

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

Attendees:

Ken Edwards, Keith Flowers, Todd Irwin, Ted Olson, Paul Sullivan, John Webb, Dave Stone

Discussion Items

- Action Items from Last Meeting
  - Main Committee Vice-Chair is now Chair of Meeting Planning Working Group. O&P Manual needs to show this change.
  - **Confirmed in current version or O&P Ken Edwards**
  - **Agreed to review to change name of group – Ken Edwards to investigate appropriate name, possibly “Meeting Planning Group”**
- Updated meeting participation statistics from previous meeting.
  - o **Lower attendance than S15 but averaging higher year over year**
- Financial Status
  - Surplus of approximately \$14,000 from St. Pete Beach meeting.
  - See page 3 for summary of costs for past meetings.
    - “Cash on Hand” estimated \$65K before registrations of current meeting**
    - No need to change registration rates at this time**
    - Need to keep negotiating lowest cost contracts for future meetings and cost control**
    - Future meetings expected to be more expensive.**
- Discuss any pertinent needs/concern for the current meeting.
  - No needs or concerns at this time.**
  - Estimated -\$3K to \$6K for this meeting**
- Meeting Specification
  - Updating it as needed based on learnings from meetings.
    - Latest version was updated by Paul Sullivan after Charlotte Hilton contract.**
- Future Meetings
  - Spring 2016 – Hilton Head SC – Sonesta Resort

- Social location selected **Poseidon Restaurant & Bar**; Transportation needed – **Busses**
- **John Webb to investigate entertainment cost.**
- Fall 2016 – Pittsburgh PA – Sheraton at Station Square
  - Bill Long and Ron Hartzel working to identify opportunities.
- Spring 2017 – Charlotte NC – Hilton University
  - Paul Sullivan will coordinate **social**.
- Fall 2017 – Portland MA – Marriott
  - **Thanks to Dave Stone for visiting hotel**
  - **Dave Stone willing to visit again to look at social venues.**
  - **Need social**
- Spring 2018 – Orlando FL – Disney Contemporary
  - **Need Social**
- Fall 2018 and Beyond
  - Burlington VT – Hilton
    - \$149 for Spring; \$189 for Fall
    - **Available spring dates not suitable (over Easter holiday S2018), Fall looks OK**
    - **Spring 2019 tentative**
  - Nashville TN, Canada, Las Vegas, San Diego (Catamaran)
  - **Fall 2018 Nashville possible– Eldridge willing to investigate**
  - **Fall 2019 After this F15 meeting complete – check with Catamaran**
  - **Spring 2020 - St Pete Beach**
  - **Fall 2020 – Las Vegas – Check IEEE Hilton**
  - **Spring 2021 – St Pete**
  - **Other possibilities – Washington, DC – John Webb**
  - **Do not go back to Ashville or Myrtle Beach due to poor draw (2014 and 2010)**
  - **We will take Canada off the list for now**
    - **Issues with passport travel, corporate travel approval healthcare restrictions**
- IEEE Preferred Hotel Program – Hilton and Intercontinental
  - “Fill-in-the-blank” contract means fast approval.

- **From Ken – we need to be sure future contracts include Government “prevailing per diem” rate.**
- Easier and more effective negotiations (Charlotte Example)
- IEEE Conference Services
  - Should we be using IEEE Conference Services for some of our meeting planning activities, such as finding locations and negotiations?
  - Fees may be too high.**
  - They offer webinars – Vice Chair needs to be on the mailing list for webinars, mailings, etc. At least useful update information is available.**
- Sleeping Room Nights
  - Need to check on sleeping room nights for next two meeting locations and consider making adjustments. Typically have 730 room nights (plus attrition). That is not enough anymore.
  - **Sleeping night Summaries s/s by John Webb**
  - **We have a history of overrunning our room block (except for F14 – Ashville). Contracts typically allow for 80% to 90% consumption.**
  - **This needs to be a standing item for every Planning Group Meeting.**
  - **Need to review S16 (735) and F16 (700)**
    - **Paul will discuss with Sonesta – Hilton Head**
- Next Meeting Announcement
  - What should our target date be for sending out our next meeting announcement?
    - Need social information, presenters
    - Meeting invitation will go out 4 months in advance of meeting in the future even if all presenters not finalized.**
    - Letter of invitation for management – Todd Irwin to draft**
  - How quickly should our website be updated with next meeting information?
    - Most information is already known for next locations.
    - Front page on SG website to be updated right after meeting, even if not all details finalized – Ken**
- Bounced Emails
  - When sending emails to ALL of our members, 60+ of them bounce.
  - How to address?
  - Review AMS list and clean up – Ken Edwards**
- Printing

- Ted Olsen has been printing the meeting booklet and schedule. He will not be Chair starting in 2016. How will we handle this printing going forward?

**Stop printing booklet and schedule hardcopies**

**Have booklet ready when meeting invite goes out, PDF on the website**

**Announce at the Main Committee Meeting.**

- Second Registrar
  - We need another person to help Ken with registration and AMS work.
- Meeting Planning Responsibility List
  - Need to more clearly define meeting planning tasks between Secretary, Vice-Chair, and Meeting Planner.

**Need to define schedule of actions for tasks – assign individual responsibility and due dates.**
  - Recommendation: Paul, Todd, Keith, and John develop draft policy for review.
- Insurance
  - We are automatically covered under IEEE for our insurance needs.
  - IEEE Office of Risk and Insurance Management Services (ORIMS) can provide us certificates of insurance.
  - Karyn Conner ([k.connor@ieee.org](mailto:k.connor@ieee.org)) was my contact person.
- Working Group Report
  - Should we include minutes from this Working Group in the minutes for ADSCOM or the Main Committee?

**We are not really a working group so minutes do not need reported outside meeting attendees.**
- New Business
  - Discuss any new business items.

This information was shared with the Hilton University Hotel personnel in Charlotte NC. It showed their costs to be higher than previous venues. It helped get us a major price reduction so their charges will match our average costs.

<b>IEEE Switchgear Committee</b>						
		Expenses				
Date	Location	Catering	A/V	Total	Gains/Loss	Room Rate
2012 Spring	St Pete Beach FL	\$41	\$9	\$50	\$16	\$169
2012 Fall	San Diego CA	\$54	\$7	\$61	(\$1)	\$145
2013 Spring	Galveston TX	\$38	\$9	\$47	\$20	\$159
2013 Fall	San Antonio TX	\$66	\$16	\$82	(\$19)	\$159
2014 Spring	Orlando FL	\$72	\$13	\$85	(\$19)	\$180
2014 Fall	Asheville NC	\$33	\$10	\$43	\$18	\$169
2015 Spring	St Pete Beach FL	\$57	\$9	\$66	\$14	\$192
Averages		\$52	\$10	\$62	\$4	\$168
2015 Fall	San Diego CA					
2016 Spring	Hilton Head SC					
2016 Fall	Pittsburgh PA					
2017 Spring	Charlotte	\$65	\$11	\$76		\$159
2017 Fall	Portland ME					
2018 Spring	Orlando FL					

Money is thousands of dollars except for room rate.

Some expenses do not include costs for Social if the social was held off property.

Charlotte Concerns

Social will be held off property so expenses not included.
Attendance peaked at meeting in Spring 2015 so catering costs will likely be even higher in Spring 2017.
A/V costs approximately \$5k higher than average.
Several other relatively "high cost" venues already booked.