**PE/SUB/Working Group D4(F1) Seismic Design of Substations (IEEE 693)**

**Meeting Notes of December 2-3, 2015 – SCE-Hosted: Pomona, CA**

**Chair:** Eric Fujisaki

**Vice-Chair:** Leon Kempner

**Vice-Chair:** Craig Riker

**Secretary:** Brian Knight

**Tech. Editor:** Vacant

**Call to Order**

Meeting called to order by the Chair, Eric Fujisaki, on December 02 and December 03 at 8:05, welcoming members and guests.

**Attendance**

Total Members: 72, Total Voting Members - 45, Corresponding Members - 27

Total Attendance: 33, Voting Members - 31, Corresponding Members - 2; Guests - 0.

23 Voting Members Required for Quorum. Yes Quorum.

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| --- | --- | --- | --- | --- | --- |
| **Last Name, First Name** | **Member Type** | **Attended** | **Last Name, First Name** | **Member Type** | **Attended** |
| Aiken, Ian | Member | Yes | Mashinchi, Majid | Member | Yes |
| Arias-Acosta, Juan | Member | Yes | McNulty, Andrew | Member | Yes |
| Ayakannu, Ramani | Member | Yes | Miletic, Sinni | Member | No |
| Bang, Il-Kwon | Member | No | Moore, Neil | Member | Yes |
| Barthes, Clement | Corresponding Member | No | Murase, Seiichi | Corresponding Member | No |
| Bauer, Matthew | Corresponding Member | No | Pierre, Jean-Robert | Corresponding Member | No |
| Beikayee,Arash | Member | No | Radhakrishnan, Perumal | Member | Yes |
| Black, Cameron | Member | Yes | Reid, James | Member | No |
| Blalock, Frank | Member | Yes | Reigart, Carl | Corresponding Member | No |
| Boesl, Florian | Corresponding Member | No | Renton, Andrew | Corresponding Member | No |
| Bosma, Anne | Corresponding Member | No | Riker, Craig | Vice-Chair | Yes |
| Brien, Matthew | Member | No | Riley, Michael | Member | Yes |
| Brown, Steven | Corresponding Member | No | Saad, Wolfgang | Corresponding Member | No |
| Caldwell, Philip | Corresponding Member | No | Schiff, Anshel | Member | Yes |
| Cochran, Robert | Member | Yes | Schreiber, Jerrold | Member | Yes |
| Cristiano, Tony | Corresponding Member | No | Scoggins, John | Member | No |
| Dastous, Jean-Bernard | Member | Yes | Simmons, Michael | Corresponding Member | No |
| Dinh, Huan | Member | Yes | Somboonyanon, Prapon | Corresponding Member | No |
| Elder, Lonnie | Member | Yes | Soppe, Travis | Member | Yes |
| Esfandiari, Sohrab | Member | Yes | Stewart, Gerald A. | Corresponding Member | No |
| Freeman, Ryan | Member | Yes | Stewart, Shane | Corresponding Member | No |
| Fronk, Rulon | Corresponding Member | No | Szeto, Calvin | Member | No |
| Fujisaki, Eric | Chair | Yes | Takhirov, Shakhzod | Member | Yes |
| Gilani, Amir | Member | Yes | Taylor, James | Corresponding Member | No |
| Gilpin-Jackson, Adelana | Member | No | Todd, Charles | Corresponding Member | No |
| Gundy, William | Member | No | Tudo-Bornarel, Christophe | Member | No |
| Hariri, Mohammad | Member | Yes | Twidwell, Ross | Member | Yes |
| Harless, Ken | Corresponding Member | Yes | Watkins, Derrick | Corresponding Member | No |
| Hoby, Philip | Member | Yes | Weatherbee, Eric | Corresponding Member | No |
| Horvath, Carl | Member | Yes | XIE, Qiang | Member | No |
| Hurst, Bill | Corresponding Member | No | Zhang, Yaowu | Member | No |
| Kechroud, Riyad | Member | No | Von Seck, Achim | Member | No |
| Kempner, Jr., Leon | Vice-Chair | Yes |  |  |  |
| Khan, Kamran | Member | Yes |  |  |  |
| Knight, Brian | Secretary | Yes |  |  |  |
| Ko, Chungduck | Corresponding Member | No |  |  |  |
| Lott, Benton | Corresponding Member | Yes |  |  |  |
| Low, Brian | Corresponding Member | No |  |  |  |
| Mannino, Kaolyn | Member | Yes |  |  |  |
| Martin, Kent | Corresponding Member | No |  |  |  |

1. Welcome and Introductions.
2. Patent / Duty to Notify IEEE Slide Set Presentation. The patent slides were shown regarding call for acknowledgement of any potentially essential patents and duty to inform. No responses were received.
3. Previous Meeting Notes Review. Chair reviewed the previous meeting notes. Chair asked the committee for any motions or comments. No corrections or additions were identified and warranted.
4. Draft Completion for Balloting: The Comment Resolution Sub-Committee (CRC) consisting of Eric Fujisaki, Craig Riker, Leon Kempner, Brian Knight, Karman Khan, Travis Soppe, Frank Blalock, Phil Hoby, Achim Von Seck has spent significant effort to work through the previously submitted comments and produce Draft 14. The CRC, or a portion thereof, was requested to continue to assist in incorporating changes agreed at this meeting and to produce the next and final draft. The CRC members were thanked for their significant contribution to developing the draft. In addition, task group leaders for the specific topics/clauses worked hard to develop various parts of the document. The working group approved the CRC for completion of Draft 15 for balloting and to resolve ballot comments.
5. Comment Resolution Discussion: In preparation for this meeting, members of the WG who submitted comments were requested to categorize their comments as technical/substantive, or editorial. The review during the meeting focused on technical/ substantive comments. Comments categorized as editorial were referred to the Comment Resolution Sub-Committee for resolution.
	* Attendees were requested during the meeting, to quickly bring the remaining discussion items to resolution/rejection, or deferral to the next revision cycle.
	* A significant number of technical/substantive comments were identified for more detailed discussion during the meeting and distributed in advance of the meeting.
	* All technical/substantive and uncategorized comments were reviewed, and either accepted (some with modifications), rejected, or actions were identified for completion after the meeting. In some cases, uncategorized comments were deemed to be editorial in nature and referred to the CRC for resolution after the meeting. The resolution/actions required were noted in the Excel workbook containing the technical/substantive comments.
	* The resolution of some technical/substantive comments required actions by those task group leaders of the WG or others.
6. The working group unanimously approved the draft document to proceed for balloting.
7. Next Steps: The next steps following the meeting were discussed.
	* The CRC will work toward resolution of the editorial comments on Draft 14, and to incorporate the actions agreed on during this meeting into the next draft (Draft 15).
	* Draft 15 will be provided to the members of the WG for their information, final verification, and reference, but no additional comments will be solicited.
	* The document will be edited, formatted, and submitted for the balloting process, tentatively in early 2016. A public comment period has also been added to the approval process. Our Project Authorization Request (PAR) expires 12/31/2016, and our goal is to successfully ballot and submit to Revcom (the revisions approval committee of IEEE Standards Association) by the target date.
	* No date for a future meeting was set. If necessary, a future meeting will be convened to resolve very significant issues arising out of balloting.
8. Next Meeting: There are no plans for the next meeting yet, see item 7 above.

**Adjournment**

The members of the WG were thanked for their contributions to the development of the next version of IEEE 693. Meeting adjourned by the Chair, Eric Fujisaki, on December 02 and December 03 at close of meeting.

Meeting notes will be posted on the website. Use the following link to obtain the meeting notes: <http://sites.ieee.org/pes-substations/>.

Respectfully submitted by,

Eric Fujisaki, Chair

Michael Riley, Next Chair