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Meeting Minutes
IEEE P1100 Working Group
Revision to Emerald Book IEEE Std 1100-1992

2000 IEEE IAS I&CPS Technical Conference
Clearwater Beach, Florida
May 08, 2000

1.0 Call to Order

The meeting was called to order by the Chairman, Doug Dorr on Monday, May 08, 2000 at approximately 11:00.

2.0 Introduction of Attendees

All attendees of the meeting introduced themselves and were requested to sign in on the sign up sheet that was distributed. The updated attendance list is attached to the minutes. There were 13 members and 7 guests present at the meeting.

3.0 Approval of Previous Meeting Minutes

A motion was made and seconded to approve the minutes from the last meeting held on October 4, 1999 during the IEEE IAS Annual Technical Conference.

One change was requested to the minutes. Previous minutes stated that the balloting members would receive a complimentary copy of the Emerald Book. This is not true. Only members of the working group will receive a copy of the Emerald Book.

The motion passed unanimously with the change.

4.0 New Revision

The Chairmen, Doug Dorr, made several announcements concerning working group membership.

1. If you are a working member, you must attend two out of three meetings or supply input in electronic format along with a note explaining reason for not attending meeting.
2. If you are a chapter chair, you should try to attend all of the meetings if possible.

4.1 Chapter Chair Selection

The Chairmen assigned the following working members as chapter chairmen. These assignments were based on input from working members, willingness of members to take on the role of chairing a chapter, and expertise in that particular area.

Chapter 1 – Introduction, Doug Dorr
Chapter 2 – Definitions, Carl Becker
Chapter 3 – General Needs, Chris Melhorn
Chapter 4 – Fundamentals, Bob Schuerger
Chapter 5 – Instrumentation, Vladi Basch
Chapter 6 – Site Surveys, Ken Michaels
Chapter 7 – Equipment Specifications, Tom Gruzs
Chapter 8 – Grounding, Mike Butkiewicz
Chapter 9 – Telecommunication & Dist Computing, Tom Key – Editorial Chair and Bill Bush Standards Coordinating Chair
Chapter 10 – Industrial Equipment, Van Wagner
Chapter 11 – Case Histories, Tim Hostetler

Chapter 10 is a new chapter chaired by Van Wagner. The chapter focus is on industrial equipment. A motion was made to add this chapter. The motion was seconded and passed unanimously.

A motion was made to add a chapter on grounding. The motion was seconded and did not carry. Discussion on this motion centered on the fact that each section in the Emerald book discussed grounded as it pertains to that section.

4.2 Revision Timeline

The timeline for the next revision of the Emerald book is to have a final draft by May 2002. This will allow ample time for the balloting process. The schedule is as follows.

Outlines due by July, 2000
First draft due by January 2001
Second draft due by May 2001
Third draft due by October 2001
Final draft due by May 2002

All drafts will be posted on the web site at the following URL.

<http://grouper.ieee.org/groups/ias/1100/>

When passwords are required to access information, they will be distributed to the working group members.

5.0 New Business

The idea of having a graphics chairperson was raised. There is concern that the graphics in the 1999 edition are not consistent. Concern was also raised about the graphics in an electronic format. The group would like to see one individual responsible for maintaining the graphics files.

Discussion of a graphics chairperson was tabled until the next meeting. This will allow time to receive the 1999 edition electronic files from the IEEE.

6.0 Next Meeting

No meeting scheduled for 2000 IEEE IAS Annual Technical Conference in Rome, Italy.

Don Zipse has arranged a room for the working group at the 2000 PCIC conference in San Antonio, Texas. The next meeting will be held on Saturday, September 9, 2000 at the San Antonio Marriott River Center in Room CR # 14 from 08:00 until 17:00. Agenda will follow.

For more information on the conference, please visit the PCI website.

http://www.ieee-pcic.org/San_Antonio/pcic2000.html

7.0 Meeting Adjournment

A motion was made to adjourn the meeting. The motion was seconded and passed unanimously.