



IEEE Seattle PES Chapter Executive Committee Meeting Agenda

3:30pm – 5:30 pm, December 12th, 2017 (Tuesday)

Attendees: Max Emrick, Darrell Ross, Abdur Rehman

- 1) Open the meeting at 3:30pm
- 2) Introductions
- 3) Review of Treasurer's Report (Max Emrick)
 - a. YP Income from EXCOM did not materialize
 - i. **(MO)** Darrell moves to let it go, Max seconds. Motion Passes (3/0/0)
 - b. Income from Seattle EXCOM – just need to notify the Seattle EXCOM treasurer
 - i. **(AI)** Max will contact the Seattle EXCOM treasurer about PES income.
- 4) Review minutes of last meeting's action items (Secretary)

Remaining and new action items listed here:

 - a. **(AI)** Max will create a welcome letter to add NWESS 2016 attendees to PES2 mailing list when we have a date for NWESS 2018
 - b. **(AI)** Darrell will update website with 2017 Awards information and bios (Outstanding Engineer and Young Outstanding Engineer)
 - c. **(AI)** Gwen will look into planning an event focused on the WIE audience
 - d. **(AI)** Marcelo will connect Darrell with the contact at IEEE-USA.
 - e. **(AI)** Darrell will research an easy picture followup post design for the website.
 - f. **(AI)** Max will add L31 report for Grand Coulee Dam event.
- 5)
- 6) Review of recent events
 - a. April 28 - Neno Novakovich Talk (Darrell)
 - b. April 29 - YP Sounders Game (Gwen)
 - c. May 13 - Georgetown Steam Plant Tour (Kevin)
 - d. May 24 - Awards Dinner (Eric)
 - e. May 27 - YP Boeing Tour (Gwen/Abdur) – Went really well. Private tour
 - f. June 27 - WIE+YP Microsoft Presentation Comp (Gwen/Abdur) – Went really well. Ordered too much pizza.
 - g. July 22 - YP PNW Professionals Conf (Gwen/Abdur) – Held at Red Lion Inn. Many YPs from Region 6 and Region 7 (Vancouver, BC)
 - h. July 29 - YP Summer BBQ (Abdur) – Magnussen park. Well attended.
 - i. August 11 - Grand Coulee Dam Tour (Max) – Full tour. Awesome as usual.
 - j. August 18 - Snoqualmie Falls Plant Tour (Abdur) – Well attended. Filled up in 30 minutes.
 - k. September 8 - YP Bowling at SU (Abdur) – Well attended.
 - l. October 28 - SnoPUD ESS Tour (Darrell) – Well attended. Diverse attendance.
 - m. November 11 - Sparks Museum Tour (Max) – Highest attendance so far with 30 attending. Next time we will do a PES special tour.
 - n. November 15 - YP Ali Moshref Talk (Abdur) – Went well. Many student members – some joined the YP committee.
 - o. Sep-Dec EE500 Lectures (Max) – Average 30 people attending each event with 5+ IEEE members at each.
 - p. Apr-Dec KW4H/SIGHT Meetings (Darrell) – SIGHT severed from KW4H in September.
 - i. **(AI)** Darrell will followup to see if KW4H wants to reestablish connection with PES providing some funding.
- 7) Elections for 2018 officers (Darrell)
 - a. Chair – need candidates
 - i. **(AI)** Max will schedule a late-Jan/early-Feb Meeting of existing and past officers to discuss how and when to hold elections. Include Advisory board discussion and filling Website and other volunteer positions. Good strategies for attracting more volunteers.
 - b. Webmaster – Darrell is interested in training a successor or maybe just adding a second webmaster?
 - i. **(AI)** Abdur will reach out to YP members to see if there is interest in helping with website/treasurer or other PES EXCOM needs.



- c. **(MO)** Darrell motions to add Karen Studarus as a member at large to PES Seattle Chapter EXCOM. Abdur seconds. Motion Passes (3/0/0)
- 8) NWESS Update (Max Emrick) - It's going well. Have to find new keynote speaker. Committee is getting more remote with meetings. Next meeting everyone will be remote – progress!?
 - a. May charge small amount for students next term.
- 9) WIE Update (Gwen Espe) – No update.
- 10) IEEE Seattle Section coordination – attending meetings
 - a. **(AI)** Max will attend IEEE Seattle Section January Meeting
 - b. **(AI)** Darrell will attend IEEE Seattle Section February Meeting
 - c. **(AI)** Abdur will attend IEEE Seattle Section March Meeting
- 11) PES Advisory Board (Marcelo Elizondo)
 - a. Formalize membership
 - b. Meet once/year
 - c. **(AI)** Max and Abdur will define advisory board potential members and responsibilities. Possibilities include review finances, provide recommendations, involve universities, provide good external view of PES EXCOM.
- 12) Plan for upcoming events
 - a. Events plan
 - i. January – Rising Star Conference 2018 (Abdur) – In Las Vegas 10 people are attending. Reimbursements coming from Seattle Section Region 6 funds.
 1. **(AI)** Abdur will write up a formal proposal for PES Seattle to provide some funds.
 - ii. January – Advisory Board / General Membership Meeting (Max)
 - iii. February – Membership Meeting? – discuss what we do and accept volunteers. **(AI)** Darrell will reach out to Henry Louie about possible membership talk.
 - iv. March – EXCOM Q1 Meeting
 - v. April – NWESS 2018
 - vi. May – Mock Interviews?
 - vii. Summer -
 - b. Events under consideration
 - i. Summer 2018 - Grand Coulee Dam Tour 2018
 - ii. Fall 2018 – Spark Museum
 - iii. Technical Training events – Possible talk from Neno.
 - iv. Denny Substation update?
 - v. IEEE 1547 update?
- 13) Awards (Marcelo Elizondo)
 - a. Giving Outstanding Engineer, Outstanding Young Engineer, and Outstanding Educator awards at NWESS? (Marcelo/Max)
 - b. **(AI)** Marcelo will send awards nominations reminders in a week.
 - c. **(AI)** Marcelo will ask Kevin for guidance in awards process once nominees are acquired.
- 14) Action items for next meeting
 - a. **(AI)** Darrell will work with Marcelo to produce the 2017 End of Year Report by Dec 31 deadline. He will make sure to get both YP and PE31 events for our report.
- 15) Tentative date for the next meeting: Thursday, March 8, 2017?
- 16) Close the meeting at 5:30pm



Q4 Action Items:

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- b. **(AI)** Max will create a welcome letter to add NWESS 2016 attendees to PES2 mailing list when we have a date for NWESS 2018
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