Meeting Minutes

Electrical Safety Committee

March 11, 2013

* + Call to order by Danny Liggett – 9:15am
	+ Housekeeping
		- Exits for emergency
		- Personal Needs
		- Robert’s Rules of Order
	+ Safety Contact
		- Discussed a number of recent electrical accidents
		- Hotel safety
		- One person related a personal experience that when they travel all their items such as identification, room key, wallet etc. are placed in his baseball cap and left by the door so he can exit in a hurry.
	+ Review of Agenda
		- Additions to the Agenda
		- Motion to approve agenda as amended moved by Lanny Floyd, seconded by Marcelo Valdes. Carried
	+ Membership
		- Roster was circulated for attendance and corrections

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		- Review for quorum. It was deemed that a quorum was present.
		- Requirements for membership as outlined in the bylaws were reviewed. Members must be actively involved in the work of the committee and are required to be a member of the IEEE Industrial Application Society.
		- Revision April 17, 2013 – Mike Doherty is a member of IAS and therefore is a member of the committee. Bruce McClung was present at the meeting.
	+ Review of Officers
		- New Committee Officers effective April 15, 2013 for two years
			* Chair - Dave Pace
			* Vice Chair - Steve Wilson
			* Secretary -
				+ Motion from A&N that Scott Seaver fills the position of Secretary. Moved by Lanny Floyd, seconded by Steve Wilson
				+ Carried
		- Report on Appointed Executive Subcommittee Officers
		- Danny Liggett outlined the names and positions of the people on the Executive Subcommittee.
			* Paper Review – Dan Doan
			* Technical Program – Ken White
			* Facilities & Finance – Steve Wilson
			* Corporate Relations – Paul Sullivan
			* Publicity – Tim Rohrer
			* Standards Activity – Arthur Smith
			* Publications – TBD
			* Need a process to bring more people into the leadership of both the committee and ESW
	+ Report on the Bylaws and Operating Manual
		- Motions and Voting
			* Bylaws can only be changed by the whole committee
			* Electrical Safety Committee Operating Manual can be revised by the executive subcommittee
			* Additional subcommittees can be organized as needed
		- Revisions
			* None at this time
		- Additions
			* None at this time
	+ Introduction of Electrical Safety Workshop Operating Manual
		- Danny Liggett reviewed the procedure to revise the manual.
			* A&N makes recommendations to Executive subcommittee
			* Executive Subcommittee votes on motions
			* Motions can be made to the Executive Subcommittee at the committee meeting
	+ Recommendation to create Awards for Committee
		- Electrical Safety Award
		- Outstanding Service Award
		- Lanny Floyd outlined the motion to be made at the executive subcommittee Lanny Floyd moved a motion of support from the committee to the executive subcommittee to look into creating these two awards, seconded by Daleep Mohla, Carried.
		- Discussion
			* Technical award should also recommend other options to include all forms of prevention, design, application, regulations, education etc.
			* Technical award should only be for prevention through design.
			* Make it a technical award and leave out the design
			* Does design need to be something physical
			* This committee is a strategy committee and right now we are trying to focus on safety through design
			* Start somewhere and then expand
			* Revise motion to have technical award as an international award.
	+ Participation on Subcommittees is needed to ensure the continued growth of the electrical safety movement. All that is required to participate on a subcommittee is:
		- Committee Membership
		- Volunteer to Subcommittee Chair
	+ ESW 2012 Report – Dennis Neitzel reported on the outcome of the 2012 ESW in Daytona Beach
	+ ESW 2013 Report – Dan Doan gave a preliminary report on the 2013 ESW.
	+ ESW Brazil 2011 & 2013
		- Need to have an MOU for use of our logo
		- Steve Wilson will follow up with Mark Nelms of IAS to see if there is an MOU and what action must be taken to ensure one is in place.
	+ India Workshop
	+ Other Business
		- Activity Suggestions for Committee
		- Interaction between events – Ray Crow moved seconded by Jim White that other events should not be allowed at the times that tutorials are scheduled.
		- Discussion:
			* Due to the amount of things going on we will find it difficult to prevent overlap
			* Many people had comments both ways
			* This is an issue that should be included in the ESW Operating Manual
			* Issues
				+ Standards meetings & other activities during Tutorials
				+ Electrical Safety Committee
				+ Tuesday Authors Luncheon
				+ Vendor Tours
		- Approval to proceed to Executive Subcommittee
		- Discussion about membership
			* Who is eligible read from bylaws
			* Do we want to increase membership
			* How do we monitor activity level
			* Motion is needed to Executive Subcommittee (if desired)
			* Need to check with IEEE bylaws as to whether we can have voting and nonvoting members.
			* Voting by proxy is not currently allowed in the bylaws
			* Electronic participation of members for meeting is not currently allowed in the bylaws
		- Limit the size of the Exhibit gifts
			* There was some discussion around the monetary size of gifts that may be given out at the ESW exhibition or as early bird prizes.
			* Most companies have rules around gifts that may be accepted by their employees and they are required to be reasonable & customary
			* Many people felt the issue should be left to exhibitors and attendee what they give and what they can receive
			* Scott Seaver to review and put recommendation for a change in ESW manual to the executive subcommittee.
		- Video Taping Tutorials
			* Discussion around should the recording of tutorials be allowed
			* Much of the material presented at tutorial is copyrighted by the person or company presenting the tutorial
			* Would need to control access and distribution
			* Could use clips of tutorial to publicize ESW
			* IEEE eLearning is a possibility
			* Motion by Hugh Hoagland, seconded by Dennis Neitzel to executive subcommittee to explore the use of video tape for promotional purposes
		- International safe work practice standards
			* Problems around the world that there are not international standards
			* IEEE should have and international work practice standard would help this issue
			* NFPA, CSA, IEC are all national standards
			* Motion by Hugh Hoagland, seconded by Steve Wilson to as the executive subcommittee to study
		- Mike Doherty, we need to find a method to have people volunteer for work on the committee and the workshop.
	+ Adjournment 11:30 am