IEEE, IAS Electrical Safety Committee

Executive Subcommittee Meeting Minutes

11:00 AM EST, January 11, 2016

1. Call to order

Attendance – See Appendix A

1. Review of Agenda

Approved

1. Approval of Minutes from September 21, 2015.

Approved

1. Business arising from the September 21, 2015 meeting
2. ESC Bylaws and Operating Manual – Steve Wilson
	* In progress
3. Awards – Vince Saporita
	* Awards committee has approved nominations for outstanding service and Prevention through Design
	* Steve Wilson to inform recipients
4. Awards and Recognition Subcommittee to investigate how to recognize outgoing ESC Subcommittee Chairs – Vince Saporita
	* Award will be a plaque with the ESW logo; Vince to co-ordinate
5. Technical Program SC drafted a policy regarding number of posters and presentation evening or evenings – Ken White
	* Maximum of 10 posters per session
	* Student Focus Session on Tuesday; General Focus Session on Wednesday
	* Ken will send a note to Dennis Hill to updated ESW manual accordingly
6. Paper Review SC to investigate and propose methods to increase number of paper reviewers, including increased participation by Executive SC, and to ensure reviews are “quality” reviews – Dan Doan
	* Dan to develop and issue a paper review guideline to ESW Committee
	* Some members of the ESW Subcommittee Executive have declined to do paper review: Ken and Steve to investigate
7. Raise the visibility of Hospitality Suites – Paul Sullivan
	* Nothing to report
8. Develop “sticky note” template to advertise ESW – Hugh Hoagland
	* Nothing to report
9. Investigate financial options to incentivize local attendance – Steve Wilson
	* Work in progress
10. Report from A & N Subcommittee
* The Technical Program and Tutorial Subcommittees will be combined
* The purpose of this combined Subcommittee is long range planning for all four aspects of the technical program: papers, tutorials, and the two focus sessions.
* Unanimously approved
1. ESW Operating Manual and Planning Guide
* Approved by electronic vote
1. Discussion on ESW Scheduling
* Electrical Safety Subcommittees will be meeting Monday
1. Requirements for meeting time and space in Jacksonville
* Each Subcommittee chair to send meeting requirements to Steve Wilson
1. Requirements for members to be present at information booth at registration and during the Exhibition
* In progress
1. Suggestion for 2018 ESW Chair – send to Steve
* Each Subcommittee Chair to send any suggestions to Steve Wilson
1. Oral Subcommittee Reports & Development (if on call)

Advisory & Nominations – Steve Wilson

* + See above

Technical Program – Ken White

* + Developed a paper review guideline

Paper Review – Dan Doan

* + ESW impact on industry: Approximately 35 ESW papers either published or in queue for publishing

Facilities & Finance

* + Waiting until after ESW to select location for 2018

Corporate Relations – Frank Tyler

* + Not on call

Publicity – David Pace

* + Brief report: No action items

Standards Activity – Arthur Smith

* + Brief report: Will contact Bruce re: P1814 Meeting time at ESW

Publications – Thomas Domitrovich

* + Work in progress on 2016 ESW workbook
	+ Will start work on 2017 workbook

Awards and Recognition – Vince Saporita

* + See above

Occupational Safety and Health – Rene Graves

* + Nothing to report

Construction – Mike Doherty

* + Working on getting local contractors to attend tutorial 5

International – Dennis Neitzel

* + Nothing to report

Industry Segment Development – Rachel Bugaris

* + Website: Add webpage for Subcommittees that activity to report
	+ Will work with Lanny Floyd on website

Historical and Records – Daleep Mohla

* + Nothing to report

IAS Committee Relations

* + Nothing to report

Academic Development – Afshin Zarringhalam

* + Brief report: No action items

Products and Services Development

* + Nothing to report

Government Relations

* + Nothing to report
1. Other business

None

1. Next meeting
* Sunday March 6, 2016 @12:00 PM to 5 PM; Daytona Room, 3rd Floor
* Light lunch will be provided.
* Each Subcommittee to provide a brief report on work in progress and future plans; provide report in advance of meeting to Steve Wilson and copy to Daniel Roberts (or bring to the meeting on a flash drive)
1. Motion to Adjourn

**Annex A – Attendance Roster**

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| **Attended** | **Regrets** |
| Arthur Smith | Daleep Mohla |
| Afshin Zarringhalam (Majd) | Dennis Neitzel |
| Dan Doan | Eva Clark |
| Daniel Roberts | Frank Tyler |
| Dennis Hill | Hugh Hoagland |
| Danny Liggett | Irozenell Pruitt |
| David Pace | John Aiker |
| Ken White | Michael Fontaine |
| Lanny Floyd | Paul Sullivan |
| Mike Doherty | René Graves |
| Rachel Bugaris |  |
| Scott Seaver |  |
| Steve Wilson |  |
| Thomas Domitrovich |  |
| Vince Saporita |  |
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