

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 16, 2005 at the Hilton Hotel, in Jackson, Mississippi, 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 \$3,002.58 (as of February 1, 2005). 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 - 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 Green Valley Ranch Resort was a great location for a meeting. It was nice that they were able to separate the casino from the meeting area and there was little necessity to walk through the casino to get to guest rooms and the meeting area.

9.2.2 Present Meeting - Jackson, Mississippi, USA (March 13-17, 2005)

Andy Speegle and Kuhlman Electric were the hosts 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.

We had four technical tours at this meeting! On Sunday morning, one bus-load of attendees visited the Kuhlman transformer factory in Crystal Springs, MS. On Monday evening, one bus-load of attendees visited the Siemens regulator and breaker factory in Jackson. On Tuesday evening, 55 people visited the new Nissan auto assembly plant in Canton, MS. Finally, on Thursday evening, two bus-loads of people visited both the distribution transformer and medium facilities of Howard Industries and had dinner at Billy Howard's home.

The speaker for the Tuesday Luncheon (154 attendees) was Mr. Hank Flick, PhD and Director of Communication Department at Mississippi State University. Mr. Flick gave us an "interesting reflection" of Southern Culture. On Monday, 82 people participated in a working luncheon where Bill Chiu, our Standards Coordinator reviewed the procedures in developing standards. Jodi Haasz with IEEE Standards assisted Bill and made a presentation. This event continues to be very well accepted.

On Wednesday evening, 150 people had dinner at the Old Capital Inn in Jackson. On Monday, 19 companions/spouses enjoyed a bus tour of historic Vicksburg, MS. On Tuesday, 17 companions/spouses enjoyed a day at Mynelle Gardens and the Craftsmen's Guild of Mississippi, and lunch at the University Club.

Special thanks to Pauwels, Serveron, Weidmann-ACTI, and VA TECH 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.

- October 23-27, 2005 -- Memphis Tennessee at the Peabody Hotel. Hosted by Randy Williams and ABB Inc.
- March 19-23, 2006 -- Although a search for a meeting location in Miami was investigated, a meeting is now planned these dates in Costa Mesa, California (near LA).
- October 22-26, 2006 -- Montreal, Quebec hosted by Thang Hochanh and Hydro-Quebec.
- March 11-15, 2007 (tentative date) -- location to be determined

Possible locations for future meetings include: Minneapolis (possibly Fall 2007), Miami, Denver, Phoenix, Kansas City, 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, (possibly Fall 2008), or perhaps Italy, Japan or Korea.

9.3.2 Upcoming Fall 2005 Meeting (October 23-27) -- Memphis, Tennessee

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

9.3.3 Upcoming Spring 2006 Meeting (March 19-23) -- location to be determined

At the time of the Jackson Meeting, no location had been confirmed for this meeting.

9.4 Working Group Report

9.4.1 WG on Web-Site Development

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 is revolutionizing 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 80+ 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 did a great job with assisting with the registration of the Jackson meeting, providing a more efficient and cost-effective on-line meeting registration system. We are continuing to improve the reporting capability of the system.

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.

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) if you are interested in presenting in the future or have an idea of a future presentation.

Two presentations on "Internet Meetings" were held on Monday and Tuesday evening. The presentations were facilitated by Craig Stiegemeier and attended remotely by individuals from Microsoft. Over 40 individuals joined the mock on-line meeting using the wireless Internet connection provided in the meeting area. The most interesting thing was that almost a dozen individuals, who could not attend the Jackson meeting, joined the presentation remotely from home!

Future candidate presentations include: Web-based Review of PES Technical Papers, IEEE Virtual Communities, Noise and Sound Measurements, Audible Sound Vibration in Transformers, Paralleling Transformers, a summary of the Trial-use Standard of Test Requirements for Instrument Transformers, Moisture Evaluation in Paper, FRA, Loss Tolerance & Measurement (by Ramsis Girgis), 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.

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