



## IEEE Seattle PES Chapter Executive Committee Meeting Minutes

5:00pm – 7:00 pm, December 4<sup>th</sup>, 2013 (Wednesday)

**Attendees:** Kevin Schneider, Henry Louie, Max Emrick, Darrel Ross, Phillippe Phanivog, Abdur Rehman, and Marcelo Elizondo

### Main points of discussion

- New EXCOM members (approved by vote)
  - Webmaster: Darrel Ross
  - Young Professional Program representative (GOLD): Abdur Rehman
  - Student activities representative: Phillippe Phanivog
- Current financials (Treasurer Report):
  - Main points presented by Max: our current balance and the amount spent in 2013 (for organizing 17 events)
- Review of details for end of year report
  - **Action:** Kevin to put together with help from Marcelo
- Proposal to compete for Outstanding PES Chapter in 2014
  - Executive committee **approved proposal to compete for Outstanding PES Chapter in 2014** by unanimous vote
- Plan to compete for Outstanding PES Chapter in 2014
  - Discussed 2014 activities under categories defined in award document. Put planned activities in categories. Kevin presented draft spreadsheet and added more activities that came out from the discussion.
  - Nomination to be submitted in 2015, with plan outlined in 2013 and execution in 2014
  - PES or IEEE award to very experienced member?
  - Fellow nomination
  - Retention: small talk at the beginning of activities
  - Phillippe in charge of student activities
  - Tess in charge of WIE activities



- Abdur in charge of Young Professionals Program activities
- **Action:** Kevin to take the lead in writing the report asking for support from other executives
- **Action:** Kevin to send out the plan with leads of each category and follow up with leads for plan refinement and implementation
- PES meetings for 2014
  - These meetings are listed in detail in Plan for Outstanding PES chapter. Kevin will send out the plan as mentioned before
  - A couple of notes on activities are included here (full list in spreadsheet by Kevin):
    - First 2014 meeting: Membership meeting (PES benefits and plan of year asking for support and ideas for meetings) Henry to give talk – early January – possible venue at Bellevue
    - Next Technical Activity: flow battery – January (Kevin)
    - HVdc – summer time (Henry contacted BPA person – if needed, Marcelo could talk with BPA person when visiting Celilo for work)
    - Sparks museum tour – Summer (Max)
    - DLP 1: Mani (at Alstom) or Daniel – February (Kevin)
    - DLP 2: Lassester/ McDonalds / O'Malley / Wanda Reder / Ed Schweitzer. SCL service center (Henry)
    - Student Activities: PES student branch, K-12 talk by Henry in January
    - Affinity Groups: GOLD and WIE (GOLD reception in NWESS), WIE (Tess), Retired people, other affinity groups?
    - **Action:** Contact Centralia Coal plant for tour (Marcelo)
    - **Action:** Webinars: through PES national – there is a form for application (Marcelo to find form and send out) – Kevin would give webinar on History of NW power)
- Members
  - Awards Recognition (more included in plan for Outstanding Chapter)
    - Continue outstanding engineer of the year
    - Add young engineer award



- Propose award at national PES level?
  - Member Advancement (more included in plan for Outstanding Chapter)
  - Membership Growth/Retention (more included in plan for Outstanding Chapter)
    - Give small talk before each event
    - Continue reaching to other locations of our section (e.g. Centralia, Peninsula)
- Chapter Operations
  - Web Page: Darrel is the webmaster
  - **Action:** WEBPAGE: Facebook (and Linked-in to revisit in next EXCOM?)
  - Would support PES student chapter if formed at UW by Phillippe
- Participation in NWESS 2014
  - **Action:** GOLD and WIE reception 4-5pm?– Max to bring it up in next planning meeting
- Action items for next meeting
  - Think about leveraging other events to add to the plan
- Tentative date for the next meeting
  - March 5<sup>th</sup> 2014
- Other topics
  - Sources of funding: \$70k grant from PES national level. E.g. membership subsidy, workshop for young, anything that affect membership.
  - Tentative event: young professional financial planning
- Close the meeting