

Minutes of WG PC37.12.1
 Recommended Practice for Instruction Manual Content
 Wednesday, October 11th, 2017
 8:00 – 9:45
 Marriott Sable Oaks, Portland, ME

I Welcome

II Introductions

Meeting opened with 26 individuals in attendance: 8 of 14 members and 15 guests. The Vice-Chair, John Webb, chaired the meeting due to absence of the WG chair, Ken Edwards.

III The Agenda was reviewed, there were no requests for modifications.

A call for additions or corrections to the published minutes was made without comment from those present. Motion to approve the minutes made by Neil Hutchins, seconded by Pat Di Lillo, approved by voice vote.

IV A call for knowledge of essential patents was made, no respondents.

V Old Business

- a. Continuation of resolution of comments from the initial ballot.
- b. 37 additional General and Technical comments were dispositioned by the WG in the allotted time for this activity.
- c. At the end of the meeting the dispositions of comments was as follows:

#of Comments	Disposition					Grand Total
	(blank)	Accept	Table	Reject	Revise	
Editorial	111					111
General	31	4	1	3	3	42
Technical	50	14	2	11	14	91
Grand Total	192	18	3	14	17	244

VI New Business

- a. Due to expected continued inability of the Chair, Ken Edwards to participate, John Webb (vice-chair) will continue as acting Chair of the WG, subject to appointment by the Chair of the HVCB Subcommittee. Neil McCord volunteered to assume duties as Vice-Chair and Tony Ricciuti to serve as Secretary.
- b. The comment resolution group (CRG) was authorized to complete the proposed disposition of the remaining 192 comments. After such time the dispositions of all comments will be posed in iMeetCentral for all WG members and guest to review and comment if desired for a period of 2 weeks. Followed by a recirculation ballot.
 Additional volunteers for the CRG came forward: Neil McCord, Tony Ricciuti, and Neil Hutchins. With the addition of these individuals, the comment resolution group is composed of: Pat Di Lillo, Robert Foster, Neil Hutchins, Todd Irwin, Andy Keels, Neil McCord, Tony Ricciuti, Jeff Ward and John Webb

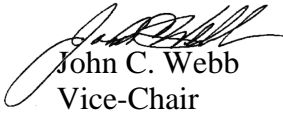
Chair adjourned meeting at 9:45

VII Membership

The following members have failed to maintain the required participation will be converted to 'Guests': Ken Edwards, Matthew Williford.

The following individuals have attended two consecutive meetings and requested membership to the working group and are being added as such: Raymond Frazier, Andy Keels and Scott Lanning. Other guests who have met the attendance requirements and wish to be added as members of the working group should inform the Vice-Chair, John Webb, prior to the beginning of the next meeting.

Attachments: (1) Membership and Attendance list.



John C. Webb
Vice-Chair

C37.12.1_Attendance_F'17

up Name Role	First Name	Last Name	Company	City	State	Country	4/26/2017	10/11/2017
C37.12.1 Vice-Chair	John	Webb	ABB	Florence	SC	USA	X	X
C37.12.1 Member	Patrick	Di Lillo	Consolidated Edison Co. of NY, Inc.	New York	NY	USA	X	X
C37.12.1 Member	Robert	Foster	Megger	Paradise	CA	USA	X	X
C37.12.1 Member	Roy	Hutchins	Southern Company Services	Birmingham	AL	USA	X	X
C37.12.1 Member	Todd	Irwin	GE Grid Solutions	Smithville	MO	USA	X	X
C37.12.1 Member	Andrew	Peterson	ABB	Sanford	FL	USA	X	X
C37.12.1 Member	Anthony	Ricciuti	Eaton Corporation	Moon Township	PA	USA	X	X
C37.12.1 Member	Dean	Sigmon	Eaton Corporation	Greenwood	SC	USA	X	X
C37.12.1 Guest	Brad	Armstrong	Meramec Instrument Transformer Co.	Cuba	MO	USA		X
C37.12.1 Guest	Michael	Christian	ABB	Lake Mary	FL	USA		X
C37.12.1 Guest	Michael	Crawford	Mitsubishi Electric	Cranberry Twp	PA	USA		X
C37.12.1 Guest	Raymond	Frazier	Ameren	St. Louis	MO	USA	X	X
C37.12.1 Guest	Alexander	Hoover	Siemens Industry	Richland	MS	USA		X
C37.12.1 Guest	Jennifer	Hunter	MEPPI	Warrendale	PA	USA	X	X
C37.12.1 Guest	Joseph	Jasinski	ITC Holdings Corp.	Novi	MI	USA		X
C37.12.1 Guest	Thomas	Keels	Salt River Project	Phoenix	AZ	USA	X	X
C37.12.1 Guest	Scott	Lanning	S&C Electric	Libertyville	IL	USA	X	X
C37.12.1 Guest	Vincent	Marshall	Southern Company Services	Forest Park	GA	USA		X
C37.12.1 Guest	Neil	McCord	KEC Precision	Athens	GA	USA		X
C37.12.1 Guest	Charles	Morse	Siemens Industry, Inc.	Arden	NC	USA		X
C37.12.1 Guest	Thomas	Pellerito	DTE Energy	Detroit	MI	USA	X	X
C37.12.1 Guest	John	Phouminh	PEPCO HOLDINGS, INC.	WASHINGTON	DC	USA		X
C37.12.1 Guest	Richard	Rohr	Powell Electrical Systems	North Canton	OH	USA		X

Members	14	11	8
Guests	78	14	15
Total	92	26	23