

Accredited Standards Committee C63[®]
Electromagnetic Compatibility

SUBCOMMITTEE 2 – E3 Terminology Definitions

Wednesday, 23 April 2009, 0800 – 0945
IEEE Headquarters
Piscataway, NJ

Approved Meeting Minutes

1. Call to Order:
 - 1.1. Opening comments: Mr. Marcus Shellman, SC2 Chairman, called the meeting to order.
2. Self introduction of participants: Participants are identified in Attachment 1. Subcommittee members discussed and updated the membership list. See paragraph 5 below for details. The proposed revised SC2 membership is shown in Attachment 2. (Note: the membership roster was approved at the C63[®] main meeting on 09 October 2008.)
3. Review and Adoption of Agenda:
 - 3.1. The agenda was approved without changes. See Attachment 3.
 - 3.2. The chairman reviewed the standard IEEE Patent Policy as required.
4. Review and Adoption of Minutes of Previous Meeting:
 - 4.1. The SC2 meeting minutes from 08 October 2008, held at Underwriters Laboratories, Inc., Chicago IL were reviewed and approved. The minutes will be forwarded to Ms. Shannon Archambeault for posting onto the ASC C63[®] website.
5. Membership Review:
 - 5.1. The membership roster was reviewed. No changes were required. (Note: the membership roster was approved at the C63[®] main meeting on 09 October 2008.)
 - 5.2. Mr. Chris Dilay was nominated for membership. His nomination was unanimously approved by SC2 and will require confirmation by the C63[®] Main Committee. Additionally, Mr. Dilay was nominated and approved by SC2 as the new Web Coordinator.
 - 5.3. The ASC C63[®] membership status of SC2 Members was reviewed and all members were found to be in good standing.
6. Working Group Report:

6.1. WG1 – Mr. Shellman - ANSI C63.14 Update Terms/Definitions

- 6.1.1. Mr. Shellman provided a report on the status of ASC C63.14. He reported that the document was currently undergoing Public Review. After successful Public Review, the document will undergo ANSI Review. Publication is anticipated by late Summer 2009
- 6.1.2. Mr. Shellman discussed decreasing the document review cycle from 5-years to 3-years. After discussing the pros and cons, the SC2 members agreed to maintain a running updated draft in preparation for the mandatory 5-year review.
- 6.1.3. Mr. Shellman discussed expanding the scope of ASC C63.14 by considering pertinent definitions from international and NATO EMC documents. After group discussion, Dr. Showers was assigned an action to provide definitions from various international EMC documents for SC2 consideration.
- 6.1.4. As a result of the discussion above, Mr. Southworth was assigned an action to draft SC2 policy for referencing definitions from non-C63® publications. It is anticipated that this policy will become applicable to all ASC C63® subcommittee in the future.

7. Unfinished/Old Business:

- 7.1. Succession of SC2 officers was confirmed. Terms are for 3 years extending from October 2009 to October 2012.

8. New Business:

- 8.1. Mr. Shellman discussed broadening the scope of SC2. After discussion, Mr Shellman assigned himself an action to develop a revise draft scope to augment the responsibilities of the committee.
- 8.2. Mr. Snyder was assigned an action to prepare a new PINS for the next 5-year review of ASC C63.14 following publication of the current document under review.

9. Action Item Review:

- 9.1. Dr. Showers to provide definitions from international EMC documents.
- 9.2. Mr. Southworth to draft policy for use of non-C63® publications.
- 9.3. Mr. Shellman to redraft scope of SC2 to augment responsibilities.
- 9.4. Mr. Snyder to prepare new PINS for next 5-year update of ASC C63.14.

9.5. Mr. Dilay will arrange for the following data to be uploaded to the C63® web site in concert with Ms. Shannon Archambeault to include:

9.5.1. The approved SC-2 minutes of last meeting.

9.5.2. The approved membership roster.

9.5.3. The draft minutes of this meeting and notify members of posting.

9.6. Mr. Snyder will prepare an article for the C63® newsletter. See Attachment 4.

10. Next Meeting: The next SC-2 meeting is tentatively scheduled for 8:00 AM on Wednesday, October 21, 2009. The next ASC C63® Parent Committee Meeting will be held Thursday, October 22, 2009 at NIST in Boulder, CO.

11. Adjournment: The SC2 meeting was successfully completed as scheduled. The chairman adjourned the meeting at 0945.

Attachment 1

SC-2 Meeting Attendance List (April 22, 2009)
IEEE Headquarters
Piscataway, NJ

NAME	TITLE
Marcus Shellman	Chair, SC2
Joe Snyder	Secretary, SC2
Ralph Showers	Member
Colin Brench	Member
Dennis Camell	Vice-Chair, SC1
Bob Hofmann	Member
Poul Andersen	Chair, SC3
Victor Kuczynski	Observer
Dave Southworth	Vice-Chair, SC2
Chris Dilay	Member (Pending)
Don Heirman	ASC C63® Chair
Dan Hoolihan	Vice-Chair, ASC C63®
Jerry Ramie	ASC C63® Secretary
Jeff Silberberg	Observer
Bill Hurst	Observer
Mike Kipness	IEEE Secretariat
Ed Hare	Chair, SC5

Attachment 2

SC2 Membership List

Chairman – Marcus Shellman

ASC C63® /SC-2 Membership Roster (April 22, 2009)

NAME	TITLE
Marcus Shellman	Chair, SC2
Dave Southworth	Vice-Chair, SC2
Joe Snyder	Secretary, SC2
Don Heirman	Chair, C63®
Mike Windler	Chair, SC1
Dennis Camell	Vice-Chair, SC1
Poul Andersen	Chair, SC3
Dan Hoolihan	Vice-Chair C63®
Ed Hare	Chair, SC5
Kurt Fischer	Chair, SC6
Stephen Berger	Chair, SC7
Joseph Morrissey	Chair, SC8 (Pending)
Ralph Showers	Member
Colin Brench	Member
Bob Hofmann	Member
Chris Dilay	Member (Pending)

Attachment 3
ANSI ACCREDITED STANDARDS COMMITTEE C63®
ELECTROMAGNETIC COMPATIBILITY
SUBCOMMITTEE 2 – E3 Terminology Definitions
Meeting Draft Agenda of 4/22/09

Wednesday, 8:00 AM - 9:45 AM

1. Call to Order and Opening Statement- Chair
2. Self-Introductions – Members
3. Review and Approval of Agenda – Chair
4. Review and Approval of Previous Meeting Minutes – Chair
5. Membership Review – Secretary
 - a. Attendance Records – Members at Risk
 - b. New Membership Approvals
6. Working Group Reports – Chair
 - a. WG 1 (ANSI C63.14 Update Terms/Definitions)
 - C63.14 Status (IEEE C63 Secretariat)
 - C63.14 Updates/Changes – Review Cycle: Three Year vs. Five Year
 - C63.14 Scope - Expand to Comprehensively Include International Definitions such as IEC and NATO?
7. Old Business – Secretary
 - a. 2009 SC-2 Chair – Succession of Officers
 - (Chair: M. Shellman; Vice-Chair : D. Southworth; Secretary: J. Snyder)
8. New Business – Chair
 - a. Broaden SC-2 Scope - New Standards (e.g., Best Practices)
9. Action Item Review – Secretary
 - a. Final C63.14 out for Public Review – Keep Track of Progress
10. Time and Place of Next Meeting
11. Adjournment - 0945

Attachment 4

SC2 Report for C63® Newsletter

The committee approved draft of ANSI C63.14, “Dictionary of Electromagnetic Compatibility including E3,” is currently undergoing Public Review. After successful Public Review, draft will undergo ANSI Review. Publication is anticipated by late Summer 2009.