**3001.9**

**November 11, 2016**

**Draft Meeting Notes**

Invitees:

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| Gary Fox | IEEE, 3001 WG Chair | Robert Horner | IES, Director of Public Policy |
| Patricia Roder | IEEE, Senior Program Manager | Brian Liebel | IES, Director of Standards |
| Anasthasie Sainvilus | IEEE,  | Mark Lien | IES, Industry Relations Manager |
| Erin Spiewak | IEEE, Manager of Operational Program Management | Patricia McGillicuddy | IES, Manager of Standards Development |
| Steven Townsend | IEEE, 3001.9 WG Chair | Howard Wolfman | IEEE / IES, Valued member |

Attendees:

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| --- | --- | --- | --- |
| Gary Fox | Howard Wolfman | Mark Lien | Robert Horner |
| Steven Townsend | Brian Liebel |  |  |

Meeting Notes:

1. NFPA has a research project on 220.12 in process. Michael Anthony is part of that task group and it was suggested that Michael Anthony act as a liaison to our working committee for that task group. Steve will reach out to him and ask if he would be willing to do this and the duration of the task group. ***Steve will ask Mike this coming week.***
2. IES will try to get a member of IES RP-7 (Recommended Practice for Industrial Lighting) to also be a working group member of our committee. ***We do have a committee member Bill Busch from RP-7. Mark sent a list of the IES members that will be working on the committee.***
3. Howard recommended that we develop a document that list the applicable standards that our document may reference. Steve will develop a template for the form and send it to the members. ***Steve presented the draft of the form. Mark sent a list of IES Standards and Steve will add to the form.***
4. Michael Armstrong volunteered to develop a write-up for power distribution system for campus lighting systems. Steve will ask if he can provide an abstract so the group can better understand the scope and intent***. Steve will follow up.***
5. The scope of the document would go beyond North American Applications. Japan has a equilvalent organization ***(IEIJ Illuminating Engineering Institute of Japan)*** to the IES that the IES has a working relationship with. They may be a resource for lighting practices in that part of the world. IEEE also has members in different regions of the world. Gary suggested that Claudio Mardegan is an active member from South America and may be a resource for that area of the world. Steve also included Giuseppe Parise as a potential IEEE member that could be a resource for lighting practices in Europe. Giuseppe is a professor of Electrical Engineering at Sapienza University of Rome, Italy. ***Steve will follow up on the IEEE contacts.***
6. Mark is going to send Steve the IES list of standards. ***Mark sent the list to Steve.***
7. Brian is solidifying the IES working group members. Howard is a member of IEEE and IES. At this point he is planning to be a IES representative. List has been sent to Steve. ***Steve will consolidate into one lEEE / IES list for the working group.***
8. Reviewed PAR document. Gary will submit par by Monday October 3, 2016. Par should be approved at the NECSOM meeting in December. ***On track so far. Should be approved the first week of December.***
9. Anticipate that kick-off for the joint IES/IEEE committee should be either January or February 2017. Intend to start off with a once per month meeting initially and adjust the schedule as needed. ***Set the first meeting date for Monday January 9, 2016 at 11:00AM-12:00PM EST. Steve will send out the invitation.***
10. IEEE technical book working groups have a face-to-face meeting twice a year at the Industrial & Commercial Power Systems (I&CPS) Annual meeting in May and the Industrial Application Society (IAS) Annual meeting in October. IES has an annual meeting in the late summer, the 2017 IES Meeting will be in Portland. Steve will create a form and list the upcoming IEEE meetings and send out to the group. Brian will fill-in the IES upcoming meetings. Not ready for this meeting. ***Steve will create the form and send it out to Brian.***
11. ***Discussed the inclusion of flicker information in the 3001.9. NEMA is publishing a standard on flicker in the first quarter of 2017. We will wait until it is published and we can review before we do any more on this issue.***
12. Steve will send out invitation for next meeting to be held on Monday January 9th at 11:00AM-12:00PM EST.