



THE INSTITUTE OF ELECTRICAL AND ELECTRONIC ENGINEERS, INC.

INDUSTRY APPLICATION SOCIETY
Industrial and Commercial Power Systems Department
Power Systems Engineering Committee
Emergency and Standby Power Systems Subcommittee

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Meeting Minutes from the October 13, 2003 IEEE Industrial Application Society 38th Annual Meeting at the Grand America Hotel, Salt Lake City, Utah.

Orange Book Working Group

Attendance List

Charles Hughes, James Daley, Susan Kozemko, Andrew Hernandez, Frederick Brockhurst, Barry Brusso, Daniel Love, Bill Moylan, Dan Neeser, Dev Paul, Melvin Sanders, Robert Swayne, James Degrar, Joseph Weber, and Patricia Gerdon.

There were 13 members and 2 guests comprising 15 total attendees.

Excused Absences: Neil Nichols, Herb Whittall, Bruce Douglas, Alan Fyffe, Carl Becker, Chip Stansbury, Herb Daugherty, Scott Munnings, James Jones, and Jerry Irvine.

- 1. Working Group Chairman Jim Daley called the Orange Book Working Group meeting to order in the Vienna room of The Grand America Hotel at 1:12 p.m.
2. Members and Guests were introduced. Andrew Hernandez volunteered to take the vice-chair position to replace Alan Fyffe.
3. The Orange Book Working Group meeting minutes from the May 5, 2003 meeting in St. Louis, MO were reviewed. Fred Brockhurst made a motion to accept the meeting minutes. Susan Kozemko seconded the motion. The Working Group accepted the meeting minutes with no changes.
4. Jim Daley mentioned that the working group met on Sunday, October 12 to discuss specific draft chapter revisions. Seven members and two guests were in attendance. Most of the discussion was held concerning recent e-mail messages on revisions to Chapter 6. Neither the content nor extent of the Chapter 6 revisions could be determined at the time of the meeting.



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5. Jim Daley introduced Patricia Gerdon, IEEE Standards Activities Program Manager, Technical Program Development. Ms. Gerdon discussed the IEEE standards revision process for the Orange Book.
 - a. All chapter revisions must comply with the IEEE Standards Association Style Manual, Annex B, and be in an editable format with track changes enabled.
 - b. Each chapter chair shall submit their draft revisions to Jim Daley, Chairman and upon his direction, the Secretary, Susan Kozemko, will post the draft chapter on the P446 web site. Susan will assign a draft number and distribute for the working group review. She will work with Luigi Napoli, IEEE, for posting on the web site.
 - c. If the IEEE formatted template is utilized, items will be renumbered automatically. Editing should be done in Microsoft Word with the track changes feature. The old version of the chapter versus the draft edited version may be posted on the web site.
 - d. The book may be balloted as groups of chapters versus the entire book at one time, depending on the timing of the chapter revisions. When the chapter goes out for ballot, the changes will not be highlighted.
 - e. Each chapter will be posted on the web site as drafts revisions are available. There will be a specified comment period. The Working Group Secretary will notify the Working Group members when a chapter has been posted for review. Upon resolution of all comments, the chapter chair will submit the final version for ballot. When the ballot group comments are dispositioned, adequate justification must be provided.
 - f. Changes and comments within the Working group may be tracked with an Excel spreadsheet (a sample to be provided by P. Gerdon).
6. The specific areas of expertise needed to complete the Orange Book revision were discussed. Many chapter chairs were not in attendance at this particular meeting. Any need for additional expertise should be sent with an e-mail request to Jim Daley. Those needs may in turn be posted on the IAS website.
7. The meeting was adjourned at 2:10 p.m. by Working Group Chairman, Jim Daley.

Emergency and Standby Power Systems Subcommittee

Attendance List

Charles Hughes, Susan Kozemko, James Daley, Frederick Brockhurst, Barry Brusso, Melvin Sanders, Robert Swayne, Joseph Weber, Andrew Hernandez, and James Degrar.

There were 9 members and 1 guest comprising 10 total attendees.



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Excused absences: Neil Nichols, Herb Whittall, Bruce Douglas, Alan Fyffe, Carl Becker, Chip Stansbury, Herb Daugherty, Scott Munnings, James Jones, and Jerry Irvine

1. Sub-committee Chairman Charles Hughes called the Emergency and Standby Power Systems Sub-committee meeting to order in Vienna room of The Grand America Hotel at 2:10 p.m.
2. Members and Guests were introduced.
3. The Emergency and Standby Power Systems Sub-committee meeting minutes from the May 5, 2003 meeting in St. Louis, MO were reviewed. Jim Daley made a motion to accept the meeting minutes. Susan Kozemko seconded the motion. The subcommittee accepted the meeting minutes with one minor editorial change.
4. Charles Hughes discussed the Orange Book chapter revision process and web site area.
5. Charles Hughes discussed the need to get the information out to the membership on specific technical expertise needed for revisions to the Orange Book. Jim Daley committed to send an e-mail out to the working group by October 24, 2003. He would allow one week for input on special needs with a deadline for input by October 31, 2003. Jim would in turn provide the list of needs to Charles Hughes by November 7, 2003. This list of needs would be posted on the web site.
6. Charles Hughes announced that Alan Fyffe was stepping down in his position as Vice-Chair for the Emergency and Standby Power Systems Subcommittee and that Andrew Hernandez had volunteered to take over that position.
7. The IEEE position on units to be used in the Color Book revisions was discussed. Metric units should be used primarily, but Standard Units can be annotated in parenthesis if desired.
8. Call for Papers –
 - a. A draft paper that evaluates the new 1547 standard was discussed. The paper was written by Jim Daley and scheduled to be presented at the May 2004 meeting. The following people volunteered to review the paper: Fred Brockhurst, Mel Sanders, and Charles Hughes. An e-mail copy was to be provided to the volunteers with comments due by October 24, 2003. The paper had to be submitted to I&CPS by November 10, 2003.
 - b. A status was not available on a proposed paper by Jim Ruggieri on hardening structures and electrical systems for homeland security reasons.
9. Meeting needs for the May 2004 I&CPS meeting were discussed. A four-hour working meeting for the Orange Book Working Group was requested on Sunday afternoon in addition to the usual one hour time slot on Monday for discussing logistics.
10. The meeting was adjourned by Chairman Charles Hughes at 2:30 p.m.