

**IEEE 1250 Working Group
Meeting Minutes
IEEE General Meeting, Montreal Quebec
June 20, 2006, 1500-1700 PM Eastern Time**

Attendees:

1. Rich Bingham, Dranetz-BMI
2. Reuben Burch, Alabama Power
3. Randy Collins, Clemson University
4. Russ Ehrlich, Pepco Holdings Inc., **WG Vice-Chair**
5. Mark Halpin, Auburn University
6. Dennis Hansen, Pacificorp, **WG Chair**
7. Fred Hensley, **WG Secretary**
8. Gil Hensley, Pacific Gas & Electric
9. Randy Horton, Southern Company
10. John Kennedy, Georgia Power
11. Albert Keri, American Electric Power
12. Mark McGranaghan, EPRI Solutions
13. Bill Moncrief, Hood Patterson Power
14. Marty Page, Georgia Power
15. Dan Sabin, EPRI Solutions
16. Andrew Sagl, Megger
17. Bob Saint, National Rural Electric Cooperative Association
18. Rao Thallam, Salt River Project
19. Tim Unruh, Custom Energy
20. Chanh Viglione, National Grid
21. James Wikston, Hatch

AGENDA ITEM A

1. Meeting called to order by working group chair Dennis Hansen, and hosted during the IEEE General Meeting in Montreal, Quebec. Meeting structure utilized the agenda produced and distributed in advance.
2. After attendee introductions were completed, Dennis Hansen reviewed the two relevant IEEE slides regarding patent policy and inappropriate discussion topics.

AGENDA ITEM B

1. Minutes from the April 12th web conference were reviewed and approved by the attendee WG members

AGENDA ITEM C

1. Dennis Hansen and Fred Hensley provided a short on-line demonstration of the [IEEE 1250 working group web site](#) as updated since the last few meetings. Dennis H. reviewed the latest working group mission statement and scope now shown on the working group web site. After review, the current mission statement and scope were approved by attendee members. Fred H. indicated that we will soon include a new link on the [working group web page](#) for accessing various project schedules, timelines, milestones, etc. Guest account access permits anyone viewing content, with full access for clause chairs and members as approved by the working group chair and vice chair.

AGENDA ITEM D

1. There was a brief report given regarding the 1250 panel session presented during the recent IEEE Transmission and Distribution show in Dallas. The panel session discussed the current status of the 1250 revision, and was well attended by approximately 60 people. Although there were no new volunteers, the session appeared very well received.

AGENDA ITEM E

1. Dennis H. reviewed the latest working draft of a proposed questionnaire to gather information for an informational annex to IEEE 1250. This draft was included with the meeting agenda already distributed.
2. A suggestion was made to add a field indicating the “name” of the person responding to the questionnaire, as well as a “region” field. Dennis H. to add these fields to questionnaire.
3. Concerning question number one, Mark M. asked whether IEC 61000-2-2 and EN50160 should be added as standards.
4. Concerning question numbers two and three, Gil H. noted that ANSI C84.1 does not fully define a reference voltage.
5. Dan S. suggested publishing a paper indicating the results of the questionnaire, with the results of that paper being included as an IEEE1250 informational annex.
6. Rich B. raised the question of how we show the data gathered as a truly representative sample? How can we prove the data to not be skewed? To test the data obtained, Mark M. suggested adding a question asking how utility performance indicators are verified. Mark M. also agreed to draft a question and submit to the working group chair.
7. Mark M. suggested we first do a panel presentation with the results of the questionnaire.
8. There was a motion for initiating the survey and publishing the results as a paper and panel session. The motion was approved by the member attendees.
9. Dan S. and Fred H. volunteered to circulate the questionnaire and analyze the results. Andrew S. volunteered to assist.

AGENDA ITEM F

1. Russ E. led a discussion and review of the IEEE 1250 PAR and draft document. Attending clause chairs provided reports of their relevant clauses.
2. The normative references section will be reduced to the absolute minimum necessary.
3. The definitions section will be coordinated by Russ E., who will create a glossary section and move applicable definitions into it. Russ E. will check the IEEE style guide to confirm whether a definitions section is even required.
4. Russ E. to populate clauses from existing 1250 document and send to clause chairs.
5. Clause 4 – Change to “Electrical Environment”.
6. Clause 4 - Russ E. received clause 4 information from Mark M. as a starting point.
7. Clause 5 – Add CBEMA, ITIC, SEMA F47 information.
8. Clause 5 – Include a methodology for testing equipment. Dennis H. suggests including IEC 61000-4-34 Immunity Testing Standards references. Mark M. suggests the latest information may be available from CIGRE, and is in process now.
9. Clause 5 – Rich B. asks to change “Sensitivity” to “Susceptibility”. Motion to change approved by WG attendees.
10. The new material for all clauses will be ready for review by the next web call meeting.

AGENDA ITEM G

1. The next meeting will be a web call on Tuesday, September 19th, 2006 at 1100 Eastern Time, 0800 Pacific Time. The web call meeting duration will be one hour.
2. New Business:
 - Bob S. suggested circulating the finalized questionnaire to relevant industry groups for response by their membership. In North America, he suggested the Edison Electric Institute for investor owned utilities, APPA for municipalities, and NRECA for rural electric cooperatives.
 - Bob S. volunteered to send out the final questionnaire to the NRECA membership, and to provide contact information for the APPA organization.
 - Dennis H. to check with Edison Electric Institute regarding their sending out the questionnaire to their membership.
 - Mark M. made an announcement regarding the upcoming EPRI Power Quality Applications (PQA) and Advanced Distribution Automation (ADA) Joint Conference taking place July 24-26 in Atlanta. There will be a variety of plenary sessions, as well as conference tracks covering both supply-side and end-use side issues. Details and a [PQA Conference Brochure](#) are available via the [EPRI web site](#).

3. Meeting Action Items:

- Dennis Hansen to make applicable updates to proposed questionnaire for IEEE 1250 annex.
- Mark McGranaghan to draft a question for the proposed questionnaire asking how performance indicators are verified, and email it to the working group chair.
- Dan Sabin and Fred Hensley to circulate finalized questionnaire and analyze results, with Andrew Sagl to assist as needed.
- Russ Ehrlich to create glossary section, coordinate definitions section, and confirm from IEEE style guide whether definitions section is even required.
- Russ Ehrlich to populate clause sections with existing content and send out to clause chairs.
- Clause chairs to have their relevant clauses ready for review by the next scheduled web call.
- Bob Saint to provide APPA contact person to Dan Sabin and Fred Hensley concerning distribution of questionnaire, and to circulate final questionnaire to NRECA membership.
- Dennis Hansen to check with Edison Electric Institute regarding their sending out the final questionnaire to their membership.
- Fred Hensley to upload pdf copies of all meeting minutes to the IEEE 1250 WG web site, and update content to the latest known information.

AGENDA ITEM H

Dennis H. hosted a short, roundtable discussion on Voltage Quality issues experienced by attendees.

The meeting was adjourned at approximately 1700 hours.