

C37.100.6 Working Group
MINUTES OF THE FALL 2020 MEETING
Online MS Teams Meeting

Attendance:

- 10 people were in attendance
- 6 of 10 total WG members participated, thus Quorum was met (60%)
- 4 guests participated

Membership status and attendance was updated in the 123 signup system.

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A. Call to order

Meeting was called to order by WG Chair, Eddie Wilkie, at 10:15 AM

B. Introduction of attendees, determination of quorum

Complete

C. Approval of Agenda

Agenda was reviewed by WG and was approved by consent

D. Verbal call for essential patents and reminder against discussing commercial topics

The IEEE patent policy slides were displayed and no patent issues were voiced by the meeting attendees

E. Working group P&Ps and copyright policy

WG Chair shared a link to the IEEE-SA approved WG Policies & Procedures and presented the IEEE copyright policy slides

F. Approval of Minutes from previous meetings

Minutes were reviewed by WG and was approved by consent

G. Document Status

Par was approved on February 8, 2019 with an expiration date of December 31, 2023

H. New Business

Reviewed draft 1.1 of the document online and discussed the changes made since the last meeting. We went through an example of how the selection process would work on one type of equipment (C37.20.1 - LV Switchgear).

Action Items:

- a) K. Trost to report back to the WG Chair after the RODE meeting if the scope should be expanded to include C37.60 and/or C37.62 equipment.
- b) J. Gatscher to work on the wording of the introduction portion of the document to include relevant background information regarding product failures, nature of issues from real life events and those typically experienced from actual testing.

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- c) D. Moser volunteered to work on the annex for C37.121 Unit Substations. Others annexes will need volunteers to lead content creation. Volunteers should reach out to Chair or Vice-Chair for consideration.
- d) Chair to propose schedule for WG sessions over the next several months to facilitate progress prior to Spring session.
- e) Chair to evaluate potential copyright issue with AC156 for common definitions.

I. Adjourn

Meeting adjourned at 12:00 PM.

Reported by: Darryl Moser – Secretary

Attendance record:

Attendance	First Name	Last Name	Company Name	Role
✓	William	Wilkie	Eaton	Chair
✓	Darryl	Moser	ABB	Secretary
✓	Christopher	French	Eaton Corporation	Member
✓	Jeffrey	Gatscher	Schneider Electric	Member
✓	Dave	Riffe	Westinghouse Electric Company	Member
✓	Donnie	Swing	Powell Industries	Member
✓	Chris	Ambrose	Federal Pacific	Guest
✓	Scott	Lanning	S&C Electric	Guest
✓	Don	Martin	G&W Electric	Guest
✓	Karla	Trost	G&W Electric	Guest