

C37.100.6 Working Group
MINUTES OF THE FALL 2021 MEETING
Online Virtual Meeting
Monday, October 11, 2021, 8:00-9:45 AM CDT

Attendance:

- 11 people were in attendance
- 6 of 9 WG members participated, thus Quorum was met (67%)
- 5 guests participated

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 8:00 AM on Monday, October 11, 2021.

B. Introduction of attendees, determination of quorum

Complete

C. Approval of Agenda

Agenda was reviewed by WG, motion brought by T. Woodyard (1st) and C. French (2nd) Agenda was approved by unanimous consent

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

A link to the IEEE patent policy slides was distributed in the meeting agenda, no patent issues were voiced by the meeting attendees

E. Approval of Minutes from previous meetings

Minutes were reviewed by WG, motion brought by T. Woodyard (1st) and K. Darko (2nd) Minutes were approved by unanimous consent

F. Working group P&Ps and copyright policy

Links to the IEEE-SA approved WG Policies & Procedures and the IEEE copyright policy slides were included in the meeting agenda so that all attendees could review them

G. Document Status

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

H. New Business

Reviewed draft 1.3 of the document and discussed changes and additions to the document since our spring meeting. Annex C for LV Switchgear was reviewed and will be used as a template for other annexes to follow.

The document timeline was discussed and it was recommended to go to ballot at least a year before the PAR expires, with this in mind we decided on these actions.

Action Items:

- a) Draft document to be distributed for addition of informative annexes

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- b) Follow up with other WG Chairs to solicit the help of their subject matter experts in working on the remaining annexes

I. Adjourn

Meeting adjourned at 9:47 AM.

Reported by: Darryl Moser – Secretary

Attendance record:

First Name	Last Name	Company Name	Role	10/11/2021
Eddie	Wilkie	Eaton	Chair	✓
Darryl	Moser	ABB	Vice-Chair	✓
Christopher	French	Eaton Corporation	Member	✓
Jeffrey	Gatscher	Schneider Electric	Member	✓
Dave	Riffe	Westinghouse Electric Company	Member	✓
Terrance	Woodyard	Siemens Industry Inc.	Member	✓
Kennedy	Darko	G&W Electric Co	Guest	✓
Anthony	Natale	HICO America	Guest	✓
Laura	Reid	Hubbell Power Systems	Guest	✓
Charles	Worthington	Hubbell Power Systems	Guest	✓
Malia	Zaman	IEEE-SA	Guest	✓