



INDUSTRY APPLICATIONS SOCIETY

PULP & PAPER INDUSTRY COMMITTEE

MINUTES

of the

FULL COMMITTEE

INTERIM MEETING

2010 PPIC COMMITTEE INTERIM MEETING
Sheraton Airport Hotel, Atlanta Georgia
October 25, 2010
Minutes recorded by John A. Kay, PPIC Secretary

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WELCOME AND INTRODUCTIONS – Rhonda Banks

Rhonda called the meeting to order at 12:30 PM. He welcomed everyone to Atlanta and the Full committee interim meeting. She then asked everyone in turn to introduce him or herself. A meeting sign-in sheet was circulated for all attendees to indicate their presence.

Rhonda also announced, for those that did not know yet, the Claude Hudson had passed away earlier this fall. Claude Hudson was one of the charter members of this committee. A memorial shall be included in the annual conference information.

2) REVIEW/APPROVAL OF MINUTES OF CONFERENCE MEETING – ALEX WU

Alex Wu reported that the conference meeting minutes from the San Antonio conference meeting were issued. These minutes have not yet been posted on the committee website www.pulpandpapercommittee.com. Bert Judson motioned to approve the minutes and was seconded by Alan Lowe. The minutes were approved by the full committee.

3) EXECUTIVE COMMITTEE REPORT – John Kay

John reported that 12 members were in attendance at the Executive Committee meeting last night held on October 24, 2010 (Sunday) from 6:10 PM to 7:45 PM.

Some of the topics of interest were:

- a) The 2011 Author's Guide is available and ready for authors use. Thanks Rhonda. She has included clearer instructions to authors for submitting papers to ScholarOne Manuscripts.
- b) There continues to be lengthy discussion with regard to the PPIC Sustainability and Perpetuation Councils.

Many ideas continue to be explored and some of them being:

- i) Firm up the preliminary technical papers list by February every year so that promotions can go out earlier to the mill management. Alex is charged to expedite all sponsors and authors this year!
 - ii) Promote good tutorials to the young mill engineers.
 - iii) Continued promotion of the conference through other venues associated with the Wood Product Industries.
 - iv) Emphasis of the training benefits of attending this technical conference.
 - v) Work continues on the development of an Emeritus group
- c) Nominations will be left open for a brief time for nomination for the "Meritorious Engineering" and "Meritorious Service" Awards. Official deadline for submissions is that date of the interim full committee meeting.
 - d) We have several open volunteer positions including Unusual Failure Moderator, Perpetuation Council Chairperson and Committee Web Site master. Those interested are to contact Rhonda.
 - e) John Kay has created several good reference checklists for Authors, Sponsors and Tutorial Presenters. These will be posted on the conference website to be downloaded.

4) TREASURER'S REPORT/CONFERENCE AUDITS – JOHN KAY (for Greg Drewiski)

John Kay reported in Greg's absence the financial status of our current, past and future conferences as follows:

2007 Conference – John Malinowski

Audit was completed with a surplus of **\$47,891** returned to the IEEE. **CLOSED**

2008 Conference – Richard Turner (Rory Johnson)

Data has been sent to the IEEE for the final audit. At present, we have not yet received the audit report from IEEE internal audit. All documents for this conference have been received and the conference is considered "**Ready to Close**" pending receipt of the final audit report. It is expected we will have the audit report from this conference soon. The expectations are for a very small surplus around \$5,000. Financial summary, close out of the bank account and the return of the IEEE loan was completed last year.

2009 Conference – Robert Adams

Robert's team did a great job on their conference as they monitored their costs & budgets. The audit is completed, the results confirmed and they returned a surplus of **\$12,357** back to the IEEE. **CLOSED**

2010 Conference – Peter Baen (report given by John Kay)

Pam Gold, San Antonio 2010 Local Committee Finance Chair, has submitted her preliminary report, indicating that this year's conference was not financially successful. There are some discrepancies in this report and what was shared at the conference. I still contend that we had:

- 121 conference attendees and
- 39 registered guests

Sadly there's no way that we can massage the numbers to suggest a financial success, but none of the financials will reflect how much more difficult it could have been. The good news is that because of the extraordinary success that our sister conference, the IEEE Petroleum & Chemical Conference (PCIC) held later in San Antonio, we were able to benefit from them. Because of their need for overflow space, our guest room night attrition penalty fees, of over \$25K, were avoided. Some other incidental costs were also absorbed by the PCIC as well.

Special thanks to, our San Antonio 2010 PPIC Local Committee:

REGISTRATION: Lana Deleon – TECO Westinghouse

WEBMASTER: Pete Famighetti - ABB

FINANCE: Pam Gold - Thermon Industries, Inc.

FACILITIES & A/V: Bill Taylor – 3M

CATERING & SOCIAL: Steve Camber – Eaton Cutler-Hammer

SPONSOR & EXHIBITS: Duncan Rhodes – Independent Consultant

PUBLICITY & MARKETING: Guy Miller – Southern Company & Janet Flores – Rockwell Automation

PRINTING: Jerold Sauter – Tyco Thermal Controls

HOSPITALITY & GUEST PROGRAM: Johnny Wynn – Okonite

TUTORIALS: Radu Curiac - Siemens

EMERITUS: Daleep Mohla – DCM Consulting

AWARDS: David Rollay – Rockwell Automation

2011 Conference – John Malinowski

John Malinowski has an approved budget and hotel contract in place. He is looking forward to seeing everyone next June. He shared a city promotional video with the group.

5) STANDING SUBCOMMITTEE REPORTS

a) MEMBERSHIP – ALAN LOWE

Our current committee membership is 112. Since the annual meeting in June we have had the following changes in membership:

Four new members:

- Monte Artz
- Al Havens
- Hugo Monterrubio
- Charles Scurry

Thirteen members resigned, retired, or dropped:

- Richard Barker
- Robert Beltz
- Tim Crnko
- Ray Crow
- Russell Ford
- Tony Holiday
- Richard Kirby
- Jeff Lovelace
- Pat Malie
- Ron Meihofer
- Vernon Newbill
- Bud Palmer
- Ed Reid

We currently have no applications pending.

At the annual meeting in June we had 57 members present, 19 with excused absences, and 45 with unexcused absences.

Eighty members or 71% of our membership are at a member grade of Senior Member or higher.

The job sector distribution of our membership is as follows:

- 64 vendors
- 23 consultants
- 19 mill people
- 2 academic
- 4 retired

b) MAILING LIST – JOHN KAY

John reported as follows:

He just received the registration list from the San Antonio committee and reconciled that data to the master mailing list. He also updated the data based on the mark ups of the mailing list documents displayed at the conference.

The following is an update:

Total Entries 2551

Stale Entries 565 [no attendance since 1998]

Entries removed this year 90 [no attendance since 2000*]

Added in 2009/2010 to-date 23

All Entries with Email address 1946 77% (76%)

Active Entries with Email address 1946 97%

Approximately 282 entries are marked for removal this coming year (no attendance for the last 10 years AND no valid email address.

c) PUBLICITY – ROB BOTELER

No Report given. Rhonda did provide a report on the communication of the prize papers.

The San Antonio conference paper awards were published in the 2010 Sept/Oct edition of the IEEE Industry Application Magazine.

d) PAPER AWARDS/MAGAZINE AND TRANSACTIONS SUBMITTALS – MARK WEAVER

No formal report. Our papers were submitted shortly after our June conference.

e) PPIC AWARDS NOMINATION – RORY JOHNSON

Rory Johnson was not in attendance to provide his report. Rhonda provided a verbal report on his behalf. We have one nomination and will leave nominations open for a couple of weeks for late nominations, even though our operating guide specifies they are to be submitted by this date

f) FELLOWS NOMINATIONS – JOHN KAY

John Kay reported that four committee members through various IEEE Societies have been nominated for the 2011 Fellows class as follows:

Blake Lloyd has been resubmitted for consideration via another society.

Chuck Mozina was submitted through the Power Engineering Society.

Ron Simpson has been resubmitted for consideration through our conference.

John A. Kay has also been resubmitted for consideration through our conference.

The IEEE Fellows Review Committee does not issue their report until late November so we will not know until next year's conference. If any candidate were successful, he will inform the committee via email.

To be considered for nomination, one must hold a Senior Member grade at the time the nomination is submitted and shall have been a member in good standing in any grade for a period of five years or more preceding 1 January of the year of elevation.

One also needs a nominator who does NOT need to be a Fellow.
One needs a minimum of 5 and a maximum of 8 current Fellows to act as references.

Nominations are now being accepted for the IEEE Fellows class of 2012. The deadline for nominations is 1 March 2011. If any one believes someone is worthy of this nomination from within the ranks, please speak to John and he will assist in the process. The sooner this process begins the better. Nomination forms normally need to be completed and submitted by February. It seems like a long way off but it's always best to start the planning now.

6) LIAISON REPORTS

a) IEEE IAS PUBLICATIONS – MARK WEAVER

Mark reported that 7 papers from this year's conference were submitted to the IAS Magazine for consideration and 6 papers were sent for publication in the IAS transactions.

b) IEEE/IAS – DAVE DUROCHER

Dave Durocher reported that PPIC committee members are well represented in the IAS. Blake Lloyd is the IAS president elect for year 2013-2014 and Dave Durocher is the current Process Industries Department Chair until the end of this year. At that point Dave moves into the vice-president role for IAS. Mark Weaver is continuing as the assistant editor of the IEEE Transactions on Industry Application. This participation has enabled PPIC to benefit as members of IAS in areas such as Society co-funding of the James A Rooks Student Intern program.

c) TAPPI – BURT JUDSON

Burt Judson reported that TAPPI, specifically the Electric Drives Committee, is still very active. With the success of the 8-hour drive system short course held at the 2009 PPIC conference, there is consideration of repeating that course at one of our future conferences – possibly 2012. The format would be somewhat more informal based on the feedback received in 2009.

TAPPI is still considering a future 1-1/2 day course with regard to “How to calculate drive/Winder HP Constants”, which may be held either at Portland.

d) IEEE – STANDARDS PROJECTS COORDINATION – JOHN MALINOWSKI

John Malinowski reported the following:

IEEE Standards meet at the recent PCIC to review, revise and finalize these standards:

IEEE 841-2009 - Standard released 3rd quarter 2009. A new WG met and discussed comments on the existing standard and also the wish to add a section or mirror standard to address an IEC motor version of the standard.

IEEE 303-2004 is up for revision or affirmation. We voted to affirm as is.

P1349 - This continues with WG meetings several times a year in the Houston area.

P1599 - Large adjustable speed drives released 2009.

P1812 - Testing for permanent magnet machines. This is not meeting as part of PCIC but a new standard to specify how IPM machines are to be tested.

e) IEEE ELECTRICAL SAFETY WORKSHOP – LARRY THOMAS

Larry Thomas was not in attendance but Rhonda reported. The electrical safety workshop committee will meet in September 21 at San Antonio, TX at the PCIC conference. The next workshop will be held at Toronto, Ontario on January 24-28, 2011. The workshop website is: <http://www.ewh.ieee.org/cmte/ias-esw/index.html>

7) OPERATING SUBCOMMITTEE REPORTS

PCEMC – APPENDIX B
PDS – APPENDIX C
TSSC – APPENDIX D
DCS – APPENDIX E
FPC (Ad Hoc) – APPENDIX F

8) SAN ANTONIO CONFERENCE REPORT – PETER BAEN

Peter Baen was not in attendance. There were some issues where not all attendees staying in the Omni La Mansion del Rio Hotel. The conference had 121 conference attendees including 3 students and 39 registered guests. There were 104 registered for the conference social event.

9) FUTURE CONFERENCES – JOHN MALINOWSKI

a) JUNE 19-23, 2011 – NASHVILLE, TN

John Malinowski provided both a verbal and video update on the Nashville conference. Hotel rate is \$165 a night. A local conference committee is all in place and they are ready for all of us to attend. The conference will start on June 19 (Sunday) and will be ended on June 22 (Wednesday). Social program, on June 22, will be at the Wild Horse Saloon. The guest program will include a shopping trip to Franklin, TN and to the Hermitage, Andrew Jackson's homestead.

Andrew Jackson always welcomed visitors to his home, The Hermitage. Since The Hermitage opened as a museum in 1889, over 15 million people have crossed its threshold. Our guests are invited to become part of that tradition.

All tutorials will be held on June 23 (Thursday).

b) 2012 AND BEYOND

2012 Conference – DAVE DUROCHER

Dave Durocher reported that the 2012 IEEE IAS PPIC Technical Conference will be return to Portland, Oregon June 17-21, 2012. We are looking at two "finalists" for hotels, The Portland Downtown Waterfront Marriott and a newly renovated hotel in downtown; The Nines, part of the Starwood properties. Both are walking distance to the Riverwalk as well as the Street Trolley and MAX Light-rail. Our hotel target room rate is \$160/night including internet and we are shooting for a slightly lower room block and Food & Beverage budget to assure we are "right-sized" for the present market conditions – which hopefully will have subsided by June 2012.

He already has George Matto as his finance chairperson.

2013 – Charlotte, NC. Darren Honaker is working on hotel selection. Location will either be in the downtown or on the outskirts of Charlotte.

2014 – Locations in the Midwest. Atlanta, Jacksonville or somewhere in Canada are under review.

10) NASHVILLE CONFERENCE TECHNICAL PAPERS – ALEX XU

Alex reported that there are 18 A's, 17 B's, 10 C's, 3 D's, 12 E's, 6 Tutorials and 3 Panel discussions proposed for the 2011 Nashville conference. There is also one presentation the will be given by Ben Johnson on recent changes to the NFPA-70E standard. Paper inclusion will be based on a first come first serve basis based on the ScholarOne entry criteria.

11) SCHOLARONE MANUSCRIPTS UPDATE - RHONDA BANKS/ALEX XU

Rhonda Banks has updated the 2011 Author's Guide to providing better instructions to authors for submitting papers into ScholarOne. Alex outlined that he will be utilizing ScholarOne to a fuller extent this year as we transition into that system.

12) OLD BUSINESS

a) AD HOC – SUSTAINABILITY – DAVE DUROCHER

Dave Durocher reported he continues to reach out to specific industry engineers to promote the conference. Save the date emails were sent in April and in May. He also follows up with those that attend the conference and those that did not.

Dave exchanged our committee list with the group who hosts the WOODTECH show in Portland every year. We obtained a list of 675 names. Conference promotion will start in February 2011 and specially target to the user group and the past attendees. Earlier solidification of the potential papers list will help to promote the conference.

Good quality tutorials will also draw user group to the conference as this is all necessary training for them.

b) Ad-Hoc – PERPETUATION COUNCIL (Open Position)

John Kay resigned from this position, due to other priorities, at the June conference. A new leader is needed. Volunteers should see Rhonda or John. Rhonda thanked John for his long tenure in this position and outlined the good things this group has done to date.

c) AD HOC COMMITTEE FOR THE JAMES A. ROOKS MEMORIAL INTERN PROGRAM– GREG DREWISKE

Three Interns were present for the 2010 San Antonio Conference:

Nathan Bays – MeadWestvaco, Covington, VA

Matthew Little – NewPage Corporation, Wisconsin Rapids, WI

Kyle Siefring - International Papers, Georgetown, SC

Final cost for the 2010 program was \$5941.

Thanks to Dave Durocher for shaking a couple interns loose at the last minute. We had one intern go over the \$2000 limit and another was close due to late plane tickets. Overall, we stayed within the \$2000 per person budgeted. The difference between the \$600 travel that the Zucker Fund covered and what was needed was covered by the Rooks Fund. Greg further commented that the committee had an excruciating time getting the Zucker money of out IEEE due to this newly imposed \$600 limit on travel expenses. PPIC may need to rethink our approach given the \$600 limit on travel from the Zucker fund. Greg Drewiske reported three interns will participate in this year's conference and he will start to recruit new interns in February 2011.

Recommendations for 2011:

- The Local Committee should provide 2 queen rooms in Nashville as has been done in the past. This will eliminate the issues with hotel rooms for the interns.
- Approve a budget of up to \$8000 for 2011 for four interns

d) JAMES A. ROOKS MEMORIAL CONTRIBUTIONS – DAVE DUROCHER

Dave Durocher reported that the foundation has over \$111,000.00 including the \$30,000 matching fund from IEEE. The fund is planning to fund four students for the 2011 conference with \$2000.00 per student. 7

13) NEW BUSINESS

a) UPDATE FROM PETER BAEN – (RHONDA BANKS)

On Peter's behalf Rhonda wanted to acknowledge and thank John Kay for his efforts in updating the PPIC Local Conference Committee Guide. This is a great guide if it is used. Peter's team will provide feedback for revising the document.

b) EMERITUS UPDATE – DAVE DUROCHER

Dave Durocher is heading an ad hoc committee which is looking at the inclusion of a formal Emeritus Group within the PPIC. A group of 5 distinguished senior members of the IEEE IAS (John Bentley, George Matto, Larry Thomas, Stan Merritt, Daleep Mohla, Pat Link) participated in a teleconference June 10, 2010 and also a lunch meeting during the 2010 San Antonio Conference to discuss the idea of advancing an Emeritus program within the IEEE IAS PPIC. The stated purpose of the new initiative was to keep some of our "seasoned mentors" within the committee active and involved, even though they might not have a corporation sponsoring their participation. The group's response was focused on identifying specific activities where Emeritus could add value. There was push-back on the notion that there was a potential free-lunch out there. More work is needed to define the roles and responsibilities, how Emeritus are selected, and also to look at whether the conferences have the resources to help subsidize any potential costs. John Malinowski has agreed to join the group and help establish a PPIC structure for this new group. This group met with the PCIC Emeritus group in San Antonio, to glean ideas from their team.

c) INTERIM MEETING FORMAT – ALLEN LOWE

Allen would like this committee to consider an alternative format to the formal interim meetings we have had in the past. The subcommittee he is apart of would like us to consider doing some type of video conferencing, net meeting or other like telecommunications method rather than people flying in from all parts of North America.

There was much discussion around this topic with pros and cons suggested from both sides. It was recommended that an ad hoc committee be formed to review this as soon as possible and to come back with some recommendations to the executive.

The ad hoc group will be headed by Allen Lowe. Volunteers for this committee were John Malinowski, Larry Olsen, Bert Judson and Dave Rollay

d) OPEN VOLUNTEER POSITIONS – RHONDA BANKS

Rachel Bugaris has volunteered to take over the committee website from Blake. Blake will provide Rachel all of the information she needs to make the changes. Thanks you Rachel!

There are still several open positions,

A motion to adjourn was accepted from John Malinowski at 2:10 PM and was seconded by Allen Lowe.

Unanimously accepted, the meeting was adjourned.

APPENDIX A- FULL COMMITTEE CONFERENCE MEETING AGENDA

IEEE PULP & PAPER INDUSTRY COMMITTEE
The Westin Atlanta Airport Hotel – Atlanta, GA
October 25, 2010
1:00 PM to 3:30 PM

1 - Welcome & Introductions	Rhonda Banks
2 - Review/Approval of Minutes of San Antonio Conference Meeting	Alex Wu
3 - Executive Committee Report	John Kay
4 - Treasurers Report/Conference Audits	John Kay
5 - Standing Subcommittee Reports:	
a - Membership	Alan Lowe
b - Mailing List	John Kay
c – Fellows Nominations	John Kay
d - Paper Awards / Magazine and Transactions Submittals	Mark Weaver
e - Publicity	Rob Boteler
f - PPIC Awards Nominations	Rhonda Banks
6 - Liaison Reports:	
a - IEEE - IAS	Dave Durocher
b - TAPPI	Burt Judson
c - IEEE - Standards Projects Coordinating	John Malinowski
d - Electrical Safety Workshop	Larry Thomas
7 - Operating Subcommittee Reports:	
a - PCEMC	Roland Roberge
b - DCS	Darren Honaker
c - PDS	Felix Nepveux
d - TSSC	Bryan Gunter
e - FPC (Ad Hoc)	John Kay
8 - San Antonio Conference Report	Peter Baen
9 - Future Conferences	
a - 2011 Nashville (Video)	John Malinowski
b - 2012 Portland	Dave Durocher
c – 2013 and beyond	John Malinowski
10 – Nashville Conference Technical Papers	Alex Wu
11 - Scholar One Paper Publication	Mark Weaver
12 - Old Business	
a - Ad-Hoc - Sustainability	Dave Durocher
b - Ad-Hoc – Perpetuation (New Leadership)	John Kay
c - Ad Hoc Committee on Student/Intern Engineers	Greg Drewiske
d - James A. Rooks Memorial Contributions	Dave Durocher
13 - New Business	
Adjourn Full Committee Meeting on or before 3:30 PM	

APPENDIX B- PCEMC SUBCOMMITTEE

Industrial Applications Society
Pulp and Paper Industry Committee
Process Control, Engineering, Maintenance & Construction Meeting
Oct. 25, 2010

Meeting Start: 8:00 AM
Meeting Adjourned: 11:30 AM
Recorded by: Roland Roberge

Total Members: 16

Members Present: 6

Rhonda Banks	Dave Durocher
Burton Judson JR	Blake Lloyd
Roland Roberge	Allen Watson JR

Tom Vescovi (Guest)

Members Excused: 7

Peter Baen	Laurie Cihlar
Pamela Gold	Larry Menche
George Matto	Robert Montgomery
Jerry Nuernberger	

Members Not Excused: 2

Mike Tribe
Richard Watkins

Paper Reviewer for 2011: Dave Durocher

Backup Paper Reviewer Rhonda Banks

Introduction:

Introductions were made and a list of the PCEMC members was circulated for attendance and updates.

General Business:

- The Power Point presenter next year will be Roland Roberge.
- The June 19 – 23, 2011 Conference is Nashville, TN.
- Nomination for the Meritorious Service Award and the Engineering Award are open. The paperwork needs to be submitted by the interim meeting.

New Business:

- The list of proposed papers was reviewed and updated with changes. New paper topics were discussed. The list submitted to the General Committee was:

3	A Paper
4	B Papers
3	C Papers
1	D Papers
6	E Papers
1	Panel Discussion
1	Tutorials

- A volunteer for Vice Chair for the PCEMC was requested. No volunteer were recorded but one person is reviewing his status.
- Rachel Bugaris has agreed to be the Webmaster. Blake Lloyd has agreed to train Rachel on the web tools.
- Promotion of the PCEMC was discussed. Peter Baen was suggested to be the Diplomatic Liaison for this effort. Peter was contacted and agreed to assist with this effort.

Meritorious Award Nominees

No Meritorious Award Nominees were presented at the meeting.

Future Papers

Reference the Microsoft Excel spreadsheet that accompanies the minutes for the list of future papers.

APPENDIX C- PDS SUBCOMMITTEE

POWER DISTRIBUTION SYSTEM SUBCOMMITTEE INTERIM MEETING MINUTES WESTIN ATLANTA AIRPORT HOTEL, ATLANTA, GA

Meeting Date: Monday, October 25, 2010

Meeting Start: 8:00 am **Meeting Adjourn:** 10:30 am

Recorded by: Todd Legette

Total Membership: 33 **Potential New Members:** 0

Members Present: 8

Cathy Dalton	Ronald Simpson
Jay Das	Bill Vilcheck
Todd Legette	Craig Wester
John Levine	Alex Wu

Members Excused: 2 (Reported to me)

Gus Henson	Glenn Smith
Doug Moody	Bob Vandenabeele
Felix Nepveux	Chuck Mozina

Members Transferred: None

Resignations: None

Meritorious Award Nominees: None

2011 Paper Grader: Rich Schaefer

Introduction

Todd Legette welcomed all present to the Atlanta PDS Subcommittee interim meeting. Each member introduced him- or herself. A list of the current PDS members was circulated for updating and attendance. Updates have been forwarded to Alan Lowe.

Executive Meeting Summary

Significant Executive Committee Meeting topics were reviewed:

- PPIC is looking for volunteers to fill the following roles of :
 - **Webmaster** - Note: Rachel Bugaris volunteered to be the webmaster

- **Unusual Failure Moderator**
- Requested submission of nominees for Meritorious Engineering Award, Meritorious Service Award, and IEEE Fellow.
- Each subcommittee is requested to identify a paper grader and a back-up paper grader and include these names of in the subcommittee interim meeting minutes.
- The current subcommittee chairpersons' terms will end on July 1, 2011.
- John Kay has developed a set of checklist to assist Technical Paper Authors, Paper Reviewers, Sponsors, and Tutorial Presenters. The purpose of the checklist is to provide a list of required tasks for each role. Copies of these checklist will be distributed to all authors, reviewers, sponsors, and tutorial presenters this fall.
- The 2011 PPIC annual meeting will be held in Nashville, TN on June 19-23.

Future Papers

The subcommittee engaged in a discussion regarding technical papers for Nashville. See the table on the next page.

Old Business

1. There were no nominations for the Meritorious Awards or IEEE Fellow.

New Business

There was no new business.

Please contact the writer with any comments or corrections.

APPENDIX D- TSSC SUBCOMMITTEE

**TRAINING, SAFETY, STANDARD AND CODES
SUBCOMMITTEE
IEEE, IAS PULP & PAPER COMMITTEE**

**Interim Meeting – Atlanta, GA
10/25/2010
MINUTES of MEETING**

Meeting Date: October 25, 2010

Recorded by: Rachel Bugaris

Members Present: Dave Rollay
Paul Rouillier
Rachel Bugaris
Total: 3

Members with an
Excused Absence: Larry Thomas
Daleep Mohla
Bryan Gunter
Total: 3

Members with an
Unexcused Absence: Dennis Neitzel
Norman Danz
Kevin Lippert
Lanny Floyd
Jim Williams
Jim Harris
Al Havens
Ralph Shead
Steve Pittman
Total: 9

Total Members: 15

Guests: Warren Hopper
Total: 1

Introductions

The meeting was called to order by Rachel Bugaris.

All attendees and guests introduced themselves. Attendance was taken with correction to contact information.

Announcements & General Business

The PPIC is looking for a new webmaster. Anyone interested in volunteering should contact Blake Lloyd.

The group discussed nominations for the Meritorious Engineering and Service awards and IEEE fellows. Dave recommended a spreadsheet of members be updated or created to track eligibility.

At the 2010 conference, Steve Pittman volunteered to be the paper grader for the 2011 conference with Larry Thomas volunteering to be a backup. We attempted to contact Steve and Larry to confirm their status.

We reviewed the authors, sponsors, reviewers, and tutorial presenter checklists. Electronic copies to be distributed with minutes.

Technical Papers, Panels, & Tutorials

The following table summarizes the count of papers, panels and tutorials for the 2011 conference. See the attached spreadsheet (2010 Annual TSSC Paper Summary and Status Tally 10-25-10.xls) for a detailed list.

	A	B	C	D	E
Papers	1	0	3	1	1
Arc Flash Research Update*				1	
Tutorials	1		1		
Panel					1

* Arc Flash Research Update which is presented at the conference during one of the 25 minute slots. PowerPoint format only. PowerPoint should be submitted to program chair to be on the Conference CD (could it be put in the Conference hardcopy, too?)

Adjournment

The meeting was adjourned at 11:30 am.

Distribution of Minutes

Subcommittee members and guests, Committee Secretary, Committee Membership Chair.

APPENDIX E- DCS SUBCOMMITTEE

INDUSTRY APPLICATIONS SOCIETY PULP & PAPER INDUSTRY COMMITTEE DRIVES AND CONTROLS SUBCOMMITTEE 2010 INTERIM MEETING MINUTES

Meeting Date: Monday, October 25, 2010
Meeting Started: 8:06 AM
Meeting Adjourned: 11:04 AM
Chairman: Darren Honaker
Vice Chairman/Secretary: Michael Feldkirchner
Total Members: 40
Members Present: 8
Members Excused: 20
Members Not Excused: 12
Guests: 2

Introduction

- Members and guests introduced themselves
- Attendance / Membership List passed around and annotated

Announcements

- Antitrust Announcement was read.
Reminder committee members need to keep IAS membership up-to-date. You will get a notice from Alan Lowe if you are not a member of IAS.
- Reminder to utilize an IEEE alias for your e-mail address. That will simplify keeping track of you in the event you change jobs or Internet providers. Info at www.ieee.org. See below for detailed instructions.
- Ask for volunteer for PPIC webmaster.

Old Business

- Review of DCS Minutes from San Antonio Annual Meeting: Minutes approved as sent.
- Future Conferences are scheduled as follow:

2011	Nashville, TN	John Malinowski
2012	Portland, OR	David Durocher
2013	Charlotte, NC	Darren Honaker
2014	Milwaukee, WI	Volunteer
- Standing Meritorious Award nominees George Matto for Service. Nominees will remain on the nominations list until they are withdrawn, ineligible or are presented with the award.

New Business:

- Reviewers for 2010 are Duncan Rhodes with Larry Olsen and Keith Alan as backup.
- Larry Olsen suggested a “Webinar” to increase future participation in the interim committee meetings. Alan Lowe discussed the point during the general session meeting in the afternoon. A committee was appointed to explore the possibility.
- Harry Li from Siemens volunteered to be the new Vice-Chair for 2011. Michael Feldkirchner will move to DCS Chair July 1, 2011.

APPENDIX F- FP ADHOC SUBCOMMITTEE

**INDUSTRY APPLICATIONS SOCIETY
PULP & PAPER INDUSTRY COMMITTEE
FOREST PRODUCTS ADHOC SUBCOMMITTEE
2010 INTERIM MEETING MINUTES**

Meeting Date: Monday, October 25, 2010
Meeting Started: 8:05 AM
Meeting Adjourned: 11:04 AM
Chairman: John A. Kay
Vice Chairman/Secretary:
Total Members: 8
Members Present: 2
Members Excused: 2
Members Not Excused: 4
Guests: 0

Introduction

- Attendance / Membership List passed around and annotated

Announcements

- Antitrust Announcement was read.
- As an ad-hoc committee we have no paper grader.

Old Business

- Reviewed Minutes from San Antonio Annual Meeting: Minutes approved as issued.
- From Executive committee, future conferences are scheduled as follow:
2011 Nashville, TN Local Chair - John Malinowski
2012 Portland, OR Local Chair - David Durocher
2013 Charlotte, NC Local Chair - Darren Honaker
2014 Milwaukee, WI Volunteer Needed
- No nominees received for service awards. Executive have decided to leave nominations open until after the end of the month.

New Business:

- Reviewed paper list, clean out some older topics.
- John Malinowski brought forth several good papers including a ½ day tutorial, Thanks John!
- One topic and report submitted by Southern Company

- We are still looking for more papers!

Review of Papers:

- Paper count is:

Level	2011	2012
A	4	2
B	2	2
C	3	1
D	0	0
E	0	5
Tutorial	1	1
Panel	1	1

APPENDIX G- CHECK LISTS

These checklists were created by John Kay to assist sponsors, authors and tutorial sponsors/presenters to insure they understand their roles in the creation, completion and presentation of a technical paper to be presented during a future IEEE Pulp & Paper Conference. They will be located on the conference website for use by all.

IEEE-PPIC Sponsor Checklist

Paper Title:

Author(s):

	Details	Status
<input type="checkbox"/> 1	Do you have the author's contact information?	TO DO
<input type="checkbox"/> 2	Have you reviewed their abstract?	TO DO
<input type="checkbox"/> 3	Does the abstract and title of the paper reflect the content?	TO DO
<input type="checkbox"/> 4	Is the draft formatted as outlined in the IEEE PPIC Style Sheet?	TO DO
<input type="checkbox"/> 5	Does the paper include anything that would be in violation of the PPIC's policy regarding commercialism as outlined in the Committee Operating	TO DO
<input type="checkbox"/> 6	Do you know and have you communicated the author's submission deadline dates?	TO DO
<input type="checkbox"/> 7	Has at least one of the author(s) registered for the conference?	TO DO
<input type="checkbox"/> 8	Does the author(s) know they must present their material?	TO DO
<input type="checkbox"/> 9	Have you informed the author(s) about insuring the presentation does not violate the commercialism policies?	TO DO
<input type="checkbox"/> 10	Have you reviewed the author's presentation checking for any violations of the policies regarding commercialism?	TO DO
<input type="checkbox"/> 11	Have you informed the author(s) about the presentation dress code regarding commercialism?	TO DO
<input type="checkbox"/> 12		TO DO
<input type="checkbox"/> 13		TO DO
<input type="checkbox"/> 14		TO DO

IEEE-PPIC Paper Reviewer Checklist

Paper Title:

Enter Paper Title Here

Author(s):

Author #1, Author #2, Author #3,....

Details		Status
<input type="checkbox"/> 1	Do you have the author and sponsor's contact information?	TO DO
<input type="checkbox"/> 2	Do you know your review deadline(s)?	TO DO
<input type="checkbox"/> 3	Do you know the author's submission deadline date?	TO DO
<input type="checkbox"/> 4	Does the title of the paper adequately reflect the content of the paper?	TO DO
<input type="checkbox"/> 5	Is the draft formatted as outlined by the IEEE PPIC Style Sheet?	TO DO
<input type="checkbox"/> 6	Does the paper include anything that would be in violation of the PPIC's policy regarding commercialism?	TO DO
<input type="checkbox"/> 7	Is the paper clear, concise and logically organized?	TO DO
<input type="checkbox"/> 8	Is the grammar, spelling and punctuation accurate?	TO DO
<input type="checkbox"/> 9	Does the paper present an adequate analysis of a problem(s) and logically develop conclusion(s)?	TO DO
<input type="checkbox"/> 10	Are there references to any past papers on the subject, other than just that of the authors, and are they properly noted and formatted?	TO DO
<input type="checkbox"/> 11	Are all figures, pictures and tables legible and labeled?	TO DO
<input type="checkbox"/> 12	Do the figures, pictures and tables support the subject matter?	TO DO
<input type="checkbox"/> 13	Are there technical or commercial assertions that are unsupported?	TO DO
<input type="checkbox"/> 14	You have emailed your suggested & changes to the author and sponsor?	TO DO
<input type="checkbox"/> 15		TO DO
<input type="checkbox"/> 16		TO DO

IEEE-PPIC Tutorial Presenter Checklist

Tutorial Title:

Enter Tutorial Title Here

	Details	Status
<input type="checkbox"/> 1	Course abstract has been submitted prior to the 3 rd week of October. (Late submissions may not be considered)	TO DO
<input type="checkbox"/> 2	Course abstract is approved by a subcommittee, a sponsor is assigned & course has been accepted for possible presentation	TO DO
<input type="checkbox"/> 3	Acknowledgment of acceptance and date of presentation has been received from PPIC Technical Program Chair	TO DO
<input type="checkbox"/> 4	You have agreed to and confirmed the date of presentation to the PPIC Technical Program Chair	TO DO
<input type="checkbox"/> 5	Draft of the tutorial materials completed 4 weeks prior to the presentation date at the conference	TO DO
<input type="checkbox"/> 6	Draft of the tutorial materials has been reviewed by the Sponsor for commercialism and formatting	TO DO
<input type="checkbox"/> 7	Final version of the tutorial presentation completed	TO DO
<input type="checkbox"/> 8	Final version of the tutorial hand out materials completed	TO DO
<input type="checkbox"/> 9	Final version of tutorial presentation and materials reviewed by sponsor for commercialism	TO DO
<input type="checkbox"/> 10	You have registered for at least the portion of the conference that you are attending	TO DO
<input type="checkbox"/> 11	You have requested the total registrations for your tutorial	TO DO
<input type="checkbox"/> 12	You have made arrangements to make copies of the tutorial materials necessary for each participant at the tutorial	TO DO
<input type="checkbox"/> 13	Presentation at the conference	TO DO
<input type="checkbox"/> 14		TO DO
<input type="checkbox"/> 15		TO DO
<input type="checkbox"/> 16		TO DO
<input type="checkbox"/> 17		TO DO
<input type="checkbox"/> 18		TO DO
<input type="checkbox"/> 19		TO DO
<input type="checkbox"/> 20		TO DO

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