

GLEMS 2022 PLANNING MEETING | NOTES

Thursday, January 13th, 2022 – Okemos, MI

Important Dates

Planning Committee Meeting	1/13/2022
Call for submissions - online	1/17/2022
Submission deadline	2/13/2022
Tentative Track Schedule Submissions – course content	4/1/2022
Registration Opens	March 2022
Vendor Packets Due	6/1/2022
Vendor Registration Due	6/1/2022
Planning Committee Meeting	6/9/2022
Presenter Documents Due	7/8/2022
Program Materials Due	7/8/2022
Final Program Review	7/22/2022
Lodging Room Block Releases	7/17/2022
Program to Print	tba
Tailgate Discussion	8/8/2022
2022 GLEMS	8/8/2022-8/11/2022
Post Event Meeting	8/11/2022
Fall Committee Meeting	

PLANNING MEETING |

9:00 am ET

1. Welcome, Safety Moment

- a. Slips, trips, and falls – 2.8 million - highest causes of workplace injury
- b. Prevention
 - i. Proper footwear – grips on bottom
 - ii. Smaller steps when walking – penguin steps
 - iii. Hands free for balance, use handrails
 - iv. Keep eyes on where you are walking
 - v. Tap surface to gauge iciness
 - vi. Keep walkways clear
 - vii. Sufficient time – plan your route
 - viii. Roll when you slip – relax. Bend your head forward

2. New Committee Members

- a. Create new member welcome packet/letter detailing our processes
 - i. Instructions for steering committee portal and overview of what is included
- b. Consider a bylaw review

3. Committee Member Removals

- a. Ryan Roth
- b. Jim Garbison

4. Review List

- a. Confirm open positions/chairs – nomination and election of Vice Chair
 - i. Kate Miller – nominated by Joelle Foshee
 - ii. Jeff Guilfoyle – nominated
 - iii. Jeff Miller proposes – move forward with two vice chairs, succession planning to take place in January 2023
 1. Second – Tom Smith
 2. Approved – Kate Miller and Jeff Guilfoyle as Co-Vice Chairs for 2022
- b. Track 4 – Marcus take over from Ryan Roth
 - i. Ron Clark – Vice Chair
- c. Track 5 – Shewmaker steps down as Chair, Pepple moves to Chair
 - i. Ed Bowman – Track 5 Vice Chair

5. School Updates – Erin (AMR)

- a. Call for submissions – tracks 2, 3, 4, 5, 6, & 7
 - i. Add 30, 45, 60, 75 minute duration option
 - ii. Add speaker guidelines and agreements fields
- b. Timeline for track schedule submission
 - i. Submission deadline – Sunday, February 13th
 - ii. Track schedules deadline – Friday, April 1st
- c. Opening registration and vendor applications
 - i. Utilities need advance notice for reps to present

6. Financial Reports – Tom Smith

- a. Adam Pierce has not cashed \$3,000 check
- b. EEI has not charged us for the Meterman Handbooks
- c. Entered into new 3-year contract with AMR
 - i. 3% increase in 2023
 - ii. 2% increase in 2024, 2025
- d. Accounting needs to transfer GMO revenue from GLEMS to GMO account
- e. GMO to review Vendor prices for 2022
- f. Budget meeting taking place Wednesday, February 2nd
- g. To have a full year's budget in the bank account, we need to make \$15,000 each year over five years
- h. Consider the limitation or restriction on the amount of money a non-profit can hold with one year's full budget

7. GMO Report – Nick Candler

- Purpose for review: need to frame the effort more in line with the purpose of the Vendor Fact Sheet
 - Information for Student Projects
 - Track chair use
 - Showcase vendor products
1. Detailed instructions and examples are already included. Add a pop up page with instructions to acknowledge before completing vendor fact sheet
 2. Rename Vendor Fact Sheet to something like - **Information for Student Projects**
 - i. “What products would you like to display and make available for student projects?”
 3. Provide reports to Track chairs in weekly email update with this information for their review
 4. Include checkboxes for vendors to select their product types in vendor registration

- i. Allows for easy reporting by the track chairs for what is available to select from
- ii. Additional info/comment fields for more detailed information
- iii. Need help populating those fields – Erin will request this from our track chairs

Vendor table placement review:

- 1. Encourage early registration – tables prioritized and assigned by order of registration date
- 2. Add a field on registration form to request placement near another vendor – encourage that vendor to register around the same time so can be assigned together more easily
 - i. Add field: Who are your main competitors? – avoid placement near
- 3. GMO and Erin assign tables periodically – utilize a shared google sheet layout

8. **Bob Donnermeyer Safety Committee** – Jeff Guilfoyle , Susan Richardson

- a. Accept volunteers to join committee
- b. Be a Bob Campaign
 - i. Lifesize cut out and big heads placed at each classroom for safety reminders
- c. Add school/track survey question regarding safety compliance
- d. Add anonymous suggestion box at the School for safety concerns
- e. Give safety ribbons to Steering Committee to identify who to contact for safety concerns

9. **Track Reviews**

- a. Lab – Meadows – **Rob Reese** (Chair), Jay Wineberg (Vice), Kent Bunch (vice)
 - i. Add more meter sockets – (single-phase)
 - ii. Creating track sessions with Lab time – a lot of talent in the lab to utilize, minimize dead time in the lab
- b. Track 1 – Glens I & II – **Kate Miller** (Chair), Susan Richardson (Vice), Joelle Foshee (Vice)
 - i. Looking to restructure the track for a natural progression
 - ii. Identified topics – what is needed for full qualification?
 - iii. Redid the track 1 schedule – timing changes for the LAB
 - 1. Series and parallel circuits as the first lab (Monday 3:15 – 4:00; 4:00-4:45)
 - 2. Voltmeter and ammeter (Tuesday 1:45 pm – 2:45 pm; 3:30 pm – 4:00 pm)
 - 3. Wednesday – Meter Socket Testing (8:15 am – 9:15; 10:15 session)
 - 4. Single-phase high bill complaint – Wednesday 12:30 pm – 2:30 pm
 - 5. Track 1 not in the lab on Thursday
 - 6. Keeping 11:45 am lunch time
 - a. Tuesday 12:15 pm lunch time
- c. Track 2 – Stone Theatre – **Ken Grant** (Chair), Gary Moody (Vice), Terry LaOrange (Vice), Jerome Monaco (Vice)
 - i. In process of refining projects – inconsistencies; looking for more uniformity
 - ii. Syllabus review – open to moving to avoid redundancies
- d. Track 3 – Glens III – **Kevin Pochocki** (Chair), **Mitch Mossman** (Vice)
 - i. Use 2021 vendor list for reaching out – Erin send
 - 1. Send to Kate and Marcus as well

- e. Track 4 – Prairies 4 – Marcus Zickefoose (Vice), Ron Clark (Vice)
 - i. Review last year's schedule, adjust
 - ii. Use the web form to accept topics and source topics out from others
 - f. Track 5 – Prairies 5 – Josh Pepple (Chair), Phil Shewmaker (Vice), Tony Talavera (Vice), Ed Bowman (Vice)
 - i. Josh and Phil to reconnect for 2022
 - g. Track 6 – Flats – Jim Schaut (Chair), Joe Ries (Vice)
 - i. Underway with suggested topics
 - 1. Utility perspectives on metering
 - 2. Regulators perspectives
 - 3. Hot topics in the industry
 - h. Track 7 – Prairies 6 – Jeff Miller (Chair), Jane McCoy (Vice), Ed Kobeszka (Vice)
 - i. Sent out call for topics for track 7 – some presenters have come in
 - ii. Challenge grow facilities are for them on their systems
 - 1. Reached out to a utility to present on that
10. **Marketing Committee Update** – Gary Moody/Mike Patena
- a. Steering committee portal – expand who can approve
 - b. Include email domains for contact
 - i. Track1@glems.org, etc.
11. **Student Experience Committee** – Raeann Miller, Jane McCoy – follow up brainstorm call
- a. Review social elements, schedule
 - b. General session topics
12. **Hall of Fame Committee** – Jim Schaut
- a. Updated the nomination form – will be uploaded to portal
 - b. Has received a nomination
13. **Photography Committee** – Jeff Moore, Kent Bunch
- a. Add video for 2022 ideas
 - b. Outline for a highlight video – for marketing on the website
 - i. Regroup for brainstorming and creation of outline
 - c. Look and feel for what it's like to attend GLEMS
14. **Don Sparks Memorial Golf Outing** – Ron Clark
- a. Vendors would want to know what customers are coming to invite them to golf with
 - b. Need more advance notice for team assignments and who is showing up – Erin to share registration list with Ron
 - c. Need a better food option – lower the food cost
 - d. Sharing the student list with vendors who sign up for golf!
 - e. Brainstorm ideas – Jeff Miller, Erin, Ron, Bob Kiessling
15. **Old Business**
- a. GLEMS Scholarship – Rob Reese (Chair), Jeff Miller (Vice) – follow up with Rob needed
 - i. How to Market
 - ii. Scholarship review committee

- iii. Motion: GLEMS provides \$1,500 in scholarships for 2022
 1. Motion: Jeff Miller
 2. Second: Kate Miller
 3. Unanimously approved

16. New Business

- a. Syllabus Review Committee
 - i. Avoid redundancies in track syllabi
 - ii. Ensure a good flow from track 1-7
 - iii. How can we involve the lab more in GLEMS
 - iv. Representatives from each track:
 1. Lab – Rob Reese
 2. 1 – Kate Miller
 3. 2 – Ken Grant
 4. 3 – Kevin P
 5. 4 – Marcus Z
 6. 5 – Josh Pepple
 7. 6 – Joe Ries
 8. 7 – Jeff Miller
 - v. Digitize the syllabus form for each track – send to track chairs
 - vi. March 1st target deadline to have this completed – have time to review where the gaps are to fill schedule by April 1st
- b. Recruiting of new Vendors
 - i. How can we reach new vendors?
 1. Distributors – any lines that would be interested in a vendor table?
 - a. GMO reaches out
 2. Vendors at other shows
 3. Misssdig – reach out to them
 - a. National website to invite them
 4. Tech Advantage in Nashville – March 7-9
 5. **DistribuTECH**, - May 23-24
 - a. Business cards – logo, website
 6. EEI – meter track to promote April 10-13
 - a. Possible partnership
 7. Touchstone Energy – post jobs – have a free marketing opportunity
 8. Lineman Schools, lineman jobs

17. Adjourn

- a. J Miller motioned
- b. Clark second
- c. Approved

Attendance:
Ken Grant x
Jeff Millerx
Kent Bunch x

Erin McLaughlinx
Jay Winebergx
Ron Clarkx
Nick Candler x
Kate Miller x
Allen Tackett x
Jeff Guilfoyle x
Kent Bunch x
Bob Kiessling x
Joelle Foshee X

Virtual
Rob Reese
Ed Bowman X
Sam Briggsx
EJ Gomes x
Joe Ries X
Josh Pepple
Cal Bargsley x
Terry LaOrange x
Raeann Miller X
Susan Richardson x
Gary Rhodes x
Tom Smith x
Kevin P x
Marcus Z X
Jeff G x
Sam Briggs X
Jim Schaut X
Josh Pepple X
Terry LaOrange X
Rick LasterX

Not attend
Mitch Mossman
Jane McCoy
Jeff Moore
Danny Harper
Phil Shew
Jim Garbison
Mike Patena
Gary Moody
Rob Reese