

**IEEE/PES SWITCHGEAR COMMITTEE
MAIN COMMITTEE BUSINESS MEETING MINUTES**

San Diego, CA USA
Thursday, 4 October 2012

1. Call meeting to order Chairman Ken Edwards
 - Meeting called to order at 9:29am by Ken Edwards.
2. Introduction of Members and Guests.....Ken Edwards
 - Introductions provided by all including name and company affiliation.
3. Attendance and Quorum Check Paul Sullivan
 - Quorum is made. See document F12SWGRa1 for meeting attendance record.
4. Agenda ApprovalKen Edwards
 - Motion made by Michael Wactor. Seconded by Mauricio Aristizabal. Motion passed unanimously.
5. Approval of minutes of Spring 2012 meetingKen Edwards
 - Motion made by Alan Morse. Second by Keith Flowers. Motion passed unanimously.
6. Supporter Recognition.....Ken Edwards
 - Ken provided information that the location on the registration form for “personal contributions” will not make your company appear on the supporter list.
 - Ken read each supporter company name and thanked them for their support.

THANK YOU to our supporters for this meeting!		
ABB	Alstom Grid Inc.	Cleaveland/Price Inc.
Cooper Power Systems	Eaton Corporation	G&W Electric Company
General Electric	HICO America	Mitsubishi Electric
Powell Industries Inc.	S&C Electric Company	Schneider Electric
	Siemens Industry Inc.	

7. Switchgear Committee MembershipKen Edwards
 - Ken welcomed the new members to the Main Committee – Craig Befus and Amit Patel.
8. Chairman’s ReportKen Edwards
 - See document F12SWGRa2 for the Chairman Report.
 - Ken is Secretary of Technical Council starting in 2013.
9. Switchgear Committee Financial Report..... Paul Sullivan
 - The Committee is financially healthy and has enough funding to handle fluctuations in attendance. We passed out annual financial audit for 2011.
10. Standards Board and PES Coordinating Committee Michael Wactor
 - PARs that need action will be in minutes of ADSCOM. Documents are on 10 year cycle. No documents have any issues.
 - [See F12SWGRa3 for more details.](#)

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Subcommittee Reports

11. Administrative (ADSCOM) Ted Olsen
 - Webmaster will change from Mietek to Ken Edwards in January 2013. Need Subcommittee Chairs to provide content to Ken. Jeff Mizener will work with Ken on the website updates.
 - C37.20.6 sponsorship will be changed from ADSCOM to Switchgear Assemblies.
12. Education, Recognition & Publications Mietek Glinkowski
 - Mietek was not able to attend this meeting. Paul Sullivan reported that the Subcommittee met and is working to provide nominations for different awards. We also recognize the need to improve our award nomination process.

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- 13. High Voltage Fuses John Leach
 - Ron Beard and Herb Pflanz were nominated and approved as honorary members of the HVF Subcommittee.
 - Working Groups making good progress on documents. See HVF minutes for details.
 - C37.41 will have a PAR submitted soon now that the scope of that document has been determined.
- 14. High Voltage Switches..... Carl Reigart
 - Provided updates on several documents under HVS responsibility. See HVS minutes for details.
- 15. High Voltage Circuit Breakers Rod Sauls
 - Working Groups making good progress with several significant projects. See HVCB minutes for details
 - Mauricio Aristizabal will become Chair. Mike Skidmore will become Vice-Chair.
- 16. Low Voltage Switchgear Devices..... Keith Flowers
 - Good meetings this week and attendance. See LVSD minutes for details.
 - C37.13 – PAR to be completed soon.
 - C37.17 – Standard was published at the end of August.
- 17. Reclosers and Other Distribution Equipment..... Chris Ambrose
 - Good meetings this week. See RODE minutes for details.
 - The new Vice-Chair for RODE is Nenad Uzelac.
 - Implementing Central Desktop for communications with all Task Forces.
- 18. Switchgear Assemblies Jim Smith
 - Good meetings this week. See SA minutes for additional details.
 - Motion made to create a standard for Gas Insulated Switchgear (GIS) for 1kV to 52kV that would be co-sponsored by Substations Committee with Switchgear Committee as the lead Committee. The targeted standard number is C37.20.9. No second needed. Unanimously approved.

Liaison Reports

- 19. ASC C37 Ted Olsen
 - All documents are up to date. Policies and procedure documents are being updated and will be communicated when the updates are complete. Documents continue to be available for free download from the NEMA website (www.nema.org).
 - See document F12SWGRa4 for more details.
- 20. High Voltage Test Techniques Frank DeCesaro
 - IEEE 4 – Working to resolve comments. Document is at IEEE with the expectation that the document will be released by the end of 2012.
 - See document F12SWGRa5 for more details.
- 21. STLNA..... Kirk Smith
 - STLNA is an organization of laboratories of North America and South America to discuss issues of common interest in the testing of electrical power equipment. There are six (6) full and five (5) participating members. Part of STL organization.
 - Kirk reviewed key activities and technical topics being discussed within the group.
 - See document F12SWGRa6 for more details.
- 22. CIGRÉ..... Mietek Glinkowski
 - Ken Edwards provided a brief report of the CIGRÉ activities.
 - See document F12SWGRa7 for more details.

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Old Business

23. Switchgear Committee Operating Procedures.....Ken Edwards
- Ken expressed appreciation to Bill Long for his work on updating the Operating Procedures document based on requested for changes from the Spring 2012 meeting. The revised document is currently with AUDCOM for review/approval at their upcoming meeting. Switchgear Committee is the first committee to have these completed.
 - Working Group Policies & Procedures (P&Ps) – A draft document is being created for the Switchgear Committee. The P&P document will be able to be adopted by each Working Group to use as their own P&Ps. If a Working Group cannot or does not wish to use the Switchgear Committee Working Group P&Ps, then the Working Group will need to create their own P&Ps and have them approved. It is not recommended that a Working Group develop their own P&Ps.
 - O&P – Operating Procedures – This document provides details on how to manage things other than the standards making process, such as our meeting planning process. A draft document is being created by Ken Edwards for review at the Spring 2013 meeting.

New Business

24. Switchgear Committee Officer Rotation.....Ken Edwards
- Mike Crawford is incoming Secretary/Treasurer. Ted Olsen moves to Chair. Paul Sullivan moves to Vice-Chair. Ken Edwards will remain Registrar.
 - Appreciation provided for the work of all three of the current officers.
 - Ken Edwards will take over Switchgear Committee website responsibilities in 2013. Thank you to Mietek Glinkowski for his website work.
 - Looking for interested individual to assist with meeting registration work. Contact Ken Edwards if interested.
25. Future PES Meetings of InterestKen Edwards
- Refer to: <http://www.ieee-pes.org/meetings-and-conferences/calendar/annual-view>
 - Working on getting a calendar that will show all Committee meetings.
26. Future Switchgear Committee Meetings..... Larry Farr
- Spring 2013 (29 Apr – 2 May), The San Luis Conference Center, Galveston, TX USA
 - Fall 2013 (16 Sep – 19 Sep), Hilton Palacio del Rio, San Antonio, TX USA
 - Spring 2014 (5 May – 8 May), Disney Contemporary Hotel, Orlando, FL USA
 - Fall 2014, Not determined (Asheville NC)
 - Spring 2015 (27 Apr – 30 Apr), Tradewinds, St. Pete Beach, FL USA

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We are looking for future locations, so if you would like the IEEE Switchgear Committee to come to your city, please contact Larry Farr.

27. Adjourn.....Ken Edwards
- Motion to adjourn made by Carl Reigart. Motion seconded by Eldridge Byron. Motion carried. Meeting adjourned at 10:10am.