1. **Call to Order:** Steve Hietpas called the meeting to order at approximately 1:00 pm

2. **Recording Secretary:** Mike Sydow

3. **Roll Call:**
   - Wayne Knabach – SDSU
   - Arlyn Lindsay – Marshall Municipal Utilities
   - Corey Kasuske – Sioux Valley Electric
   - Larry DeKramer – East River Electric Coop.
   - Mike Sydow – NorthWestern Energy
   - Dan Olson – Western Area Power Admin.
   - Steve Hietpas - SDSU
   - Jerry Tielke - MRES
   - Ralph Hagge – Cannon Technologies
   - John Knofczynski - HCPD
   - Lloyd Linke – WAPA
   - Travis Everson – Interstates Engineering

4. **Approve Agenda:** John Knofczynski moved and Ralph Hagge seconded to accept the agenda as submitted. Motion carried.

5. **Approve Minutes of Sept. 20th, 2004 Annual Meeting:**
   - Jerry Tielke moved and Larry DeKramer seconded to accept minutes. Motion carried.

6. **Coordinator’s:**
   - **Semiannual Report:** See report included in packet. Some of the highlights were:
     - October 19, 2004 CPSS Conference Summary:
       - Increased conference attendance over 2003.
       - Energy Conversion class students submitted reports on one of the presentations, which were graded by conference committee members.
     - Teaching activities and student participation:
       - Courses taught by Mike Ropp:
         - Electronics II with 14 students.
         - Linear Control Systems with 24 students
       - Courses taught by Steve Hietpas:
         - Circuits II with 28 students.
         - EE Tools with 11 students.
         - Power Systems Analysis I with 11 students.
     - Scholarly or research activity including:
       - Mike Ropp and Steve Hietpas attending a NSF workshop on teaching Power Systems Analysis in February of 2005.
       - Mike Ropp:
         - NSF – CAREER projects over the next four years.
         - Initiated a new photovoltaics project in AK.
         - Continuing four power-related graduate student projects.
         - Continued to operate the Wind Resource Assessment Network.
       - Steve Hietpas:
         - Serves on the paper review committee for IEEE Rural Electric power Conference.
         - Serves on the review committee of IEEE Transactions on industrial Applications associated with the Rural Electric Power Conference
         - Advised two graduate students on design, thesis papers, and research/scholarly-related activity.
Scholarship Activity:
- Recipients for Spring 2005
  - Seniors: Daniel McMahon, Jesse Walter
  - Juniors: Wes Wingen, Cody Anderson, Chris Iverson, Jack Winter, Austin Hoekman (recipient of the $3,000 CPSS Award for 2005 – 2006 year)
  - Sophomores: Corey Kramer, Trevor Howard, Molly Houck, Patrick Cisar, Lowell Dolney
  - Freshman: Michael Winne
- Recipients for Fall 2004
  - Seniors: Daniel McMahon, Jesse Walter (recipient of the $3,000 CPSS Award for 2004 – 2005 year), Justin Dewald
  - Juniors: Wes Wingen, Jack Winter, Chris Iverson, Cody Anderson
  - Sophomores: James Galipeau, Austin Hoekman, Cody Anderson
  - Freshmen: Corey Kramer

Graduating Students (Fall and Spring) and Summer 2005 Intern Positions
- Fall 2004 Graduates – 11
- Spring 2005 Graduates – 15
- Summer Power Student Interns - 10

Summer Activity:
- Mike Ropp:
  - Wind Resource Assessment Network
  - Supervise eight graduate students on various projects.
  - NSF – CAREER award.
- Steve Hietpas:
  - Supervise two students on their design efforts.
  - EE Program Coordinator in June and July.
  - Power technology tour in August.

Thank You Letters:
Letters of financial award appreciation received from: Austin Hoekman, Michael Winne, Trevor Howard, Cody Anderson, Douglas Larson, Molly Houck, Patrick Cisar, Jared Clark, Derek Bryant, James Galipeau, and Jack Winter.

New Business:
- **CPSS Student Project for 2005/2006:**

  Discussion:
  - Introduction of the proposed project.
    - 6 – 10 hrs/wk required by each student
    - Proposed budget of $1000

Motion carried.
2005/2006 Proposed Budget:
Lloyd Linke moved and Corey Kasuske seconded to accept the Proposed Budget
Discussion:
• 2004 – 05 Actual adjustments made, or to be made, discussed.
• Field Trip financial implications and plans represented.
• Salary Support requirements and plans discussed.
• Research and Development plans discussed.
• Overall budget funding proposal, including identification of source of funding, discussion.

Motion carried.

8. 2006 CPSS Regional Power Conference
John Knofczynski offered review on topics, presentations, accommodations, and challenges. Discussion also included the possibility of combining conference opportunity with IEEE (Siouxland Section).

9. Date for fall 2005 Annual Meeting and Regional Power Conference
The Annual business meeting will be held on October 18th at the SDSU USU.

Several possible topics were suggested for the meeting including: 1) Power plant expansions, 2) hybrid vehicles, 3) methane recovery, Dakota wind study, student presentations, and a CapEx 2020 presentation.

10. Appreciation: Thank you to Missouri River Energy Services for hosting meeting.
11. Adjourn: The meeting adjourned at approximately 2:12 pm.

Respectfully submitted,

Mike Sydow, NorthWestern Energy
Recording Secretary
April 21st, 2005
Typed and submitted September 16, 2005