

2017 CDEGS Users' Group Meeting Minutes

Notes by Giancarlo Leone and Eric Diamond (thank you, Eric!)

Tuesday, June 20

- 8:30 am
 - Call the meeting to order - Doug Gilroy
 - Introduction of Paul Beatty - Hotel Manager
 - Introduction of attendees
- 8:45 am
 - Host welcome speech - Swen Sorvala
 - Discussion of Agenda
 - Schedule of social events, volleyball, reception, SES dinner
 - Introduction of Vendor presentations
 - Workshop / feature request link sent out to all users. Please submit online
- 9:00 am
 - Treasurer report - Giancarlo Leone
 - Account balance - \$35,456 (after refund of \$550, and before unreceived registrations fees still outstanding)
 - Projected cost of 2016 conference, after all registration received - appx. \$21,000
 - Will look into doing credit card payments for next year and passing the CC fees to whomever uses the CC payment option.
 - Tupperware of AV equipment that we could buy (projector, extension cords, etc.)
 - Discussion about bank balance
 - Scholarships?
 - UGM is set up as a non profit. The group has an EIN and is limited to the balance which can be maintained - Ernest Middleton
 - Possibility of using a portion of balance to purchase AV equipment. Storage / shipping equipment may be an issue.
 - A large balance may be required by certain hotel / conference centers. Tivolona Inn had a small deposit required. \$1,400. San Diego hotel wanted 75% down payment, \$20,000. Since the UGM did not have those funds, a loan was obtained from SES, essentially early registration of their staff.
 - Discussion of how the individual registration is calculated - Ernest Middleton
 - Possibly use portion of balance to subsidize future user fees to maintain a lower balance

- SES has offered to provide a loan in the past. They were repaid. – Doug Gilroy
- 9:15 am
 - Review of 2016 meeting minutes.
 - Motion to approve?
 - By Eric Diamond
 - Seconded by Laszlo Forgo
- 9:20 am
 - Constitution review
 - Any outstanding issues from last year?
 - Discussion to remove explicit UGM fees from constitution. The executive committee should be allowed to refine the yearly registration based on conference center proposals, catering, additional fees. Language for this to be presented on Thursday.
 - Giancarlo and EC to modify the constitution language for vote later in the week.
 - Hosting
 - Next year: 2018 UGM will be in Charleston, SC. HDR to host. Dates to be discussed, investigated.
 - 2019 site / Host to be determined. Looking for volunteers / locations
 - 2020 will be hosted by SES in Montreal, occurs in Montreal every 10 years.
 - Future hosts: there is a form on the website if an individual is considering hosting. 2019 needs a host / location. The host company does not have to be located in the same location as proposed conference location.
 - Last year language was introduced to comp the registration fee for host, Chair, and Treasurer. This may be incentive for someone to volunteer to host or join the executive committee.
 - Credit card discussion. The group was questioned if they would like the ability to register by credit card. Each user would be assessed an additional 4% to pay by credit card.
 - Paypal - one user registered this way – GC
 - Bank transfer fee has gone up. UGM bank (Chase?) now assess a fee of 25-27 dollars. The bank transfer fee listed on the registration is presently only listed as \$15.
 - Propose a flat fee for electronic payments
 - Officer elections to be held on Thursday. Need nominations
 - Discussion of possible Webex of future UGM, possibly a reduced registration fee

- May require additional streaming capability, dependent of hotel, possibly additional ISP.
- Concerns: how would it be limited to active key holders?
- Webex fee revenue / physical attendance / possible loss of attendance. The question was posed, How many people would only attend virtually?
- How to get users to present? This year has higher user participation than last year. SES gives the remainder of the presentations. Could there be registration discount, incentive?
 - Personal incentive?
 - Offer additional PDH for being a presenter?
 - The online call for papers was too short. Paper titles were required 11 days from the request. Can this schedule be adjusted?
 - Partially completed projects / papers could be submitted. Looking for UGM members feedback for suggestions, methods, solutions. This has been done in the past. – Ernest Middleton
 - Possibly more informal.
- Workshop request submittal

Wednesday, June 21

- 8:30 am - 4:30 pm
 - Presentations

Thursday, June 22

- 8:30 am - 12:00 pm
 - Presentations
- 1:00 pm
 - Selection of next conference location and vacant officer locations (see below)
 - Dates for 2018: Charleston, SC tentatively June 25-29 (Tuesday – Friday)
 - Backup week would be the previous week
 - Constitution discussion
 - Article 7: Fees.
 - Existing: Fees set by users, voted on at meeting
 - Proposed: Fees determined by executive committee
 - Discussion: the proposed method is what has been followed the few past years. Too many variable to know more than a year in advance.
 - Vote: Unanimous. Motion passes
 - Officer Election
 - The present Chairman (Doug Gilroy) nominated GC Leone to fill the Chair role for 2018.

- Nicole Gruber (SR3) nominated for Vice Secretary / Treasurer
- Deepak Mankur (Flour) nominated for Vice Chair
- Vote results:
 - **Unanimous:** Nicole Gruber (SR3) elected as Vice Secretary / Treasurer
 - **Unanimous:** Deepak Mankur (Flour) elected as Vice Chair

Friday, June 23

Conference Close - All UGM Officers left for flights prior to formal conclusion. Thank you to all that attended, and special thanks to SES for their generous support of this meeting!

2019 Host Company/Location Vote

Venue options (first vote quantity) [second vote quantity]

- San Diego, CA - Power Engineers (14)
 - Estimated cost: \$600 registration fee, plus \$179 per night hotel
- SR3 Engineering (13)
 - Colorado - Estimated registration fee of \$600.
- Australia (5)
- New Orleans (20)
- Nashville, TN (10)
- Florida Keys (23)
- Vancouver, BC (18)

Refined second vote:

- Vancouver, BC (18) [11]
- Florida Keys (23) [18] - SR3 Engineering
- New Orleans (20) [5]

Florida Keys, hosted by SR3 Engineering, carries the vote.

2018 date options:

- June 25-29, 2018

Officer Elections

Chair: Giancarlo Leone

Vice-Chair: Deepak Mankar

Secretary-Treasurer: Eric Diamond

Vice-Secretary-Treasurer: Nicole Gruber

Vote carried for each position.