IEEE, IAS Electrical Safety Committee

Executive Subcommittee Meeting Agenda

September 21, 2015\_Draft pending approval

1. Call to order

Attendance – See Appendix A

1. Review of Agenda

Approved

1. Approval of Minutes from January 25, 2015.

Approved as amended

1. Business arising from the January 25, 2015 meeting
2. ESC Bylaws and Operating Manual – Steve Wilson
   * Work in progress
3. Awards – Vince Saporita
   * No nominations received
4. Awards and Recognition Subcommittee to investigate how to recognize outgoing ESC Subcommittee Chairs – Vince Saporita
   * Work in progress
5. Technical Program SC to draft policy regarding number of posters and presentation evening or evenings – Ken White
   * Work in progress
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
   * Work in progress
7. Raise the visibility of Hospitality Suites – Frank Tyler
   * Work in progress
8. Develop “sticky note” template to advertise ESW – Steve Wilson for Hugh Hoagland
   * Work in progress
9. Investigate financial options to incentivize local attendance – Steve Wilson
   * Work in progress
10. Report from A & N Subcommittee – Steve Wilson

* Finalized award definition
* Two websites up and running;
* ESW going Green – workbooks available for $10

1. ESW Operating Manual and Planning Guide

* Electronic ballot in next 30 days
* The document is supposed to be reviewed each year by the outgoing chair
* Recommendation to add a deadline for update following the ESW

1. Discussion on ESW Scheduling

* Committee meeting times (locations to be determined):
  + Executive Subcommittee meeting (8 AM – 3 PM)
  + Electrical Safety Committee meeting (3 PM – 4 PM)
  + Subcommittee meetings (4 PM to 6 PM)

1. Oral Subcommittee Reports & Development (if on call)
2. Request by Steve Wilson of all Subcommittee Chairs to send a list of subcommittee members and their contact information to Steve Wilson and copy Daniel Roberts
3. General discussion regarding how to increase interest in the subcommittees. Recommendation to have a table at both the registration area and the exhibition.
4. Individual reports:

Advisory & Nominations – Steve Wilson: Nothing to report

Technical Program – Ken White: Guideline for reviewing rough draft has been developed; Size of poster presentation to be decided

Paper Review – Dan Doan: Nothing to report

Facilities & Finance – Steve Wilson: Working on 2018 location S. Central US

Corporate Relations – Frank Tyler: Nothing to report

Publicity – Lanny Floyd: Update on Electrical Safety Committee website

Standards Activity – Arthur Smith: (Regrets)

Publications – Thomas Domitrovich: (Regrets)

Tutorials – Ken White: Nothing to report

Awards and Recognition – Vince Saporita: Nothing to report

Occupational Safety and Health – Rene Graves: Nothing to report

Construction – Mike Doherty: (Regrets)

International – Dennis Neitzel: Nothing to report

Industry Segment Development – Dennis Hill: Nothing to report

Historical and Records – Daleep Mohla: (Regrets)

IAS Committee Relations – Position open

Academic Development – Afshin Zarringhalam: Nothing to report

Products and Services Development – Irozenell Pruitt: Virtual conference via live streaming; Create training modules using Tutorials; Provide list of guest speakers to local IEEE Chapters; ESW to offer assistance to colleges to put together an electrical safety program

Government Relations – Michael Fontaine: (Regrets)

1. Other business

None

1. Next meeting – January 11, 2016 at 11 AM EST
2. Motion to Adjourn

**Annex A – Attendance Roster**

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