



**USNC COUNCIL MEETING  
DRAFT MINUTES**

**Hosted by Dell  
2300 Greenlawn Blvd, Building 3  
Round Rock, Texas 78682**

**Thursday, 1 September 2016  
9:00 am – 4:00 pm (CDT)  
(Meeting #48)**

**\*NOT YET CIRCULATED**

**Members Participating**

Phil Piqueira, USNC President	UL
Joe Bhatia, ANSI President and CEO	ANSI
John Thompson, USNC President-Elect	UL
Alec McMillan, USNC VP – Technical	Rockwell Automation
Tim Duffy, USNC VP – Conformity Assessment	Rockwell Automation
Steven Rood, USNC VP – Finance	Legrand North America
Kevin Lippert, USNC VP – Membership	Eaton Corp.
Sonya Bird	UL
Elisabeth George*†	Philips
Megan Hayes	MITA/NEMA
Carol Herman	AAMI
Angus Low	Rockwell Automation
Alan Manche	Schneider Electric North America
James Matthews	Corning
Richard McDermott	SignaKey LLC
Edward Mikoski	ECIA
Paul Moliski	Intertek
Dennis Oddsen*†	Hubbell Inc.
Peter Pondillo	Corning
Kenneth Rempe	Siemens Industry
Gary Schremp	Dell
Stephen Sharples	CSA
Joan Sterling	Intertek
Trudie Williams*†	DOD
Jianchao Zeng	FDA

## **Guests Participating**

Wynn Bowan	Star Associates Int'l
Hae Choe	AAMI
Kenneth Gettman	NEMA
Paul Green	Intel Corp.
Donald Heirman	Don Heirman Consultants
Robert Kretschmann	Rockwell Automation
Veronica Lancaster	CTA
William Lawrence	FM Approvals
Steve Margis	UL
Evans Massey	Baldor ABB
Stephanie Montgomery	TIA
Joseph Musso	UL
Florence Otieno	TIA
Steve Swanson	Corning
Joe Tretler	ANSI
Tony Zertuche	ANSI
Kendall Szulewski-Francis	ANSI

## **Members Not Participating**

Mark Earley	NFPA
Jerry FitzPatrick	NIST
Paul Hearty	Sony
Jennifer Kitchen	GE
Mark Klerer	Qualcomm
John Kulick	Siemens
James Marquedant	FM Approvals

\* = Via Teleconference

† = Part

## **Section 1 – Organizational Matters**

USNC President, Mr. Phil Piqueira, called the meeting to order at 9:05 AM (CDT). He welcomed everyone to Dell, thanked Dell and Mr. Gary Schrempp for hosting.

### **1.2 Approval of Agenda**

Mr. Piqueira called attention to the meeting agenda (USNC/Council 690A) and invited any suggestions for items to be removed for detailed discussion. None were suggested, it was moved, second, and

**VOTED #1 To approve the Agenda (USNC/Council 690A).**

(This motion was approved unanimously.)

### **1.2.1 Approval of Consent Agenda**

- (a) Approval of Minutes of the 19 & 20 May 2016 Council Meeting in Norwood, MA

- (b) Discussion of new minutes structure

Mr. Zertuche briefly discussed the possibility of altering the structure and presentation of meeting minutes. The members of TMC agreed that the minutes structure should not be changed as the current format is informative and easy to follow.

### **1.2.2 Approval of Balance of Agenda**

#### **VOTED #2 To approve the Balance of the Agenda (USNC/Council 690A)**

(This motion was approved unanimously.)

#### **Section 2 – Outstanding Action Items**

All action items were completed from the previous USNC Council meeting on 19 and 20 May, 2016 in Norwood, MA.

#### **Section 3 – Status Report - IEEE Withdrawal**

Mr. Zertuche provided a brief update on the IEEE withdrawal from the USNC. A member inquired as to the nature of IEEE membership given that an organization is not required to be a Premier member of the USNC in order to be a US TAG Administrator. Also, TAG Administrators are considered to be Voting Members of the USNC. Mr. Zertuche responded that IEEE does not wish to participate in the USNC further and would like to transfer their TAG Administrator roles in 2017. However, it was noted that, at the moment, IEEE has no plans to withdraw its ANSI membership and that they would not be immediately pulling out of all TAGs. The relinquishing of their TAG Administrator roles would be a longer, measured process so as not to disrupt the work of the TAGs themselves. Mr. Zertuche reported that overall there are open lines of communications and consistent cooperation between IEEE and the USNC.

#### **Section 4 – Revised USNC Statutes**

Mr. Piqueira led a discussion regarding revisions made to the USNC Statutes, including:

- Oversight of the TMC Operating Procedures Subcommittee
- Concurrent Council and TMC Membership
- 

A recommendation was made from the TMC to create a Council standing committee to review, and maintain, all governing documents of the USNC. Ms. Sonya Bird, Chair of the TMC's Model Operation Procedures (MOP) committee, suggested transitioning the MOP committee to the new Council standing committee and expanding its scope to include all USNC governing documents. It was motioned, seconded and

#### **VOTED #3 To create a new USNC standing committee from the TMC's Operating Procedures Committee to review and maintain all new USNC's governing documents (Rules and Procedures).**

(This motion was approved unanimously.)

Ms. Megan Hayes volunteered to Chair this new ROP committee and called for additional volunteers besides those who already served as members of the MOP committee previously. Mr. Piqueira thanked Ms. Hayes for volunteering and encouraged participation, primarily from the Council and CAPCC memberships (**ACTION ITEM #1**).

In regards to concurrent membership on Council and TMC, an enthusiastic discussion transpired. Originally, the thought behind prohibiting dual-membership on TMC and Council was to limit an individual's conflict of interest. Mr. Lippert, USNC VP – Membership, stated that for membership growth it would be better to uphold the USNC's current policy (no dual-membership) as it compels organizations to have multiple individual representatives present. Also, succession planning was mentioned as an important aspect that should be taken into consideration before changing this policy – if member organizations are given the opportunity to send only one representative, it may shrink the pool of possible future candidates. However, it was noted that some smaller companies do not have the capability to send more than one individual and maintaining or expanding the current policy may inadvertently limit their participation in the USNC. It was recommended that CAPCC be removed from this discussion given that this rule was originally put into place to allow CAPCC to grow and become a well-established committee of the USNC. The CAPCC still does not have the level of participation that Council and TMC does. A majority of the Council members agreed that concurrent membership on CAPCC and Council should be included in this discussion.

It was noted that the Strategic Objectives of the USNC should be also be taken into consideration regarding this matter – if an objective is to increase membership, all possible ramifications of changing this policy should be considered before a final decision is made. It was noted that currently, other than exceptional situations, meetings of all three policy committees (Council, TMC and CAPCC) are open to members and guests with only members having the right to vote and comment. It was agreed that the USNC Statutes should clearly outline these differences in participation so that all meetings can remain open. It was then recommended that this issue be earmarked as a discussion item for the newly formed rules and procedures committee prior to a ballot being distributed to see if a different solution can be found (**ACTION ITEM #2**).

## **Section 5 –Report from American National Standards Institute (ANSI)**

### **5.1 ANSI Report**

Mr. Joe Bhatia, President and CEO of ANSI, provided a report on a number of issues that are currently facing the ANSI Federation. Some of the issues presented were:

- **ABA Resolution** – A resolution was passed in August 2016 by the full ABA. However, given that a major lawsuit is still pending, many believed this vote should have been postponed. For ANSI, two key elements that must be upheld are read-only access and the right to sell these documents. The Resolution that was adopted in August contains problematic wording as read-only access is limited to only a few SDOs, and not small business or institutions.
- **Office of Foreign Assets Controls (CFAC)** – A request was made to include the links to the judgements with the minutes of this meeting (**ACTION ITEM #3**).
- **WSW/Awards** – Mr. Bhatia congratulated all the USNC members who were nominated and won ANSI World Standards Week awards.
- **Retail AHG** – Mr. Bhatia reported that a meeting of the board task force on retailers and services would be held in August. Also, two more companies, Wegmans and Walgreens have joined.
- **ISO Selection Update: Secretary General and President** – The search for a Secretary General continues under the leadership of a new recruitment firm. The search is also underway for a new President.
- **IEC Governance issues** – Looking forward to participate in the IEC's Treasurer's Advisory Group.

\* Prior to Mr. Tretler's report, Mr. Michael Murphy from Dell said a few words. Mr. Piqueira thanked Dell for hosting and continued support of the USNC.

## 5.2 ANSI International Policy Report

Mr. Joe Tretler, ANSI VP of International Policy, updated Council on international policy activities including an African Region update. Given that the top ten fastest growing economies are in sub-Saharan Africa this should be a region of great focus not only for ANSI but the USNC as well. Mr. Tretler also noted that USTDA's Clean Energy Program is providing a platform for industry within Africa to participate in and build relationships. In May a first meeting was held on safety. NEMA was a partner in this endeavor and emphasized the importance of quality in electrical infrastructures. Mr. Tretler encouraged other USNC members to participate in other International Policy programs. It was requested that targeted communications be sent to the USNC so the constituency is aware of IP department happenings (**ACTION ITEM #4**).

## Section 6 – IEC Standardization Management Board (SMB) / TMC Issues

Mr. McMillan, TMC Chair, provided a report on the TMC meeting held at Dell on Wednesday, 31 August 2016.

- Mr. McMillan noted that the TMC was still working on creating an agreeable definition of the term “use” for the IEC’s **Adoptions Database** – the FDA will be working closely on this.
- Regarding the **IEC’s Public Commenting** initiative: The TMC agreed to develop a process to assist the TAGs in handling these comments. Mr. McMillan suggested that the creation of this “cheat sheet” be a task for the MOP committee (now the new Rules and Procedures Committee) (**ACTION ITEM #5**).
- He spoke to a few items on the SMB agenda for the meeting in Frankfurt in October, including the **Dresden Agreement** (soon to be Frankfurt Agreement).
- Mr. McMillan recommended, on behalf of the TMC, that the US support Mexico, the Netherlands, and Sweden in the **SMB elections**, as well as Mr. Kim Craig from Australia for the SMB Chair positions.

## Section 7 – IEC Conformity Assessment Board (CAB) / CAPCC Issues

Mr. Duffy, CAPCC Chair, updated the Council on the results of the CAPCC meeting held on Tuesday, 30 August 2016 CAPCC at Dell, with the main focus being on the budgetary issues of the committee.

- Mr. Duffy recommended that the CAPCC establish a two year plan with the goal of the USNC CA systems paying fees by 2018.
- In addition, Mr. Duffy reviewed the CAB/CAPCC Succession Matrix (**ATTACHMENT A**), stating that on the CA side, the US needs to encourage greater participation in leadership roles.
- Mr. Duffy also recommended to Council on behalf of CAPCC that the US support the Mexican candidates for CAB.

## Section 8 – Membership and Nominations Committee

Mr. Lippert, USNC Nominations Committee Chair, offered an official welcome to Mr. Steven Sharples as the new representative from CSA on Council. He then led a discussion on various issues under his responsibility, including an update on the USNC/ANSI Awards.

- 8.1 **USNC Membership** – Mr. Lippert noted that Mr. Zertuche and he are working with ANSI’s Kelley Cox, to create list potential candidates for membership. Also, USNC/ANSI staff is reviewing the option of changing the titles of USNC membership packages.

Mr. Lippert congratulated the winners of ANSI awards. He complimented the Nominations Committee for a job well done with the nomination packages of each candidate.

**8.2 Nominations of Candidates to USNC Policy and Standing Committees** – Mr. Lippert noted that the Nominations Committee needs to discuss a number of possible changes to USNC membership criteria and procedures (**ACTION ITEM #6**). An example: Should Premier Membership be a requirement for an organization to put an individual up for election to an Officer's position?

**8.3 Membership Terms** – Mr. Lippert stated that Mark Klerer of Qualcomm be approved for another term if he would like to continue participating on Council – still awaiting confirmation from him. Mr. Zertuche volunteered to follow up with him (**ACTION ITEM #7**).

Mr. Lippert reminded the Council that the USNC Statutes should reflect the change of the CAPCC term length, as well as the nomination process, so that it matches the TMC's. Mr. Lippert also drew attention to the CAB/CAPCC Succession Matrix and noted that the highlighted positions were available (or about to become available) and encouraged the USNC membership to run. It was also requested that a similar spreadsheet for SMB be created/added to the CAB Matrix with distribution to Council with the minutes of this meeting (**ACTION ITEM #8**).

**8.4 IEC Ambassadors Program**

SMB Chair, Jim Matthews, led a brief discussion on the new IEC Ambassadors Program and the need for US participation (**ATTACHMENT B**). Mr. Matthews noted that the IEC would greatly appreciate the support of the United States in this endeavor, and he strongly encouraged people to forward possible candidates to Mr. Zertuche or Mr. Matthews.

**Section 9 – Planning for the USNC Hosted 2022 IEC General Meeting**

Mr. Steve Margis, Chair of the 2022 IEC GM Planning Committee, provided a report on the USNC's plans for the IEC General Meeting that will be in the US (**ATTACHMENT C**). He noted that the target size for this event will be about 1,500 people. He again urged organizations to step forward and sponsor this event, and thanked those organizations that have already committed.

**Section 10 – Strategic Objectives Task Force**

Mr. Thompson updated the Council on the progress of this task force. He stated that the group had successfully established the six basic principles of the new Strategic Objectives:

1. Increase and/or enhance US influence
2. Drive membership
3. Explore future sectors
4. Education and communication
5. Stronger relationships to govt. and academia
6. Navigate the changing landscape – associations vs. companies and globalizations.

He stated that this Task Force will have more in-depth objectives to present to Council at the January 2017 meeting.

### **Section 11 – For Information – USNC/IEC Officer Transitions**

Mr. Piqueira, Mr. McMillan, and Mr. Matthews offered some parting words of wisdom and sage advice as they bid farewell to their current positions in the USNC and IEC.

### **Section 12 – Presentation – Professor Jon Valvano - University of Texas – College of Engineering**

Professor Valvano from the University of Texas, College of Engineering, provided insight into how the engineering program is incorporating standards education into the engineering curriculum at UT. This sparked a brief discussion on how the standards community can better assist educational institutions.

### **Section 13 – IEC YP and USNC Emerging Professionals Update**

Mr. Zertuche briefly updated the Council on the Young Professional programs. He announced that the three winners who would be attending the IEC General Meeting in Frankfurt in October were:

- Andrew Northup – *Medical Imaging & Technology Alliance*
- Edward Hong – *Solar Turbines Incorporated*
- Jesse Jur – *North Carolina State University*

Given the large number of applicants received this year, the selection process will have to be improved for next year's competition. This work will take place within the C&CE Committee (**ACTION ITEM #9**).

### **Section 14 –USNC / IEC Finance Issues**

#### **14.1 USNC Budget Issues**

Mr. Rood gave an update on topics dealing with the USNC's finance activities. He noted the addition of two new members of the Finance Committee – Ms. Megan Hayes and Mr. Jonathan Colby. He also reminded everyone that, regarding the ANSI Board Task Groups recommendations, the USNC would be raising its fees to help meet the financial targets to close the gap. This will be the first dues increase for the USNC's membership in seven years.

Mr. Zertuche announced that the USNC's invoicing procedures have been changed to be more accurate and efficient in an effort to cut down on write-offs. He also informed the members that the 2017 invoices would be distributed electronically instead of via paper mail marking a major advancement that should immediately improve both the speed of delivery and accuracy of the USNC's distribution lists.

An observation was made that individuals from the US are appearing on IEC lists of experts who are not on US TAGs. Mr. Zertuche noted that a process to review and clean-up TAG rosters has already begun and this should help minimize this issue. A request was made that rosters of all USNC policy and standing committees be distributed with the minutes of this meeting (**ACTION ITEM #10**).

#### **14.2 IEC Treasurer's Advisory Group and Sales Policy**

Mr. Piqueira briefed the Council on the IEC Treasurer's Advisory Group (TAG) and Sales Policy negotiations. Mr. Jim Shannon, IEC President-Elect, confirmed that starting in 2017 the IEC will again have a Finance Committee that will be able to make recommendations to the IEC regarding budget and financial matters. The USNC VP – Finance, Mr. Rood, will represent the US on this IEC committee.

In regards to the Sales Policy negotiations, Mr. Piqueira stated that the IEC created a Task Force with representatives from six NCs. Mr. George Gulla, ANSI VP of Publication Sales and Membership, is the USNC's representative on this task force. In

order to protect all involved from possible conflicts of interest, legal counsel did participate in the meetings/teleconferences. Mr. Piqueira noted that Mr. Gulla is comfortable with the recommendations that will be sent to the IEC, and the final document would be voted on at the IEC GM in Frankfurt.

### **Section 15 – USNC and IEC Mentoring Program**

After lengthy discussions with the IEC Affiliate Country administrator, Mr. Zertuche provided updated information on the Country Mentoring Program. The IEC's program, in its current form, differs greatly from its original establishment. It is much more customizable now in order to better serve the needs of the NCs involved. Because of this, Mr. Zertuche recommended that the USNC participate in the IEC's program since the IEC will offer a great deal of support to both mentors and protégés without a heavy hand in how the mentorship is carried out. Mr. Zertuche noted that the USNC staff will review possible countries to mentor. The USNC Country Mentoring Task Force requested to work with the USNC staff to review possible options for protégé countries (**ACTION ITEM #11**).

### **Section 16 – Communications and Continuing Education Committee**

Ms. Finger, C&CEC Chair, provided a report on the activities of the Communications and Continuing Education Committee (**ATTACHMENT D**). Ms. Finger again called for a volunteer to be the new TAG Leadership Workshop administrator. The next Workshop will be held in conjunction with the USNC management meetings in June at Eaton's offices in Pittsburgh.

### **Section 17 – Plans for the 80<sup>th</sup> IEC General Meeting, Frankfurt, Germany – 9 – 14 October 2016**

Mr. Piqueira reported on the USNC's plans for the 80<sup>th</sup> IE General Meeting in Frankfurt, Germany. Mr. Piqueira noted that the following Outreach Meetings were scheduled:

- **USNC and IEC Officers**
- **US/Mexico/Canada**
- **Japanese National Committee**
- **South Korean National Committee**
- **CENELEC**
- **Chinese National Committee**
- **German National Committee**

#### **17.1 Council Session and Council Open Session**

Mr. Piqueira noted that the Council was previously briefed on the main items on the Council's agenda including the Sales Policy.

#### **17.2 IEC Leadership Elections**

Mr. Piqueira invited comments and discussion on IEC Leadership Elections, noting that both TMC and CAPCC provided their recommendations.

#### **17.3 IEC Financial Matters**

Mr. Piqueira reviewed the proposed IEC budget and National Dues for 2017, noting that the IEC Council requested more transparency in the future when

### **Section 18 – USNC & German National Committee Outreach**

Mr. Piqueira reported on the two meetings held with our German colleagues this past summer. The first of which was an Officers meeting in Washington, DC on 1 June, 2016 that dealt with IEC regional and national cooperation. The second meeting dealt almost exclusively with Industry 4.0 / Smart Manufacturing and was held on 22 July 2016 at ANSI's offices in NY. The USNC will most likely be asked to visit Germany in 2017 for continued discussions.



## **Section 19 – CANENA (Council for Harmonization of the Electrical Standards of the Nations of the Americas)**

Stephen Rood, US Representative to CANENA, provided a report on CANENA and upcoming meeting dates (ATTACHMENT E).

## **Section 20 – For Action / Information – Interface with Regional Organizations**

### **20.1 FINCA**

Mr. Piqueira reported on the scheduled list of activities including the meeting that was set to be held in Argentina in September 2016. An IEC Masterplan workshop was scheduled in conjunction with the FINCA meetings as well as a Tri-National dinner with our Canadian and Mexican counterparts. It appears that there is strong support from all three North American NCs to continue the dialogue.

### **20.2 COPANT / PASC**

Mr. Piqueira stated that the next COPANT and PASC meetings will be held in conjunction with one another in May of 2017 in Vancouver, Canada. He noted the USNC is looking forward to this joint venture.

## **Section 21 – Summary of Votes**

### **VOTED #1 To approve the Agenda (USNC/Council 690A).**

(This motion was approved unanimously.)

### **VOTED #2 To approve the Balance of the Agenda (USNC/Council 690A)**

(This motion was approved unanimously.)

### **VOTED #3 To transition the TMC’s MOP committee to the Rules and Procedures (ROP), standing committee of Council**

(This motion was approved unanimously.)

## **Section 22 – Summary of Action Items**

### **ACTION ITEM #1 – USNC Staff**

Send out a call for volunteers for the newly formed Rules and Procedures Committee.

### **ACTION ITEM #2 – Rules and Procedures Committee**

Examine the issue regarding dual-membership on TMC and Council and discuss this issue in regards to CAPCC and Council membership as well.

### **ACTION ITEM #3 – USNC Staff**

Provide the link to the Office of Foreign Asset Controls’ (OFAC) judgements in regards to information sharing and standard creation with the minutes of this meeting.

[Click here.](#)

### **ACTION ITEM #4 – ANSI IP Department Staff**

Create targeted notifications for USNC constituency regarding relevant subjects and activities of the ANSI International Policy department to increase awareness and participation of USNC members.

### **ACTION ITEM #5 - Rules and Procedures Committee**

This committee will create a “cheat sheet” for the TAGs on how to handle public comments if/when they are submitted.

**ACTION ITEM #6 – Nominations Committee**

Mr. Lippert noted that the Nominations Committee needs to discuss a number of possible changes to USNC membership criteria and procedures.

**ACTION ITEM #7 – Mr. Zertuche**

Mr. Zertuche will follow up with Mr. Mark Klerer of Qualcomm to see if he would like to continue participating on Council.

**ACTION ITEM #8 – Nominations Committee**

Create a succession matrix, like the one for CAB/CAPCC, for SMB/TMC as well, and distribute the CAPCC Succession matrix with the minutes of this meeting.

**ACTION ITEM #9 – C&CE Committee**

Improve and revamp the selection process for the Young Professionals Program for next year's competition.

**ACTION ITEM #10 – USNC Staff**

For reference, distribute up to date rosters of all USNC policy, standing, and coordinating committees with the minutes of this meeting.

**ACTION ITEM #11 – USNC Staff**

Work with the Country Mentoring Program task force to review possible options for protégés to present to Council at the next USNC Council meeting.

**Section 23 – Adjournment**

Mr. Piqueira again thanked everyone for attending and adjourned the USNC Council meeting at 3:25 PM (CDT).