



Christopher J. Melhorn
EPRI PEAC Corporation
942 Corridor Park Boulevard
Knoxville, Tennessee 37932
865-218-8013 voice
865-218-8001 FAX
c.melhorn@ieee.org

Meeting Minutes
IEEE P1100 Working Group
Revision to Emerald Book IEEE Std 1100-1999

2001 IEEE I&CPS Technical Conference
New Orleans, Louisiana
May 15, 2001

1.0 Call to Order

The Chairman, Doug Dorr on Monday, May 15, 2001 at 11:00, called the meeting to order.

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 XX members and XX guests present at the meeting.

3.0 Approval of Previous Meeting Minutes

A motion was made by Bob Schuerger and seconded by Larry Guzy to approve the minutes from the meeting at the 2000 IEEE PCIC Conference.

The motion passed unanimously.

4.0 Old Business

4.1 Status of the PAR

The PAR for the Emerald book was approved by the Standards Board Committee during the last meeting in 2000. The next revision of the Emerald book is scheduled from completion by 2004.

5.0 *New Business*

5.1 *Website and URL Layout*

A new section, called “Useful Information”, was added to the P1100 web site. This section contains information on copyright verbiage, how to subscribe to the P1100 mailing list, and editing functions in MS Word.

5.2 *Chapter Outlines and Drafts*

A majority of the chapter outlines and drafts are present on the website. The following table lists which chapter outlines and current drafts are on the website.

Chapter	Outline Present	Draft Present
Chapter 1	No	No
Chapter 2	No	No
Chapter 3	Yes	No
Chapter 4	Yes	Yes
Chapter 5	No	No
Chapter 6	Yes	Yes
Chapter 7	Yes	Yes
Chapter 8	Yes	No
Chapter 9	Yes	No
Chapter 10	No	No
Chapter 11	No	No

5.3 *Case Studies*

The Emerald book should present a case study on every recommended practice discussed in the book. If you have case studies that are relevant to the Emerald book and the practices in the Emerald book, please forward them to Tim Hostetler.

5.4 *Review of Chapter Outlines*

Chapter 1 – No report. Chapter will be completed once all other chapters are in order.

Chapter 2 – No report.

Chapter 3 – No update. Waiting on all chapter outlines to re-organize the chapter layout and content.

Chapter 4 – Bob handed out copies of the original Chapter 4 outline as well as the proposed changes to Chapter 4. These documents have been placed on the P1100 web site.

In section 4.4.3.1, the discussion on third harmonics and the square root of 3 will be inserted. This discussion will come from the document that was prepared by EPRI PEAC as a test brief.

Bob Schuerger made a motion to accept the proposed changes to Chapter 4. The motion was seconded by Larry Guzy and passed unanimously.

Chapter 5 – Vladi was unable to make the meeting. Larry Guzy reported for Chapter 5. A new member was added to the working group, Chuck Newcombe from Fluke Corporation joins Chapter 5.

The Chapter 5 outline needs to be added to the web site.

Chapter 6 – Afroz Khan has replaced Ken Michaels as the chapter chair. The outline for Chapter 6 is being revised. The section on safety is being reworded. The first draft is anticipated by July 2001.

Chapter 7 – Tom Gruz has first draft posted on the P1100 web site. One new section on Power Quality Conditioning Equipment was added to the chapter.

Action Item – Chris Melhorn

Web site has wrong titles for chapters. Please update.

Chapter 8 – The new outline has been posted on the web site. Section 8.8 is a new section to Chapter 8. Mike asks that interested parties please review the outline for Chapter 8.

Chapter 9 – Tom Key is working on the new outline. The outline and draft need to be added to the web site.

Chapter 10 – The outline has been posted on the web page. The latest version is April 2001.

Chapter 11 – No report. Action Item – Doug Dorr will contact Tim H.

Please review all outlines and send any comments or suggestions to the Chapter Chairperson for that chapter.

5.5 Modify Timeline for Completion

6.0 Action Items

All old action items were completed prior to the working group meeting in San Antonio. Several new action items were added to the list as evident in the table below.

Explanations for each action item follow the table.

Old Action Item	Assigned To	Due Date	Status
Write one page "What Std 1100 is about" description for IAS Rome presentation	Doug Dorr	Jan-00	Completed
Investigate and create web hosting area for the working Group	Chris Melhorn	Jan-00	Completed
Don Zipse coordinate mtg at PCIC	Don Zipse	July-00	Completed
Chris Melhorn to update website	Chris Melhorn	Aug-00	Complete
Setup Username and Password for website	Chris Melhorn	Oct-00	Complete
Setup mailing list for working group	Chris Melhorn	Oct-00	Complete
Send out copyright notice to working group	Chris Melhorn	Oct-00	Complete
Explain editing functions in MS Word	Chris Melhorn	Oct-00	Complete
Explain use of 1.73	D. Dorr C. Melhorn	Apr-01	In Process
Conversion to Metric	Mel Saunders	Sep-02	In Process
Reference vs. Bibliography	Doug Dorr	Oct-00	In Process
New Action Items	Assigned To	Due Date	Status
Submitt outlines	Chap. Chairs	Oct 01	In process

7.0 Next Meeting

The next meeting is scheduled for the IEEE IAS Annual Technical Conference in September / October May 2001 in Chicago, Illinois. Information on the meeting will be posted on the P1100 website when available.

8.0 Meeting Adjournment

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

9.0 Useful Information

9.1 Setup Username and Password

The official policy of IEEE Standards is that draft standards must be placed in password-protected web areas. If you are an IEEE P1100 working group member, or feel that your

interests in this area warrant your review of the draft, then you may access the draft from this site. In order to access the secure portion of the website, you must enter the following username and password when prompted.

Username: **p1100**

Password: **eelevon**

The username and password are case sensitive

9.2 Setup Mailing List for Working Group

The IEEE provides an e-mail service to working groups. This service allows members to subscribe and unsubscribe to various e-mail lists. The P1100 working has an e-mail list. Follow the directions below to subscribe to the service.

Subscribe to the list

subscribe [<list>] [<address>]

Subscribe yourself (or <address> if specified) to the named <list>.

Unsubscribe to the list

unsubscribe [<list>] [<address>]

Unsubscribe yourself (or <address> if specified) from the named <list>.

Commands should be sent in the body of an email message to:

majordomo@majordomo.ieee.org.

Commands in the "Subject:" line are NOT processed. All commands MUST be in the BODY of the message.

If you have any questions or problems, please contact:

majordomo-owner@majordomo.ieee.org.

Example

To subscribe to the P1100 mailing list, follow this example. Send e-mail to majordomo@majordomo.ieee.org. In the **body** of the e-mail provide the following commands.

subscribe stds-1100 youremail@youraddress.com

Using the Service

To use the service, simply send an e-mail to stds-1100@ieee.org. All members of the mailing list will receive the e-mail.

9.3 Send Out Copyright Notice

The IEEE requires that a copyright notice be placed on the front page of each chapter draft as well as in the footer of each page of the draft. The text for the copyright notice is given below. Please adhere to this format for all outlines and drafts.

Front Page

Project P-1100

Chapter ##

Chapter Title

Draft #

Date of draft

*Copyright 2000 by the Institute of Electrical and Electronics Engineers, Inc.
345 East 47th Street
New York, NY 10017, USA
All Rights Reserved.*

This is an IEEE Standards Project, subject to change. Permission is hereby granted for IEEE Standards Committee Participants to reproduce this document for the purposes of IEEE standardization activities, including ballots and coordination. If this document is to be submitted to ISO or IEC, notification shall be given to the IEEE Copyright Administrator. Permission is also granted for member bodies and technical committees of ISO and IEC to reproduce this document for purposes off developing a national position. Other entities seeking permission to reproduce portions of this document for these or other uses must contact The IEEE Standards Department for the appropriate license. Use of this information contained in the unapproved draft is at your own risk.

*IEEE Standards Department
Copyright and Permission
445 Hoes Lane
PO Box 1331
Piscataway, NJ 08855-1331, USA*

Bottom of Every Page

Copyright © 2000 IEEE All rights reserved.
This is an unapproved IEEE Standards Draft, Subject to change.

9.4 Editing Functions in MS Word

In an effort to better coordinate the editing of drafts, the following rules shall be adhered to.

1. The format of all documents shall be Microsoft Word.
2. The chapter chair retains the current version.
3. Working members may download copies of the latest draft from the website or request a copy from the chapter chair.
4. When changes are made to the draft, the working group member shall use the “Highlight Changes” function found under the “Tools” menu option in Microsoft Word. Select the Tools|Track Changes|Highlight Changes option. When the dialog box appears, turn on the “Track Changes While Editing” feature. Any changes made to the document will reflect the editors name, date, and time of change. Additions and deletions will be highlighted appropriately. **Note: this function must be activated prior to making any changes to the document.**
5. Once all changes are made, save the document and e-mail it to the chapter chair.
6. The chapter chair will in turn review the changes and accept or ignore the changes as appropriate.
7. Once all changes have been completed, a new version of the draft will be posted on the website.

Please check the website for a new version prior to editing the drafts.