

**Meeting Notes of IEEE WG E2
May 1 and 2, 2013– Pittsburgh**

1. Introductions

Jim Sosinski, Chairman, opened the meeting with introductions. There were seven out of eight members present and one out of the six corresponding members were 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 (7 out of 8 members) present at the meeting for voting purposes.

2. Introductions and Past Meeting Minutes

Introductions were made for the benefit of guest attending the meeting. Meeting minutes from the last meeting in Nashville were read and accepted. It was noted that the action items from the previous meeting had been completed.

3. Review of Ballots

A total of 96 ballots were cast. There were 28 “disapprove” ballots with the remaining ballots approving the standard. Each ballot and associated comments were reviewed at the meeting. Most recommended changes were adopted. All changes were put into the document as tracked changes and the ballot spreadsheet was updated to reflect which comments were adopted and which were not adopted along with reasons. Several comments related to the poor quality of the figures in the standard. Unless we can find resources to redraw these figures they will need to stay as is.

4. Other Items

It was noted that the next step in the balloting process will be to contact the three voters who had “disapprove” ballots to let them know the decision of the working group on their ballot.

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. Meeting minutes will also be on this site.

6. Action Items

-Jim Sosinski will contact the negative voters for resolution on any ballots recommendations we could not accept.

-Mike McNulty will coordinate getting the revised draft loaded on the website.

Submitted by Jim Sosinski, Working Group Chairman, May 4, 2013.