

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

The Meetings Planning Subcommittee (Mtgs SC) holds an open meeting at each Committee 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 SC meeting began at 3:00 p.m., Wednesday, October 27, 2004 at the Green Valley Ranch Resort, in Las Vegas (Henderson), Nevada, USA. Twenty-three (23) 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 \$18,062.74 (as of July 15, 2004). Greg thanked the 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 - San Diego, California, USA (March 7-11, 2004)**

Earl Harris and the San Diego Gas & Electric (SDG&E) team at the San Diego Meeting did a great job of planning and implementing the meeting. Special thanks to Earl, who had never attended a Committee Meeting. The Catamaran Hotel was an excellent location. We hope to return there in the near future.

#### **9.2.2 Present Meeting - Las Vegas, California, USA (October 24-28, 2004)**

Special thanks to Don and Wilma Cash for being the gracious host and hostess of the Las Vegas Meeting. It was noted that Don and Wilma hosted a meeting in Detroit in 1983. We hope they will accept the call to host another meeting 20 years from now! Attendance was exceptional with 352 attendees and 92 companions (FYI, the Fall 2000 Meeting in Niagara Falls was 361 attendees and 94 companions).

The speaker for our Tuesday Luncheon (184 attendees) was Mr. John Futrell, President of Futrell Financial Management, and a local motivational speaker. Mr. Futrell gave us a challenging presentation titled "Engineers Have a Life Too!" and shared some tips on how to develop personal and professional relationships and how to follow our passions. On Monday, 96 people participated in a working luncheon where Bill Chiu, our new Standards Coordinator reviewed the procedures in developing standards. This event continues to be very well accepted.

On Wednesday evening, 240 people took a 45-minute bus ride out to Bonnie Springs, Old Nevada. Although it rained most of the time, we enjoyed some great "chow" and a taste of the Old West, a humorous gunfight in the street, and the long-awaited hanging of our past chairman, Jin Sim. On Monday, 52 companions/spouses enjoyed a bus tour of The Vegas Strip, including brief stops at a few locations that define Vegas. On Tuesday, 52 companions/spouses enjoyed the popular backstage tour of Bally's Jubilee and shopping at the Fashion Show Mall.

On Thursday afternoon, 103 attendees and companions/spouses visited the Hoover Dam Facility. Of those attendees, 53 were earlier obtained security clearance and journeyed deep within the dam for a VIP hard-hat tour. Mr. Robert Knill, a long-time mechanical engineer at the facility gave us a personal one-hour stroll through areas the general public is not allowed. We will long remember this event!

Special thanks to Hyundai Heavy Industries, GE Prolec, Kelman, and ABB Inc. for sponsoring coffee breaks at this meeting and helping us defray the cost.

### **9.3 Future Meetings**

#### **9.3.1 Summary**

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

- March 13-17, 2005 -- Jackson, Mississippi at the Hilton Jackson. Hosted by Andy Speegle and Kuhlman Electric.
- October 23-27, 2005 -- Memphis Tennessee at the Peabody Hotel. Hosted by Randy Williams and ABB Inc.

Possible locations for future meetings include: Miami, Montreal, Minneapolis, Denver, Phoenix, New York or New Jersey (near IEEE HQ) to name a few. Discussions continue of a possible meeting in an overseas location such as Portugal, Italy, or perhaps Japan or Korea.

#### **9.3.2 Upcoming Fall 2004 Meeting (October 24-28) -- Las Vega, Nevada, USA**

Andy Speegle and Kuhlman Electric will be the host of this meeting. Jackson, Mississippi was chosen due to its central location of 3-4 transformer-related manufacturing facilities including Kuhlman Electric, Howard Industries, and Siemens. The room rate at the Jackson Hilton will be \$119/night (single/double). The Wednesday Evening Dinner Social will be held at The Old Capitol Inn. Companion tours will include a day-trip to Vicksburg, MS and time at Mynelle Gardens.

#### **9.3.3 Upcoming Spring 2005 Meeting (March 13-17) -- Jackson, Mississippi, USA**

Randy Williams and ABB Inc. will be the host of this meeting. A tour of ABB's Alamo Facility is planned. We will have exclusive use of Graceland for the Wednesday Evening Dinner Social.

### **9.4 Working Group Report**

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

This working group did not meet in Vegas.

### **9.5 New Business**

#### **9.5.1 Association Management System**

We are now using a new system which is revolutionize how we communicate within the Committee, and administrate our membership and meeting attendance records. This new system has replaced our old Reflector/Listserv email system and is now the Committee's primary mode of communication.

The Committee has contracted with a company called 123Signup which provides membership administration and event registration solutions. We have modified their core system into a system we call the "Association Management System" (or AM System or simply AMS). This innovative web-based system allows our 90+ subcommittees, working groups, task forces, and liaison associations to communicate more effectively via email messages. Fewer bounced emails will result because individual contact information is "self-maintained" and is stored in a single relational database used by all functions of the system. Activity

leaders can print meeting rosters and maintain meeting attendance records. The new AM System will also provide us a more efficient and cost-effective on-line meeting registration system in the future (starting with our Spring 2005 Meeting).

There are essentially three levels of membership in the system:

- Committee Member (a "full voting member" of the Committees, including Emeritus Member, IEEE Life Member, and Corresponding Member)
- Active Participant (not a Committee Member, but an active contributor and meeting attendee)
- Interested Individual (a "remote observer" and supporter of the Committee's scope)

Anyone can enroll in the AM System -- even those who desire to passively monitor our work from a distance. Initially, a person is automatically enrolled as an Interested Individual. Once Committee membership or regular participation is validated, enrollment is upgraded to Committee Member or Active Participant.

More information can be found on the AM System page within our website. There will also be a brief tutorial in the Thursday morning Committee Meeting in Vegas.

### **9.5.2 Tutorials/Presentations**

The technical tutorials/presentations continue to "exceed all expectations". Material from each of the presentations is available on the Committee's web-site. Contact Kent Haggerty ([n.kent.haggerty@ieee.org](mailto:n.kent.haggerty@ieee.org)) if you are interested in presenting in the future or have an idea of a future presentation.

There were two presentations at the Vegas Meeting:

- "HVDC Converter Transformers Polarity Reversal Impact on Dielectric Design", by Ugo Piovan and others
- "Taps", by V. Sankar

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), Noise and Sound Measurements, Paralleling Transformers, and National Energy Policy (by Phil Hopkinson).

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.

We continue to experiment 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 will continue to experiment with this program and provide the presentations on the website after each 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 (joe\_watson@ieee.org) 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 have purchased wireless LAN equipment that we will bring to each meeting. This will provide attendees with a secure access to the Internet. An access key to the network can be obtained at the meeting registration desk. For more information, contact Craig Stiegemeier (craig.stiegemeier@ieee.org).

We started taking a photo of each attendee at the San Diego Meeting and created a webpage displaying the 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 initially are only including photos of Committee members on the website. These photos will soon be incorporated into the AM System in the member profiles.

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 2001 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