

**Meeting Notes of IEEE WG E2
May 23, 2012– Raleigh**

1. Introductions

Jim Sosinski, Chairman, opened the meeting with introductions. There were six out of eleven voting members present. Including guests, a total of 17 attended the meeting. An attendance sheet is provided separately. The member roster was reviewed and it was determined that we had a quorum (6 out of 11) present at the meeting for voting purposes.

2. Past Meeting Minutes

Meeting minutes from the last meeting in Nashville and from one of the subsequent webinars were read and reviewed with the working group. It was noted that most of the action items from the previous meeting had been completed.

3. Survey

Matt Bauer reported that we now have received 26 responses to the survey. Mike McNulty was able to establish a contact in USWAG and generate additional survey responses. The survey site had been extended for one month to accommodate surveys from USWAG members. The survey results have not yet been compiled so we were unable to make decision regarding how to incorporate the survey results into the standard. We will address the survey issue in our June webinar meeting.

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), except the June webinar will be on June 12th.

5. IEEE 980 Draft Access

The current draft of the standard is 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

Previously we had decided to remove from the main body of the standard all references to clean-up methods that are relevant to outside the substation and include them in an annex to the standard. A vote was taken and it was unanimously approved to remove those methods completely from the standard since the standard is intended to address oil containment within the confines of the substation.

Section 8 revisions were reviewed with the group. Mike McNulty and Bill Stone had updated this section since the meeting in Nashville.

All sections of the standard were briefly reviewed to determine which sections needed further attention and assignments were made (see Action Items list below).

7. Schedule

The standard must be submitted for ballot in October, 2012. Thirty days prior to submitting the standard for ballot, it must be submitted to IEEE for review (formatting, etc.). Based on these target dates the following schedule was developed:

IEEE 980 Schedule

<u>Date</u>	<u>Milestone/Activity</u>
23-May	Raleigh Meeting
June --->July 15	Revise standard sections
June	Webinar
July	Webinar
15-Jul	Complete draft
16-Jul	Send draft to members for final review/edit
14-Aug	Webinar - Review final edits
31-Aug	Complete Standard
1-Sep	Submit Standard to IEEE for approval
1-Oct	Submit for Balloting

8. Action Items

-Matt Bauer will:

- post the survey results and send to members.
- continue set up the webinars.
- find out if corresponding members are to be included in the members list.
- review the document for formatting and update the Table of Contents as needed.
- compare Section 7.1.1.4 to the fire protection guide and revise accordingly.

- Mike McNulty will add the report into Annex A

-Bill Stone will:

- update the Introduction to address the international aspects of the standard.
- review the oils spill definition.
- add references to Tier 1 and 2 into section 4.1

-Diane Watkins will perform an overall general review in early July after updates are made.

-Jim Sosinski will:

- investigate what's to be included under the Notice to Users heading.
- review the references.

Submitted by Jim Sosinski, Working Group Chairman
May 29, 2012