event. Attendance was good at the meeting (332 attendees and 41 companions/spouses).

The speaker for our Tuesday Luncheon (207 attendees) was Mr. John W. Estey, President and CEO of S&C Electric Co. and current President of the IEEE PES. Mr. Estey gave a sobering presentation that challenged us all to continue concentrating on the technical aspects of our business and encouraged employees to continue supporting standards development. On Monday, 99 people participated in a "working luncheon" where Tom Prevost reviewed the procedures in developing standards. This event was very well accepted and we hope to hold it often.

On Wednesday evening, 166 people attended dinner at the North Carolina Museum of Art. On Monday, 33 companions/sponsors enjoyed shopping at the Triangle Town Center and lunch. On Tuesday, 33 companions/sponsors enjoyed a trip to Duke Chapel and Sara Duke Gardens located at Duke University in Durham, and then returned to Raleigh for a lunch at the Cardinal Club and a tour of the State Capital Building.

On Sunday morning, a group toured Waukesha Electric System's transformer plant in Goldsboro, North Carolina. On Thursday afternoon, a group toured ABB's Small Power Transformer Facility in South Boston, Virginia. Attendance at both tours was restricted (by invitation only).

9.2.2 Present Meeting - Pittsburgh, Pennsylvania, USA (October 5-9, 2003)

Meeting Host Dennis Blake of Pennsylvania Transformers (PTTI) gave a brief report of the on-going meeting. Attendance was good (335 attendees and 46 companions). The Pittsburgh Host Team did a great job of planning and implementing the meeting. A special thanks to Judy Panian and Cal Olsen of PTTI for their hard work.

The speaker for our Tuesday Luncheon (211 attendees) was Mr. Ed Reis, Executive Director of the George Westinghouse Museum. Mr. Reis, dressed in period clothing, provided a captivating first-person impersonation of George Westinghouse. On Monday, 81 people participated in a "working luncheon" while Tom Prevost reviewed the procedures in developing standards. This event was very well accepted and we hope to hold it often.

On Wednesday evening, 161 people attended the dinner social at the National Aviary. On Monday, 31 companions/spouses enjoyed a tour of Amish Country. On Tuesday, 30 companions/spouses enjoyed a trip to Fallingwater, a familiar example of Frank Lloyd Wright's work.

On Sunday morning, a full busload toured Pennsylvania Transformer's transformer plant in Canonsburg. On Monday evening, 53 people (including 6 companions) toured Mitsubishi Electric Power Products high voltage circuit breaker factory in Warrendale. Attendance at both tours was restricted (by invitation only).

Special thanks to HICO America, On-line Monitoring, Weidmann-ACTI, and VA-Tech Transformers for sponsor coffee breaks at this meeting and helping us defray the cost of the meeting.

9.3 Future Meetings

9.3.1 Summary

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

- March 7-11, 2004 -- San Diego, California, USA at the Catamaran Resort Hotel. Hosted by San Diego Gas & Electric (Sempra Energy Utilities).
- September 19-23, 2004 -- Edinburgh, Scotland. Hosted by Jim Fyvie and VA TECH Peebles Transformers.

Possible locations for future meetings include: Jackson, Mississippi; Phoenix; Memphis; New York or New Jersey (near IEEE HQ); Minneapolis; Denver; Branson, Missouri; Las Vegas; Portugal and Montreal to name a few.

9.3.2 Upcoming Spring 2004 Meeting (March 7-11) -- San Diego, California, USA

San Diego Gas & Electric Company (SDG&E) will host the Spring 2004 Meeting in Pittsburgh, San Diego, California. The meeting will be held at the Catamaran Resort Hotel (www.catamaranresort.com) located on Mission Bay. Room rates are \$145/night (without taxes), single or double occupancy.

Technical tours are planned of SCE/ESI Edison Repair Facility and SDG&E's Distribution Operations Center. The Wednesday Evening Social will include a cruise on Mission Bay. Companion/spouse events under consideration are a full-day trolley tour through the Old Town & Coronado area. Other events under consideration include visits to the San Diego Zoo, and Point Loma and Cabrillo National Monument).

9.3.3 Upcoming Fall 2004 Meeting (September 19-23) -- San Diego, California, USA

Jim Fyvie gave a brief summary of the planning for the Fall 2004 Meeting. Jim distributed a preliminary flyer at the Pittsburgh Meeting.

9.4 Working Group Report

9.4.1 WG on Web-Site Development - Submitted by Susan McNelly

The working group meeting was held at 7:00 am on Wednesday, October 8, 2003. In spite of its early hour, the meeting was well-attended with 15 people present (5 were new attendees).

9.4.1.1 Meeting Agenda

The agenda for the meeting was as follows:

1. Introductions
2. Latest Changes
3. Archives
4. Tutorial Videos
5. Other Issues?
6. Adjournment

9.4.1.2 Latest Changes

There was a brief discussion and demonstration for new attendees of the use of the SC and WG web pages. Also, the use of the private directory for posting of draft standards and other documents that needed to be kept in a protected area were again discussed.

Ownership of the SC web pages and WG pages by their chairs was again stressed. Templates for creating new pages have been developed for the WG Chairs to use. The template is available in both MS Word and Adobe Acrobat format. The template is available on the Main Subcommittee page.

9.4.1.3 Archives

The group discussed how much information should be kept available on-line and in what format. Minutes will be left on the site, but after they are bumped from the page with the last three meetings worth of minutes, they will be kept in Adobe .pdf format only rather than in both Word and .pdf. At the last meeting there it was decided to only keep the .pdf files of the main minutes not the breakouts of each SC etc. At this time, the full and breakdown minutes are still available. Until we receive indication that we need to reduce our use of the server, they will be kept.

9.4.1.4 Tutorial Videos

At the Fall 2003 meeting, McNelly initiated a trial of video capture software to record the tutorial and presentation discussions. This software allows you to capture all actions and sound on a computer and turn it into a video that can then be used by the members to take the information back home and share with others in their companies. A demonstration of one of the new videos recorded was shown to the Web Site WG.

9.4.1.5 Other Issues

Greg Anderson brought up the suggestion of adding a search function to the web site. McNelly will look into this possibility. Anderson also brought up the idea of creating a member directory with photos. This will be raised at the Main Committee meeting on Thursday to see if members in general have an issue with having their photo on the web site and whether if done it should reside in a protected area of the site or not.

No other issues were raised and the meeting was adjourned.

9.5 New Business

9.5.1 Mailing of Meeting Minutes

As in the past, the cost for printing and mailing that document was included in the registration fee. The primary source of meeting minutes for the Pittsburgh Meeting will be the Committee's website.

This will be the last time that we will send printed meeting minutes via mail. In the future, the web-site will be the primary source for that document. For the Fall 2003 Meeting and subsequent meetings, we will charge a slight fee (probably US\$15) for printing and mailing printed meeting minutes (in paper format).

Another issue is that the present format of our minutes is not "web-friendly". It is worthwhile that we consider reorganizing and reformatting the document as a web-based document. This issue will be addressed in a future meeting and assistance is needed.

9.5.2 Tutorials/Presentations

Four technical tutorials/presentations were presented at the Pittsburgh Meeting and they continue to "exceed all expectations". Material from each of the presentations is available on the Committee's web-site.

The following panel discussions were presented at the meeting:

- "Winding Temperature Measurement: Techniques, Devices and Operation", by Garnitschnig, McClure, Shaver, Teetsel, Thompson
- "Power Systems Over-voltage Requirements and Their Impact on Transformer Design", by Chu, Girgis, Moore, Patel, Preininger
- "Simplifications of Bushing Ratings and Dimensions Included in New Standard IEEE C57.19.01-2000", by Elliott, Rivers, Wagenaar
- "Ester-based Fluids", by McShane, Oommen, Tanger

Future candidate presentations include: Net Meetings (On-line Meetings and Remote Conferencing), Web-based Review of PES Technical Papers, IEEE Virtual Communities, Loss Tolerance & Measurement (by Ramsis Girgis), Moisture in Transformers, Noise and Sound Measurements, Paralleling Transformers, and National Energy Policy (by Phil Hopkinson). In San Diego, two local engineers will present their findings on two subjects: Seismic Design Considerations and a Proposed Test to Determine Zo.

We discontinued providing CEUs at the presentations. It was determined that most people do not need accredited CEUs for maintaining professional licenses, but rather unaccredited professional development hours (PDHs) is sufficient. Again at this meeting, we provided a means for attendees to download a "certificate of attendance" from the web-site and bring to the presentation for the instructor to personally sign. This process worked well in previous meetings and will continue for future meetings.

At the Pittsburgh Meeting, we experimented with recording the presentations with a program called "Camedia". This application runs in the background of a MS-Powerpoint presentation, creating a .MOV file, while recording in real-time the voice of the presentation over the slide presentation. We recorded two presentations in Pittsburgh but had some problems with the audio. We will continue to experiment with this program and hopefully will record all presentations in San Diego and perhaps distribute the files on CD-ROM at that meeting.

9.5.3 Coffee Break Sponsors

We continue to develop a program to allow companies to sponsor coffee breaks. Joe Watson is administrating the program. We highlight the sponsors in the Meeting Schedule and indicate their patronage on new signs located in the break area. Representative from the companies are allowed to distribute limited commercial information (flyers) during the break. We will continue to cautiously experiment with this and develop a policy to foster relationships with vendors and help maintain our low registration fees, while keeping a technical focus. We have also started posting the list of upcoming prospective break sponsors on the website. Contact Joe if you are interested in sponsoring a future break.

9.5.4 Committee Historians

We continue to look for volunteers to help document and archive the history of the Committee; i.e. old meeting minutes, old photos, etc. It was proposed that a group of "historians" (or "old timers") develop a plan to gather old meeting information for permanent archiving. It was suggested that we should create an "anniversary CD" that will contain an assembly of documents and meeting minutes from the past 10-15 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 continue to look for someone to champion this effort.

9.6 Miscellaneous

Additional topics were discussed and reviewed:

We are considering taking a photo of each attendee and creating a webpage containing those photos. This would help everyone "place a face with a name". The page would be protected from access from the general public and will be accessible only behind the secure portion of the website. We are planning on taking the photos during meeting registration in San Diego.

We are still investigating a way of coordinating and consolidating our membership databases and Greg is looking at several outside companies that provide such services, including integrated on-line meeting registration systems. We presently maintain and use several non-relational databases: the Committee "mailing list" maintained by SC Secretary, the attendee list for each meeting, the standards ballot lists, and individual membership lists maintained by SC & WG chairs. 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 again encouraged everyone to create their own "IEEE 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 three times. 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 immediately forwarded to his work 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. An alias also identifies a person as an IEEE member. A link to the IEEE e-mail alias service is provided within the Committee's website.

The 9/11 Event and the depressed economy have affected our meeting attendance and participation. We need to develop a contingency plan and look for opportunities to continue work during such situations. We need to learn to work more efficiently between normal scheduled Committee meetings. Greg suggested that

one WG or TF plan and hold a "between meeting" Internet or telephone conference and report the results (how it went, etc) to the Committee at a future meeting. We will continue to consider a WG or TF project that would be a candidate to hold a mid-meeting on-line conference.

Again it was noted that the Committee's "Marketing Flyer" is available on the website (see the "Services" box on the homepage). It is encouraged that everyone download and print this two-page document and distribute it at local conferences, seminars, and IEEE meetings.

The meeting was adjourned.

Respectfully Submitted,

Greg Anderson, SC Chair