



*MEA LEARNING EMPOWERS™*  
Committees

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## Welcome Letter

Dear Committee Volunteer,

MEA 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. We look forward to working with you!

Once again, welcome!

Sincerely,

A handwritten signature in black ink, reading "Patrick D. Van Beek". The signature is fluid and cursive, with the first name "Patrick" and last name "Van Beek" clearly legible.

Patrick D. Van Beek  
President

## Mission & History

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

We do this by empowering the energy industry through education, leadership development, and industry connections. Our vision is to be the preeminent association connecting, educating, and inspiring the energy industry.

MEA serves the people that deliver electricity and natural gas to homes and businesses. We were founded as a trade association over 110 years ago by distribution utilities whose vision was to improve safety and efficiency. Today, we fulfill the same purpose through education, leadership development, and industry connections. Energy delivery companies, contractors, and suppliers around the country benefit from our 55 summits, roundtables, and webinars, 400+ online technical courses, safety assessments, evaluator training, operator qualification compliance tools, and leadership courses for field personnel.

### ***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 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 end-users of natural gas, liquefied petroleum, or electricity.

#### Transmission

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

#### Associate

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

**Exhibitor (Gas or Electric)** - This membership grants access and member-rates to exhibit at the Annual Gas or Electric Operations Technical & Leadership Summits.

**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 EnergyU courseware for use by their registered students.

## Terminology

### Primary Contact Delegate

Member Companies designate one senior-level employee to be the official Liaison with MEA. In addition to the membership directory and newsletter, this person will receive information on all MEA activities and should pass along pertinent information to others in the company.

### Individual Delegates

Member companies designate one or more employees to act as a direct contact for each of MEA's sections:

#### Gas Section

- Gas Operations
- Distribution
- Measurement & Controls
- Codes & Standards
- Safety
- Gas System Controllers
- Damage Prevention
- Associate Advisory
- Technical Training

#### Corporate Services Section

- Energetic Women
- Environmental Management
- Transportation & Fleet
- Legal, Regulatory, & Government Affairs
- Purchasing & Materials Management
- Leadership
- Technical Products Advisory

#### Electric Section

- Overhead Distribution
- Underground Distribution
- Substation & Relay
- Metering
- Codes & Standards
- Safety & Training
- Reliability
- Associate Advisory
- Technical Training

In addition to the membership directory and 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.

## Organizational Structure

MEA's traditional function of providing collaborative learning through conferences, roundtables, and training classes consists of three divisions. Staff contacts:

### Overall Program Delivery

John Gann  
(651) 289-9600 x105  
[johng@midwestenergy.org](mailto:johng@midwestenergy.org)

### Corporate Services

Stacey Bonine  
(651) 289-9600 x114  
[staceyb@midwestenergy.org](mailto:staceyb@midwestenergy.org)

### Energy (Gas & Electric) Services

Ashleigh Esselman  
(651) 289-9600 x129  
[ashleighe@midwestenergy.org](mailto:ashleighe@midwestenergy.org)

### Program Delivery Staff Support

Sandy Driscoll  
(651) 289-9600 x119  
[sandyd@midwestenergy.org](mailto:sandyd@midwestenergy.org)

Marcia Herron  
(651) 289-9600 x116  
[marciah@midwestenergy.org](mailto:marciah@midwestenergy.org)

Within each section are committees comprised of MEA members who help plan and execute events for their respective area. MEA's section committees determine the focus of the activities for their section. 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.

MEA's gas and electric sections are guided by a steering committee comprised of member-company volunteers. Steering Committee members help set the direction and delivery of programs and services in their respective areas.

Committee service is allowed by non-members. However, their term is limited to three years and non-members are not allowed to serve as the chair of an MEA committee.

## **Corporate Services & Committees**

### **Emerging Professionals Group (Staff Liaison, John Gann)**

Prepares emerging energy industry talent for career advancement and engagement through mentorship, leadership, and personal development.

### **Energetic Women**

Provides education and training in leadership and soft skills to increase the pool of promotable women in energy operations and engineering.

### **Environmental Management**

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

### **Leadership (Staff Liaison: Shannon M. Anderson)**

Create and recommend programs and solutions involving talent and change management, and leadership and employee development to ensure our members' employees are managed effectively.

### **Legal, Regulatory & Government Affairs**

This 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 supply chain management warehousing and procurement procedures, performance metrics and surveys on industry trends in purchasing and materials management.

### **Technical Products Advisory Committee (Staff Liaison, Betsy Rogers and Marty Vita)**

Brings together talented and engaged energy delivery leaders to collaborate and identify product features and functions and ensure MEA technical products advance member success and support member business goals.

### **Transportation & Fleet**

Professionals responsible for transportation and 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.

## Gas and Electric Operations Services & Committees

### Gas and Electric Operations

These teams address all aspects of operations within the energy industry. These are the sections responsible for programming and planning of MEA's annual operations conferences (Gas and Electric) as well as spring and fall roundtables, webinars, and other information-sharing activities. 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.

##### 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 application of regulations in the industry.

##### Contractor Council (Staff Liaison, Richard Stump)

Provides a collective voice for solving large operator qualification (OQ) issues that affect all contractors.

##### Distribution

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

##### Measurement & Controls

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

##### National Gas Rodeo (Staff Liaison, John Gann)

Provides leadership for the annual National Gas Rodeo – an industry competition for crews in the natural gas industry designed to showcase their operations skills.

##### Safety

Notifies members of DOT & OSHA compliance 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.

### **System Controllers**

This group shares best practices in regard to monitoring and controlling gas pipeline systems to maintain system integrity and contractual obligations.

### **Technical Training (Staff Liaison, Richard Stump)**

This group of industry professionals evaluates new training trends, techniques and available training products and programs to deliver cost effective resources to the industry and companies they represent. The group is also charged with keeping a watch of new regulations and their potential impact on existing OQ requirements.

### **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 utilities.

### **Codes & Standards**

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

### **System Operator / System Dispatch**

This group shares best practices in regard to monitoring electric pipeline systems to maintain system integrity and contractual obligations.

### **Underground**

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

### **EnergyU Users**

User group for users of the electric operations training curriculum.

## **Committee Positions**

### **Chair**

Commitment, experience, and demonstrated leadership ability are the main criteria for selecting a committee Chair. The Chair can bring insight from both their professional and committee experiences. Chairs are expected to serve as a leader for their respective committee during their term to ensure the success of their events.

Specific chairperson responsibilities include:

- Attending and participating in all section or committee activities, as applicable
- Participating in the Annual Planning Meeting or other planning meetings, as organized by MEA
- Providing overall guidance and leadership for their respective committee
- May also be asked to attend Board of Directors functions

### **Immediate Past Chair**

After completing their term as Chairperson, this person remains on the committee in an advisory and support role as a Past Chairperson. After serving as Past Chairperson, the individual is encouraged to mentor another individual within their company as a replacement on the committee.

### **1st Vice Chair**

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 Chair**

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.

### ***Attendance and Participation Expectations***

- MEA certainly recognizes that the demands of a committee member's occupation may periodically preclude participation in a learning event, conference call, or other MEA activity.
- All committee members are expected to attend and actively participate in the in-person learning events conducted by their group.
- Committee members not in a leadership role are expected to participate in at least 50% of the conference calls of their group.
- Committee members in a leadership role are expected to participate in 75% of the conference call of their group.
- Committee members are expected to communicate to MEA staff if they are, or were, unable to participate in a given MEA activity.

If committee members find that their schedule or work situation precludes meeting these expectations, they should discuss their situation with the appropriate MEA staff Liaison.

## **MEA Staff**

MEA staff provide overall coordination of the meetings including contract negotiation, meeting agenda, website, registrations, meeting materials, evaluations, and hotel accommodations. MEA staff also facilitate the exchange of information via surveys and benchmarking, webinars, Successful Practices and other initiatives.

[Click here for a list of MEA staff](#)

Thank You!

It is our privilege to serve you.