



**USNC COUNCIL  
DRAFT MINUTES**

**Hosted by Legrand/Pass & Seymour  
4515 Enterprise Drive NW  
Concord, NC, 28027**

**Thursday, 17 January 2019  
9:00 am – 4:00 pm (EST)  
(Meeting #56)**

**Members Participating**

Steven Rood, USNC VP – Finance	Legrand North America
Tim Duffy, USNC VP – Conformity Assessment*+	Rockwell
Sonya Bird, USNC VP – Technical	Underwriters Laboratories, Inc.
Tony Zertuche, General Secretary	USNC/ANSI
Joe Bhatia	ANSI
Randy Dollar	Siemens
Mark Earley	NFPA
Kazimier (Kaz) Gawrzyjal	Dell
Elisabeth George	Philips
Paul Green	Intel
Jennifer Kitchen	GE
Marianna Kramarikova	TIA
Veronica Lancaster	CTA
Kevin Lippert	Eaton
Angus Low	Rockwell
Richard McDermott	ECCC
Edward Mikoski	ECIA
Paul Moliski	Intertek
Jennifer Padberg	AAMI
Peter Pondillo	Corning Incorporated
Stephen Sharples	CSA Group
Joan Sterling	Intertek
Yi Zhao	Huawei
Jianchao Zeng*	FDA

**Guests Participating**

David Bain	TIA
Hae Choe	AAMI
Elaina Finger	Corning
Ken Gettman	NEMA
Kerriane Haresign	CTA
Donald Heirman	N/A
Timothy Jeffries	Huawei R&D USA
George Kelly	ARESCA
Robert Kretschmann	Rockwell
William Lawrence	FM Approvals
Steve Margis	UL

Evans Massey  
Jim Matthews  
Joe Musso  
Alec McMillan\*+  
Dave Osborn  
Florence Otieno  
Joe Tretler  
Kendall Szulewski-Francis  
Scott Fogel

Baldor/ABB  
Corning Incorporated  
UL  
Rockwell  
Philips  
TIA  
ANSI  
USNC/ANSI  
USNC/ANSI

### **Members Not Participating**

Paul Hearty	Sony
Mark Klerer	Qualcomm
Alan Manche	Schneider
Amy Marasco	Microsoft
James Marquedant	FM Approvals
Amy Phelps	NIST

\* = **Via Teleconference**

+ = **Part**

## **Section 1 – Organizational Matters**

### **1.1 Welcome, Opening Remarks and Introductions**

Mr. Steve Rood, USNC Vice President – Finance and interim Council chair, called the meeting to order at 9:03 AM (EST) and thanked all those participating. Mr. Rood reviewed the logistics of the meeting space and called for introductions.

Ms. Karen Willis (NEMA) was in attendance. It was noted that an electronic ballot had been distributed to the USNC Council to approve Ms. Willis as NEMA's new Council member. Mr. Rood requested that the USNC Council approve her membership at the meeting. It was moved, seconded and

**VOTE #1 – To Approve Ms. Karen Willis, NEMA, as a new USNC Council member as of 17 September 2019 for a three-year term (2019-2021)  
(This motion was approved)**

### **1.1 Approval of Agenda**

Mr. Rood drew attention to the day's agenda. No comments were offered. It was moved, seconded and

**VOTE #2 – To Approve the Council Agenda (USNC/Council 7224A)  
(This motion was approved)**

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

Mr. Rood drew attention to the consent agenda. No comments were offered. It was moved, seconded and

**VOTE #3 – To Approve the Minutes (USNC/Council 723) from the  
14 September 2018 meeting at TIA  
(This motion was approved)**

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

No comments were offered.

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

Tony Zertuche reviewed the action items from the September 2018 Council meeting. All but one action item was completed. He noted that two action items were pending – action item #2018-9-4 because there was a need for more information from the IEC Central Office before proceeding,\* and action item #2018-9-9 as that is due at the end of Q1 of 2019. Both of these action items are listed in detail below:

***ACTION ITEM #2018 – 9 – 4*** – The USNC Finance Committee recommended to the USNC Council that the USNC provide funding, when necessary, for all future US Young Professionals to spend an additional two or three nights at the IEC General Meeting each year. It was requested that the USNC staff draft a proposal and distribute it to the USNC Council for electronic ballot.

**Status: Pending**

*\*Secretary's Note: In February 2019, the IEC Central Office notified the IEC constituency that the Executive Committee (ExCo) approved the proposal to extend the YP workshop from three to five days. The ExCo agreed to implement the extended workshop from 2020 onward. With this, a Council ballot will be distributed to approve funding for the two to three additional nights of accommodations for the USNC Young Professionals for the 2019 year.*

***ACTION ITEM #2018 – 9 – 9*** – The USNC Finance Committee will review the USNC budget and Conformity Assessment dues in preparation for the 2020 fiscal year to determine if any adjustment to the CA systems' dues is needed.

**Status: Pending, to be completed in Q1 2019**

#### **Section 3 – USNC Presidency**

Mr. Zertuche updated the Council on the nominations and election process for a new USNC President. The previous USNC President, John Thompson, retired from his role at Underwriters Laboratories, Inc. at the end of 2018. Mr. Zertuche noted that a call for candidates was distributed to the whole USNC constituency on 16 November 2018 with nominations due by 31 December 2018 to the General Secretary, and that the new USNC President would be elected to fill the current term's one-year vacancy (2019) and serve the next full, three-year term (2020-2022). Mr. Zertuche stated that Mr. Kevin Lippert (Eaton Corporation) was the only individual submitted, being nominated by both Eaton and NEMA.

As per the USNC Rules of Procedure and USNC Statutes, the Nominations Committee reviewed Mr. Lippert's application materials and unanimously agreed to support his nomination and submit his candidacy to the USNC Council for the committee's consideration. Mr. Zertuche stated that the next step is for the USNC Council to vote on Mr. Lippert's candidacy with a subsequent ballot to be distributed to the USNC Voting Membership. A discussion\* regarding Mr. Lippert's qualifications ensued. Many members expressed their support for Mr. Lippert and appreciation to Eaton Corporation for supporting Mr. Lippert in taking on this important role. It was moved, seconded and

**VOTE #4 – To Approve Mr. Kevin Lippert, Eaton Corporation, as the new USNC President to complete the remaining year of the past President's term (2019) and for a subsequent first, three-year term (2020-2022)  
(This motion was approved)**

*\*Secretary's Note: Mr. Lippert recused himself from this conversation and left the meeting. He rejoined the meeting at the conclusion of the ballot.*

#### **Section 4 – 2018 Year in Review & What's to Come!**

Mr. Zertuche provided an annual report on the work of the USNC in the 2018 year. He highlighted multiple successes including the USNC Industry Symposium hosted in the fall of 2018, the USNC being named the Secretariat NC for the new IEC Systems Committee on Smart Manufacturing, and the selection of Carrie Schmaus (2018 US Young Professional) by all 2018 IEC Young Professionals as a YP Leader. For more information, please see **ATTACHMENT B**.

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

##### **5.1 ANSI Report**

Joe Bhatia, President of ANSI, provided a brief report on recent ANSI activities. He highlighted the below topics:

- **ANSI 2019 priorities relevant to the USNC community** – ANSI is working to ensure that the Institute continues to maintain close relationships with all of our member organizations. Along with the USNC leadership, Mr. Jim Shannon, the current IEC President from the US, has been extremely helpful in terms of keeping open lines of communications from NCs to the IEC Central Office.
- **Success of the 2018 Industry workshops** – Mr. Bhatia drew attention to the two industry events hosted in 2018, one by the USNC/ANSI in both May and September. Mr. Bhatia noted that ANSI has also started to focus on possible future areas of work including the service economy, vitamins, unmanned aircraft, and aging societies. The USNC Council requested that the topic of "service economy" be discussed during Joe Bhatia's next report to the USNC Council in May 2019 (**ACTION ITEM #1**).
- **Welcome new ANSI Board members** – Mr. Bhatia congratulated Mr. Lippert on his nomination for USNC President and noted that if elected, Mr. Lippert would continue to serve on the ANSI Board of Directors as well as the Executive and Finance Committees. In addition, Mr. Angus Low from Rockwell Automation had been approved as a new board member.
- **ANAB acquisition** – ANSI has signed an agreement to acquire full interests in the ANSI-ASQ National Accreditation Board, LLC (ANAB), strengthening ANSI's and ANAB's abilities to provide the highest quality third-party accreditation services for diverse global markets. The transaction with the American Society for Quality (ASQ) closed on December 28, 2018. Since 2005 ANAB has been owned equally by ANSI and ASQ; the purchase will result in ANAB becoming a wholly owned subsidiary of ANSI, registered as a separate legal entity and renamed the ANSI National Accreditation Board (ANAB).
- **Revision of the ANSI By-laws** – ANSI is currently revising the ANSI By-laws which have not been updated since 2002. Since the last time this document was updated, ANSI is not only more diverse in its membership but it is also six-times larger. The ANSI Board of Directors created a task force to lead this revision processes and a call for comments was recently distributed by ANSI to

its membership. All USNC policy committee members were encouraged to submit comments to ANSI by the 4 February 2019 deadline. In addition, the USNC Rules and Procedures Committee was asked to monitor the ANSI By-laws revision process.

- **US Government Shutdown** – The US government shutdown in December 2018 due to lack of funding. Nine out of fifteen departments were negatively affected by this shutdown, including the Office of the US Trade Representative with whom ANSI works closely with. Also affected, are the FDA and NIST which are active ANSI participants.

At the close of Mr. Bhatia's official report, a USNC Council member mentioned the ongoing issues members are having logging into their ANSI web accounts, which allow them to access the invoice payment portal as well as the online collaboration pages. Mr. Zertuche confirmed that ANSI has a security policy which requires all ANSI members to change their online portal password every 90 days. Mr. Zertuche also stated that he had broached this topic with ANSI's IT department previously and was informed that this policy is in place for IT security purposes. However, it was noted by a Council member that no other institutions they are aware of, including banks or the IEC Central Office, have this same 90 day password reset policy. Concerns were expressed that this policy is creating an undue barrier to participation, efficiency, payment of dues, and smooth operations in the USNC. It was requested that Mr. Bhatia, as well as USNC staff, discuss this matter further with ANSI IT to determine if a solution can be found.

In addition, it was requested that Mr. Bhatia and Mr. Tretler provide their reports in advance of the Council meeting (**ACTION ITEM #2**) and that the USNC staff will look into how to put the list of USNC TAG Administrators and TAG officers back on the USNC website for easy access (**ACTION ITEM #3**).

## **5.2 ANSI International Policy Report**

Joe Tretler, ANSI VP – International Policy, reported on current activities going on in his department, including the ongoing work with China and ANSI's international development opportunities. For more information, please see **ATTACHMENT A**.

### **Section 6 – Report from 82<sup>nd</sup> IEC General Meeting – Busan, South Korea**

Mr. Zertuche reviewed the USNC's participation in the IEC General Meeting in Busan South Korea. The USNC had over 290 delegates present and the USNC hosted a variety of successful events including the Tri-National Delegation Meeting and Reception with Canada and Mexico and six bilateral meetings with other National Committees and the IEC Central Office.

Mr. Zertuche drew attention to various concerns regarding two future IEC General Meetings. The first concern was with the 2019 meeting being hosted in Shanghai, China. There have been recent reports of the Chinese government not permitting individuals with dual Chinese-American citizenship to leave China. It was noted while this is an important matter; it only affects the small population of individuals with dual-citizenship, if at all. Also, a member confirmed that currently, employees of Canadian firms, like CSA Group, are not permitted to travel to China due to ongoing political issues. The USNC office agreed to continue to monitor the situation.

In addition, security concerns were expressed with Egypt hosting the IEC General Meeting in 2023. However, the USNC Council agreed that it is hard to determine the status of security in Egypt as it is a very fluid situation that changes daily and the 2023 meeting is about five years away. Mr. Zertuche

will discuss possible security concerns regarding future IEC General Meetings being held in Shanghai, China and Egypt with the IEC Central Office and General Secretary (**ACTION ITEM #4**).

#### **Section 7 – IEC CAB / CAPCC Issues**

Tim Duffy, CAPCC Chair, provided a brief update on the CAPCC meeting held on 15 January 2019. Mr. Duffy highlighted several items including the CAPCC Operating Procedures Subcommittee and its work on creating harmonized operating procedures for the US CA systems committees, CAB WG 10 on the IEC Masterplan and the development of Directives for IEC CA, and the presentation given by Mr. Kevin Robinson on the OSHA Nationally Recognized Testing Laboratory (NRTL) directive. For more information, please see **USNC/CAPCC 234 – Draft Minutes and Attachments**.

#### **Section 8 – IEC SMB / TMC Issues**

Sonya Bird, TMC Chair, provided a brief report on the TMC meeting held on 16 January 2019. She drew attention to multiple items including the joint ISO/TMB and IEC/SMB meeting that will be held in June 2019, the ISO task force on Foundational Standards, and the suggestion made by the JDMT to change the name of IEC "Secretaries" to "Committee Managers." For more information, please see **USNC/TMC 1028 – Draft Minutes and Attachments**.

#### **Section 9 – IEC Market Strategy Board (MSB) Report**

A report was submitted by the US MSB members. For more information, please see **MSB/164/INF**.

#### **Section 10 – IEC National Committees Secretaries Forum**

Tony Zertuche provided a brief review of the National Committees Secretaries Forum at the 2018 IEC General Meeting. He noted that the Secretaries discussed having multiple Secretary forums throughout the year versus only having one during the IEC GM. With this suggestion, the Secretaries agreed to host a mid-year forum to keep the momentum moving in the right direction in terms of information sharing and work. The USNC volunteered to host this event in May 2019 at ANSI's New York offices.

#### **Section 11 – USNC / IEC Finance Issues**

##### **11.1 USNC Finance Committee Update**

Mr. Rood updated the Council on the USNC's finances. He noted that due to the emergency weather situation that occurred during the September 2018 USNC Management Meetings in Arlington at TIA, the Council never voted to confirm the USNC's 2019 budget, and the committee's approval is needed per the USNC Statutes. Mr. Tretler confirmed that the USNC budget presented during the September 2018 Council meeting and that was approved by the USNC Finance Committee was also approved (without changes) by the ANSI Board of Directors. It was moved, seconded and

**VOTE# 5 – To Approve the 2019 USNC Budget as recommended by the USNC Finance Committee.**

**(This motion was approved)**

For more information, please see **ATTACHMENT C**.

##### **11.2 IEC Finance Committee**

Mr. Rood provided a brief update on the IEC Finance Committee. For more information, please see **ATTACHMENT C**.

A Council member suggested that given the large amount of IEC funds being used for IT improvements, Mr. Rood and the future USNC President, monitor these IT initiatives via the Finance Committee and the IEC Council Board.

### **Section 12 – Strategic Objectives Implementation Task Force**

Peter Pondillo provided an update on the work of the Strategic Objectives task force. He noted that all USNC Standing Committees and related groups had submitted their draft implementation plans to the task force, which reviewed the plans and provided feedback to the submitters. Now that this review process is complete, the Strategic Objectives Task Force requested that a ballot be distributed for the USNC Council to review and approve the implementation plans created by the USNC Standing Committees (**ACTION ITEM #5**). Mr. Pondillo confirmed that moving forward the responsibility to achieve these objectives and update them accordingly will reside with the Standing Committees and relevant groups, and if the USNC Council ballot were approved, this task force should be disbanded. For more information, please see **ATTACHMENT D**.

### **Section 13 – USNC Rules and Procedures Committee Report**

Angus Low reviewed the work of the Rules and Procedures Committee after the January 2019 meeting focused on the revisions to the USNC Rules of Procedure. The next committee meeting will be held 1 – 2 April 2019 at UL's offices in Northbrook, IL. Mr. Low drew attention to two matters that required Council decisions. The first was the recommendation from the USNC Rules and Procedures committee to eliminate the USNC Voting Membership, subsequently eliminating the USNC's two-tier voting system. Mr. Low noted that this recommendation was also made and supported by ANSI legal as it reduces the complexity of the USNC's organizational structure and voting processes. The Council reviewed the current list of USNC Voting Members noting that this change would affect approximately fifteen organizations. Mr. Zertuche confirmed that the current USNC Voting Membership would have to review and approve this change to the USNC Statutes per the current procedures. After discussion, it was moved, seconded and

**VOTE #6 – To Approve the Recommendation of the USNC Rules and Procedures Committee to eliminate USNC Voting Members (section 3.1 of the USNC Statutes), thereby leaving the USNC Council as the sole decision making body of the USNC.  
(This motion was approved)**

Upon approval of the above recommendation by the Voting Membership, the Rules and Procedures Committee will update all USNC governing documents (USNC Statutes, Rules of Procedure, etc.) regarding VOTE #6 above (eliminating the USNC Voting Members) (**ACTION ITEM #6**)

Mr. Low drew attention to the second matter requiring a Council decision – do USNC officers have a vote on the USNC Council if their organization already has a Council representative? The USNC Council discussed a "one company/one vote" policy and, if an organization has two or more individuals on Council, whether they be a member of Council or a USNC officer, which individual can vote. It was noted that no current USNC governing document clearly outlines which entity is considered the committee member – the company or the individual. As mentioned, another element of this conversation is subsidiaries of larger companies and where a subsidiary falls in term of USNC membership – if their parent organization is a Premier Member, TAG Administrator or US CA System Secretariat, does that automatically mean that all subsidiaries of that member organization are also included as USNC members with the same rights? In addition, a Council member mentioned that balance of representation on each Policy or Standing Committee needs to be taken into consideration.

The USNC Council requested that the Rules of Procedures Committee discuss the following items in more detail and provide a recommendation to the USNC Council at the Council meeting in May 2019 (**ACTION ITEM #7**):

1. *Should USNC Officers be able to vote as USNC Council members?*

2. *"One company, one vote policy" as it applies to individuals who are appointed to the Council, TMC or CAPCC by an organization that is not their employer.*

#### **Section 14 – USNC 2022 Planning Committee Update**

Steve Margis provided an update on the USNC's plans for the 2022 IEC General Meeting in San Francisco, CA. He noted that the committee was meeting directly following the Council meeting and the goal is to discuss next steps regarding the two PlanCo task forces – one on Sponsorships and the other on TC/SC meetings.

#### **Section 15 – USNC Nominations Committee Report**

Kevin Lippert, Nominations Committee Chair, gave a brief report on the work of the committee. The committee last met in November 2019 and addressed several matters including the nomination of two individuals to USNC Policy Committees – David Bain (TIA) to the TMC and Karen Wilils (NEMA) to Council. Also, Mr. Lippert noted that in terms of USNC Succession Planning, Mr. Tim Duffy's second and final term as USNC VP, Conformity Assessment will end on 31 December 2019 and therefore, the USNC will need to hold VP elections. Mr. Duffy encouraged the USNC to elect a new VP prior to the September USNC Management Meetings so the individuals could have experiences as the VP-elect, prior to attending the IEC General Meeting in October 2019. Mr. Lippert also noted that depending on the results of the President elections, a new Chair of the Nominations Committee will need to be found. Lastly, on behalf of the Nominations Committee, Mr. Lippert recommended two individuals for USNC Certificates of Appreciation – Mr. Tom Buchal (Intertek) who is leaving the USNC TMC and Mr. Jack Dupree, a long-time Secretary for an IEC TC. It was discussed, seconded, moved and

**VOTE #7 – To Approve the Nominations Committee Recommendation that Mr. Tom Buchal (Intertek) and Mr. Jack Dupree receive USNC Certificates of Appreciation for their dedication over the years. (This motion was approved)**

#### **Section 16 – USNC Young and Emerging Professionals**

Ms. Carin Stuart, Co-chair of the YEP Committee, was unable to call-in to provide an update and extended her apologies. Ms. Szulewski-Francis provided an update in Ms. Stuart's place and she noted that the US Young Professionals Competition would be announced and all application materials would be distributed shortly (**ACTION ITEM #8**). Ms. Szulewski-Francis encouraged every member of the USNC Council to nominate an individual. She also drew attention to the letter submitted in September 2018 to the IEC Central Office from the US and German National Committees requesting that the IEC CO cover two to three days additional accommodation costs for the Young Professionals so these individuals can participate in the full week of IEC General Meeting activities. For more information please see **ATTACHMENT E**.

#### **Section 17 – USNC Communications Committee**

Elaina Finger, chair of the Communications Committee, provided a report on the activities of the group. For more information, please see **ATTACHMENT F**.

#### **Section 18 – IEC Country Mentoring Program**



Mr. Zertuche provided an update on the USNC's participation in the Country Mentoring Program. He mentioned that a few USNC officers and staff met with a representative from Vietnam during the IEC General Meeting in Busan and was working with them to establish a more detailed outline for the Vietnamese mentoring program.

### **Section 19 – Interface with International Organizations**

Mr. Zertuche reviewed ongoing activities with the following:

- **CENELEC** – the British Standards Institution (BSI) recently released a statement regarding BSI's future membership in CENELEC as it pertains to Brexit. For more information, please see the attached **Announcement from CENELEC**.
- **PASC** – April 2019 meeting in Wellington, New Zealand
- **APCF** – Report on the Forum with an update on Working Group 1's proposal on succession planning. The APCF will be meeting in April in conjunction with the PASC meetings in Wellington.
- **COPANT** – May 2019 meeting in Cartagena, Colombia
- **FINCA** – September 2019 meeting in Lima, Peru (hosted by the Canadian National Committee)

### **Section 20 – Future Meeting Dates**

Mr. Zertuche reviewed future meeting dates, drawing specific attention to the two trainings the USNC is hosting in conjunction with the April/May 2019 Management Meetings and the need for hosts for the 2020 USNC Management Meetings. USNC members who are interested in hosting a set of USNC Management Meetings in 2020 at a US location are invited to contact Tony Zertuche ([tzertuche@ansi.org](mailto:tzertuche@ansi.org)) (**ACTION ITEM #9**).

### **Section 21 – Summary of Action Items**

Please see *USNC/COUNCIL 725 – Resolutions – January 2019* for a list of votes and action items.

### **Section 22 – Adjournment**

Mr. Zertuche again thanked Steve Rood and Legrand for hosting these meetings. Mr. Rood adjourned the meeting at 4:00 PM (EST).