

C37.100.6 Working Group

Minutes of the June 7, 2019 Meeting

Online Webex Meeting: 9:00 – 11:00AM EDT (8:00 – 10:00 CDT)

Attendance:

11 people were in attendance

6 of 13 total WG members participated, thus Quorum was not met (46%)

5 guests participated

Membership and attendance status was updated in AMS system.

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A. Call to order

Meeting was called to order by WG Chair, Eddie Wilkie, at 9:00 AM EDT (8:00 AM CDT)

B. Introductions

1. Record attendance - *Complete*

2. Determine quorum - *Quorum not met*

C. Approval of agenda

Motion to approve by Chris French, 2nd by Dave Riffe, motion carried unanimously

D. Approval of the minutes from the Spring 2019 meeting

The minutes of the Spring 2019 have been submitted but have not yet been posted to the IEEE website. We will address the approval of the Spring 2019 meeting minutes at the Fall 2019 meeting in San Diego

E. Rules and guidelines for conducting working group meetings

No patent issues were voiced by the meeting attendees

F. Working group P&Ps

Working Group Vice-Chair reviewed IEEE-SA approved Working Group Policies

G. Document status report

PAR approved February 8, 2019; Expires December 31, 2023

H. New business

1. Review of material from Spring 2019 meeting held in May

IEEE Document Template has been provided by Terry W. and formatted to include annexes

2. Discussion and agreement on handling of components

Possibly add an Annex for testing of components for use in the Switchgear Assemblies

3. Definitions

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Action item: Darryl Moser to create a first draft of definitions to submit for WG review by next meeting

4. Discussion on outline for guide

Action item: Eddie Wilke to create a first draft of a document outline for WG review by next meeting

I. Adjourn

Meeting adjourned at 10:37 AM EDT (9:37 AM CDT)

Reported by: Darryl Moser – Vice-Chair

Attendance record:

Role	First Name	Last Name	Company
Chair	Eddie	Wilkie	Eaton
Vice-Chair	Darryl	Moser	ABB
Member	Christopher	French	Eaton Corporation
Member	Jeffrey	Gatscher	Schneider Electric
Member	Owen	Parks	ABB
Member	Dave	Riffe	Westinghouse Electric Company
Guest	Clint	Carne	Schneider Electric
Guest	Nadia	El khattabi	Hydro-Quebec
Guest	Christopher	Jarnigan	Southern Company Services
Guest	Donald	Swing	Powell Industries
Guest	Wei	Zhang	Hitachi T&D Solutions, Inc.