

Minutes of Administrative Subcommittee of the  
IEEE-PES Transmission and Distribution Committee  
Meeting Thursday, Jan. 22, 8am - Noon

The meeting was convened by Vice-Chair, Mack Grady at 8:00AM in the Hyatt Regency, Islandia Mission Bay San Diego, CA in the Garden Room F. The meeting began with introductions.

Those in attendance were:

Members:

Jim Stewart, Chair	Mack Grady, Vice-Chair
Wayne Litzenberger, Vice-Chair for Meetings	Dick Piwko, Former Chair
Gene Wolf, Secretary	Dennis Woodford
Neil Schmidt	Jeffrey Nelson
Kris Buchholz	

Guests:

Naeem Ahmad, IEEE Standards	Vita Feuerstein, IEEE Conference Planner
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1. Minutes of Jan. 30, 2003, ADCOM Meeting, Las Vegas

The minutes of the meeting were accepted and approved without changes.

2. IEEE/PES Report of the San Diego Meeting

Attendance was down for the 2004 T&D Committee's winter meeting from the 2003 winter meeting. Two Subcommittees did not support the 2004 T&D meeting. Their membership attended a competing conference and held meetings there. A third subcommittee had only token participation in the meeting. As a result, the San Diego Winter T&D meeting did not meet the number of sleeping rooms guaranteed to the hotel. The rooms were guaranteed to offset the cost of the meeting rooms in an effort to keep registration fees to a reasonable amount. The meeting had 189 attendees and 23 companions for a total of 212 people, which was about half the attendance of the 2003 winter meeting. T&D was short 199 nights in sleeping room nights, which equates to being short 66 attendees (figuring 3 nights per attendees). If those 66 people had attended, T&D would have broke even with the hotel. Since the room numbers were short, IEEE/PES which sponsored the T&D Committee meeting, will now have to pay the hotel \$27,000 as an attrition fee.

3. Future T&D Winter Meetings

With the limited attendance of the 2004 winter meeting, future independent T&D Committee winter meetings are in doubt. IEEE/PES agreed to sponsor the T&D

committee's winter meeting if it did not lose money. As everyone is aware, IEEE/PES is strongly against this independent winter meeting. They have expressed a desire to have the T&D Committee participate in the General meeting and the Fall Power Systems meeting sponsored by PES. Since the San Diego meeting lost money, the ADCOM discussed options. Here is a summation:

Hold one meeting a year at the PES General meeting each summer.

Hold a "second" T&D Committee meeting at the fall PES Power Systems meeting and the T&D Expo meeting.

Each Subcommittee will hold its own "second" meeting at a location they decide.

Hold a winter meeting a limited number of guaranteed sleeping rooms or possibly no guaranteed sleeping rooms (if possible) and pay for meeting rooms separately. This will result in higher registration fees and may affect the location of the meetings (desirable locations may not be available), but it will answer the problem of limited support from the subcommittees.

Ask IEEE/PES to sponsor a 2005 winter meeting.

If IEEE/PES agrees to sponsor another T&D Committee, it will only be if the T&D Committee can make guarantees to them. After losing \$27,000 and having limited attendance, PES will not be charitable to sponsoring a similar event and lose more money next year. One critical guarantee would be that all of the T&D Subcommittees would attend the meeting and encourage their membership to be there.

The ADCOM agreed to continue to meet at the PES General meeting for the main meeting. Of the options for the "second" meeting, the PES fall conferences offer the best solution to having a second meeting. PES would make all the arrangements for hotels and meeting rooms. It was also felt that having the Subcommittees holding independent meetings would not be in the best interest of the membership. The last option will not be viable without the guarantees of the Subcommittees (assuming they would sponsor the meeting in the first place). If the independent meeting is not sponsored by PES, the "second" meeting will be coordinated with the PES fall Power Systems meeting. Since T&D will have had two meetings in 2004 (San Diego and Denver), the 2005 meeting schedule will be the General meeting in San Francisco (June) and the fall T&D Expo in New Orleans (October).

The Vice-Chair of Meetings will begin working on the 2005 meeting schedule and negotiations with IEEE/PES. The goal will be to have an answer at the General meeting in Denver.

#### 4. Conference Schedule

T&D Winter Meeting, San Diego, January 2004

General Meeting, Denver, June 6-10, 2004  
Power Systems Conference & Exposition, NYC, Oct. 10-13, 2004  
ICHQP, Lake Placid, NY, Sept. 12-15, 2004  
General Meeting, San Francisco June 2005  
T&D Expo, New Orleans, Oct. 10<sup>th</sup> to 13<sup>th</sup> 2005  
ESMO 2006 in Albuquerque, NM Oct 15<sup>th</sup> through Oct 19<sup>th</sup>.

5. Decoupling Vice-Chairman from TCPC Position

The TCPC position is a full time job for the person doing the work. The person doing this has little time for any other IEEE activities. Separating the job from the Vice-Chair would allow a long-term full time assignment. It would allow us to work new members into the committee work. It would also be independent of the two-year rotation officer program in effect for T&D Officers. It would also give us more people that understand the process. The TCPC sets up panel sessions and gets folks to review the papers to be presented at the general meetings and the Expo type meetings.

This would require a wording change in the ORP Manual.

Wayne Litzenberger moved to make the change and Kris Buchholz seconded it. The motion was carried unanimously. Mack Grady and Gene Wolf will try to locate a volunteer for this position, with a nomination at the General meeting in Denver.

6. Suggestions for Candidates for 2005-2006 T&D Committee Secretary

Jim has talked with two people. One has turned it down and one is thinking about it. Jim has asked for names and will contact them.

7. Identify and Appoint a T&D Web Coordinator

There needs to be a coordinated Web page effort for the T&D Committee with links to active subcommittee web pages. The existing page needs a formal position to coordinate the effort. Jim has asked for names and will contact them.

Dick Piwko moved to establish a position and Bill Chisholm seconded. The motion was carried unanimously.

8. New Coordinator for T&D Fellow Selection

Jim would like to make a motion to have Dick Piwko the Follow Coordinator for the T&D Committee. Mack seconded. The motion was carried unanimously.

9. Establishment of Six New Functional Coordinators Positions Within Each Subcommittee

There have been a lot of problems in the areas of paper review, panel sessions planning and meeting room requests over the past few years. Some confusion has also arisen by not having a person to call other than the Subcommittee chair. To eliminate future problems, each subcommittee needs to have dedicated persons to the following positions. The positions are:

1. Transaction paper Review Coordinator (exists)
2. Conference Paper Review Coordinator
3. Panel Session Coordinator
4. Web Coordinator
5. Meetings Coordinator (i.e. room requests)
6. Standards Subcommittee Member

This would also allow places for new people to enter into the subcommittees. They would be functional positions and not officers.

- #1 reports to the T&D Vice-Chairman
- #2 & #3 reports to the TCPC.
- #4 reports to Web Coordinator
- #5 reports to T&D secretary
- #6 reports to the Standards Subcommittee

The committee wants a name in each of the boxes from each subcommittee. It is the goal of the T&D Committee that there will not be the same name in each of the six boxes. These individuals should be identified and functioning in their respective positions prior to the Denver meeting. Mack Grady requests that the subcommittee chairmen notify him of the names by April 15.

The motion was moved and approved by all the members.

#### 10. ADCOM Business Conducted via Email since Las Vegas

Corona and Field Effects subcommittee was disbanded as a subcommittee and made a working group under the General Systems subcommittee. It met in San Diego.

#### 11. Subcommittee Items Needing ADCOM Action

Neil Schmidt is stepping down as chair of Tower, Poles, and Conductors subcommittee. Dale Douglas has agreed to take over as chair. The ADCOM approved the nomination.

New PES magazine will not publicize the Una Lamb award nominations. They feel this is not appropriate for the magazine. As a result, there were no nominations this year. T&D will approach IEEE/PES. This is an item of major concern. The committee will work with PES to change the stand.

There is a new electronic news letter that IEEE/PES will run the awards notice, but very few members are aware of it in the T&D committee.

There was a standards meeting in Toronto. Jeffery Nelson was the T&D representative. Jeffery voted against it. It was a more IEC tone and less PES.

#### 12. T&D Organization and Procedure Manual (O&P)

T&D has a current manual and does not need review. Jim recommends that we leave it as stands for this year. Next year we should update it after we revert to the three officers format.

Respectfully submitted,

Gene Wolf, Secretary