

***IEEE/PES TRANSFORMERS COMMITTEE
MEETING***

Meeting Planning Subcommittee

April 12, 2001

Amsterdam, The Netherlands

8.0 Meeting Planning Subcommittee -- G. W. Anderson

The Meetings Planning SC holds an open meeting at each TC meeting to plan future meetings and assist future hosts by education and 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 1:30 p.m., Wednesday, April 11, 2001 in the Hilton Amsterdam Hotel. Fifteen (15) 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 February 1) \$18,213.08. It is expected that approximately \$6,500 of these funds will be used to subsidize the expenses (losses) of the Amsterdam meeting.

8.2 Past & present meetings

8.2.1 Past meeting - Niagara Falls, Ontario, Canada

Roger Hayes and the VA-Tech/FPT Host Team did an excellent job planning and implementing the previous meeting. Special thanks go to Ms. Sherry Baker and her team at Events Extraordinaire, a local events planning company, for their assistance to the Host Team. Roger empathized that Sherry's team provided notable value to the event and allowed him and others at FTP to "concentrate on being a host" and selling transformers. Roger encouraged future meeting hosts to consider using a professional local meeting planner.

8.2.2 Present meeting - Amsterdam, The Netherlands

Ernst Hanique and his SMIT Host Team were complimented on a very worthwhile and productive meeting despite the overseas location. The attendance was good despite the lack of attendance of those working on Distribution Subcommittee activities. Ernst summarized preliminary attendance counts (see the attachment at the end of the minutes). 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 a tour of their test facilities in Arnhem.

8.3 Future meetings

8.3.1 Summary

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

- October 14-18, 2001 -- Orlando, Florida ... Joe Watson (FPC) and Jim Hudock (Ohio

Transformer)

- April 14-18, 2002 -- Vancouver, B.C. ... Mike Lau (BC Hydro)
- October 20-24, 2002 -- Oklahoma City, Oklahoma ... 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 City, Minneapolis, Biloxi, Montreal, Charlotte/Raleigh, and Edinburgh, Scotland (in 2005 or 2006) to name a few.

8.3.2 Upcoming meeting -- Orlando, Florida

Joe Watson has reserved meeting rooms and 275 guests rooms at the Omni Rosen Hotel (also known as the Rosen Center) in Orlando, Florida. Room rate will be US\$165 (without taxes), single or double occupancy. The meeting will be the first to incorporate the "Sunday through Thursday" schedule. The schedule will consist of individual "break-out" meetings all day Monday, Tuesday, and Wednesday, with the "full Committee meeting on Thursday morning" (see more details later). Ohio Transformers will host a tour of their Bradenton Plant. Although additional planning is in progress, this meeting will be promoted as a family meeting and attendees are encouraged to bring their children. Joe Watson can be reached at (561) 691-2206 or joe_watson@fpl.com and Jim Hudock can be reached at (407) 854-8130 or jhudock@ohiotransformer.com.

8.3.3 Upcoming meeting -- Vancouver, B.C.

Meeting rooms and 250 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. Mike Lau can be reached at (604) 528-3201 or mike.lau@bchydro.bc.ca.

8.3.4 Upcoming meeting -- Oklahoma City, Oklahoma

Joe Garza presented a brief informative slide presentation on Oklahoma City and what it can offer for a meeting facilities and activities. Joe is working closing with the local visitors & conference bureau and is close to choosing a host hotel.

8.4 New business

8.4.1 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.

Greg has developed a useful "Industry Calendar", also available on the TC web-site, that lists upcoming "transformer-related meetings, through year 2010. This calendar is helpful in planning future Committee meetings and avoiding conflicting meeting dates.

A new working group called "WG Web-page Development" will be developed and will have its first meeting in Orlando. 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. Georges has volunteered to co-chair the WG. A representative from each subcommittee is encouraged to attend the meeting. Additionally, a "WG for Educational Development" is being investigated 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.

8.4.2 Meeting schedule

Again, the new longer meeting schedule was discussed. The new schedule will begin at the Orlando meeting and 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 "Full Committee Meeting" will be Thursday morning. The following criteria will be used for the longer schedule.

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

Greg has already started developing the "Orlando Schedule" and has begun working with SC Chairs on desired meeting order. The longer schedule will allow a couple of time slots dedicated specifically for educational content (tutorials and presentations).

8.4.3 E-mail reflector service

A new "e-mail reflector service" has been created to help disseminate non-commercial Committee information. Advance information about future meetings will only be distributed with this service. Therefore, to avoid missing helpful information, everyone should subscribe to the service. A link to subscribe to the service is provided in the web-site.

Additionally, it is encouraged that everyone create an "e-mail alias" address to help eliminate confusion and allow people to maintain proper contact if they switch employers. An alias can be created by accessing the IEEE website (www.ieee.org) and typing "alias" into the search window or by directly accessing the web-page at <http://elecomm.ieee.org/personal-alias.html>.

8.4.4 Mailing of committee meeting minutes

It was decided at the Administrative Subcommittee meeting at the Fall 2000 meeting that meeting minutes would now be "snail-mailed" only to:

- Committee Members
- Attendees of that associated meeting

This new mailing policy will significantly reduce the cost to print and mailing minutes. We hope, with the increased use of the web-site, to someday stop mailing the traditional paper

document and allowing interested parties to download the minutes from the web or perhaps order the document on CD.

8.4.5 Miscellaneous

Additional topics were discussed:

Create 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 to all Committee Members and made available to meeting guests and other interested individuals.

Continue to improve the registration process. Perhaps automatically confirm that those who register as IEEE members are indeed due-paying members and confirm life and emeritus memberships. Perhaps add the ability to make hotel reservations on-line while registering for a meeting.

Coordinating and consolidating databases. Presently there are no less than 5 databases (TC membership list maintained by SC Secretary), each meeting registration list, ballot list, SC & WG membership lists maintained by chairs, and the IEEE membership list (self-maintainable).

Sell "products" such as meeting standards (C57 Collection, etc) at upcoming meetings. Develop a "golf-type" shirt with a Committee logo and sell at the meetings.

Include IEEE membership and Committee membership applications in invitation packages mailed before each meeting or welcome packages distributed during each meeting.

Investigate IEEE Conference Management Services providing additional services such as maintaining our membership list, tracking meeting attendance, including attendance at large break-out meetings perhaps using bar-codes on name-badges.

It was also noted that IEEE has a "full-service" travel agency that can provide low airfares, car rental, etc. IEEE Global Travel Services can be reached at (800) 879-4333 or at www.ieeetravelonline.org.

The meeting was adjourned.