**F16 Officer Huddle**

**Informal Meeting Notes**

**Date & Time** : October 23, 2016, 8:00 AM – 11:00 AM

**Location** : Chartroom

**Attendees** : Steve Antosz (SA), Sue McNelly (SM), Jim Graham (JG), Greg Anderson (GA), Don Platts (DP), Bruce Forsyth (BF)

The Officer Huddle was held in the Chartroom at the Sheraton Vancouver Wall Center Hotel on October 23, 2016 from 8:14 am until 11:00 am. A summary of the topics discussed is listed below. The sequence is arbitrary and does not reflect not reflect any assumed importance.

1. Future Meetings
	1. S17 Next meeting is New Orleans, Apr 2-6 (Entergy, Marnie …)
	2. F17 is in Louisville, KY, no host, (Oct 29-Nov 2)
	3. S18 is in Pittsburgh
	4. Succession plan for Greg Anderson
		1. GA wants someone to be able to step in to EXECUTE the meeting, but doesn’t need anyone to help PLANNING the meeting.
			1. Long discussion related to succession planning
	5. SA asked GA to discuss Abby’s successor
		1. Abby resigned fairly quickly
		2. An IEEE candidate was considered, but did not work out due to potential conflict of interest.
		3. Seaira Ford recommended by Derek Baranowski. A contract has been signed.
2. 100-year celebration
	1. Proposal by Balma for a big (formal) banquet
	2. Should the plan be reviewed by Officers?
		1. TF meeting for Pittsburgh meeting follows the Meeting Planning SC meeting on Wednesday
		2. Budget concerns?
3. Offshore Meetings
	1. GA continues to have people ask about meetings in Europe.
	2. GA requests an officer (not GA) make a brief statement regarding our position on offshore meetings.
		1. **ACTION**: DP agreed to write up a brief statement regarding the current position regarding offshore meetings for review by the officers.
		2. **Suggestion**: Bring it up at the next AdCom meeting (S17)
4. Treasurer’s issues; Budgeting of funds, seed money, capital reserves.
5. RFID status
	1. No money spent since last meeting.
	2. Will be in every main meeting this week.
	3. Noted the need to sign roster as well (signed roster id the official attendance list).
6. C57 CD status
	1. Sold 57 so far.
	2. Some have been mailed out already.
7. New subcommittee chair appointments
	1. SA updated:
		1. Insulation Life SC – Sheldon Kennedy
		2. Dielectric Test SC – Ajith Varghese
		3. Power Transformers SC – Bill Griesaker (after F16)
	2. SA noted the TC Chair should be re-appointing SC Chairs (annually??)
8. Emeritus Membership discussion
	1. Per SA, Peter Balma prepared a list of emeritus members that is longer than what is shown on the “official” membership list. Peter will discuss this in his presentation later today during the AdCom meeting.
	2. DP sited O&P clause 4 which addresses emeritus members.
	3. It was noted AMS still allows for corresponding members, but should not.
	4. SA suggested a TF be formed to ensure the TC definitions for various statuses are in compliance with official IEEE guidelines.
9. O&P, WG P&P vote at Opening Session
	1. Peter Balma to participate in presentation during AdCom (by phone)
10. Chinese SGCC visitors
	1. SA gave a brief update on recent requests by Chinese representatives.
	2. Discussed proposal presented in a previous conference call.
	3. General discussion related to background
	4. DP noted they appear to believe they have developed a document following proper procedures
	5. Discussion of the entity process, and the TC role is documents presented by outside groups.
11. Oil test data NDA for C57.104
	1. SM suggested the data will be destroyed after the project completes
	2. The data will NOT be stored for future use.
	3. There will NOT be an NDA put in place.
12. Patent issues
	1. DP noted in march 2015 the patent policy was revised. It has been noted the TC is not in compliance. There is a 5-slide preso that groups should be presented at some point.
	2. There is a flowchart that describes how to handle issues that may come up.
	3. DP will discuss further details at AdCom.
13. Tech council retreat for Chair
	1. SA will be attending a Tech Council retreat next week. The retreat is held every two years. It is two days with all Tech Council chairs.
	2. PES covers all major travel costs (air, hotel, etc).
14. Awards, Distinguished Service or Outstanding Contributor, IEEE SA WG award for published standard, etc.
	1. DP would like input for significant contributors.
	2. A previous list was reviewed. Two names are Pierre Riffon and Craig Steigemeier.
	3. TC can assign Outstanding Contributor.
	4. SA suggested Pierre Riffon. No objections.
15. ABB request for standards access
	1. SA believes this may be resolved
	2. GA noted distributing a copy of a document is not allowed
	3. DP noted this is since SA started selling the documents.
	4. GA noted he turned this over to Erin (IEEE/SA)
16. Status of new web platform
	1. SM noted nothing has been done since last meeting
	2. Would like to investigate online platforms.
17. New Vice-Chair for Meeting Planning
	1. GA wants someone to be able to step in to EXECUTE the meeting, but doesn’t need anyone to help PLANNING the meeting.
	2. Long discussion related to succession planning
18. Closure of items from last Huddle
	1. None discussed.

Meeting ended at about 11:00 AM.

Transcribed from personal notes by Bruce Forsyth