

**IEEE C37.20.3 Working Group
Meeting Minutes
Online only (virtual)
Oct 11, 2021**

Attendance:

Role	First Name	Last Name	Company
Member	Chris	Ambrose	Federal Pacific (Div. of Electro-Mechanical Corp.)
Guest	Suraj	Atere	Exelon
Member	Russell	Boyce	Eaton
Guest	Sudarshan	Byreddy	Burns & McDonnell
Member	Robert	Cohn	Powercon Corp.
Secretary	Randall	Creach	AZZ Switchgear Systems
Member	Jeffrey	Door	The H-J Family of Companies
Member	Michael	Flack	Southern Company Services, Inc.
Guest	Jose	Gamboa	The H-J Family of Companies
Member	Sahadev	Gohil	AZZ Switchgear Systems
Chair	Ronald	Hartzel	Eaton Corporation
Guest	Gary	Haynes	ABB Inc.
Member	Jared	Hines	Eaton Corp.
Member	Jason	Hollander	CHA Consulting, Inc.
Member	Rahul	Jain	S&C Electric Company
Guest	SangTae	Kim	HICO America
Guest	Brad	Leccia	Eaton
Member	Albert	Livshitz	CE Power Engineered Services
Guest	Daphney	Magee	PSE&G
Guest	John	Myers	JST Power Equipment
Member	Terry	Neighbours	ABB Inc.
Member	Brian	ONeil	RMS Energy
Member	John	Phouminh	PEPCO HOLDINGS, INC.
Member	Samala Santosh	Reddy	Powell Industries
Guest	Anthony	Ricciuti	Eaton Corporation
Guest	Bobby	Rich	Dominion Energy
Guest	Jeffery	Ricker	SCHNEIDER ELECTRIC
Member	Mark	Roberson	AZZ/Calvert
Member	Richard	Rohr	Powell Electrical Systems
Member	Leonel	Santos	Schneider Electric
Member	Carl	Schneider	Schneider Electric
Guest	Dean	Sigmon	Eaton Corporation
Member	Chand	Taylor	Eaton Corporation
Guest	Francois	Trichon	Schneider Electric
Guest	William	Weishuhn	ABB
Guest	Li	Yu	EATON
Guest	Malia	Zaman	IEEE SA
Guest	John	Zaplatosch	UL LLC

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1. Approval of the Fall 2021 meeting agenda.

Russell Boyce moved and Albert Livshitz seconded that the Fall 2021 meeting agenda to be approved as submitted. The agenda was approved unanimously.

2. Approval of the Spring 2021 meeting minutes.

Terry Neighbours moved and Richard Rohr seconded that the Spring 2021 meeting minutes to be approved as submitted. The minutes were approved unanimously.

3. Welcome and member attendance

The meeting was called to order by Ron Hartzel (WG Chair) at 8:01 AM (CST). Ron welcomed the members and guests. A total of 38 participated; 21 - C37.20.3 WG members and 17 guests. Quorum threshold was met.

4. Introduction of members and guests

Member introductions were conducted, the attendance was compiled utilizing the MS Teams conference participant list along with the printed meeting roster. The final attendance was also validated against the MS Teams chat window which captured meeting members submitting their names and affiliations via the chat function.

5. IEEE-SA Patent Policy

Slides were reviewed that covered the IEEE-SA patent policy during the meeting.

No claims or issues were raised at the C37.20.3 Working Group meeting.

6. Working group P&Ps

Slides were reviewed that covered IEEE-SA Policies and Procedures.

7. Review of PC37.20.3 D4 revisions

Ron Hartzel stepped through the changes which were harmonized with the balloted version of C37.20.2. Changes summarized by:

- a. Rain testing.
- b. Voltage divider Annex C.
- c. Deletion of monitoring air temperature surrounding cable terminations during heat rise testing.
- d. Correction to an inadvertent find/replace voltage change on line 541 in section 5.2.3.

8. PC37.20.3 Document Status

Ron Hartzel opened discussions related to the documents readiness to begin the ballot pool process. He presented the plan of submitting the current document to the IEEE Style Guide committee and in parallel forming a ballot group over the next 30 days. The working group unanimously agreed to this proposal and agreed that January 15, 2022 was an acceptable deadline for collecting all comments via the ballot process.

9. Adjourn

Ron Hartzel (WG Chair) adjourned the meeting at 8:35 AM (CST).

Reported by Randy Creach (WG secretary).