MINUTES
General Meeting
21-May-10, 16:00-17:00 EDT
Teleconference

Attending

NAME	ROLE	ORGANIZATION
Doug Nix	Chair	Compliance InSight Consulting Inc.
Tom Savino	Member	UL
John Salmon	Member	A.R. Milne Electric Limited
Steve Lawrence	Communications Officer	Scientific Atlanta
Daren Slee	Vice-chair	Exponent, Inc.
Mike Sherman	Member	Intertek Testing Services
Tom Doyle	Secretary	Industrial Safety Integration

Key Objectives

#	OBJECTIVE	ACHIEVED?
1	Appoint a replacement Chair	Partially
2	Agree on Membership Matrix for the TC	Yes
3	Discuss ways to support the 2010 Colloquium and Symposium	Yes

Key Decisions and Action Items

#	OBJECTIVE	OWNER	DUE
1	Daren Slee needs to discuss Chair position with Doug Nix.	D. Slee	N/A
2	Doug Nix to send TC Mission Statement documents to Steve Lawrence	D. Nix	N/A

#	OBJECTIVE	OWNER	DUE
3	Steve Lawrence to post TC Mission Statement on Web	S. Lawrence	N/A
3			
4			

Minutes

#	DESCRIPTION	RESPONSIBLE
1	Call to Order The meeting was called to order at 16:10 EDT	Chair
2	Replacement of Chair Doug Nix has accepted the role of VP Conferences to replace Richard Georgerian. In order to focus on his new role he needs to give up the Chair of this committee, but will remain a member. Doug asked the members if any were interested in the position, and if there were any questions regarding the role and activities of the Chair. Daren Slee is considering volunteering if there are no other interested members and agreed to discuss offline with Doug Nix.	Committee

#	DESCRIPTION	RESPONSIBLE
3	Report on FoI and Mission Statement Board of Directors approved TC Mission Statement **MOTION:** Steve Lawrence can post on Web. MOVED BY: D. Nix SECONDED BY: S. Lawrence Discussion: none **VOTE** **FOR: All** **AGAINST: None** **Result: TC Mission Statement to be posted on Web.** **Decisions**: Doug Nix to send TC Mission Statement documents to Steve Lawrence Steve Lawrence to post TC Mission Statement on Web	Committee
4	TC Name will be dealt with when Alf Dolan joins a meeting as he has some concerns that he'd like addressed. Doug Nix will send Alf Dolan an email.	D. Nix, A. Dolan

#	DESCRIPTION	RESPONSIBLE
5	Discussion on Membership Matrix Questions about number in each group • Could increase minimum to prevent marginalization of particular group • Minimum is hard to meet. • Decrease maximum instead. More than one category could be met by certain individuals. Debate about this. Suggestion to reduce maximum to 4. D. Nix suggest only adopting matrix and letting overall guidance document to be decided at higher level. Permission to use document format has been asked for, but no response. Will take this as approval at our level. Matrix for Exec Comm only. Accept pp. 6 & 7. **MOTION:** To put Matrix up as suggested w/2-4 representatives in each category. MOVED BY: J. Salmon SECONDED BY: T. Doyle Discussion: none **VOTE** **FOR: All** **AGAINST: None** **Result: Put Matrix up as suggested** **Decisions**:	
6	Old Business None.	
7	New Business None.	
8	Next Meeting 11-June-10. Same teleconference information as today's meeting.	

#	DESCRIPTION	RESPONSIBLE
9	No report on Web content.	
10	No old business other than the items on agenda.	
11	Doug Nix – BP Conferences • 2010 Colloquium in Ft. Lauderdale in July (week of 25th); 3 days; 2 rooms • 24 paper presentations available; 1 filled, need more. • Can people go to present in Ft. Lauderdale? • Symposium week of October 19 in Boston. • Will RA papers for review auto-come to our committee? • Could committee review instead of individuals? • EDAS makes this difficult. • Could set a person up as gateway. • Doug Nix could do this. • Then papers could be distributed to committee. • Guy dropped ball on Ft. Lauderdale colloquium planning. • Ft. Lauderdale colloquium is in conjunction with the EMC conference; presentation space offered free. • 35 minute presentations. • Tom Doyle and Daren Slee offered to review presentations.	
12	Adjournment There being no further business, the meeting was adjourned at 16:42.	Chair

Please submit any changes or corrections to Daren Slee not later than 19-June-10 for inclusion in the minutes.