

IEEE Power Engineering Society
 Switchgear Committee
 C37.121 Task Team
 06-May-2009

The Task Team met Wednesday, May 6, at 8:00 am.

Attendance of the members was as follows: (P = present, E = excused, A = absent)

T. Burse (P)	A. Livshitz (P)	J. Smith (P)
L. Farr (E)	D. Mazumdar (P)	P. Sullivan (E)
D. Gohil (P)	T. Olsen (P)	C. Tailor (P)
P. Barnhart (P)		

Attendance also included the following Guests:

R. Warren	J. Toney	W. Cheng
M. Seglia	D. Smith	M. Flack
T. Williams	C. Schneider	P. Notarian
D. Lemmerman	R. Parthasarathi	H. Josten
A. Morgan	E. Dullui	M. Orosz
D. Yek	F. Mayle	D. Hrcir
N. Gunderson	A. Morse	G. Schoonenberg
A. Patel		

Patents:

The IEEE-SA rules on Patents were reviewed prior to further discussions. The five slides were shown. An opportunity was given for participants to identify patent claims, patent applications, and/or holders of patent claims/patent application claims that may be essential for the use of a standard. There were no responses.

The IEEE-SA patents policy must be reviewed during every working group meeting. The rules can be accessed on <http://standards.ieee.org/board/pat/pat-slideset.ppt>.

The meeting was opened with introductions and review of proposed agenda. The following is in general what was discussed:

- Much discussion as to whether this document should be a Guide or a Standard. It was again agreed that this document should be a Guide as this document as it is presently only references the appropriate standards for each component and relies on the manufacturer to ensure that each component meets the appropriate standards. There are some areas in the document that need to be addressed and they will be looked at as the WG reviews the content of the guide.
- The wording of the Scope and Purpose for the proposed PAR was developed and agreed upon by the Task Force. J. Smith will use this to create and submit a PAR before the next meeting.
- The Working Group will be using MYBallot.
- There was discussion as to whether to remove the dates of the ref standards. The decision was made to leave them on for the time being.
- Each section of the C37.121 was assigned to attendees at the meeting for the next meeting in Sept/09. The person assigned to each section will edit their assigned section in the existing C37.121-1989 word document and forward their edited section to J. Smith.

J. Smith will then combine all of the edited sections into one document and send out to the Task Team for review at the next meeting.

Action Items for next meeting:

- J. Smith will write a par issue before the end of June 2009.
- The following Guide Section Assignments: Assignments to be complete and sent to Chair by July 31, 2009.
 - Section 1 – J. Smith
 - Section 2 - A. Morgan
 - Section 3 - T. Olsen
 - Section 4 - D. Gohil
 - Section 5 - R. Parthasarathi
 - Section 6 - C. Taylor
 - Section 7 - H. Josten
 - Section 8 - T. Burse
 - Section 9 - A. Livshitz
 - Section 10 - P. Sullivan
 - Section 11 - Dan Yek
- J. Smith will compile assignments and create D1 of C37.121 for review at the next meeting.

The meeting adjourned.

Minutes submitted by:
J. E. Smith Task Team Chair