

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, March 10, 2003 at the Catamaran Resort Hotel, in San Diego, California, USA. Twenty-two (22) 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 \$10,982.69 (as of February 9, 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 - Pittsburgh, Pennsylvania, USA (October 5-9, 2003)

Dennis Blake and the Pittsburgh Host Team at Pennsylvania Transformers (PTTI) 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.

9.2.2 Present Meeting - San Diego, California, USA (March 7-11, 2004)

Earl Harris from San Diego Gas & Electric gave a brief report on the on-going meeting. It was noted that Earl (who never attended a Committee meeting!) took on a big task when Ron Kirker left SDG&E in December. Attendance was good at the meeting with 346 attendees and 74 companions/spouses.

The speaker for our Tuesday Luncheon (192 attendees) was Mr. James E. Tucker, Senior Engineer in SDG&E's Electric Meter Department. Mr. Tucker gave us a challenging presentation titled "Happiness is a Choice" and provided some tips on how to find the "funny in life" with our own sense of humor. On Monday, 79 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, 259 people boarded the William D. Evans, an nineteenth-century-style paddlewheeler, at the Catamaran pier and enjoyed dinner and lively music provided by a jazz trio, the Grand Daddy-O's. On Monday, 53 companions/spouses enjoyed Shopping in La Jolla, a visit to the Cabrillo National Monument and lunch in Seaport Village. On Tuesday, 50 companions/spouses enjoyed a tour of Coronado including a visit to the historic Hotel del Coronado, and San Diego's Old Town State Park with lunch in Old Town.

On Sunday morning, approximately 95 people toured the SCE/Edison ESI Repair Facility (a restricted tour, by invitation only). On Tuesday evening, 57 people toured SDG&E's Electric Distribution Operations Center (non-restricted tour).

Special thanks to Tamini Transformers, Tree Tech USA, Luxtron Corporation, and ABB Inc. for sponsoring 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 13-17, 2005 -- Jackson, Mississippi, USA at the Hilton Jackson. Hosted by Andy Speegle and Kuhlman Electric.
- October 23-27, 2005 -- Memphis Tennessee. Hosted by Randy Williams and ABB Inc.

Possible locations for future meetings include: Minneapolis, Denver, Phoenix, Miami, Montreal, 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

Due to the recent cancellation of the Scotland Meeting, meeting details were not available yet. A meeting site was not yet determined but several hotels were being investigated. Due to uncertain weather conditions in Scotland, the Fall Meeting was originally planned in September, but it was decided to move it back into the traditional month of October.

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

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.

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, March 10, 2004. In spite of its early hour, the meeting was well-attended.

9.4.2 Latest Changes

The only real change to the web site is that addition of a search engine. The search engine allows users to find information on the web site by searching using key words or phrases.

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.

9.4.3 Other Issues

The main topic of discussion was the desire to make the website the "Go To" place for presentations, communications and general information on transformers.

A "brainstorm session" to come up with various ideas for the website development was held. A question was raised concerning whether access to information should be public or private domain. There is a private portion of the web site, which is used for posting draft standards and other sensitive information (photos, member directory, etc.) There was also some discussion of copyright issues. Greg Anderson clarified that

as long as permission was granted by the author or owning entity, the paper could be published in the public domain. Also abstracts and summaries of papers could be posted for non-public or restricted papers with information on how to gain access or permission to get the original paper or information.

Greg Anderson brought up some new business on spam e-mails and viruses. Greg wants to preserve the IEEE alias system and he encouraged people not to drop their alias email address. He indicated that no company is without spam and virus problems and that spam will not decrease significantly in the future. The IEEE alias system has a good "spam filter" that blocks spam emails and filters viruses. He indicated that a good amount of his and other committee leaders time were spent revising contact information in the databases. Use of an alias email address keeps the amount of changes to a minimum as it your alias allows your e-mail to follow you in the event of a job change or company domain change.

Greg Anderson mentioned that he has been talking with a company that provides a web-based membership list. The good part about a membership list is that it will have a hierarchy to it so that subcommittee chairs can look at membership list and see who is in their subcommittee or working group. The chair could then send a message to that person's email. The software also handles meeting registration. It will allow working groups to print a roster. He is also hoping to eventually have a barcode reader that could be passed around during meetings and during the Main Committee meeting to simplify.

The new password for the private directories was announced, which will be effective starting Friday, March 12th.

The meeting was adjourned.

9.5 New Business

9.5.1 Tutorials/Presentations

Four technical tutorials/presentations were presented at the San Diego Meeting and they 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) if you are interested in presenting in the future or have an idea of a future presentation.

The following panel discussions were presented at the meeting:

- "Proposed Test to Determine Zo for Transformers with Interconnected Windings", by G. Rosselli
- "Transportation Issues of Power Transformers", by T. Lundquist, W. Hoffmann, E. Schweiger, M. Silvestre
- "Seismic Design Considerations for Transformers", by H. Matt, D. Ostrom, C. Riker
- "Moisture Estimation in Transformer Insulation", by T. Oommen, J. Thompson, B. Ward

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.

At the San Diego and Pittsburgh Meetings, 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 will continue to experiment with this program.

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 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.

We are still investigating a way of consolidating our membership databases together with an on-line meeting registration system. Greg has been looking at several outside companies that provide such a service and is focusing on one company. 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 has started writing specifications for such a service and it is hopeful that a decision will be made in the next few months.

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