

**IEEE C37.20.4 Working Group
Meeting Minutes
Web Meeting (Reno, NV Canceled)
October 15th, 2021**

1. Welcome

The meeting was called to order by Bob Cohn, Chairman at 1:00 PM CST. Bob welcomed the members and guests.

2. Introduction of members and guests

Introductions were made by calling role for working group members and guests were asked listed their name and affiliation in the chat box. 16 of 24 working group members of C37.20.4 and 4 guests were present. Quorum threshold of 12 was met.

3. Approval of meeting agenda

The agenda was presented by the Chairman. Ron Hartzel motioned, and Dave Gohil seconded the approval of the agenda as presented. There were no objections.

4. Approval of previous meeting minutes

The meeting minutes were presented by the Chairman. Henning Milnikel motioned, and Garrett Sims seconded the approval of the meeting minutes from the last meeting. There were no objections.

5. IEEE-SA Patent Policy & Copyright Policy

The Chairman presented the IEEE-SA patent policy & copyright slides to the group. The policy was reviewed and acknowledged during the meeting. No claims or issues were raised at the C37.20.4 Working Group meeting.

6. Technical Topics

- 6 comments were reviewed and resolved by the working group
 - 2 editorial comments were accepted
 - 1 editorial comment was revised
 - 1 technical comment was rejected
 - 2 technical comments revised

7. Next steps

Chair Bob Cohn will update the document and circulate draft 6 to working group members. The draft will be also be posted to the IEEE iMeetCentral. An additional web meeting at date TBD will be held before the Spring IEEE meeting in Orlando, FL.

8. Adjourn

Chair Bob Cohn adjourned meeting 2:48 PM CST.

9. Attendance

<u>Role</u>	<u>Last Name</u>	<u>First Name</u>	<u>Company</u>	<u>10/15/2021</u>
Chair	Cohn	Robert	Powercon Corp.	X
Secretary	Boyce	Russell	Eaton	X
Member	Barnhart	Paul	Underwriters Laboratories	X
Member	Ambrose	Chris	Federal Pacific	X
Member	Gohil	Sahadev	AZZ Switchgear Systems	X
Member	Hartzel	Ronald	Eaton Corporation	X
Member	Byron	Eldridge	Schneider Electric	X
Member	Flores	Sergio	Schneider Electric Inc. USA	X
Member	Sims	Garett	Eaton Corp.	X
Member	Trichon	Francois	Schneider Electric	X
Member	Creach	Randall	AZZ Switchgear Systems	X
Member	French	Christopher	Eaton Corporation	X
Member	Youssef	Mina	Eaton Corporation	X
Member	Ricker	Jeffery	SCHNEIDER ELECTRIC	X
Member	Coziuc	Fiori	S&C Electric	X
Member	Milnikel	Henning	Siemens	X
Guest	Doucet	Louis	STACE	X
Guest	La Terreur	Monique	STACE	X
Guest	Reddy	Samala Santosh	Powell Industries	X
Guest	Zaplatosch	John	UL	X

Reported by Russell Boyce, secretary of C37.20.4 Working Group.