

Minutes of WG PC37.12.1
Recommended Practice for Instruction Manual Content
Wednesday, April 25th, 2018
8:00AM – 9:45AM
Disney Contemporary Resort, Lake Buena Vista, FL

I Welcome

II Introductions

Meeting opened with 29 individuals in attendance: 13 of 16 members and 16 guests. The Chair of the meeting was John Webb; the Vice-Chair of the meeting was Neil McCord; the Secretary of the meeting was Tony Ricciuti.

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 was made by Neil Hutchins, seconded by Pat Di Lillo, and approved unanimously 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. The dispositions of comments was as follows:

#of Comments	Disposition					Grand Total
	Category	(blank)	Accept	Table	Reject	
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 former Chair, Ken Edwards to participate, John Webb (vice-chair) will continue as acting Chair of the WG. Neil McCord volunteered to assume duties as Vice-Chair and Tony Ricciuti to serve as Secretary.
- b. Neil McCord made a motion to create a Comment Resolution Group. Michael Skidmore seconded the motion. The WG approved the motion unanimously. Volunteers to participate in the CRG include John Webb, Neil McCord, Tony Ricciuti, Jeff Ward, Todd Irwin, Mike Skidmore, Vernon Toups, Raymond Frazier, and Thomas Keels. The first meeting of the CRG is scheduled for May 30th, 2018, with the time TBD. Officers will send out the meeting agenda at least 2 weeks prior to the meeting.

The Chair adjourned the meeting at 9:45AM

VII Membership

Having failed to maintain the required attendance, the following individuals are returned to “Guest” status: Chih Chow, John Eastman.

Having met the requirements and requested to be added to the working group, the following individuals are promoted from “Guest” to “Member: Jennifer Hunter. Other guests who have met the attendance requirements and wish to be added as members of the working group should inform the Chair, John Webb, Vice-Chair Neil McCord, or Secretary Tony Ricciuti prior to the beginning of the next meeting.

Attachments: (1) Membership and Attendance list.

John C. Webb
Vice-Chair



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Role	Participation Status	Type	First Name	Last Name	Company	City	State	Country	IEEE Member ID	10/10/2016	4/26/2017	10/11/2017	4/25/2018
Chair	Active	Member	Ken	Edwards	Consultant	Vancouver	WA	USA	Ken	X			
Vice-Chair	Active	Member	John	Webb	ABB	Florence	SC	USA	John C.		X	X	X
Secretary	Active	Interested Individual	Anthony	Ricciuti	Eaton Corporation	Moon Township	PA	USA	Tony		X	X	X
Member	Active	Member	Chih	Chow	PEPCO	Washington	DC	USA	Chih		X		
Member	Active	Member	Patrick	Di Lillo	Consolidated Edison Co. of NY, Inc.	New York	NY	USA	Pat		X	X	X
Member	Active	Interested Individual	John	Eastman	INCON	Saco	ME	USA	John		X	X	
Member	Active	Interested Individual	Robert	Foster	Megger	Paradise	CA	USA	Robert		X	X	X
Member	Active	Interested Individual	Roy	Hutchins	Southern Company Services	Birmingham	AL	USA	Neil		X	X	X
Member	Active	Member	Todd	Irwin	GE Grid Solutions	Smithville	MO	USA	Todd		X	X	X
Member	Active	Interested Individual	Andrew	Peterson	ABB	Sanford	FL	USA	Andrew		X	X	X
Member	Active	Member	Devki	Sharma	Consultant	Byram	MS	USA	Devki		X	X	X
Member	Active	Member	Dean	Sigmon	Eaton Corporation	Greenwood	SC	USA	Dean		X	X	X
Member	Active	Member	Michael	Skidmore	AEP	Pickerington	OH	USA	Mike		X	X	X
Member	Active	Interested Individual	Matthew	Williford	Schneider Electric	Nashville	TN	USA	Matt		X		
Guest	Active	Member	Chris	Ambrose	Federal Pacific (Div. of Electro-Mechanical	Bristol	TN	USA	Chris		X		
Guest	Active	Member	Mauricio	Aristizabal	ABB	Pittsburgh	PA	USA	Mauricio				
Guest	Active	Interested Individual	Brad	Armstrong	Meramec Instrument Transformer Co.	Cuba	MO	USA	Brad			X	
Guest	Active	Interested Individual	Aasim	Atiq	Siemens Industry	Madison	MS	USA	Aasim				
Guest	Active	Interested Individual	Roy	Ayers	Nashville Electric Service	Nashville	TN	USA	Roy				
Guest	Active	Honorary Member	W.J. (Bill)	Bergman	PowerNex Associates Inc.	Calgary	AB	Canada	Bill				
Guest	Active	Interested Individual	Jean-Marc	Biasse	Schneider Electric	Grenoble cedex	Other	France	Jean-Marc		X		
Guest	Active	Member	J	Billings	John S Billings Consulting	Murrysville	PA	USA	Stan				
Guest	Active	Interested Individual	Jeffrey	Brogdon	Georgia Transmission	Suwanee	GA	USA	Jeff				
Guest	Active	Interested Individual	Steven	Brown	Allen & Hoshall	Bartlett	TN	USA	Steve				
Guest	Active	Interested Individual	Raymond	Browning	FirstEnergy Corp.	Copley	OH	USA	Joe				
Guest	Active	Member	Arben	Bufl	Hitachi T&D Solutions, Inc.	Suwanee	GA	USA	Arben				
Guest	Active	Member	Stephen	Cary	GE Energy Management	Chapel Hill	NC	USA	Stephen				
Guest	Active	Interested Individual	David	Caverly	Trench Ltd.	Scarborough	ON	Canada	Dave				
Guest	Active	Interested Individual	Michael	Christian	ABB	Lake Mary	FL	USA	Michael			X	
Guest	Active	Interested Individual	Dave	Collette	Mitsubishi Electric	Warrendale	PA	USA	Dave				
Guest	Active	Member	Michael	Crawford	Mitsubishi Electric	Cranberry Twp	PA	USA	Mike			X	
Guest	Active	Interested Individual	Jason	Cunningham	Hitachi HVB, Inc.	Suwanee	GA	USA	Jason		X		
Guest	Active	Interested Individual	Bernie	Dwyer	PECO	Berwyn	PA	USA	Bernie				
Guest	Active	Member	Doug	Edwards	Siemens Industry, Inc.	Wendell	NC	USA	Doug		X		
Guest	Active	Interested Individual	Tanner	Esco	Eaton Corporation	Greenwood	SC	USA	Tanner		X		
Guest	Active	Interested Individual	Howard	Fennell	Nashville Electric Service	Nashville	TN	USA	Bruce				
Guest	Active	Interested Individual	Michael	Flack	Southern Company Generation	Birmingham	AL	USA	Mike		X	X	
Guest	Active	Interested Individual	Paul	Fox	Schneider Electric	West Chester	OH	USA	Paul		X		
Guest	Active	Interested Individual	Raymond	Frazier	Ameren	St. Louis	MO	USA	Curtiss		X	X	
Guest	Active	Interested Individual	Anne	Good	Netshape Technologies, Inc.	Bell Buckle	TN	USA	Anne				
Guest	Active	Interested Individual	John	Hall	Tennessee Valley Authority	Chattanooga	TN	USA	John		X		
Guest	Active	Interested Individual	Christian	Heinrich	Siemens AG	Berlin	Other	Germany	Christian				
Guest	Active	Interested Individual	Jeremy	Hensberger	Mitsubishi Electric Power Products Inc.	Warrendale	PA	USA	Jeremy				
Guest	Active	Interested Individual	Victor	Hermosillo	GE Grid Solutions	Charleroi	PA	USA	Victor				
Guest	Active	Interested Individual	Alexander	Hoover	Siemens Industry	Richland	MS	USA	Alex			X	
Guest	Active	Interested Individual	Jennifer	Hunter	MEPPI	Warrendale	PA	USA	Jen		X	X	
Guest	Active	Interested Individual	Joseph	Jasinski	ITC Holdings Corp.	Novi	MI	USA	Joe			X	X
Guest	Active	Interested Individual	David	Johnson	Self-Employed	Pittsburgh	PA	USA	Dave				
Guest	Active	Interested Individual	Joe	Kausek	FirstEnergy	Akron	OH	USA	Joe		X		
Guest	Active	Interested Individual	Thomas	Keels	Salt River Project	Phoenix	AZ	USA	Andy		X	X	
Guest	Active	Interested Individual	Scott	Lanning	S&C Electric	Libertyville	IL	USA	Scott		X	X	
Guest	Active	Interested Individual	Brad	Leccia	Eaton	Moon Township	PA	USA	Brad				
Guest	Active	Interested Individual	Paul	Leufkens	Power Projects Leufkens	Wayne	PA	USA	Paul				
Guest	Active	Member	Hua Ying	Liu	Southern California Edison	Pomona	CA	USA	Hua				
Guest	Active	Interested Individual	Antonio	Mannarino	PSE&G	Springfield	NJ	USA	Tony				
Guest	Active	Interested Individual	Vincent	Marshall	Southern Company Services	Forest Park	GA	USA	Vincent		X	X	
Guest	Active	Interested Individual	Ricardo	Martinez	CFE-LAPEM	IRAPUATO, GTO	GU	Mexico	Ricardo				
Guest	Active	Interested Individual	Joel	Mathewson	Siemens	Richland	MS	USA	Joel				
Guest	Active	Member	Neil	McCor	KEC Precision	Athens	GA	USA	Neil		X	X	
Guest	Active	Interested Individual	Timothy	McGee	Siemens Energy	Richland	MS	USA	Shane				
Guest	Active	Interested Individual	Dave	Mitchell	Dominion Energy	Richmond	VA	USA	Dave				
Guest	Active	Member	Charles	Morse	Siemens Industry, Inc.	Arden	NC	USA	Allan			X	
Guest	Active	Member	Tom	Mulcahy	Dominion Virginia Power	Richmond	VA	USA	Tom				
Guest	Active	Interested Individual	Brian	ONeil	CE Power Engineered Services	Silverton	OH	USA	Brian		X		
Guest	Active	Member	Thomas	Pellerito	DTE Energy	Detroit	MI	USA	Tom		X	X	X
Guest	Active	Interested Individual	John	Phouminh	PEPCO HOLDINGS, INC.	WASHINGTON	DC	USA	John			X	
Guest	Active	Interested Individual	Zachary	Pintado	Entergy	Ama	LA	USA	Zachary				
Guest	Active	Interested Individual	Iulian	Profir	Rockwell Automation	Cambridge	AZ	Canada	Iulian				
Guest	Active	Interested Individual	Syed	Rahman	The United Illuminating Company	Orange	CT	USA	Syed				
Guest	Active	Interested Individual	Brian	Roberts	Southern States, LLC	Hampton	GA	USA	Brian				
Guest	Active	Interested Individual	Richard	Rohr	Powell Electrical Systems	North Canton	OH	USA	Richard			X	
Guest	Active	Interested Individual	Ian	Rokser	Eaton Corp	South Milwaukee	WI	USA	Ian		X		
Guest	Active	Member	Roderick	Sauls	Southern Company Services	Birmingham	AL	USA	Rod				
Guest	Active	Interested Individual	Daniel	Schiffbauer	Toshiba International Corporation	Oliver	PA	USA	Dan				
Guest	Active	Interested Individual	Carl	Schuetz	American Transmission Company (ATC)	Waukesha	WI	USA	Carl				
Guest	Active	Interested Individual	Jon	Schumann	American Transmission Company	Waukesha	WI	USA	Jon				
Guest	Active	Interested Individual	Harish	Sharma	Southern Company	Birmingham	AL	USA	Harish		X		
Guest	Active	Member	Sushil	Shinde	ABB Inc.	Mt Pleasant	PA	USA	Sushil				
Guest	Active	Staff	Erin	Spiewak	IEEE	Piscataway	NJ	USA	Erin		X	X	
Guest	Active	Interested Individual	Kresimir	Starcevic	DNV GL KEMA Laboratories	Chalfont	PA	USA	Kresimir				
Guest	Active	Interested Individual	Kyle	Stechschulte	AEP	Powell	OH	USA	Kyle				
Guest	Active	Interested Individual	Don	Steigerwalt	Duke Energy	Charlotte	NC	USA	Don				
Guest	Active	Interested Individual	Dragan	Tabakovic	Meramec Instrument Transformer Co.	Clearwater	FL	USA	Dragan				
Guest	Active	Interested Individual	Humayun	Tariq	American Electric Power	Gahanna	OH	USA	Humayun				
Guest	Active	Interested Individual	Jean-Marc	Torres	Eaton Corporation	Horseheads	NY	USA	Jean-Marc				
Guest	Active	Interested Individual	Vernon	Toups	Siemens	Richland	MS	USA	Vernon				
Guest	Active	Interested Individual	Karla	Trost	G&W Electric	Bolingbrook	IL	USA	Karla		X		
Guest	Active	Interested Individual	Jeffrey	Ward	Doble Engineering Company	Watertown	MA	USA	Jeff			X	
Guest	Active	Interested Individual	Casey	Weeks	Siemens Energy	Richland	MS	USA	Casey				
Guest	Active	Interested Individual	Terry	Woodyard	Siemens Industry Inc.	Wendell	NC	USA	Terry				
Guest	Active	Interested Individual	Larry	Yonce	Eaton Corporation	Greenwood	SC	USA	Larry				
Guest	Active	Interested Individual	Wei	Zhang	Hitachi HVB, Inc.	Suwanee	GA	USA	Will			X	