

**IEEE/PES SWITCHGEAR COMMITTEE
MAIN COMMITTEE BUSINESS MEETING MINUTES
Portland, ME, USA
Thursday, October 12, 2017**

	Agenda Item	Presenter
1	Call Meeting to Order	Todd Irwin – Vice-Chairman
<i>Called to order at 9:30 am.</i>		
2	Introduction of Members & Guests	Todd Irwin
<i>Self-introductions were made of the attendees.</i>		
3	Attendance and Quorum Check <ul style="list-style-type: none"> • <i>Rosters are being passed around. Sign only one. Add your name and affiliation information if you are not on the list.</i> 	Keith Flowers
<i>Sign-in sheets were circulated. Quorum was verified.</i> <i>Attendance is documented in:</i> http://www.ewh.ieee.org/soc/pes/switchgear/minutes/2017-2/F17SWGRa1REV0.pdf		
4	Agenda Review and Approval	Todd Irwin
<i>Proposed agenda was reviewed.</i> <i>Motion to approve by Mike Wactor.</i> <i>Motion was seconded by Mike Lafond.</i> <i>Motion carried.</i>		
5	Recognition	Todd Irwin
<p><i>THANK YOU to our financial supporters for this meeting!</i></p> <p><i>ABB, Cleaveland Price, Doble, Eaton, G&W Electric, GE, Hitachi T&D, H-J, Meramec, Mitsubishi Electric, NEMA, Pascor Atlantic, Powell Industries, S&C Electric, Schneider Electric, Siemens, Southern States</i></p>		
6	Approval of Spring 2017 Minutes	Todd Irwin
<i>Motion to approve by Allan Morse.</i> <i>Motion was seconded by Mike Skidmore.</i> <i>Motion carried.</i>		
7	Chairman's Report <ul style="list-style-type: none"> • <i>Technical Council Report</i> 	Todd Irwin
<i>Paul and Todd attended the Tech Council meeting at the PES joint-technical meeting. See http://www.ewh.ieee.org/soc/pes/switchgear/minutes/2017-2/F17SWGRa2REV0.pdf</i> <i>The Switchgear Committee was presented with the 2017 Technical Committee of the Year award.</i>		

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<p><i>The Switchgear Committee Officers will rotate on January 1, 2018:</i> <i>Todd Irwin, Chair</i> <i>Keith Flowers, Vice-Chair</i> <i>Doug Edwards, Secretary & Treasurer</i> <i>Paul Sullivan, Immediate Past Chair</i></p>		
8	Switchgear Committee Financial Report	Keith Flowers
<p><i>Sound financial position.</i> <i>2016 annual financial report was audited by IEEE-Finance, with no issues.</i></p>		
9	Standards Coordinator's Report	Michael Wactor
<p>See http://www.ewh.ieee.org/soc/pes/switchgear/minutes/2017-2/F17ADSCOMa2REV0.pdf</p> <p><i>Additionally, it is requested that all Subcommittee Chairs send a status update two weeks prior to the Spring and Fall face-to-face meetings.</i></p>		
10	Technical Committee Program Coordinator (TCPC)	Alex Lizardo
<p><i>T&D Conference had two papers directed to the SWGR committee, and were reviewed by the committee. If approved, they will be presented at the poster session of the T&D conference.</i></p>		
11	Registrar's Report	Jeremy Hensberger
<p>See http://www.ewh.ieee.org/soc/pes/switchgear/minutes/2017-2/F17SWGRa3REV0.pdf</p>		
<u>Subcommittee Reports</u>		
12	Administrative (ADSCOM)	Todd Irwin
<p><i>Nothing to report.</i></p>		
13	<p>Education, Recognition & Publications (ERP)</p> <ul style="list-style-type: none"> • <i>Updates</i> • <i>Thursday presentation – “High-Voltage Circuit Breakers: Everything you wanted to know about high-voltage circuit breakers but were afraid to ask” – Denis Dufournet</i> • <i>Box lunches (for those who purchased in advance)</i> • <i>The Committee is seeking volunteers to speak at upcoming meetings for Tuesday luncheon and Thursday technical presentations.</i> 	John Webb
<p>See http://www.ewh.ieee.org/soc/pes/switchgear/minutes/2017-2/F17SWGRa4REV0.pdf</p>		
14	High Voltage Fuses (HVF)	John Leach
<p>See http://www.ewh.ieee.org/soc/pes/switchgear/minutes/2017-2/F17HVFmiREV0.pdf</p> <p><i>Officer rotation in the spring. Jim Wentzel will become Chair.</i></p>		
15	High Voltage Switches (HVS)	James Houston
<p>See http://www.ewh.ieee.org/soc/pes/switchgear/minutes/2017-2/F17HVSmiREV0.pdf</p>		

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16	High Voltage Circuit Breakers (HVCB)	Mike Skidmore
See http://www.ewh.ieee.org/soc/pes/switchgear/minutes/2017-2/F17HVCBmiREV0.pdf		
17	Low Voltage Switchgear Devices (LVSD)	Dave Dunne
See http://www.ewh.ieee.org/soc/pes/switchgear/minutes/2017-2/F17LVSDmiREV0.pdf		
18	Reclosers and Other Distribution Equipment (RODE)	Nenad Uzelac
See http://www.ewh.ieee.org/soc/pes/switchgear/minutes/2017-2/F17RODEmiREV0.pdf <i>Officer rotation in the spring. Francios Soulard will become Chair, with Bob Behl serving as Vice-Chair.</i>		
19	Switchgear Assemblies (SA)	Mike Lafond
See http://www.ewh.ieee.org/soc/pes/switchgear/minutes/2017-2/F17SAmiREV1.pdf		
<u>Liaison Reports</u>		
20	Accredited Standards Committee C37	John Webb
See http://www.ewh.ieee.org/soc/pes/switchgear/minutes/2017-2/F17SWGRa5REV0.pdf		
21	Short Circuit Test Liaison of the Nations of the Americas (STLNA)	Frank DeCesaro
See http://www.ewh.ieee.org/soc/pes/switchgear/minutes/2017-2/F17SWGRa6REV0.pdf		
22	CIGRÉ	Nenad Uzelac
<i>CIGRE symposium in Winnepeg, Canada last week. Expanding scope into distribution. Upcoming symposium in Cleveland Ohio. For more information about this, or any other CIGRE topics, please send Nenad an email, and he will answer or forward on to appropriate contacts.</i>		
<u>Old Business</u>		
23	Policies and Procedures Manual for Switchgear Committee	Ted Olsen - Past Chair
<p><i>P&P Draft was circulated to all members. The draft has little latitude for adjustment based on IEEE-SA AudCom requirements.</i></p> <p><i>There will be a letter ballot of the Committee of the draft P&P.</i></p> <p><i>Ted Olsen motions per http://www.ewh.ieee.org/soc/pes/switchgear/minutes/2017-2/F17SWGRa6REV0.pdf Allan Morse second's the motion. Passed unanimously.</i></p> <p><i>Remember to renew your IEEE, IEEE-SA, and PES memberships in order to be eligible to be a Committee member.</i></p> <p><i>Ted is working on the draft template for the O&P, and will next begin work on the working group P&P template.</i></p>		
24	Technology and Innovation Subcommittee – TF report	Nenad Uzelec
<i>First meeting of this new subcommittee will be in the Spring 2018 meeting. The Task Force requests that all of the Subcommittees submit potential member candidates.</i>		

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25	123Signup profile	Todd Irwin
<p><i>Maintain your 123Signup profile https://www.123signup.com/profile?Org=IPSC2</i></p> <p><i>Please let us know of changes of status – retirement, new job, etc.</i></p> <p><i>Subcommittee chairs need to provide a list of working group officers to the registrar so that we can provide the appropriate level of 123Signup access.</i></p>		
<u>New Business</u>		
26	Quorum Verification	Keith Flowers
<i>Quorum has been confirmed.</i>		
27	IEEE PES Scholarship Plus Program	Todd Irwin
<p>See http://www.ewh.ieee.org/soc/pes/switchgear/minutes/2017-2/F17SWGRa8REV0.pdf</p> <p><i>Switchgear is going to support the Scholarship Plus program in 2018.</i></p>		
28	Future PES Meetings of Interest	Todd Irwin
<p>Refer to: https://www.ieee-pes.org/meetings-and-conferences/conference-calendar</p>		
29	Future Switchgear Committee Meetings	Todd Irwin
<p>Future Switchgear Committee Meetings are as follows:</p> <ul style="list-style-type: none"> • <i>Spring 2018 (22 Apr – 27 Apr), Disney’s Contemporary Resort, Lake Buena Vista, FL</i> • <i>Fall 2018 (14 Oct – 18 Oct), Kansas City Marriott Downtown, MO</i> • <i>Spring 2019 (28 Apr – 01 May), Hilton, Burlington, VT</i> • <i>Fall 2019 (06 Oct – 10 Oct), Catamaran Resort, San Diego, CA</i> • <i>Spring 2020 (04 May – 08 May), Peppermill Resort, Reno, NV</i> • <i>Fall 2020 (04 Oct – 08 Oct), Sheraton Sundance Square, Fort Worth, TX</i> 		
30	Adjourn	Todd Irwin
<i>The meeting adjourned at 10:40 am.</i>		