

This task force was formed to develop new Organization and Procedures (O&P) for the Switchgear Committee under the guide of the newly approved IEEE-SA Standards Board Baseline Policies and Procedures (P&P). The task force met on Tuesday, September 29, at 8:05AM. This is the second meeting of the task force.

Since we do not create standards documents, IEEE-SA patents slides were not reviewed.

Attendance:

Attendance is as shown below, with 17 persons in attendance.

Members (Present)		Members (Absent)		Guests	
T. Burse (Chair)	S. Meiners	R. Alexander	M. D. Sigmon	P. Barnhart	A. Patel
A. Dixon	M. Glinkowski	J. Brunke		D. Edwards	G. Schoonenberg
K. Edwards	A. Morgan	R. Capra		L. Farr	R. Warren
K. Flowers	T. Olsen	K. Gray		A. Jivanani	
S. Lambert	M. Wactor	J. Leach		M. Lafond	
W. Long	R. York	J. Nelson		M. Omer	

Mr. Burse reviewed the directions given by the IEEE-SA regarding new policies and procedures adhering to the new IEEE-SA baseline P&P. The deadline for formal approval by the Standards Board is December, 2010.

We have previously agreed to follow the precedent established by the Transformers Committee, to the extent reasonable for the differing circumstances of the Switchgear Committee. The Transformer Committee P&P were recently accepted by the Audit Committee (AudCom) of the IEEE-SA Standards Board.

A draft P&P (clauses 1-3) has been circulated for consideration by E-Mail over the last several months. The latest revision was sent with the E-Mail of September 21, and clauses 1-3 are essentially agreed. Effort is now turning to the remainder of the draft P&P.

Actions:

- Officers – provide comments as relates to officer positions (existing clauses 4-6) by November 1, 2009. Need to add text for position of registrar and for standards coordinator.
- All TF members – provide comments on all clauses 7 and following by December 1, 2009.
- A revised consolidated draft will be circulated to the TF by the end of 2009.
- All comments are due by February 1, 2010.
- Consolidated comments, revised draft, etc. will be recirculated to the TF 60 days in advance of the Spring meeting in Myrtle Beach, thus by February 24, 2010.

The objective is to approve the Switchgear Committee P&P at the Spring 2010 meeting in Myrtle Beach, so that we can submit the approved P&P to the IEEE PES Tech Council for approval at their meeting in summer of 2010, and in turn, submit for Standards Board (i.e., AudCom) consideration at their September, 2010 meeting. We must get approval by the Standards Board by December, 2010.

The meeting adjourned at 9:15AM.

Report submitted by: T. Burse, TF Chair