



**USNC COUNCIL
DRAFT MINUTES**

**Hosted by Corning Incorporated
Corning Radisson Inn
125 East Denison Parkway
Corning, NY 14830**

**Thursday, 14 September 2017
9:00 am – 4:00 pm (EDT)
(Meeting #51)**

Members Participating

John Thompson, USNC President	UL
Tim Duffy, USNC VP – Conformity Assessment	Rockwell
Kevin Lippert, USNC VP – Membership	Eaton
Steven Rood, USNC VP – Finance	Legrand North America
Phil Piqueira, USNC Past-President	UL
Sonya Bird, USNC VP – Technical	UL
Tony Zertuche, General Secretary	USNC/ANSI
Megan Hayes	NEMA
Jerry FitzPatrick	NIST
Angus Low	Rockwell
Alan Manche	Schneider Electric North America
Richard McDermott	ECCC/SignaKey LLC
Edward Mikoski	ECIA
Joan Sterling	Intertek
Jennifer Padberg	AAMI
Paul Moliski	Intertek
Peter Pondillo	Corning
Stephanie Montgomery	TIA
Jennifer Kitchen	GE
Kenneth Rempe	Siemens Industry
Gary Schrempp	Dell
James Marquedant	FM Approvals
Jianchao Zeng	FDA

Guests Participating

Hae Choe	AAMI
Jim Matthews	Corning
Steve Margis	UL
Garland Nichols, Ph.D.	Xerox Corporation
Elaina Finger	Corning
Paul Green	Intel
Randy Dollar	Siemens
Alec McMillan	Rockwell
Paul Green	Intel Corp.
Tom Buchal	Intertek AIM Consulting Group
Matthew Williams	AHAM

Donald Heirman	EMC Standards Corporation
Robert Kretschmann	Rockwell
Veronica Lancaster	CTA
William Lawrence	FM Approvals
William Fiske	Intertek
Joseph Musso	UL
Steve Swanson	Corning
Giorgi Bit-Babik	Motorola
Brad Schmidt	UL
Veselin Skendzic	Schweitzer Engineering
Julio Posse	Sony
Jason MacDowell	GE
Joe Tretler	ANSI
Kendall Szulewski-Francis	USNC/ANSI
Samuel Roods	USNC/ANSI

Members Not Participating

Joe Bhatia, ANSI President and CEO	ANSI
Trudie Williams	DOD
Stephen Sharples	CSA
Elisabeth George	Philips
Mark Earley	NFPA
Paul Hearty	Sony
Mark Klerer	Qualcomm
John Kulick	Siemens

* = Via Teleconference

† = Part

Section 1 – Organizational Matters

1.1 Welcome, Opening Remarks and Introductions

John Thompson, USNC President, called the Council meeting to order at 9:02 AM EDT. Mr. Thompson thanked Corning Incorporated for hosting the USNC Management Meetings, and gave a special thanks to Jim Matthews for arranging the logistics. Mr. Matthews provided a brief review of safety protocols and logistics for the day.

Mr. Thompson introduced Mr. Tom Capek, Vice-President and Chief Engineer of Corning Incorporated, who welcomed the USNC to Corning, NY and gave a brief presentation on the innovative work being undertaken by his organization. For more information, please see **ATTACHMENT A**.

1.1.1 IEC 1906 Award Winners

Mr. Thompson and Mr. Matthews recognized the 2017 US recipients of the IEC 1906 Award, Mr. Phil Beauchamps (GE), Mr. Giorgi Bit-Babik (Motorola), Mr. Mark Frimann (Texas Instruments), Mr. Bill Larzelere (evergreen High Voltage), Mr. Jason McDowell (GE), Mr. Julio Posse (Sony), and Mr. Bradley Schmidt (UL). Mr. Thompson also highlighted that Jim Matthews and Alec McMillan received the USNC's Distinguished Service Award the previous night at the USNC Dinner.

1.2 Approval of Agenda

Mr. Thompson drew attention to the meeting's agenda. He noted that two items needed to be added – *Section 9.1, Succession Matrix* and *Section 6.1, Document Due Dates*. No other comments were offered. It was motioned, seconded and

**VOTE #1 To Approve the Council Agenda with Changes
(USNC/Council 704A).
(This motion was approved)**

1.2.1 Approval of Consent Agenda

- (a) Mr. Thompson drew attention to the minutes from the Council meeting on 8 June 2017. No comments were offered. It was motioned, seconded and

**VOTE #2 To Approve the Minutes (USNC/Council 702) from the 8 June
2017 meeting at Eaton in Moon, PA.
(This motion was approved)**

1.2.2 Approval of Balance of Agenda

Mr. Thompson noted the balance of the agenda. No comments were offered and the Balance Agenda was considered approved.

Section 2 – Status of Outstanding Action Items

Tony Zertuche reviewed the action items from the previous USNC Council meetings. Mr. Zertuche noted that all action items were completed.

Section 3 – USNC Organization/Subsidiary Voting Policy

Mr. Thompson led a discussion on the concept of a "one company, one vote" policy. Mr. Thompson proposed the following question to Council:

Should multiple entities/divisions of the same organization each have a vote, or should all entities/divisions under the same organization only have one vote?

Comments articulated during this discussion are as follows:

- It was noted that currently there is no official "one company, one vote" policy and every individual on a committee, as long as they are counted as part of the voting membership, can vote.
- A Council member noted that this issue should be looked at from a financial standpoint – currently, the USNC does not charge different divisions or subsidiaries of a large company USNC dues if the parent company is a USNC member. Should the USNC charge for subsidiaries in order for representatives from subsidiaries to have a vote?
- The question was posed whether or not an issue regarding block voting was brought to the attention of the USNC staff or officers.
- Mr. Duffy mentioned that this topic was brought to the attention of the USNC office through the USNC/IECEE – this US System Committee is currently experiencing a situation where multiple individuals from different divisions of the same company all wish to submit votes. USNC/IECEE wanted to be sure they were operating within the rules and procedures of the USNC. A USNC Council member suggested that this should be left up to each committee if the USNC does not have an overarching rule regarding this matter.
- It was noted that any action regarding this policy should be taken to maintain a balance of representation amongst the constituency. As long as there is equal opportunity for all to share opinions and vote, then there is no issue, and this discussion may be premature.

- A Council member highlighted that this topic would be discussed by the Rules and Procedures Committee during a subsequent review of the USNC Statutes.

Mr. Thompson thanked all for their input and stated that the USNC Council looked forward to the recommendations from Rules and Procedures Committee on this subject.

Section 4 – Industry Initiative and IEC/USNC Roundtable

Mr. Zertuche provided an update on the latest USNC industry initiative, which will be hosted with the IEC. Mr. Zertuche commented that the IEC recently submitted their suggestions regarding this event, and that the USNC staff had begun to track possible topics, speakers, participants, and other elements of this event.

Comments offered during this discussion are as follows:

- A question was posed regarding which entity of the USNC would be taking the lead on planning this event. Mr. Zertuche noted that discussions would be had at Council but the logistics would fall to the USNC staff with the help of the Communications and Continuing Education Committee.
- It was noted that the USNC should define "industry," as this term can encompass manufacturing, health care, utilities, etc. It was suggested that with bigger companies, we engage only the relevant departments/entities in terms of target audience.
- A Council member mentioned that it can be challenging to relay the importance of USNC and IEC participation to upper level management and C-suite executives. Middle management and department heads who control/manage budgets and staff responsibilities can be a part of the target audience in order to engage all relevant parties in the corporate hierarchy.
- It was recommended that a theme, topics and speakers be confirmed quickly as these elements may help determine the target audience. Mr. Zertuche suggested that critical infrastructure was a possible theme at the top of the list because it encompasses many of the suggestions received including utilities, cyber security, energy efficiency, etc.
- There was a recommendation that the USNC consider engaging high-level government officials about participating in a C-suite type of event to discuss standards activities.
- A Council member highlighted that this event was initially proposed by the IEC as a USNC event, and therefore, Council should ensure that the USNC remains the "headliner."

Section 5 – IEC National Adoption Database

Mr. Zertuche reviewed the status of the IEC's National Adoption Database. He led a discussion on possible USNC involvement in this project going forward. At the USNC Management Meetings in January 2017, it was agreed that the US would no longer submit a definition of "use." Mr. Zertuche highlighted that the IEC scaled back some of the initial reporting requirements. However, there are still some concerns regarding the implementation of this database:

- Staff hours – it is estimated that half of a full-time employee's hours could be spent on collecting, compiling, and organizing this data.
- The degree of detail being requested from our members and issues of liability – the data in this database will only be as good as the data provided by the organization adopting the standard (USNC/ANSI could be liable for poor information).

Comments articulated during this discussion are as follow:

- A Council member noted that some manufacturing organizations conduct reviews of national adoptions every year, especially if they are producing or distributing goods into

other countries. The manufacturer needs to ensure that they are in compliance with each country's adoptions. If a database like this were to exist, and be reliable, some organizations would pay for this type of service as it would be one less item the company would have to handle internally.

- One reason the IEC wishes to monetize this database is to provide IEC members with a new revenue stream.
- For some organizations, confusion still exists in terms of "use." Where do organizations that use standards, rather than adopt them, fall regarding the data? Excluding organizations that "use" standards may be alienating a large group of companies.
- Two questions were posed:
 - o Will national differences be listed in this database as well?
 - o How is the IEC going to protect intellectual property and how will the IEC mitigate any IP issues that may arise? Is the IEC only going to reference the portion/paragraphs of a standard that have been changed or the entire document?

Mr. Zertuche stated that the IEC CO is still developing and discussing the specifics of this database with IEC members. It was requested that Mr. Zertuche follow up with the IEC CO regarding the USNC's concerns about staff time and data quality, as well as the above noted questions (**ACTION ITEM #1**).

Section 6 – USNC Statutes and Rules and Procedures Committee Report

Megan Hayes, chair of the Rules and Procedures Committee, led a discussion on the revised USNC Statutes. Ms. Hayes noted that the following issues had been resolved:

- The definition of "voting member" is an organization that is a USNC Premier Member, TAG Administrator, or Secretariat for a CA System.
- The review of USNC governing documents will happen no more than five years following the publication of each document to ensure that consistent reviews/updates are being made.
- The issue surrounding term limits for Standing Committee chairs was resolved. The Rules and Procedures Committee suggested implementing a three-year term for Standing Committee chairs, with an unlimited number of terms allowed. In regards to Vice Chair nominations, a consistent process was agreed upon and Ms. Hayes noted that it was the same process the TMC and CAPCC agreed to for the election of Vice Chairs.
- Ms. Hayes posed the question as to whether Vice Chairs should automatically ascend to the Chair position. A suggestion was offered that Vice Chairs be permitted to ascend to the Chair position after a thorough review process.
- A Council member requested that Vice Chair terms be added to the USNC Succession Matrix (**ACTION ITEM #2**).

Ms. Hayes noted that the following issues still needed to be resolved:

- Whether TMC and CAPCC membership is approved or confirmed by Council.
- A document distribution and comment collection procedure. It was requested that the R&P draft these policies for Council's review (**ACTION ITEM #3**).
- The inclusion of the USNC in the ANSI By-laws. Currently, the USNC and USNC Council are listed as two separate entities. However, both should be identified as one entity and as a Policy Committee of ANSI. She noted that Ms. Patricia Griffin, ANSI Vice President and General Counsel, was very helpful throughout this review process and that Ms. Griffin would assist with the revision of the ANSI By-Laws. It was suggested that the revision process of the By-laws begin as soon as possible as this process may take a significant amount of time.

Comments articulated during this discussion are as follows:

- In regards to TMC and CAPCC membership, the current policy has TMC and CAPCC electing their own membership, and Council confirms/endorse it. It was suggested that the current policy be maintained and Council agreed.
- A Council member requested that the USNC SharePoint site, where the USNC Council, TMC, and CAPCC documents are posted, be organized and updated (**ACTION ITEM #4**). Also, it was suggested that the USNC staff research other collaboration tools to see if a different platform would better suit the needs of the USNC policy committees and members. The USNC staff has been asked to number all ballots and create a master list of all votes and results that can be easily accessed via the USNC SharePoint site. In addition, USNC staff should create a "Decisions Database" to consolidate all of the resolution documents into one location (**ACTION ITEM #5**).
- A question was posed as to how changes to the ANSI By-laws would affect USNC operations. Ms. Hayes stated that the USNC would continue to operate as it currently does, and that these changes are being made to clarify the ANSI By-laws and ensure the USNC Statutes and ANSI By-laws align.
- A Council member inquired as to how the ANSI By-laws may affect the TMC or CAPCC. It was noted that the TMC and CAPCC are committees of the USNC Council, and therefore, not directly affected by the By-laws.

Ms. Hayes thanked the Council members for their feedback and requested permission from Council for the Rules and Procedures Committee to continue working with ANSI to address the text in the ANSI By-laws regarding the USNC. It was moved, seconded and

**VOTE #3 To Authorize the Request from the Rules and Procedures Committee to Allow the Committee to Continue Working with ANSI to Address the Text in the ANSI By-Laws Regarding the USNC.
(This motion was approved)**

Section 7 – Report from American National Standards Institute (ANSI)

7.1 ANSI Report

Joe Tretler, ANSI VP International Policy, provided an update on behalf of Mr. Joe Bhatia regarding ANSI's activities. Mr. Tretler highlighted the following items:

- **UASCC (Drones):** In late August, ANSI announced the official launch of the Unmanned Aircraft Systems Standardization Collaborative (UASSC), with the initial meeting scheduled for 28 September 2017 in Washington. The goal of UASCC is to coordinate and accelerate the development of the standards and conformity assessment programs needed to facilitate the safe, mass integration of UAS into the national airspace system. ANSI would like to encourage relevant USNC/IEC experts to get additional details at www.ansi.org/uassc.
- **Secretary Ross and Ambassador Lighthizer:** On 21 August, ANSI leadership had the opportunity to meet with Commerce Secretary Wilbur Ross in a small group meeting focused on international standardization, trade, and enhancing the global competitiveness of US business. At this meeting many topics were discussed including China's standardization reform efforts and ANSI's planned C-suite forum on standards and international competitiveness. Mr. Tretler also noted that ANSI reached out to Ambassador Robert Lighthizer of the Office of the United States Trade Representative, to request a meeting to continue this

dialogue on international standardization, trade, and enhancing the global competitiveness of US business.

- **World Standards Week Plans:** ANSI's World Standards Week would be held 16 – 20 October 2017 and encouraged everyone to attend. He noted that sponsorships were also available for any interested parties.

7.2 ANSI International Policy Report

Mr. Tretler also provided an update on ANSI's International Policy activities. He highlighted the following items:

- **China:** The Standardization Administration of China (SAC) Administrator, Tian Shihong, visited ANSI on 9 June 2017. During this visit, ANSI and SAC held a bilateral meeting, at which ANSI's comments on China's Standardization Law Reform were discussed. Mr. Tretler noted that ANSI and SAC agreed to hold an event in China 4 – 8 December 2017, to bring together Chinese social organizations and US SDOs to discuss the roles social organizations can play in the implementation of the Chinese Standardization Law reforms. Mr. Tretler noted ANSI created a China Focus Group to monitor developments related to this law.
- **Germany:** At the August 2017 ANSI/DIN meeting, it was agreed that ANSI/USNC and DIN/DKE would work together to try to align positions on commercial/sales policies in ISO and IEC. It was suggested that this commitment be reconfirmed as soon as possible. Mr. Tretler drew attention to a CEN/CENELEC initiative regarding the Strategic Plan for Digital Transformation. Bernard Theis, president of CEN/CENELEC, is leading efforts to promote digital transformation, which will affect how standards are developed and used, how standards are published, and how standards content is integrated into products. Lastly, Mr. Tretler highlighted the ANSI-DIN Workshop that will be held in April 2018 and focus on how cybersecurity issues are being addressed by industry.
- **India:** Following ANSI's renewed MoU with CII, ANSI developed a proposal for a USTDA-funded project to further ANSI-CII-BIS cooperation. The scope of this project will include six workshops in India, focusing on industry sectors including clean energy, smart and sustainable cities, and water and sanitation. ANSI will perform work as the contractor for the project, while CII will serve as the Grantee, and BIS will have an unofficial but important role as strategic partner working with ANSI and CII on the content for the workshops.
- ANSI's International Policy Department has a new Program Manager, Ms. Nydia Ngiow, who will be taking over the day-to-day responsibilities for the ANSI China Program.

Section 8 – IEC SMB / TMC Issues

Sonya Bird, TMC Chair, reported on the TMC meeting held on 13 September 2017. Ms. Bird highlighted the following items:

- The issues some TC/SC members have been experiencing in regards to the IEC Central Office, including the timeliness of reports, document distribution, communication, etc. The TMC requested that this topic be added to the IEC/USNC Officers bilateral meeting agenda.
- The possible addition of more IEC/TC Technical Areas and how their possible proliferation could affect the current USNC TAG and billing structure. Ms. Bird stated that the TMC

agreed to create a joint task force with the Finance Committee to review this matter and make recommendations.

- Succession planning at the TC/SC levels. The USNC should pay more attention to IEC Chair vacancies and encourage our relevant experts to run for these positions.
- The implementation of a new TMC meeting/agenda structure. Ms. Bird noted that reports distributed with the meeting agenda will not be reviewed unless a specific item has been highlighted on the report. The agenda will be restructured to highlight reports that require discussion.
- The deadline for vote/comment submission to the USNC office was changed from two weeks to one week prior to the IEC due date to give the TAGs more time to collect comments and find consensus. The TMC Subcommittee on Operating Procedures will make the necessary change in the Model Operating Procedures for TAGs.
- The TMC recommended to Council that the USNC support the candidates from India and South Korea for the SMB in the elections at the IEC General Meeting.

Section 9 – IEC CAB / CAPCC Issues

Tim Duffy, CAPCC Chair, reported on the CAPCC meeting held on 12 September 2017. Mr. Duffy highlighted the following items:

- The IEC Succession Matrix was reviewed and the CAPCC requested that this topic be included on the bilateral meeting agendas set to take place at the IEC General Meeting in October.
- It was confirmed during the CAPCC meeting that US CA System Secretaries are permitted to distribute IEC CAB documents to System Committee members in order to collect comments and feedback.
- The CAPCC Subcommittee on Operating Procedures had begun the process of harmonizing the US Systems' procedures. The IEC CA Systems recently completed this process as well.
- The CAPCC imposed a deadline of October 15th for signed MOAs to be submitted to the USNC office. Some concerns were expressed by Council members who did not fully understand why a deadline had been imposed. The CAPCC was reminded that signed MOAs were supposed to be submitted to the USNC by the end of the first quarter of 2017. Given the importance of this, the CAPCC agreed to impose a strict deadline to ensure MOAs are submitted and this process completed.
- US Conformity Assessment Systems dues were finalized and the result of ballot shared. The ballot passed with eleven affirmative votes, two negative votes, and five abstain votes.
- A question was posed regarding what specifically these dues were supporting. Mr. Duffy noted that the CAPCC had been working with the USNC office and Finance Committee to compile information regarding the costs of resources (staff hours, travel funds, etc.) used by the CAPCC and US Systems. Members were reminded that this whole process began in January 2015 and had been reported on at multiple CAPCC meetings since. The USNC Finance Committee, Officers, and staff have been transparent throughout this process, with multiple opportunities to provide input and to volunteer to assist with this work. It was noted that if any Systems Committee wished to gain a better understanding of these dues, to contact Steve Margis who could walk them through the calculations of these fees.
- The CAPCC recommended to Council that the USNC support Mr. Sean Paulsen of Canada for CAB Chair in the elections at the IEC General Meeting.

Section 10 – USNC 2022 Planning Committee – IEC General Meeting Update

Steve Margis provided an update on the USNC's plan to host the 2022 IEC General Meeting. Mr. Margis noted that ConferenceDirect was in communication with Hilton hotels in San Francisco to confirm the details and finalize a contract. He noted that the USNC officers would begin informing

people of the location at the IEC General Meeting in October. Directly following the close of the IEC General Meeting, the USNC staff will distribute a formal announcement of the 2022 city to the USNC constituency (**ACTION ITEM #6**). Mr. Margis highlighted that the USNC has surpassed the 50% mark in regards to sponsorship. However, there is still a lot of work to be done until the USNC reaches its funding goal. He mentioned that a targeted marketing campaign would be implemented to contact those organizations that contributed to the 2010 IEC General Meeting but had not yet confirmed sponsorship for 2022.

Section 11 – USNC Nominations Committee Report

Kevin Lippert, VP Membership Recruitment and Development, provided an update on the USNC Nominations Committee and membership terms. Mr. Lippert congratulated the USNC winners of the 2017 ANSI Awards – Jim Shannon, recipient of the Astin-Polk International Standards Medal, Don Heirman, recipient of the Elihu Thompson Electrotechnology Medal, Christopher Dorr and Andrew Northup, recipients of the Next Generation Award, and Kevin Lippert and William Lawrence recipients of the Meritorious Service Award.

In addition, Mr. Lippert noted that the Nominations Committee held a meeting in August 2017 to review the credentials of the individuals whose terms were to expire at the end of the calendar year. Mr. Lippert stated that there were eleven members of Council up for reappointment and that the Nominations Committee supported the reappointment of each candidate. He requested Council approve these reappointments. It was moved, seconded and

**VOTE #4 To Approve the Reappointment of Eleven Members of the USNC Council for a Three-Year Term of (2018 – 2020).
(This motion was approved unanimously)**

Mr. Lippert noted that there were eight members of TMC up for reappointment and that the Nominations Committee supported the reappointment of each candidate. He requested Council approve these reappointments. It was moved, seconded and

**VOTE #5 To Approve the Reappointment of Eight Members of the USNC TMC for a Three-Year Term (2018 – 2020).
(This motion was approved unanimously)**

Mr. Lippert noted that there were twelve members of CAPCC up for reappointment and the Nominations Committee supported the reappointment of each candidate. He requested Council approve these reappointments. It was moved, seconded and

**VOTE #6 To Approve the Reappointment of Twelve Members of the USNC CAPCC for a Three-Year Term (2018 – 2020).
(This motion was approved with one abstention)**

Mr. Lippert highlighted that both Mark Klerer and Paul Hearty were up for reappointment to Council. However, due to their low attendance, they had not met the minimum participation requirement. The USNC staff had contacted both individuals who expressed their wishes to remain on Council and guaranteed greater participation in the future. Given this information, the Nominations Committee suggested a reappointment to Council with a one-year term under the condition their attendance improves. It was moved, seconded and

VOTE #7 To Approve the Reappointments of Mark Klerer and Paul Hearty to Council for a One-Year Term Under the Condition that Their Attendance Improve.

(This motion was approved)

It was noted that Ethan Biery, up for reappointment on the TMC, was traveling on business and had yet to confirm that he wished to have his TMC membership renewed. Mr. Lippert highlighted Mr. Biery's steady participation on the TMC and suggested that the Council approve Mr. Biery for another three-year term under the condition that he requests renewal. It was moved, seconded and

**VOTE #8 To Approve the Reappointment of Ethan Biery to the USNC TMC for a Three-Year Term Under the Condition that he Requests Renewal.
(This motion was approved unanimously)**

Secretary's Note: Following the USNC Council meeting, Mr. Biery did request renewal of his TMC membership.

Lastly, Mr. Lippert noted that two individuals would not be renewing their membership on Council, Ken Rempe of Siemens and Jerry FitzPatrick of NIST. Mr. Lippert thanked both individuals for their dedication and years of service to the USNC. Mr. Lippert suggested that both members receive a Certificate of Appreciation. It was moved, seconded and

**VOTE #9 To Endorse the Recommendation that Certificates of Appreciation be Awarded to Ken Rempe (Siemens) and Gerald FitzPatrick (NIST) for Their Dedication and Years of Service to the USNC.
(This motion was approved unanimously)**

Secretary's Note: The Nominations Committee minutes, highlighting the individuals up for reappointment, were distributed with the USNC/Council – Resolution 708 document the week following the Council meeting.

Section 12 – Young and Emerging Professionals Committee (YEP)

Kendall Szulewski-Francis provided a brief update on the Young and Emerging Professionals Committee. She highlighted the following items:

- The YEPs have started to create their webinar geared towards emerging professionals. The goal is to encourage young professional to become involved in the USNC/IEC.
- She noted that the score sheet created by the YEP Committee was used for this year's IEC Young Professionals Competition. Ms. Szulewski-Francis requested feedback regarding this score sheet and for members to contact the co-chairs of the YEP Committee with their comments.

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

Section 13 – Communications and Continuing Education Committee

Elaina Finger reported on the activities of the Communications and Continuing Education Committee. She highlighted the following items:

- The USNC Current, Summer 2017 edition, was distributed in July and focused on National Adoptions. Ms. Finger noted that the next edition of the USNC Current would be on Membership and Standards Boost Business. She encouraged anyone interested in contributing to an edition of the USNC Current to contact Ms. Szulewski-Francis.
- Ms. Finger stated that the C&CEC is still hoping to launch the USNC Professional Mentoring Program. She mentioned that the USNC had already reached out to possible

participants and that the Committee was waiting to hear from ANSI Legal regarding the materials the C&CEC created for this program. Ms. Finger requested that USNC staff follow up with ANSI legal regarding the professional mentoring program materials (**ACTION ITEM #7**).

- Ms. Finger congratulated the three winners of the USNC Young Professionals competition who will represent the US at the IEC General Meeting in Vladivostok – Mr. Wallie Zoller (Rockwell), Ms. Luiza Kowalczyk (MITA) and Mr. Eric Franca (FDA).
- It was mentioned that Gary Schrempf would be the new liaison between the Conformity Assessment Communications Committee and the C&CEC.

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

Secretary's Note: Due to unforeseen circumstances, Mr. Franca was not able to attend the IEC General Meeting as a US Young Professional. However, we were very fortunate that our alternate Young Professional, Ms. Limor Hochberg of UL, was able to attend as the third US representative.

Section 14 – USNC / IEC Finance Issues

14.1 USNC Budget Issues

Mr. Steve Rood, VP – Finance, reported on the USNC's budget for 2017/2018. He noted that based off the June latest estimates, the USNC is operating within budget and revenue had increased by approximately 5%. Also, in regards to the ANSI Board Task Group's recommendation to help close the gap in reserves (50% ratio), the USNC made progress and is at 46%. Mr. Rood stated that the Finance Committee, as part of the annual budget discussion, will now regularly review USNC dues to determine if an adjustment is needed. In regards to the USNC's Publication Sales, the Finance Committee discussed the details surrounding how these funds are earmarked and used.

It was requested that the written report provided by Mr. Rood, be distributed to the USNC Council as soon as possible (**ACTION ITEM #8**).

Secretary's Note: This document was distributed with the USNC/Council – Resolution 708 document the week following the Council meeting.

Comments articulated during this discussion are as follows:

- It was noted that in the USNC budget, there is a \$45,000 line item for "Travel Support for Approved Strategic USNC Representatives." This year, less than \$5,000 of these funds was used (to date). A Council member posed the question as to why this money is budgeted if it is not being regularly used.
- It was mentioned that travel required by approved strategic representatives can be substantial and these funds are available to supplement their organizational support if needed, and to cover any unforeseen circumstances that may arise.
- A Council member stated that while maintaining this set-aside in the annual budget is logical, if the money is not being used, it could be reallocated at some point during the year to fund other initiatives/projects.
- A Council member posed a question regarding the possibility of creating a "reserve fund" where the amount could instead be distributed on a case by case bases. It was noted that both reallocating funds or creating a "reserve fund" would require significant steps including the approval of the ANSI Board of Directors.

- A Council member drew attention to IEC publication sales. It was noted that there had been ongoing discussions in the USNC and ANSI regarding the use and control of these funds.
- The USNC is more than happy to work towards the ANSI Board Task Group recommendation of a 50% reserve fund. A Council member confirmed that all departments in ANSI are working towards that 50% mark, not just the USNC. It was also noted that the USNC has always been able to operate with a great deal of independence with the freedom to accomplish its objectives and goals.
- The Council agreed to table this discussion and noted that the Finance Committee should review the use of the \$45,000 budget item during its next meeting. Also, it was noted that the chairs of the Standing Committees should be notified that the remaining (approximately) \$40,000 in the 2017 budget is available for use if a Committee has a project/initiative it would like to pursue. It was clarified that all reallocations of these funds would need to be reviewed and approved by the Finance Committee.

14.2 IEC Finance Committee

Mr. Rood noted that the IEC Treasurer distributed a memo regarding the 2016 Audited Accounts and the Proposed Budget and Dues for 2018. The proposed budget and dues for 2018 report highlighted:

- That the health of the IEC's finances allow more investment to support the growing number of members, TC/SCs, and CA Systems. The report noted that there is no need to increase reserves at this time.
- The "ongoing efficiencies" include the use of Regional Centers to reduce travel costs, and customizing and developing IT tools in house.
- A 3.8% personnel increase occurred to meet growing needs including added CA services, but there was also a savings in travel of 1.5% of the budget.

14.3 Report from the TAG Fee Language Task Force

Mr. Rood reviewed the recommendations provided by the Task Force:

- Implement the suggested appeals process (detailed in **ATTACHMENT D**).
- Collaborate with the Subcommittee on OPs to add the language regarding the appeals process to the TAG Model Operating Procedures.
- Provide TAG Administrators and participants with the "Quantitative Guidelines" suggested by the Task Force to help understand the costs associated with being a TAG Administrator.
- Transfer the implementation of these recommendations to the Rules and Procedures Committee.

On behalf of the task force, Mr. Rood requested that the USNC Council approve the appeals process concept. In addition, he requested that the USNC Council disband this task force and transfer the responsibility of implementation of this concept to the Rules and Procedures Committee. It was moved, seconded and

**VOTE #10 To Approve the Appeals Process Concept Proposed by the TAG Fee Language Task Force and the Recommendation to Transfer the Responsibility of Implementation of the Concept to the Rules and Procedures Committee.
(This motion was approved with one abstention)**

Section 15 – Update on 81st IEC General Meeting – Vladivostok, Russia

15.1 Meeting Preparations

- **Tri-National Meeting and Reception** – Mr. Thompson noted that the US, in conjunction with Mexico and Canada, would be hosting the second tri-national event at the IEC General Meeting in Vladivostok. Last year this event was a great success and he noted that the US delegates were looking forward to this meeting.
- **APSG/PASC Reception** – Mr. Thompson stated that this year, the Asia-Pacific reception would be hosted by Canada, Mexico, China and Australia.
- **Bilateral Meetings** – Mr. Thompson highlighted the six bilateral meetings that would take place with the IEC Officers, CENELEC, Germany, China, Japan, and South Korea.

15.2 IEC Elections

Mr. Thompson drew attention to the elections by Council that would occur during the IEC General Meeting, including:

- The Chair of the Conformity Assessment Board (CAB) and Vice-President of the IEC for a three-year term of office (2018-2020). Mr. Thompson suggested that the Council endorse the recommendation of the CAPCC. It was moved, seconded and

**VOTE #11 To Endorse the Recommendation of CAPCC to Support Shawn Paulsen of Canada for the IEC CAB Chair Election at the IEC General Meeting.
(This motion was approved unanimously)**

- The IEC Treasurer position. It was noted that the Mr. Jo Cops from Belgium and Mr. Ian Opperman from Australia were candidates for this position. A Council member noted that while both individuals were highly-qualified, Mr. Opperman appeared to have more experience dealing with financial matters. It was suggested the Council support Mr. Opperman. It was moved, seconded and

VOTE #12 To Support Ian Oppermann of Australia for the IEC Treasurer Position.

(This motion was approved unanimously)

- The election/re-election by Council of five members of the Conformity Assessment Board (CAB) for a three-year term of office (2018-2020). Mr. Duffy noted that the CAPCC recommended the USNC support Mr. Marty Cole of Canada, Mr. Faudzi Mohd Yasir of Malaysia, Mr. Nikolay Fayzrakhmanov of Russia and Mr. Albert Nagtegaal of the Netherlands. It was noted that Mr. Nagtegaal was originally left off of the Administrative Circular due to an administrative error by the IEC Central Office. It was moved, seconded and

VOTE #13 To Endorse the Recommendation of CAPCC to Support Marty Cole (Canada), Mr. Faudzi Mohd Yasir (Malaysia), Nikolay Fayzrakhmanov (Russia) and Albert Nagtegaal (Netherlands) for election/re-election to the CAB for a Three-Year Term (2018 – 2020).

(This motion was approved unanimously)

- The election/re-election by Council of three members of the Standardization Management Board (SMB) for a three-year term of office (2018-2020). Ms. Bird noted that the TMC

recommended the USNC support Mr. Vimal Mahendru from India and Dr. Jin-Kyu Han of South Korea. It was moved, seconded and

VOTE #14 To Endorse the Recommendation of TMC to Support Vimal Mahendru (India) and Jin-Kyu Han (Korea) for election/re-election to the SMB for a Three-Year Term (2018 – 2020). (This motion was approved unanimously)

- The election/re-election by Council of five members of the Council Board (CB) for a three-year term of office (2018-2020). Mr. Thompson highlighted Dr. Sadhvir Bissoon of South Africa, Mr. Odon Demofilo de buen Rodriguez of Mexico, and Mr. Byung Goo Kang of South Korea as highly qualified candidates. Mr. Thompson stated that he was unfamiliar with the other three candidates. It was moved, seconded and

VOTE #15 To Support Sadhvir Bissoon (South Africa), Odon Demofilo de buen Rodriguez (Mexico), and Byung Goo Kang (Korea) for election/re-election to the Council Board for a Three-Year Term (2018 – 2020). (This motion was approved unanimously)

Section 16 – TAG Administrator Task Force Update

On behalf of Alan Manche, Mr. Zertuche provided an update on the status of the TAG Administrator roles relinquished by IEEE and other organizations. Mr. Zertuche stated that all but three TAGs had found new TAG Administrators. The members of the three remaining TAGs, TC 9, TC 27 and TC 115, have not responded to inquiries by the USNC office regarding this matter. Mr. Zertuche stated that if TAG Administrators are not found by 31 December 2017, the USNC office would begin the process of registering as Non-members in these three IEC Committees.

In addition, Mr. Zertuche drew attention to the notice received from US EMC Standards Corporation stating that the organization would be giving up the role as TAG Administrator for TC 77, SC 77A, SC 77B, SC 77C, CISPR, CISPR A, CISPR B, CISPR F, CISPR H, and CISPR I. Mr. Don Heirman noted that the corporation is exploring all options to keep the TAG Administrator role for these Committees, including enforcing payment of the TAG participation fee. Mr. Heirman stated that he would continue to provide updates to the USNC office regarding EMC's final decision regarding this matter.

Secretary's Note: Since the TMC Meeting on 13 September 2017, a call for TAG Administrators has gone out in Standard Action. NEMA has expressed interest in taking on the TAG Administrator role for all above listed TAGs relinquished by the EMC Corporation.

Section 17 – Strategic Objectives Task Force

Peter Pondillo provided an update. He noted that this task force had completed its mandate since the draft Strategic Objectives were complete. Mr. Pondillo recommended that a ballot be distributed to Council to approve these draft objectives (**ACTION ITEM #9**). It was suggested that following the close of the ballot, this task force be disbanded and a new group be formed and charged with creating the tactical/implementation plan. The Council agreed.

Secretary's Note: Since the Council Meeting on 14 September 2017, a ballot was distributed to Council to approve the draft Strategic Objectives. On 1 November 2017 the USNC Strategic Objectives were confirmed. For more information, please see ATTACHMENT E.

Section 18 – USNC in the IEC Mentoring Program

Mr. Zertuche reported on the USNC's participation in the IEC's Country Mentoring Program. He discussed the results of the survey that was distributed to Council, TMC and CAPCC members, noting that the CROSQ countries placed in first, Uruguay and Vietnam tied for second and Cuba placed third. Mr. Zertuche stated that the next steps would be to confirm which one of these IEC members would the USNC like to mentor. Mr. Zertuche would then inform the IEC Central Office. Mr. Zertuche emphasized that the USNC would have the ability to create our own program based off the goals and needs of both the US and protégé NECs.

Comments articulated during this discussion are as follows:

- A question was posed by a Council member as to how the protégé nation is informed of the USNC's interest to mentor them. Mr. Zertuche stated that once he informed the IEC CO of the USNC's intentions, a letter would be sent to the possible mentee country informing them of our interest.
- A Council member noted that the Country Mentoring Task Force made recommendations regarding USNC's participation in this program, such as no USNC staff travel in 2017, and that these recommendations were approved by Council. A question was posed that since the USNC would officially begin participating in the Mentoring Program in 2018, should these recommended guidelines for 2017 be extended through next year?
- A suggestion was made that the first step should be to confirm the protégé nation, as that may dictate the type of program we implement and if it will even require staff travel. Also, it was noted that the IEC would provide funds for one individual to travel either from the mentoring NC or the affiliate country. Therefore, there would be no need to extend these recommendations.
- It was suggested that once the protégé country is confirmed, a business/strategic plan should be created based on the needs of the protégé and USNC.
- A Council member noted that while regional issues and relationships are important, so is supporting regional diversity within the IEC. It was suggested that, if possible, the USNC mentor two countries/groups, one from the North American region and one outside, like Ghana.
- It was suggested that the USNC office reach out to all five affiliate countries in the survey to gauge their interest in having the US as a mentor, and inquire as to what their goals/needs are to see if the USNC would be a good fit as a mentor (**ACTION ITEM #10**). The Council agreed.

Section 19 – Interface with International Organizations

Mr. Zertuche provided an update on the USNC's regional outreach initiatives:

- **FINCA** – The September 2017 FINCA meeting was successful and many of the affiliate countries from the region participated. However, it was noted that the logistics of this FINCA meeting were challenging given the lack of communication from the host.
- **COPANT** – The next COPANT meeting will be in Montego Bay, Jamaica, in April of 2018.
- **PASC** – The next PASC meeting will be in Okayama City, Japan, 15-19 May 2018.
- **APSG** – It was noted that going forward, this group would be the "Asia Pacific Cooperation Forum" (APCF). The mission of the APCF is to facilitate and strengthen the engagement of the Asia Pacific IEC National Committees and IEC Affiliate Countries in international standards development and conformity assessment activities by supporting its objectives and advancing the fulfillment of IEC's goals. Mr. Zertuche was nominated to serve as chair of this group. Mr. Zertuche highlighted that this new role may not require addition travel as this group meets face-to-face at the IEC General

Meeting each year, and possibly at the PASC meeting in the future; two meetings Mr. Zertuche already attends as the USNC General Secretary. Mr. Thompson suggested that the Council support Mr. Zertuche as a nominee. It was moved, seconded and

VOTE #16 To Support Tony Zertuche, USNC General Secretary, as a Candidate for the Chair of the Newly Formed Asia Pacific Cooperation Forum.

(This motion was approved unanimously)

Section 20 – Future Meeting Dates

Mr. Thompson drew attention to future meetings dates. Mr. Thompson discussed the possible dates for the USNC 2018 Management Meetings. He noted that the first set of USNC meetings would be 23 – 25 January 2018, at RTP, North Carolina, hosted by UL. The May and September 2018 meetings were discussed. Dates and locations were suggested. It was moved, seconded and

VOTE #17 To Approve the 2018 USNC Management Meeting Dates as Follows:

- 23 – 25 January 2018 (UL, RTP)
- 1 – 3 May 2018 (Dell, Austin)
- 11 – 13 September 2018 (TBD, DC Area)*

**September dates subject to change depending on the availability of the host organization.*

(This motion was approved)

Section 21 – Summary of Votes and Action Items

Please see **USNC/Council 708A – RESOLUTIONS DOCUMENT**, September 2017.

Section 22 – Adjournment

Mr. Thompson again thanked all in attendance and Corning Incorporated for hosting the week's meetings and events. Mr. Thompson wished everyone safe travels and adjourned the meeting at 3:53 PM (EDT).