

SCC 14: Quantities, Units, and Letter Symbols Committee

Meeting Minutes

1. Call-to-Order

The Fall 2018 meeting of SCC 14 was called to order at 1 PM EST on 05 November 2018 by Chair, Gary Hoffman.

A roll call of attendees was taken, with the following noted attendees.

| Member Name | Affiliation | Present |
|---------------------------------|--|---------|
| Peter Balma | Retired | X |
| Bruce Barrow | Retired | |
| Angelo Campanella | Campanella Acoustics | X |
| Clair Claiborne | ABB Inc. | |
| Randy Curey | Northrup Grumman | X |
| Doug Edwards, Vice Chair | Siemens | X |
| Keith Flowers, Acting Secretary | Siemens | X |
| James Frysinger, Past Chair | Metric Methods | X |
| Randall Groves | Grant County PUD | |
| Michael Heinsdorf | ARCOM | |
| Gary Hoffman, Chair | Advanced Power Technologies | X |
| Brian Lee | Anritsu | X |
| Howard Ressel | New York State Dept. of Transportation | X |
| Stephen Shull | North Fork SE | X |
| Christopher Struck | CJS Labs | |

Ron Petersen passed away on July 9, 2018, and has been removed from the SCC 14 membership roster.

The following non-voting members and guests were also in attendance.

| Name | Affiliation |
|--------------------------------------|-----------------------|
| Lisa Karam | NIST |
| Elizabeth Gentry | NIST |
| Jennifer Santulli (for Mike Kipness) | IEEE Staff |
| Paul Trusten | US Metric Association |

2. Quorum Verification

With 10 of 15 members present, quorum threshold has been exceeded for all manner of business.

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3. Approval of the Agenda

The Committee made one adjustment to the draft agenda, adding new business to discuss the Committee Working Group (WG) P&Ps.

Motion to approve the revised Agenda: Peter Balma
Motion was seconded: Jim Frysinger

No discussion.

Motion was unanimously approved.

4. Approval of 14 May 2018 SCC 14 Meeting Minutes

Motion to approve the 14 May 2018 Meeting Minutes: Angelo Campanella
Motion was seconded: Jim Frysinger

No discussion.

Motion was unanimously approved.

5. Call for Patents and Rules and Guidelines for Conducting Meetings

The IEEE Patent Policy and Business Conduct slides were reviewed by the attendees during the meeting. No patent declarations were made known. The IEEE patent policy may be reviewed at the following web site:

<https://development.standards.ieee.org/myproject/Public/mytools/mob/slideset.pdf>

6. Chair's Remarks

6.1. In Memoriam of Ron Petersen

The Chair informed the Committee of the passing of Ron Petersen on 09 July 2018.

Friend of many, and significant contributor to international standards activities, Ron was highlighted as:

- Member of SCC 14
- Past Chair of ProCom
- Past Member of RevCom
- Past Member of AudCom
- Past Chair of the IEEE-SA Awards and Nominating Committee
- Past Chair of SCC 14 WG P280
- 2017 SCC 14 Election Officer

Ron was eulogized with the words of Mike Wood: *"Ron was the founder of our International IEC Technical Committee TC106 and served as Chairman for well over a decade. Ron was an inspirational leader, passionate, caring, and a true gentleman. Ron will be sadly missed by all."*

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6.2. New SCC 14 Members

The Chair recognized Randy Curey (new P280 Chair) and Steve Shull (new P947 Chair) as new members to SCC 14.

6.3. New Acting SCC 14 Secretary

The Chair recognized Keith Flowers, appointed to fill in as acting SCC 14 Secretary, until a new secretary is approved in accordance with the SCC 14 Policies and Procedures.

6.4. New SCC 14 Elections Officer

The Chair recognized Doug Edwards, appointed to the role of Elections Officer for SCC 14. The Elections Officer is responsible for administering the elections process in accordance with the SCC 14 Policies and Procedures.

7. Subcommittee Reports

The following Subcommittee reports were offered:

7.1. SCC 14.1

7.1.1. SI 10, American National Standard for Metric Practice

There has been no significant activity in recent months. However, a new SI Brochure is expected in the coming months and interested parties should be on the lookout for this document.

7.2. SCC 14.2

7.2.1. IEEE 270, IEEE Std Definitions for Selected Quantities, Units, and Related Terms, with Special Attention to the International System of Units (SI)

There is no current activity with this document. This standard is valid until 31 December 2022.

Task Force (led by Jim Frysinger) is reviewing 260.3, 270.6, and other ancillary SCC 14 documents to see which of these standards are recommended to remain stand alone documents, which could be combined, and which should be withdrawn. Please submit your comments to the Task Force ASAP.

7.3. SCC 14.3

7.3.1. IEEE 260.1, IEEE Std Letter Symbols for Units of Measurement

Project has been delayed pending completion of P1541. Good progress from the WG thus far. One or two more drafts, and the WG expects to be ready for ballot. Final draft by this fall and will circulate for ballot approval.

7.3.2. IEEE 1541, IEEE Std for Prefixes for Binary Multiples

WG is working to resolve the ballot comments and hopes to go into a recirculation ballot soon. Will be administratively withdrawn at the end of the year, but based on current progress, the WG expects to restore the document in early 2019.

7.4. SCC 14.4

7.4.1. IEEE 280, IEEE Std Letter Symbols for Quantities Used in Electrical Science and Electrical Engineering

Randy Curey has accepted the role as WG chair. Draft is being circulated for comment. Feedback on the draft is appreciated.

7.5. SCC 14.5

7.5.1. ANSI 260.4, American National Standard Letter Symbols and Abbreviations for Quantities Used in Acoustics

Standard has been approved by RevCom and is in the hands of IEEE Editorial staff.

This document should be published in the next few months.

7.6. SCC 14.6

7.6.1. IEEE 945, IEEE Recommended Practice for Preferred Metric Units for Use in Electrical and Electronics Science and Technology

Successfully passed on the initial ballot, although there are some comments to resolve. WG aims to initiate a recirculation ballot prior to Thanksgiving and submit to RevCom in December.

7.7. SCC 14.7

7.7.1. IEEE 947, IEEE Guide for Identification of Alternative Metric Devices for Valves, Fittings, Threads, and Flanges

New Working Group. Scope, Purpose, and PAR content well defined, but working on the balance of the document. Soliciting input.

8. Old Business

8.1. Website Update

The Committee Roster (member names and affiliations) has been added back to the public SCC 14 website. Contact information has been removed in order to comply with IEEE GDPR guidelines.

The list of active projects will be revised to reflect ongoing activities. Will be adding a point-of-contact for each of the projects, so that non-members can provide input, or express interest in participating. The WG Chairs agreed to serve as the point-of-contact for their respective projects and have their email address posted.

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Will be adding a link to the IEEE Patent Policy and Conduct Guidelines for Meetings to the public SCC 14 website.

9. New Business

9.1. Revised Sponsor Policies and Procedures Manual

The Task Force has reviewed and recommended revisions to the SCC 14 P&P Manual. The most substantial changes involve documenting the participant types.

Task Force motion: Motion to submit Draft SCC 14 P&P Manual to AudCom for consideration for approval.

(no second required for TF motion)

No discussion.

Motion was unanimously approved.

9.2. Election of SCC 14 Secretary

The process for electing a new SCC 14 secretary was reviewed.

Randy Curey: Motion to nominate Keith Flowers as candidate for SCC 14 Secretary.

Howard Ressel: Seconded the motion.

No discussion.

Motion was unanimously approved.

No other candidates were identified. The Elections Officer will initiate a 14-day electronic ballot.

9.3. Revised Sponsor Working Group Policies and Procedures Manual

Once the Sponsor P&P Manual is approved by AudCom, an AudCom review of the WG P&P Manual will be triggered. The Committee will proactively begin work on the WG P&P revision, in anticipation of the requirement from AudCom.

Steve Shull: Motion to form a task force on WG P&P with the task force chair to be determined at the first meeting.

Randy Curey: Seconded the motion.

Discussion: Doug Edwards volunteered to serve as the Task Force Chair.

Steve Shull amends his motion: Motion to form a task force on WG P&P with the task force chair to be Doug Edwards.

Randy Curey: Approves the amendment to the motion.

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No further discussion.

Motion was unanimously approved.

10. Next Meeting

The Chair will circulate a poll to select a day and time for the Spring 2019 SCC 14 meeting. Target is to hold this teleconference sometime during the first two weeks of May 2019.

The meeting was adjourned at 2:45 PM.

11. Adjournment

The meeting was adjourned at 2:07 PM.

Minutes submitted by:
Keith Flowers
Acting SCC 14 Secretary
05 November 2018

Revision 0: 05 November 2018
Revision 1: 13 November 2018