

**IEEE/PES SWITCHGEAR COMMITTEE
MAIN COMMITTEE BUSINESS MEETING MINUTES
Pittsburgh, Pennsylvania, USA
Thursday, October 13, 2016**

	Agenda Item	Presenter
1	Call Meeting to Order	Paul Sullivan – Chairman
The Chair, Paul Sullivan, called the meeting to order at 9:30am.		
2	Introduction of Members & Guests	Paul Sullivan
Self introductions of the attendees and their affiliations were made. The attendee list is recorded in F16SWGRa1.		
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
4	Agenda Review and Approval	Paul Sullivan
The meeting agenda was reviewed.		
Motion to approve: Ken Edwards; Second: Darryl Moser No discussion. Motion carried unanimously.		
5	Recognition	Paul Sullivan
<p><i>THANK YOU to our financial supporters for this meeting!</i> GE, Powell, Pascor Atlantic, Mitsubishi Electric, Cleaveland/Price, ABB, Siemens, NEMA, G&W, KEMA, Schneider Electric, S&C Electric, Hitachi, Southern States, Eaton, HICO</p>		
6	Approval of S16 Minutes	Paul Sullivan
The meeting minutes from the Spring 2016 meeting were reviewed.		
Motion to approve: Frank Mayle; Second: Ted Burse No discussion. Motion carried unanimously.		
7	Chairman's Report <ul style="list-style-type: none"> <i>Technical Council Report</i> 	Paul Sullivan
The Chairman advised that the annual report of the Switchgear Committee was due to be submitted by the end of January, covering all of the work of the Committee. Subcommittee Chairs were requested to submit to Paul Sullivan any 2016 highlights that they want recognized within that report.		
8	Switchgear Committee Financial Report	Keith Flowers
The Treasurer reported that the Committee in sound financial shape.		
9	Standards Status	Michael Wactor
See F16ADSCOMa2 for additional details.		
Twenty-five Committee documents are on IEEE's list for expiration in 2018 – all are being actively worked on.		
Nine documents have 2016 expiring PARs, but all of these have either requested PAR extensions, or have been submitted to REVCOM for approval at the December meeting.		

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10	Technical Committee Program Chair (TCPC)	Paul Sullivan
	Amy Rowell has resigned from this role for personal reasons. Alex Lizardo has agreed to serve in this capacity, and has been appointed by Paul Sullivan as the new TCPC, effective immediately.	
11	Registrar's Report	Ken Edwards
	See F16SWGRa3 for details.	
<u>Subcommittee Reports</u>		
12	Administrative (ADSCOM)	Todd Irwin
	No items requiring Main Committee attention.	
13	Education, Recognition & Publications (ERP) <ul style="list-style-type: none"> • <i>Updates</i> • <i>Thursday presentation – “Vacuum Interrupters 101 -- *(Everything you always wanted to know, but were afraid to ask)” – Dr. Leslie Falkingham</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
	See F16SWGRa4 for details.	
14	High Voltage Fuses (HVF)	Alan Yerges
	Recently submitted to REVCOM C37.41, C37.42, and C37.45.	
	Will administratively withdraw C37.40, C37.43, C37.46, and C37.47, as the technical content has been consolidated within other HVF standards.	
	Will be submitting a PAR for C37.48 (John Leach was voted WG Chair).	
15	High Voltage Switches (HVS)	Carl Reigart
	HVS will rotate officers at the end of the calendar year, with James Houston assuming the role as chair.	
16	High Voltage Circuit Breakers (HVCB)	Mike Skidmore
	The C37.010 PAR is about to expire, but the document has been submitted to REVCOM, and is expected to be approved at the December meeting.	
	A PAR has been submitted for C37.013.	
	C37.10.1 will be proceeding to ballot in the near future.	
17	Low Voltage Switchgear Devices (LVSD)	Allan Morse
	LVSD will rotate officers at the end of the calendar year, with Dave Dunne assuming the role as chair.	
18	Reclosers and Other Distribution Equipment (RODE)	Nenad Uzelac
	Nothing to report.	
19	Switchgear Assemblies (SA)	Doug Edwards
	C37.20.9 will be proceeding to ballot in the near future (prior to next meeting).	
	C37.20.10 has REVCOM approval, and proceeding to publication phase.	
	SA will rotate officers at the end of the calendar year, with Mike Lafond assuming the role as chair.	
<u>Liasion Reports</u>		
20	ASC C37	Ted Olsen

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<p>See F16SWGRa5 for additional details.</p> <p>All ASC C37 documents are still available as free downloads from NEMA.org.</p> <p>ASC C37 is undergoing officer rotation, with John Webb becoming Chair (beginning in 2017).</p>		
21	Short Circuit Test Liaison of the Nations of the Americas (STLNA)	Frank DeCesaro
<p>See F16SWGRa6 for additional details.</p> <p>STLNA has submitted a form to the Switchgear Committee Officers for posting on the Switchgear Committee website. This form should be used for submitting technical questions or requests for interpretation to STLNA.</p>		
22	CIGRÉ	Nenad Uzelac
<p>See F16SWGRa7 for additional details.</p> <p>CIGRE periodically issues a call for experts -- Switchgear Committee members are encouraged to participate where possible.</p>		
<u>Old Business</u>		
23	Organization and Procedures Manual for Switchgear Committee	Ted Olsen - Past Chair
<p>As a part of his duties as “Immediate Past Chair,” Ted Olsen is overseeing review of the Committee’s P&P, The WG P&P, and the Committee’s O&P.</p> <p>The current priority is to finalize the new PES template, which will reduce coordination conflicts between PES and the Switchgear Committee.</p> <p>Ted is accepting comments/suggestions for improvement to these documents.</p>		
24	Main Committee membership requirements and nomination period	Paul Sullivan
<p>Subcommittee recommendations for new Main Committee membership consideration are due to Keith Flowers by March 2017.</p>		
25	Maintain your AMS profile https://www.123signup.com/profile?Org=IPSC2 <i>Please let us know of changes of status – retirement, new job, etc.</i>	Paul Sullivan
<h1>Roster Location Check</h1>		
<u>New Business</u>		
26	Projectors	Paul Sullivan
<p>For years the Committee has been operating our meetings using projectors on loan from various supporters. The Switchgear Committee Officers determined recently that there was enough funding within Switchgear Committee to purchase enough projectors for the Committee’s needs.</p> <p>Thanks to those who provided projectors in the past. The savings incurred by being able to use those projectors afforded the Committee the financial flexibility to purchase our own projectors after all of these years.</p>		
27	Quorum Verification	Keith Flowers
<p>The Secretary was able to confirm quorum. 63 of 70 members were present. 3 Honorary Members were</p>		

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also in attendance.		
28	Future PES Meetings of Interest Refer to: http://www.ieee-pes.org/meetings-and-conferences/calendar/annual-view	Paul Sullivan
29	Future Switchgear Committee Meetings <ul style="list-style-type: none"> • Spring 2017 (23 Apr – 28 Apr), <i>Hilton Charlotte University Place, Charlotte, NC</i> • Fall 2017 (8 Oct – 13 Oct), <i>Marriott Portland Sable Oaks, Portland, ME</i> • Spring 2018 (22 Apr – 27 Apr), <i>Disney’s Contemporary Resort, Lake Buena Vista, FL</i> • Fall 2018, (14 Oct – 18 Oct), <i>Kansas City Marriott Downtown, MO</i> • Spring 2019 (28 Apr – 01 May), <i>Hilton, Burlington, VT</i> • Fall 2019 (06 Oct – 10 Oct), <i>Catamaran Resort, San Diego, CA</i> 	Paul Sullivan
30	Adjourn	Paul Sullivan
Meeting adjourned at 10:18am.		