

IEEE Switchgear Committee
ADSCOM Subcommittee
Meeting Planning Working Group
Meeting Agenda
Spring 2015

Attendees:

Members: Bill Long (+wife), Ted Olson, Todd Irwin, Ken Edwards, John Webb, Paul Sullivan, Larry Farr

Guests: Keith Flowers, Jeff Meissner

Past and Current Meetings:

- Updated meeting participation statistics from previous meeting – Fall 2014 Asheville, NC
Registered attendees 191 and 21 guests
21 first time attendees
107 registered for Tuesday Luncheon
101 registered for Wednesday Social
601 Room Nights
Support Income: \$32,000
Registration Income \$56,027

- Preliminary meeting statistics from Spring 2015, St Pete Beach
Registered attendees 251 and 43 guests
30 first time attendees
147 registered for Tuesday Luncheon
136 registered for Wednesday Social
104 registered for the Thursday Presentation
884 Room Nights
Support Income \$25,500
Registration Income \$72,936
Expenses estimated at \$96,225 – expected break even
Breakfast
Lunch \$11,637

- Meeting statics Graph:
Year over year increase averages 4.7% for past years

- Past meeting financial performance
 - o Orlando meeting lost \$18,800.
 - o Ashville made approx. \$23,000?
 - o St Pete is forecasted to break even

- Discuss any pertinent needs/concern for the current meeting.
 - o No issues reported at this time.

Meeting Specification:

- Review latest meeting specification document.
 - o Specification is revised and up to date.

Finances – Todd Irwin, Treasurer

- Account prior to St Pete income \$ 55,533.94
- Current account balance \$125,039.56 including meeting income
- Keep account average below \$100,000

Future Meetings

- Contract status with hotels and social events for upcoming meetings.
 - o Fall 2015 – San Diego CA, Catamaran
 - Contract in place
 - Budget planning for 250 but lower commitments for hotel guarantees
 - o Spring 2016 – Hilton Head, Sonesta
 - Contract in Place
 - o Fall 2016 – Pittsburgh, Sheraton Statin Square
 - Contract in Place
 - o Spring 2017– Charlotte?
 - Paul to visit hotels in Charlotte
 - o Fall 2017 – Portland, ME? Nashville, TN?
 - Nashville, TN deferred
 - Paul has quotes from properties in Portland.
 - Possible for Larry Farr to visit the hotels in Portland
 - o Spring 2018 – Orlando, Contemporary
 - Contract in Place
 - Expected to be financially negative
 - o Fall 2018 – Las Vegas?
 - o Spring 2019 – St Pete Beach?
 - Let Tradewinds give us a proposal

Socials Planned:

- Need to have social planned in advance so meeting notice can be sent on time
- Vice Chair has this responsibility
 - o Fall 2015—San Diego CA
 - Hotel Boat
 - o Spring 2016 Hilton Head
 - Beach villa?
 - Dinner cruise? Dolphin watching?

- Fall 2016 Pittsburgh
 - Vice Chair to investigate

New Business

- Meeting Planner Position.
 - Roll duties into Vice Chair. Vice Chair becomes Chair of Meeting Planning Committee.
 - Larry Farr Is willing to help with meeting planning duties as requested by the Vice Chair
 - Ken Edwards to update O&P accordingly.