

**Subject:** January Executive Meeting

**Date:** Jan 6<sup>th</sup>, 2015, 12:00pm – 1:00pm

**Location:** 360 Portage, Room 301 – Seven Sister

### Attendees

Name	Committee Role
John Ermitanio	Chair
Feras Fettal	Vice-Chair
Michael Sefton	Treasurer

### Regrets

Name	Committee Role
Kang Liu	Secretary

### Meeting Objective

Plan for the 2015 IEEE PES Activities.

### Agenda

1. Introduction
2. Financial Update – Budget
3. Goal
4. Establishment of New Committees
5. IEEE PES Options
6. Open Floor Discussion

### Meeting Notes

Item	Description	Action by
1.	<p><b>Introduction:</b></p> <ol style="list-style-type: none"> <li>1. John Ermitanio will hold the role of 2015 IEEE PES Chair. John was appointed by Past-Chair, Evan Thompson.</li> <li>2. Feras Fettal will hold the role of 2015 IEEE PES Vice-Chair. Feras was appointed by Chair, John Ermitanio.</li> <li>3. Michael Sefton will hold the role of 2015 IEEE PES Treasurer. Michael was appointed by Chair, John Ermitanio.</li> <li>4. Not present in the meeting is Kang Liu who will hold the role of 2015 IEEE PES Secretary. Kang was appointed by Chair, John Ermitanio.</li> </ol>	INFO
2.	<p><b>Financial Update – Budget:</b></p> <p>The budget and net bank account balance of the IEEE PES Winnipeg Chapter is \$299.31 CAD. The 2014 Team had an end account balance of \$704.31 CAD with an accrued expense of \$455.00 CAD and \$50.00 CAD in hand.</p>	INFO
3.	<p><b>Goal:</b></p> <p>To participate in the high performing chapter program (HPCP) by satisfying the following criteria:</p> <ol style="list-style-type: none"> <li>1. Timely update of chapter leadership</li> <li>2. Update website with up-coming events, executive information, details of past activities, dates of last update, and a webmaster or other contact.</li> <li>3. Hold a minimum of four meetings with three meetings being recorded on L-31 form.</li> </ol>	INFO



<b>5.</b>	<p><b>IEEE PES Options:</b></p> <p>IEEE PES has provided an option that will allow for distinguished lecturers of specific power topics to present for our chapter. A great deal of revenue may be realized with distinguished lecturer as a presenter. However, the distinguished lecturer program is not free and at most can only be afforded with a cost sharing option. The executives decided we will not be utilizing the 2015 distinguished lecturer program due to poor financial capabilities.</p>	<b>INFO</b>
<b>6.</b>	<p><b>Open Floor Discussion:</b></p> <p>1. <i>Rate Changes:</i> Mike has presented the new Technical Meeting fees that address an increase in Holiday Inn contract costs and provides an incentive for individuals IEEE and PES memberships.</p> <p>The new fee system is as follows:</p> <ul style="list-style-type: none"> <li>• IEEE and PES Member – \$17.00 CAD</li> <li>• IEEE Member – \$20.00 CAD</li> <li>• Non-member – \$25.00 CAD</li> </ul> <p>Late registrants will no longer be guaranteed lunch but may decide to listen to the presentation at a reduced fee.</p> <p>The new 'listener' fee is as follows:</p> <ul style="list-style-type: none"> <li>• IEEE Member – FREE</li> <li>• Non-member – \$5.00 CAD</li> </ul> <p>2. <i>New Website:</i> A new website has been established at <a href="http://sites.ieee.org/winnipeg-pes/">http://sites.ieee.org/winnipeg-pes/</a> and content is being migrated. The goal of the new website is to allow executives with more control of the PES content. The new control will allow executives to implement a Paypal system that will accept payments for technical meetings and other activities requiring payment. The executives agreed that this will eliminate the risk of the financial burden realized by PES when early registrants chose not to show up for the presentation on the day of the technical meeting.</p> <p>3. <i>Executive Photo:</i> Photo of the team was taken and will be posted on the website.</p> <p>4. <i>Technical Meeting Dates:</i> Photo of the team was taken and will be posted on the website.</p>	<b>INFO</b>