

**IEEE PES Switchgear ADSCOM C37.301  
Meeting Minutes  
San Diego CA, Oct 7, 2019**

**I. Call to order**

- Sean Parsi called to order the regular meeting of the C37.301 at 8:00 AM on October 7, 2019 at Catamaran Resort, Boardroom East.

**II. Roll call**

- Sean Parsi conducted a roll.
- Members: 8 of 12 members were present
- Guests: 13 in person
- Quorum: Yes
- Total: 21

**III. Patent declaration**

- None identified.

**IV. Review & approval of agenda**

- Approved – Motion Jeff Ward, Bob Cohn, no objections.

**V. Review of C37.301 Draft D01**

- Sean Parsi and Benedict Lavinoff will add new content to the document. The updated draft will be sent to the group for review.

**VI. Review Proposed Table of Contents**

**VII. Discussion of Copyright Permission**

- Informed all participants that, where applicable, a list of references needs to be provided for content that is proposed for inclusion in the document.

**VIII. Review of the PAR**

- Revised the Scope of the PAR according to comments from meeting attendees to read as follows:

5.2 Scope: This international standard defines methods of measuring and interpretation of Partial Discharges (PD) that may occur in energized AC power switchgear (rated above 1000 V). The standard is structured around the 5 main processes of partial discharge measurement and assessment; 1- Generation, 2- Propagation, 3- Detection, 4- Interpretation, 5- Reporting. This document is concerned with apparent charge based and non-charged based methodologies. Guidance is given for instrumentation and calibration techniques for off-line and on-line measurement.

**IX. Future Web Meeting**

- The updated draft will be discussed in a future web meet that will occur prior to the spring 2020 meeting.
- Meeting dates will be arranged by members based on a pole, and then the invite will be sent to all other guests.

**X. Next in person meeting date & location**

- May 4 to May 8, 2020, Peppermill Resort, Reno, NV

**XI. Open floor for new business**

- None identified

**XII. Meeting adjournment**

- Adjourned at 9:45 AM

**XIII. Summary of Actions**

- Prior to the next web meeting this updated draft will be sent to the group for review.
- S.Parsi to schedule next (web) meeting.

**XIV. Attendees**

Role	First Name	Last Name	Company
Guest	John	Harley	FirstPower Group LLC
Guest	Doug	Edwards	Siemens Industry, Inc.
Guest	Peter	Glaesman	PCORE Electric Company, Inc.
Guest	Peter	Meyer	S&C Electric Company
Guest	Don	Steigerwalt	Duke Energy
Guest	Dustin	Sullivan	Hubbell Power Systems
Guest	Robert	Lau	nVent Hoffman
Guest	Michael	Culhane	Eaton
Guest	Jose	Gamboa	The H-J Family of Companies
Guest	Shaharyar	Anjum	Kinectrics
Guest	Benedict	Lavrinnoff	Kinectrics Inc

Guest	Charles	Nybeck	Megger
Guest	Roman	Reyes	Bechtel
Member	Michael	Wactor	Powell Industries, Inc
Member	Robert	Cohn	Powercon Corp.
Member	Richard	Frye	Eaton
Member	Jeffrey	Door	The H-J Family of Companies
Member	Jeffrey	Ward	Doble Engineering Company
Member	Christopher	French	Eaton Corporation
Secretary	Paul	Gingrich	AZZ Switchgear Systems
Vice-Chair	Sean	Parsi	Dexotech