

Accredited Standards Committee C63[®] Electromagnetic Compatibility

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Secretariat: Institute of Electrical and Electronic Engineers, Inc.

C63[®] SC6 - Laboratory Accreditation/Conformity Assessment MINUTES of the May 3, 2011 meeting ETS Lindgren –Cedar Park, TX

Chairman: Victor Kuczynski 416-412-2111, vican@on.aibn.com

Vice-Chair Adam Gouker 301 644 3217, agouker@a2la.org

Secretary: Dave Zimmerman 651-688-0634, dzimmerman@spectrumemc.com

Member's Last Name	Member's First Name	Present	Absent	Guest
Attayi	Masud		X	
Berger	Stephen	X		
Brench	Colin	X		
Camell	Dennis	X		
Chen	Zhong	X		
DeLisi	Bob	X		
Ghizzone	Dean	X		
Gouker	Adam --- Vice Chair	Called in		
Hackett	Beth	X		
Hare	Ed	X		
Hodes	Harry	X		
Heirman	Don	X		
Hofmann	Bob		X	
Hoolihan	Dan	X		
Hurst	Bill		X	
Kiemel	Greg	X		
Koster	Steve		X	
Kuczynski	Victor --- Chair and Webmaster	X		
Long	Randy		X	
Moongilan	Dheena	X		
Moore	Brad	X		
Potts	Nate	X		
Schaefer	Werner		X	
Showers	Ralph		X	
Stumpf	Bill		X	
Violette	Mike		X	
Zimmerman	David --- Secretary	X		
Last Name	First Name --- Guests below this line.			
Anderson	Poul			X
Elliot	Mac			X
Moser	Jeff			X
Ramie	Jerry			X
Refai	Hazem			X
Parker	Doug			X
Silverberg	Jeffrey			Called in
Staggs	Dave			X
Proffitt	Scott			X
Whitesell	Steve			X
Wisner	Sam			X

1. **Call to Order:** Chair, Victor Kuczynski called the meeting to order at 1:10 pm, and gave the housekeeping instructions.
2. **Introductions:** Chair asked for introductions. Everyone around the table announced themselves and their affiliation.
3. **Approval of the Agenda:** Chair added a presentation by Harry Hodes. Don Heirman made a motion to approve the agenda, and Ed Hare second. Agenda approved.
4. **Presentation of [patent slides](#):** Victor Kuczynski, Chair, showed the slides regarding IEEE patent policy (“slide #1 and #2”). Opportunity was given to the subcommittee members to identify/disclose patents. Don Heirman reminded everyone about the importance of not discussing topics that would be in violation of the policy.
5. **Fees:** Dan Hoolihan discussed the payment of fees, and there are a lot of fees that have not yet been paid. Don Heirman added some of the costs involved, and impressed upon the group the importance of paying fees.
6. **Approval of minutes of previous meeting:** Werner Schaefer added some comments and corrections. The minutes of the previous meeting were approved as amended.
7. **Review of [Subcommittee Membership](#):** Chair, Victor Kuczynski announced the existing list, and announced the request by Nate Potts for membership. It was noticed at 1:33 pm that the phone was not connected to the conference, so those that were going to call in were not able. Adam Gouker joined at that time. Don Heirman reminded everyone that the people supporting membership should send in an e-mail in support of membership. Don then made a motion to accept Nate’s membership to SC6, Dan Hoolihan second. Nate Potts of Liberty Labs is now a member of SC6.
8. **Working Group 2 report:** Dean Ghizzone, of WG2, reported that it would shorten the scopes of accreditation if there were only one entry to cover all revision dates of a particular standard. Brad Moore explained that the NVLAP system is a database system, so it is difficult to reduce the number of codes. NVLAP has now agreed to change the scope number system to a system that only lists the standard and the dates. A motion was made by Harry Hodes and second by Dean Ghizzone that WG2 cease the effort to change the scopes. Deena Moongilan voted no to the motion, and the motion passed.
9. **Working Group 4 report:** Calibration of EMC Test Equipment (guide). Draft standard ANSI C63.8.
10. **Working Group 3 report:** Dan Hoolihan gave a presentation on Inter-lab comparison of EMC testing. Dan Hoolihan and Victor Kuczynski are interested in writing a standard similar to 17043. The draft standard is ANSI C63.11. Harry Hodes had 3 presentations, but only gave the one on ACIL EMC Proficiency Testing Programs.
11. **Working Group reports:** [More information about each standard](#) is available on the Standards Status section of the [C63® web page](#).
12. **CAB/TCB/MRA status report:** [Bill Hurst](#) (FCC): Chair, Victor Kuczynski presented the CAB/TCB/MRA status report provided by Bill Hurst.
13. **NACLA Presentations:** [Don Heirman](#) gave a short presentation regarding the ACIL – NACLA agreement on accreditation standards. Don Heirman suggested giving an invitation to NACLA to attend SC6 meetings.
14. **Status report from A2LA:** Vice Chair, Adam Gouker gave a quick presentation from A2LA.
15. **Status report from ACLASS:** Steve Berger gave a brief update on ACLASS.
16. **Status report from LAB:** Randy Long did not make the meeting, and did not provide a presentation.
17. **Status report from NVLAP:** Brad Moore gave a presentation on the status at NVLAP.
18. **Scope:** A motion was made and seconded to approve the scope that is the same as currently on the [website](#). A motion was made, and seconded to approve the list of membership to SC6 as shown below.
19. **Time and place of next meeting:** Chair, Victor Kuczynski announced the location of the next meeting in Thompson Park on October 4th, 2011.
20. **Moment of Silence for Kurt Fischer:** Chair, Victor Kuczynski asked if we could have a moment of silence for former SC6 Chair, and member of C63®, Kurt Fischer, who passed away suddenly on March 30, 2011.
21. **Closing remarks and Adjournment:** Chair, Victor Kuczynski closed the meeting 3:23 pm

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Attayi	Masud	X
Berger	Stephen	X
Brench	Colin	X
Camell	Dennis	X
Chen	Zhong	X
DeLisi	Bob	X
Ghizzone	Dean	X
Gouker	Adam --- Vice Chair	X
Hackett	Beth	X
Hare	Ed	X
Hodes	Harry	X
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Hurst	Bill	X
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Moore	Brad	X
Potts	Nate	X
Schaefer	Werner	X
Showers	Ralph	X
Stumpf	Bill	X
Violette	Mike	X
Zimmerman	David --- Secretary	X