

Accredited Standards Committee C63[®]
Electromagnetic Compatibility

SUBCOMMITTEE 2 – E3 Terminology Definitions

Wednesday, 08 October 2008, 0800 – 0945
Underwriters Laboratories, Inc.
Chicago, IL

Approved Meeting Minutes (prepared by Joseph Snyder)

1. Call to Order:
 - 1.1. Opening comments: Mr. Marcus Shellman, Vice-Chair, convened the meeting. (Mr. Dave Southworth, Chairman, was not in attendance.) The meeting was called 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 17 April 2008.)
3. Review and Adoption of Agenda:
 - 3.1. The agenda was approved with changes. Revised agenda is shown in Attachment 2.
4. Review and Adoption of Minutes of Previous Meeting:
 - 4.1. The SC2 meeting minutes from 16 April 2008, held at IEEE Headquarters in Piscataway, NJ were reviewed and approved by vote with the following corrections:
 - 4.1.1. In Attachment 2, Bob Hofmann designation was changed from “Chair SC5” to “Member.”
 - 4.1.2. In Paragraph “15 October” to “08 October.”
5. Membership Review:
 - 5.1. The membership roster was updated and submitted to the main committee for approval (See Attachment 3). (Note: the membership roster was approved at the C63[®] main meeting on 08 October 2008.)
6. Working Group Report:
 - 6.1. WG1 – Mr. Shellman - ANSI C63.14 Update Terms/Definitions
 - 6.1.1. Mr. Shellman provided a status report (viewgraph presentation) on the update of C63.14. The recirculation ballot passed. A summary of the results is shown in

Attachment 4. Mr. Shellman noted that a detailed list of comments was forwarded by Mr. Kipness, the C63® Secretary, to the SC@ Chair.

6.1.2. Mr. Shellman reported that the ballot was passed. He stated that 10 out of the 14 members in the balloting group responded. There were nine (9) approvals and one (1) disapproval. All comments were either accepted with the exception of one comment that was adjudicated as “Not Accepted;” however, a note will be added to reflect the resolution. Members present confirmed the overall decision to “Not Accept” the comment.

6.1.3. Document will be submitted to C63 Chair for consideration for “Public Review.” Mike Windler stated that the document does not require a second review from the C63 Editing Committee.

7. Unfinished/Old Business:

7.1. Prepare an SC2 status report to be presented to the C63® main committee with conclusions and recommendations. (Note: This was done and presented at the main meeting on 09 October 2008; the presentation will be available as part of the main meeting minutes.)

7.2. Remind the C63® main committee of the responsibility for subcommittee chairs to assist with the update of C63.14 in the future by providing updated terminology based on their continuing standards work.

8. New Business:

8.1. The chairman agreed to prepare a timely C63® newsletter article, which will provide a summary of SC2 current activities including the ballot results for C63.14. See draft newsletter input in Attachment 5.

8.2. Mr. Shellman noted that all SC2 Officers terms will expire in the near future. A motion was passed for the following succession of officers to be effective at the end of the current terms:

8.2.1. Mr. Shellman was approved as Chairman

8.2.2. Mr. Southworth was approved as Vice-Chairman

8.2.3. Mr. Snyder was approved as Secretary.

9. Action Item Review:

9.1. Mr. Shellman will arrange for the following data to be uploaded to the C63® web site:

9.1.1. The approved SC-2 minutes of last meeting (see Paragraph 4.1)

9.1.2. The approved membership roster (see Paragraph 5.1)

9.1.3. The draft minutes of this meeting.

9.2. Mr. Southworth will prepare an article for the C63® newsletter (see paragraph 8.1)

9.3. Mr. Southworth to provide the C63® Chair a final copy of ANSI C63.14 for consideration for “Public Review.”

10. Next Meeting: The next C63® meeting will be held 20 – 24 April 2009 at IEEE Headquarters in Piscataway, NJ. The SC-2 meeting is tentatively scheduled for 8:30 AM on Wednesday, 23 April 2009.

11. Adjournment: The SC2 meeting was completed as scheduled. Members voted and approved adjournment at 0930.

Attachment 1

**SC-2 Meeting Attendance List (10/08/08)
Underwriters Laboratories
Chicago, IL**

NAME	TITLE
Marcus Shellman	Vice-Chair, SC2
Joe Snyder	Secretary, SC2
Ralph Showers	Member
Colin Brench	Member
Dennis Camell	Vice-Chair, SC1
Bob Hofmann	Member
Mike Windler	Chair, SC1
Poul Andersen	Chair, SC3
Randall McCarver	Observer
Dean Ghizzone	Observer
Victor Kuczynski	Observer
Dheena Moongilan	Observer

Attachment 2

SC2 Membership List

Chairman - Dave Southworth

ASC C63® /SC-2 Membership Roster – revised 08 October 2008

NAME	TITLE
Dave Southworth	Chair, SC2
Marcus Shellman	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
Ralph Showers	Member
Colin Brench	Member
Bob Hofmann	Member

Attachment 3

ANSI ACCREDITED STANDARDS COMMITTEE C63®
ELECTROMAGNETIC COMPATIBILITY
SUBCOMMITTEE 2 – E3 Terminology Definitions

SC-2 Revised Draft agenda (10/08/08)
Underwriters Laboratories
Chicago, IL

Note: Changes to the agenda are marked in blue text.

08 October 2008, Wednesday, 8:00 AM - 9:45 AM

- 1. Call to Order and Opening Statement- Chair**
- 2. Self-Introductions**
- 3. Review and Approval of Agenda - Chair**
- 4. Review and Approval of Minutes from Previous Meeting - 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/Definition)
- 7. C63® Newsletter – SC2 input**
- 8. New Business – Chair**
 - a. 2009 SC2 Chair – succession of officers (elect Vice-Chair in Oct 2008)
 - b. [Website Discussion](#)
- 9. Action Item Review – Secretary**
 - a. Revised C63.14 to be passed to Michael Kipness, IEEE, for processing
- 10. Time and Place of Next Meeting**
- 11. Adjournment - 0930**

Attachment 4

Draft ANSI C63.14 Recirculation Ballot Results

	Primary Representative	Alternate Representative	Pri./Alt	Category	Sent	Approve	Disapprove	Abstain	Comments	Not Returned
ACIL										
Cisco Systems	Scafer, Werner									
Curtis-Straus LLC	Curtis, Jon	Stewart, Jonathan								
Food and Drug Administration										
ITIC	Hirvela, John	Rosenberg, Joshua								
NIST	Camell, Dennis									
Sony Ericsson Mobile Communications										
Underwriters Laboratories										
US DoD - Joint Spectrum Center	Shellman, Marcus	Snyder, Joe								
INDVL - Bob Hofmann										
INDVL - Dan Hoolihan										
Total Sent					14	App	Dis	Abs	Cmt	
Total Returns and Statistics					10	9	1	0	3	4
% Approval (Majority Test): entire ballot body					64.29%					
# Affirmatives needed (Majority Test):					7.00					
% Approval (Two-thirds Test): returned votes, excluding abstentions					90.00%					
# Affirmatives needed (Two-thirds Test):					10.00					
Interest Category	Affirmatives	Disapproved	Abstain	Not Returned	Total					
TA (Trade Association)										
M (Manufacturer)										
TL (Test Lab):										
TOTALS:										

Attachment 5

SC2 Report for C63® Newsletter

The recirculation ballot for draft ANSI C63.14, “Dictionary of Electromagnetic Compatibility including E3,” was approved. The document will be circulated for “Public Review” with publication expected by the end of the calendar year. The next maintenance phase of the document will start in 2009.