



MEEA

Committee Volunteer Handbook

Midwest ENERGY Association

www.midwestenergy.org

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Welcome Letter

Dear Committee Volunteer,

Midwest ENERGY Association (MEA) welcomes and thanks you for lending your expertise to our common goal of increasing the safety and productivity of our industry.

We are glad you chose to meet with other industry and staff professionals through MEA. We look forward to building a positive relationship and encourage you to share your thoughts and ideas; together we can accomplish much more than we can alone.

Your involvement is imperative to our success, and we hope your experience with MEA is positive. MEA is your partner in excellence, committed to results. We look forward to working with you!

Once again, welcome!

Sincerely,



Patrick D. Van Beek
President

Mission & History

MEA is committed to making utility distribution safer and more efficient. We are the best association value for our members.

MEA, Midwest ENERGY Association, serves the people that bring electricity and natural gas to American homes and businesses. MEA was founded as a training association in 1905 by visionary distribution utilities in the Midwest to improve safety and efficiency. Utility companies nationwide now benefit from MEA's industry roundtables, operations conferences, and other events.

Members collaborated to develop EnergyU, the world's premier online training and testing system for the gas and electric utility distribution industry. Our not-for-profit fee structure delivers to members and subscribers the best possible training at the lowest possible cost in the areas of natural gas, liquids, OSHA, electric, and leadership training.

Diversity Keeps Us Focused and Flexible

In accomplishing our mission and achieving our goals, MEA values business diversity in our member companies, and seeks individual diversity of gender, race, and point-of-view in MEA leaders. We believe we are strongest when we have the best of all peoples' talents available to us.

Membership

MEA assists member companies in improving their operations and creating safer workplaces by conducting conferences, roundtables, training classes, and other information-exchange opportunities. Through these events, employees in the energy industry become more knowledgeable of operations in their discipline and better connected to their peers.

It is the value of collective problem solving that drives the role of MEA. Collaborative addressing of issues by multiple stakeholders, utilities, suppliers, regulators, R&D entities, and other industry experts helps uncover "better/best practices" in a highly cost-effective and comprehensive manner.

Membership Categories

Distribution

Any organization engaged in sales or distribution to the public end-user of natural, manufactured, gas or liquefied petroleum or mixed gases or electricity.

Transmission

Any organization engaged in transporting gas or electricity for ultimate local distribution or direct industrial use.

Associate

Companies that provide products and services to gas and/or electric utilities.

Basic (Gas or Electric) - This membership grants access and member-rates to exhibit at the Annual Gas or Electric Operations Conferences.

Full – Grants access and member rates to exhibit and attend all MEA events.

Contractor - Exclusive to utility contracting companies. Any person, partnership, or corporation that acts as principal or agent in arranging for the sale and purchase of natural gas, propane or electricity between the producer as seller and a transmission or distribution company or end user as a buyer. It may also extend to assisting principals with the transportation arrangements, as well as other aspects of the transactions, such as storage services.

Energy Producer - Any person, partnership, or corporation that is engaged in production, gathering, and sale of natural gas, propane or electricity in interstate and/or intrastate commerce, but is not engaged in transmission or distribution of energy.

Partners in Education - For post-secondary education institutions and industry education centers. A member institution gains access to MEA-developed energy industry courseware to help instructors provide registered students with the same content the utilities themselves use.

Terminology

Official Company Delegate

Member companies designate one senior employee to be the official liaison with MEA. In addition to the membership directory and e-newsletter, this person will receive information on all MEA activities and should pass along pertinent information to others in the company. The OCD may attend and vote in general membership meetings and vote in mail balloting procedures. OCD's are not required to pay individual membership dues.

Individual Delegates

Member companies designate one employee to act as a direct contact for each of MEA's sections or divisions (one contact person per section):

- Customer Relations
- Damage Prevention
- Energetic Women
- Environmental Management
- Human Resources
- Legal and Government Relations
- Operations (Gas & Electric)
- Operator Qualification
- Organizational Development
- Purchasing & Materials Management
- Transportation & Fleet
- Workforce Development

In addition to the membership directory and e-newsletter, delegates receive all MEA mailings pertaining to their section and should pass along pertinent information to others in the company. Delegates are not required to pay individual membership dues and are eligible to participate on committees.

Steering Committees

Each of MEA's sections is guided by a steering committee comprised of member-company volunteers. Steering committee members are considered individual members of MEA, but are not required to pay individual membership fees during their term. Steering committee members may be any employee of the member company, including but not limited to the OCD, section delegates or individual members.

Organizational Structure

MEA's traditional function of providing collaborative learning through conferences, roundtables, and training classes consists of three divisions each division has a staff contact:

Gas Services

Stephanie Menning
(651) 289-9600 x114
stephm@midwestenergy.org

Electric Services

John Gann
(651) 289-9600 x105
johng@midwestenergy.org

Corporate Services

Customer Relations

Legal & Regulatory

Cecilia Luck
(651) 289-9600 x118
cecilia@midwestenergy.org

Energetic Women

Purchasing & Materials Management

Stephanie Menning
(651) 289-9600 x114
stephm@midwestenergy.org

Environmental Management

Transportation & Fleet

Workforce Development

John Gann
(651) 289-9600 x105
johng@midwestenergy.org

Within each service are sections or "Interest Groups". A Committee comprised of MEA members in each section helps plan and execute events for their section. MEA's section committees determine the focus of the activities for their section. They look at issues within their discipline and plan activities that address those issues. Each section is tailored to the needs of professionals in that particular area and offers direct contact and interaction with industry colleagues and experts at various MEA events.

Corporate Services & Committees

Customer Relations

Centers on the customer service operations within the industry. Energy company personnel gather to discuss call center operations, credit and collections, service orders, billing and payment processing, strategic/key account management, dispatching, training and CIS support issues.

Energetic Women

Provides education and training in soft skills to help member companies increasing the pool of promotable women in energy operations and engineering.

Environmental Management

Deals with the intricacies of environmental issues relating to the energy industry. Professionals responsible for EPA regulations and site remediation share their experiences including case studies varying from PCB's, wetlands, or Brownfield clean-up to help others learn from their past challenges and successes.

Legal & Regulatory Affairs

This combination committee gathers to share legislative and regulatory issues affecting our industry. Through discussions and information sharing, best practices are discovered, in addition to a review of state reports on legislative and regulatory activities, ratemaking, antitrust implications, office practices and other legal concerns.

Purchasing & Materials Management

Focuses on industry suppliers, warehousing and procurement procedures, performance metrics and surveys on industry trends in purchasing and materials management.

Transportation and Fleet

Professionals responsible for transportation & fleet operations within their companies meet to address key issues such as vehicle life cycle costs, fleet regulatory requirements, industry benchmarks, fleet leasing, alternative-fueled vehicles, supplier experiences and many others.

Workforce Development

This new Division focuses on the common challenge of a well-trained and formally developed workforce. Reviewing better practices in Leadership Development, Organizational Development, Human Resources and Training procedures. This group will also direct MEA's efforts in course and library development for the membership.

Operations Services & Committees

Gas and Electric Operations

Are the largest sections with the most committees among all MEA Sections. The primary concern involves all aspects of operations within the energy industry. These are also the sections responsible for programming and planning of MEA's Annual Operations Conference (Gas and Electric) also known as Ames. Each Section and their committees are listed below with their responsibilities.

Gas Services

Gas Operations Steering Committee

Oversees all facets of the Gas Section committees listed below. Works with Staff and Board to help direct the planning for MEA's future activities.

Ames Exhibit Committee

Oversees the exhibit process and participation for Ames.

Associate Advisory Council

Acts as a liaison between the associate member companies and the Gas Operations Section of MEA to enhance the relationship between MEA, Associate members and the LDC members.

Codes & Standards

Promotes the exchange of ideas and information relating to the formulation, interpretation and applications of regulations in the industry.

Distribution

Focuses on continuous improvement for member companies and training in specific areas affecting distribution.

Measurement & Controls

This group centers on information sharing, training and problem solving involving gas measurement and controls, meter theory and operations. Also oversees the new Measurement Excellence Course.

Safety & Training

Notifies members of DOT & OSHA compliance and training needs and assists in the development of programs to meet those needs. Attends to issues in the natural gas industry such as investigations, training and others related to operational concerns.

Electric Services

Electric Operations Steering Committee

Oversees all facets of the Electric Section committees listed below. Works with Staff and Board to help direct the planning for MEA's future activities.

Associate Advisory Council

Acts as a liaison between the associate member companies and the Electric Operations Section of MEA to enhance the relationship between MEA, Associate members and the LDC members.

Codes & Standards

Promotes the exchange of ideas and information relating to the formulation, interpretation and applications of regulations in the industry.

Metering

Promotes the exchange of ideas and information relating to the metering of electricity.

Overhead

Focuses on continuous improvement for member companies and training in specific areas affecting overhead distribution of electricity.

Reliability

Focuses on energy delivery and reliability, especially in extraordinary circumstances such as storms or power outages, etc.

Safety & Training

Notifies members of DOT & OSHA compliance and training needs and assists in the development of programs to meet those needs. Attends to issues in the electric utility industry such as investigations, training and others related to operational concerns.

Substation

Addresses topics and issues in substation maintenance and training for proper operation.

Underground

Focuses on continuous improvement for member companies and training in specific areas affecting underground distribution of electricity.

Committee Positions

Chairperson

Commitment, experience, and demonstrated leadership ability are the main criteria for selecting a committee Chairperson. Because they have generally come through the ranks of the committee, the Chairperson can bring insight from both their professional and committee experiences. Chairpersons are expected to serve as a leader for their Section/Division during their term to ensure the success of their events.

Specific chairperson responsibilities include:

- Attending and participating in all section or division activities
- Preparing Section/Division reports for the MEA Board of Directors meetings, as requested.
- Participating in the Annual Planning Meeting, held each fall, or other planning meeting, as organized by MEA.
- Providing overall guidance and leadership for their respective Section/Division.

Section and Division chairpersons may also be asked to attend Board of Directors functions.

Immediate Past Chairperson

After completing their term as Chairperson, this person remains on the committee in an advisory and support role as a Past Chairperson.

1st Vice Chairperson

This committee member is expected to be available in an advisory and support role to the Chairperson. The 1st Vice Chairperson is expected to preside at meetings in the Chairperson's absence and should use their year as 1st Vice Chair as preparation for taking over as committee Chairperson the following year.

2nd Vice Chairperson

This member is responsible for keeping the minutes of Section/Division committee meetings and taking notes at all roundtables and conferences (unless otherwise directed by the committee). The 2nd Vice Chairperson should use their year as 2nd Vice Chairperson as preparation for taking over as committee 1st Vice Chairperson the following year.

Member-at-Large

These committee members are expected to contribute to the committee activities by accepting agenda assignments, providing resources, contributing ideas, participating in meetings, and any other activities designated by the committee Chairperson.

MEA Staff

MEA staff will provide overall coordination of the meetings (including contract negotiation) and meeting agenda, produce and distribute meeting mailings, accept registrations, prepare all meeting materials, and compile meeting evaluations.

Thank You!