

**Working Group D8 – Standard 1267 – Guide for Development of Specifications  
for Turnkey Substation Projects**

Atlanta, GA – 5/26/16

Chair: Doug Sharpe

11 attendees - 8 members - 3 guests

Quorum present (6 members needed)

Doug Sharpe	Chair	Doug Smith	Guest
Michael Nadeau	Vice Chair	Kim Nuckles	Guest
Matt Vacha	Secretary	Dorothy Sipline	Guest
Vivek Singh	Member	Reggie Headrick	Guest
Aaron Wilson	Member	Kai Zai	Guest

1. Member and guest introductions.
2. IEEE patent slides presented.
3. We discussed the recent history of the guide and our planned approach for the next revision. The PAR extension expires on 12/31/16. We made plans to move forward and try to ballot the guide before this date.
4. We reviewed the highlighted sections Aaron created.
5. Action Items:
  - a. Aaron will make a small section in Annex A mentioning GIS
  - b. Matt will supply Annex B changes to Aaron
  - c. Mike will make some changes to the comment tracking spreadsheet
  - d. All of these items need to be returned to Aaron by 5/31/16.
  - e. Aaron will incorporate them into the document and send the finished version to Doug so they can be sent to the group by 6/3/16
  - f. Doug will let everyone know when the finished version is posted to the site and provide the comment tracking spreadsheet to the group.
  - g. Everyone will have until 6/17/16 to submit their comment spreadsheets to Aaron/Mike. He will combine them into one file for the group to review. Aaron will incorporate the editorial changes.
  - h. Mike will schedule an online meeting and conference call during the week of 7/11/16 for the group to work through the comments. Aaron will incorporate the less significant editorial changes suggested by the group prior to the meeting. The need for additional meetings will be discussed as we continue.
  - i. Our goal is to submit for MEC/balloting/public review by the end of July 2016.
6. The group will meet again at the JTCM in New Orleans, LA in January 2017.