

Meeting Minutes

A. Call-to-Order and Agenda

The Fall 2015 face-to-face Working Group Meeting was held on September 23, 2015 at the Catamaran Resort, in conjunction with the IEEE PES Switchgear Committee Meetings. The Working Group meeting was called to order by the WG Chair, Dan Hrncir. Darryl Moser volunteered to be Vice-Chair for the working group.

B. Attendance

Introductions were made by all attendees.

Nine people were in attendance and all requested membership in the WG.

Role	First Name	Last Name	Company
Member	Keith	Flowers	Siemens Industry, Inc.
Member	Jose	Jarque	AZZ / Central Electric
Chair	Dan	Hrncir	Eaton
Member	David	Jackson	ABB
Member	Jeffery	Mizener	Siemens Industry
Vice-Chair	Darryl	Moser	ABB
Member	Casey	McCollum	ABB
Member	Owen	Parks	ABB
Member	Lou	Grahor	Eaton

C. Rules and guidelines for conducting Working Group meetings

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

<http://standards.ieee.org/board/pat/pat-slideset.pdf>

D. Working Group P&Ps

The Switchgear Committee Working Group P&P's are posted on the Switchgear Committee website at the following website:

<http://www.ewh.ieee.org/soc/pes/switchgear/o&p/Procedures.html>

E. Previous Meeting Minutes

There are no previous meeting minutes since this is the first WG meeting.

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F. Technical Discussion Highlights

The document was reviewed and discussions from this meeting centered around alignment with requirements from other standards such as C37.20.1 and C37.20.2.

A Task Force was formed by Casey McCollum, David Jackson and Jose Jarque to review the requirements for “open switchboards” and write a proposal for the working group.

Jeff Mizener accepted the responsibility to write a proposal for paragraph 6.2.1 dealing with the testing requirements for surge withstand, EMI and ESD of relay systems.

Both action items are due back to the working group by October 31, 2015.

G. Adjournment

The meeting was adjourned at 9:45 AM.

H. Upcoming Meetings

The next meeting face-to-face Working Group meetings will be held in conjunction with the IEEE PES Switchgear Committee meetings planned for:

April 24 – 28, 2016: Sonesta Resort, Hilton Head, SC

Minutes submitted by:
Darryl Moser
C37.21 Working Group Vice-Chair
September 23, 2015