United States National Committee of the IECRE

Chair: R. Sherwin
Vice Chair: To be named
Past Chair: J. Colby
Treasurer: G. Alsenas
Secretary: G. Kelly

USNC/IECRE
c/o ARESCA
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Norwich, VT 05505
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ARESCA
American Renewable Energy Standards and Certification Association

MEETING MINUTES

PLACE OF MEETING: **Conference Call**

DATE OF MEETING: **Thursday, February 2, 2017**

VOTING MEMBERS PRESENT:

AIG Global Property	Wally Ebner
Bachman Electronic Corp.	Brian Hill
Boulder Wind Consulting	Sandy Butterfield
DNV KEMA Renewables, Inc.	Luke Simmons
EAPC Wind Energy Services	Bob Sherwin
EDP Renewables North America LLC	Itai Suez
First Solar, Inc.	Sumanth Lokanath
GE Power & Water	Toby Gillespie
Iberdrola Renewables	Scott Winneguth
Leidos Maritime Solutions	Rick Williams
McNiff Light Industry	Brian McNiff
NextEra Energy, Inc.	Dan Brake
National Renewable Energy Laboratory	Sarah Kurtz, Jeroen van Dam
Resolute Marine Energy, Inc.	William Staby
Sempra US Gas and Power	Ted Reguly
Siemens Wind Power Americas	Luis Carbonell
SNMREC	Gabe Alsenas
SOH Wind Engineering	Robert Stewart
Underwriters Laboratories LLC	Kenneth Boyce
Verdant Power	Jonathan Colby

VOTING MEMBERS ABSENT:

Intertek	Joseph Spossey

MEMBERS ABSENT 3 OR MORE CONSECUTIVE MEETINGS:

DEPCOM Power	Ray Immelman

OTHERS PRESENT:

John Balfour	PV Resource Expert
Sunset Technology Inc.	Non-voting Member

PRESIDING OFFICER: **Bob Sherwin,** Chair

I. ADMINISTRATION

A. Chair's Introductions & Announcements

Chair Bob Sherwin called the meeting to order at approximately 12:00 PM (EST), welcoming all members present. The main purpose of this meeting is to prepare for the upcoming ME-OMC and WE-OMC meetings.

B. Review of Antitrust & Meeting Guidelines

Secretary George Kelly provided a brief overview of the antitrust and meeting guidelines.

The purpose of antitrust laws is to preserve economic competition in the marketplace by prohibiting, among other things, unreasonable restraints of trade. In ARESCA activities, it is important to recognize that participants often represent competitive interests. Antitrust laws require that all competition be open and unrestricted. It is ARESCA's policy, and the policy of each of its committees and subcommittees, to conduct all business and activity in full compliance with international, federal and state antitrust and competition laws.

C. Quorum Determination and Roster Review

The committee consists of twenty-two (22) voting members, 15-Industry, 6-CBs, and 1-General. At least a majority of the voting members need to be present to constitute a quorum to establish a duly constituted meeting for the purpose of conducting business.

Note: DEPCOM Power's voting status is currently recorded as "Observer" due to missing three or more consecutive meetings: Intertek has missed two consecutive meetings. Sunset Technology has elected to become a non-voting member since George Kelly has taken on the role of secretary.

Of the twenty-two (22) voting members, twenty (20) were present constituting a quorum to conduct business.

The secretary circulated the Committee Roster as an attachment to the agenda. It was requested that each member review their contact details and to report updates to the secretary as needed.

D. Review/Approve Agenda

After a brief discussion, the agenda was approved as circulated with one addition (II.B.3).

E. Acceptance of Previous Minutes

The minutes of the November 29, 2016 meeting were circulated to members on 05-Dec-2016 for review and approval. Members were advised that if no comments were received 19-Dec-2016, the minutes would be automatically approved.

The committee officers provided updates to the minutes on 14-Dec, but these were not reflected in the version released by the previous secretariat on 20-Dec. The main issue concerned what financial information was disclosed by the previous secretariat before and during the meeting.

The officers recommended that the updated version be accepted as the final version. A motion to this effect was made by Rick Williams, seconded by Brian Hill, and unanimously approved.

ACTION: The secretary to upload the approved November meeting minutes to the ARESCA website.

II. SECTOR ACTIVITIES

A. REMC

1. Open Ballots

Doc #	Title	US Voting Deadline
REMC/096A/DV	Ratification of BARLOVENTO RECURSOS NATURALES, S.L. as an RETL for Power Performance	8-Feb
REMC/100/DV	IEC CA 01 Ed. 1.0 – IECRE Supplement	15-Feb
REMC/102A/DV	IECRE 02 Ed. 2.0 - Rules of Procedure	15-Feb
WE-OMC/103/DV	To approve CEPRI as RETL for Power Performance and Loads Measurement	18-Feb
REMC/107/DV	Ratification of TUV NORD CERT GmbH as an RECB (WE-OMC/099/DV)	25-Feb
WE-OMC/130/DV	To approve UL International GmbH (DEWI) as RETL for Power Performance and Loads Measurement	22-Feb
WE-OMC/132/DV	To approve IDR/UPM as RETL for Anemometer Calibration	22-Feb
WE-OMC/135/DV	To approve COWI A/S as RETL for Power Performance	22-Feb

Note: Ballots to be returned to the IECRE Secretariat approximately one week after US voting deadline.

Discussion: A question was raised about whether duplicate votes are needed to approve RECBs and RETLs (at both OMC and REMC levels). Jonathan Colby explained the logic for abstaining first time and voting only at REMC level All present were in general agreement to keep the procedure as is.

Rick Williams requested a page that summarizes all ballots and records how you voted. Wally Ebner reminded us that website changes have to stay within budget, especially during this startup year. He further recommended that we keep a running list of such changes so they can be prioritized and addressed, as resources are available.

ACTION: The secretary to ask web developer for a quote to include the requested summary page.

B. ME-OMC

1. Preparations are underway for the ME-OMC Meeting 21-22 Mar 2017 in Madrid, Spain.
2. There are presently no Voting Documents on the ME-OMC agenda.
3. The IEC Secretariat has inquired whether the USNC/IECRE will provide an endorsement of Jonathan Colby for a second term as ME-OMC Chair. After a brief discussion, a motion to this effect was made by Bob Sherwin, seconded by Ken Boyce, and unanimously approved.

   ACTION: The secretary to send an endorsement letter to Geneva with prior notice to CAPCC (consistent with their stated policy of US taking leadership positions).

4. The following Delegates were approved by unanimous consent of the committee:

   Gabe Alsenas (HoD),

   Bill Staby,

   Rick Williams

ACTION: The secretary to send list to IECRE secretariat.

C. WE-OMC

1. Preparations are underway for the WE-OMC Meeting 5-7 Apr 2017 in Boulder, CO
2. There are presently no Voting Documents on the WE-OMC agenda.
3. The following Delegates and Observers were approved by unanimous consent of the committee:

Delegates: Bob Sherwin (HoD),
Dan Brake,
Brian McNiff,
SG Leaders: Wally Ebner,
Toby Gillespie
Observers (may substitute as Delegates):
Dan Bernadett,
Joe Spossey,
Brian Hill,
Ted Reguly,
Luke Simmons (or Jake Frye),
Luis Carbonell

ACTION: The secretary to send list to IECRE secretariat.

III. OTHER BUSINESS

A. Update on Transition of USNC/IECRE Secretariat

1. Website is up and running; ongoing improvements being made
2. Voting is fully functional; limited to one designated voter per organization. (Alternates will receive documents but not ballots.)
3. Invoices were all sent out on 3-Jan; about half are already paid or in the process of generating required paperwork.
4. WG / SG membership is not presently recorded, but the website has this capability.

ACTION: Sector leaders to compile lists and provide to the secretary for update on the website.

B. ELECTION OF NEW CHAIRMAN

1. The USNC/IECRE Operating Procedures were reviewed. Section 3.2.5 provides clear rules for electing a new chair.
2. Process and schedule: The election must take place within 6 months. Jonathan reported that meeting this schedule is a CAPCC point of emphasis.

ACTION: The secretary to issue a call for nominations ASAP with a 4-week deadline; followed by vote of the full committee (whether or not there are more than 1 candidate).

C. TREASURER'S REPORT

1. Chair Bob Sherwin provided a preliminary review of 2017 financial status. $11.5K dues have been received so far; cash flow is slightly better than projected. The accounting system is being set up to provide maximum transparency. Bob, Wally and Dan are working to recruit several potential new members.
2. There were no questions about invoicing from those present.
3. NEMA holdover - There was a discussion about whether there are any reserves left from 2016, or if it's worth the trouble to pursue.

ACTION: Gabe to ask Tony Zertuche what he recommends

D. ACTION ITEM REVIEW

1. **OPEN ACTION**: For Jonathan Colby to develop a proposal to revise the USNC/IECRE Operating Procedures to address circulation, voting and commenting on IECRE related documents.
   - Jonathan reported that CAPCC is undertaking effort to harmonize basic rules for US level (as was done recently on IEC level). He will be on steering committee. Now is the chance to identify specific rules that are unique to IECRE and make sure they get into the supplement. Overall this will streamline our rules. Hope to be finished in about 1 year; possible action for August meeting

E. USNC/CAPCC REPORT

Jonathan reported that CAPCC is still looking at potential membership surcharges for 2018 (but there will be none this year). There is an NWIP out for ISO 17000 that should be reviewed and addressed. There is also a DIS of ISO 17025 open for vote/comment until 22-Mar. Sandy stressed the importance of our participation at this level in the USNC.

F. NEW BUSINESS

Re-Election of REMC Chair - Sandy's term expires at the end of this year. He is willing to continue for another term if he gets travel funding. We will eventually need formal USNC/IECRE endorsement (Action for August meeting).

IV. MEETING SCHEDULE

USNC/IECRE Meeting Schedule and Associated Meetings		
24-26 Jan 2017	USNC/CAPCC-TMC-Council	Fremont, CA
2 Feb 2017	**USNC/IECRE - Establish US position on ME-OMC and WE-OMC agenda items**	**Conference Call**
16-17 Mar 2017	TC 114 Marine Energy	Madrid, Spain
21-22 Mar 2017	ME-OMC Meetings	Madrid, Spain
3-4 Apr 2017	TC 88 Wind Energy	Boulder, CO
5-7 Apr 2017	WE-OMC Meetings	Boulder, CO
Late April 2017	**USNC/IECRE - Delegate debrief of ME-OMC and WE-OMC; Establish US position on PV-OMC agenda items**	**Conference Call**
18-19 May 2017	TC 82 Solar PV	Nara, Japan
6-8 Jun 2017	USNC/CAPCC-TMC-Council	Pittsburgh, PA
19-23 Jun 2017	PV-OMC Meetings	Budapest, Hungary
22-23 Aug 2017	**USNC/IECRE - Delegate debrief of PV-OMC; Establish US position on November REMC and OMC agenda items**	**Boston, MA**
12-14 Sep 2017	USNC/CAPCC-TMC-Council	Corning, NY
9-13 Oct 2017	81st IEC General Meeting SMB/CAB/Council	Vladivostok, Russia
6-7 Nov 2017	2017 REMC Annual Meeting,	Feldkirch, Austria
7-8 Nov 2017	IECRE PV-OMC Meeting	Feldkirch, Austria
9-10 Nov 2017	IECRE WE-OMC Meeting	Feldkirch, Austria
Late Nov 2017	**USNC/IECRE - Delegate debrief of REMC & OMC; approve 2018 budget**	**Conference Call**

V. ADJOURNMENT

The meeting adjourned at 1:40 pm on February 2, 2017.