

M: Member
 CM: Corresponding Member
 G: Guest

Item no.	Notes	Action by
CALL TO ORDER	Call to order at 13:12PM CST by Eric Thibodeau	
INTRODUCTIONS AND QUORUM	4 members and 11 guests were present. Quorum was established (4 out of 7).	
GUIDELINES FOR IEEE-SA MEETINGS	A slide with the guidelines for IEEE-SA meetings was presented, no claims for patents were brought forward. Copyright slides were shown	
AGENDA APPROVAL	Motion to approve the agenda by Ralph Mackiewicz. Anthony Johnson seconds. Agenda is approved.	
APPROVAL OF PREVIOUS MINUTES	Motion to approve the January 2020 meeting minutes by Ralph Mackiewicz, Ron Farquharson seconds. Minutes are approved.	
CHAIR REPORT	<p>Agreement between the DNP-UG and the IEEE on the Application Note copyright</p> <ul style="list-style-type: none"> • Ron presents the current status for the agreement. Many developments are under way for the DNP Users Group and this caused the work on this agreement to slip. • He highlights that the agreement proposed by the IEEE contains a number of changes from the previous agreement that was covering IEEE 1815. Some of these would be hard to accept by the DNP UG. • Discussions on the target date to get the agreement done. Consensus that it should get done by the May meeting. <p>Distribution of the existing app note</p> <ul style="list-style-type: none"> • According to Ron, the DNP UG is willing to give permission for distribution of the app note in the meanwhile under a few conditions. These conditions are displayed on the screen. • Eric asks if a vote is needed for the WG to accept these conditions • Erin raises a concern that the old agreement was only for the 1815 standard • James raises that regarding the copyright policy, the IEEE would probably not recognize these conditions and/or their approval by the WG for distribution of the document to the members • In order to resolve the agreement issues, Erin will check if the IEEE could accept to only amend the existing agreement for IEEE 1815 to cover this new work. Feedback will follow in a few days. Also, she highlights that a copyright form might be available to allow us to use the document to start working with the draft. In the end, we will still need the agreement done. 	<p>Erin Morales: Check if existing IEEE 1815 agreement could be amended. Check if the copyright form could be used to quickly distribute the DNP3 app note to our users.</p>

Item no.	Notes	Action by
<p>CHAIR REPORT (continued)</p>	<p>iMeetCentral</p> <ul style="list-style-type: none"> • Eric states that work should be conducted through iMeetCentral, although he does not object to distribution using email • Ralph raises that we should use iMeetCentral as much as possible to avoid any copyright issues 	
<p>WRITING ASSIGNMENTS</p>	<p>Once we have permission to distribute the app note to our members, work on the draft will start:</p> <ul style="list-style-type: none"> - Eric agrees to start the draft document from the existing app note - Ralph volunteers to review the draft profile to target the areas that require update in regard to recent developments on the 61850 side. 	<p>Eric: Start the draft Ralph: Review to target required updates</p>
<p>MISCELANEOUS</p>	<p>Krish asks about the state of the document. Ron gives an historical overview of where the DNP App note comes from. Eric explains that we want to turn this work into an actual standard.</p>	
<p>TIME OF FINAL ADJOURNMENT</p>	<p>Adjournment moved by Anthony Johnson, seconded by Ralph Mackiewicz, Meeting adjourned at 13:55PM CST without objection.</p>	
<p>NEXT FACE TO FACE MEETINGS</p>	<p>Scheduled for May 2021</p>	
<p>FUTURE MEETING ROOM REQUIREMENTS</p>	<p>25 people, with projector and WebEx</p>	