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1. Summary

2. Agenda Officer's Announcement

Chair Dave Kelley mentioned that there is to be a real push to have a draft standard for review by the June of 2012. Much of the meeting and action reflected this direction as a high level review of the standard was discussed.

3. Introductions of Members and Guests (all) / Sign-In Sheet

Attendees: 27 members and guests, 20 members.

Attendance as follows:

Bell, Joseph(G); Beske, Bryan(M); Boling, Dale(M); Cardenas, Jorge E.(G); Chanda, Koushik(M); Eblen, Marcia(M); Fox, Dale(M); Garrett, D. Lane(M); Greenfield, Steve(M); Harger, Thomas(G); Havelka, Martin(M); Hobbs, Robert(G); Keil, Richard(M); Kelley, Dave(M); Laird, Donald N.(M); Lemeilleur, Henri(M); Mans, Cary(M); Patel, Shashi(M); Rorabaugh, Jesse(M); Rzasa, Michael(M); Sheh, Will(M); Smith, Doug(M); Stargel, Ryan(G); Story, Brian(M); Wallace, Keith(G); Wengerter, Don(G); Wong, Alexander(M); D'Alessandro, Franco(G); Jones, Richard(G); Ramos, Reynaldo(G); Robles, Christian(G); Triantopoles, George(G); Larson, Kenneth(G); Syarif, Yance(G);

4. Review of IEEE Patent Disclosure (5 Slides)

The committee reviewed the IEEE Patent Disclosure as required when there is an active PAR.

5. Review and Approval of Chicago Notes May 18, 2011 Minutes (all)

The past notes were briefly discussed and it was agreed the notes from the Chicago meeting accurately recounts the events of the meeting.

6. Status of PAR

The PAR has been in place since June 12th, 2008 and is valid through December 2012.

7. Past Action Review

	Description	Owner	Initial Disc. Date	Due Date	Status
20110518_001	Update Markup Per conversation -update the mark-up to reflect the changes to figure 4 discussed in the meeting	Havelka, Martin	10/19/2011	11/10/2011	Open
20110518_002	Update Annex E Include/send Annex E (formally Annex X) to be added to the draft	Garret, Lane	10/19/2011	11/10/2011	Open
20110518_003	Verify the test current peaks	Emblem, Marcia	10/19/2011	12/31/2011	Open
20110518_004	Update Table 4 to include all peaks for the test current	Rorabaugh, Jesse; Rzasa, Mike	10/19/2011	10/25/2011	Complete

8. Meeting Actions

	Description	Owner	Initial Disc. Date	Due Date	Status
20110518_001	Update Markup Per conversation -update the mark-up to reflect the changes to figure 4 discussed in the meeting	Havelka, Martin	10/19/2011	11/10/2011	Open
20110518_002	Update Annex E Include/send Annex E (formally Annex X) to be added to the draft	Garret, Lane	10/19/2011	11/10/2011	Open
20110518_003	Verify the test current peaks	Emblem, Marcia	10/19/2011	12/31/2011	Open
20110518_004	Update Table 4 to include all peaks for the test current	Rorabaugh, Jesse; Rzasa, Mike	10/19/2011	10/25/2011	Complete
20110518_005	A series of WEBEX meetings to be scheduled to work through the draft	Rzasa, Mike	10/19/2011	11/16/2011	Complete

9. General Notes

A series of WEBEX meetings will be scheduled to work through the remainder of the draft. ONCE complete, the draft will be loaded to the team site.

Team Site Notes:

Website: <http://ewh.ieee.org/cmte/substations/>

10. New Business

11. Motions

There were no motions at this meeting

12. Next Meeting

Next meeting to held in conjunction with the IEEE PES Annual meeting in May 2012. The location this year is Raleigh, NC the week of May 21st.