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

2003 IEEE I&CPS Technical Conference
St. Louis, Missouri
May 5, 2003

1.0 Call to Order

The Chairman, Doug Dorr on Monday, May 5, 2003 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.

3.0 Approval of Previous Meeting Minutes

A motion was made by Bob Schuergler and seconded by Mel Saunders to approve the minutes from the meeting at the 2002 IEEE IAS Annual Meeting.

The motion passed unanimously.

4.0 Old Business

Chapter 2 – Need to submit all definitions to Chapter 2.

Chapter 3 – OK

Chapter 4 – OK, latest draft on the web site. List Mel as part of Chapter 4. Discussion on IGR. Discussion of dedicated grounds.

Discussion of Chapter 2 of the Red Book. Do we follow the writings of the NEC or do we do good engineering practices regardless of the NEC? Present best practices that supplement the code.

Chapter 5 – Has not been changed since the last version.
Chapter 6 – Three chapter chairs, no revised draft. Ken Michaels
Chapter 7 – Latest version on the web. No significant comments.
Chapter 8 – No changes.
Chapter 9 – No update. Mark Waller is new chairman
Chapter 10 – New version is ready for review.
Chapter 11 – No update. Latest version has the case studies. Tim Hostetler. Don Zipse is the new chair for this chapter. Doug will e-mail cases to Don Zipse for write-up.

Action Item: Hyperlink Chapter Chair e-mails on private area.

Action Item: Doug will send final version to chapter chairs prior to going to the IEEE.

Action Item: Send contribution list to chapter chairs.

5.0 New Business

Balloting group must be an SA member.

Action Item: All members should submit new references to Doug Dorr.

Action Item: Get template from Trisha for balloting. – Doug Dorr.

6.0 Next Meeting

The next meeting is scheduled for the IEEE IAS I&CPS Technical Conference in Clearwater Beach on May 03, 2004. Information on the meeting will be posted on the P1100 website when available.

7.0 Meeting Adjournment

A motion to adjourn the meeting was made by Bob Schuerger and was seconded by Mel Saunders.

The motion passed unanimously.

8.0 Useful Information

8.1 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

8.2 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.

8.3 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

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8.4 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.