

**Meeting Notes of IEEE WG E2
October 18, 2011– Nashville**

1. Introductions

Jim Sosinski, Chairman, opened the meeting with introductions. There were five voting members present. Four guests and corresponding members were present. An attendance sheet is provided separately. The member roster was reviewed and it was determined that we had a quorum (5 out of 8) present at the meeting for voting purposes.

2. Past Meeting Minutes

Meeting minutes from the last meeting in Chicago were read and reviewed with the working group. It was noted that not all action items from the previous meeting had been completed.

3. Survey

Matt Bauer reported that we received only 10 responses to the survey and that our survey website would expire on 2/24/2012. At our previous meeting the group discussed ways to increase the response. The following summarizes the results of the strategies that were identified:

Dave Harris was not at the meeting and he was not able to contact NRECA/RUS for survey responses.

Mike McNulty was able to establish a contact into USWAG and he is following up on getting USWAG to send out the survey link and request to its members.

Bruce Dietzman obtained a response from Oncor.

4. Webinar

Matt Bauer will continue to set up the monthly webinar session. It will be scheduled for the first Tuesday of each month from 2:00pm to 4:00pm (EST).

5. IEEE 980 Draft Access

The current draft of the standard will be stored through the IEEE Substations Committee website through a link to the protected files. The draft with changes as well as the draft with accepted changes will be stored. Members will be able to review revised sections and download the section of the standard they are revising. This same site will also be used to store meeting minutes.

6. IEEE 980 Review

The scope and purpose of the draft were updated per the PAR by Jim Sosinski.

All sections of the standard except Section 7 were reviewed at the meeting and revisions were noted. This draft will be loaded to the protected files as noted above. It was noted that the abstract needs to be reviewed and the definitions may need to be expanded as we work through the review of IEEE 980. The review of some parts of some sections was constrained by the lack of survey data. There was some discussion on the need for Section 8, Control and cleanup. We discussed eliminating this section or perhaps limiting it to address control and clean-up only within the substation. There was also discussion about including the old survey results in an annex with historical information.

Working group members were assigned to review specific sections of the standard as follows: Bill Stone will review the Introduction and Statutory Requirements sections of IEEE 980.

Don Wengerter, Mike McNulty and Bruce Dietzman will have Section 8 reviewed by personnel at their companies who deal with oil clean up.

7. Action Items

- Mike McNulty will follow through with USWAG.
- Matt Bauer will set up the webinars.
- Matt Bauer will put the draft into the new format.
- Jim Sosinski and Matt Bauer will put the draft on the IEEE site.
- Bill Stone will review Introduction and Statutory Requirements sections of IEEE 980.
- Bruce Dietzman will have Section 8 reviewed by personnel at his company.
- Mike McNulty will have Section 8 reviewed by personnel at his company.
- Don Wengerter will have Section 8 reviewed by personnel at his company.
- Dave Harris will contact NRECA/RUS for a survey response

Submitted by Jim Sosinski, May 19, 2011