



2011 – 2012 Officers

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Working Group E3, “Guide For Substation Fire Protection”

**Meeting Agenda, Chicago, IL**

Wednesday, May 18, 2011

1.	Welcome, introductions and attendance. <ul style="list-style-type: none"> <li>Per section 9.5 of the WG O&amp;M manual, a quorum requires half the working group members to be in attendance</li> </ul>	Don Delcourt
2.	Slides from IEEE regarding patents in standards and inappropriate topics for working group meetings.	Don Delcourt
3.	Review notes from last meeting in Nashville	Don Delcourt
4.	Review PAR and project status	Don Delcourt
5.	Review ballot comments and recommendations by subgroups. <ul style="list-style-type: none"> <li>Technical comments</li> <li>Editorial comments if time permits</li> <li>Assignment of specific rewrites to individuals</li> <li>Vote on response to comments. Per section 9.2 of the WG O&amp;M manual, a majority vote of the quorum is required</li> </ul>	All
6.	Next steps <ul style="list-style-type: none"> <li>Rewrite of specific sections (due 2 wks after meeting)</li> <li>If no quorum at the meeting, then email vote on WG's response to the comments (1 wk after meeting)</li> <li>Revise document based on WG's response (2 wks)</li> <li>WG vote on approving revised document for submission to Subcommittee chair for recirculation. (1 wk)</li> <li>Recirculation of document (no more than 10 days)</li> </ul>	All
7.	Round table	All
8.	Review <u>action items</u> , <u>next steps</u> and need for <u>Fall meeting</u>	All
9.	Adjourn	

