



*Consejo de Armonización de Normas Electrotécnicas de las Naciones de las Américas
Council for Harmonization of Electrotechnical Standards of the Nations of the Americas*

May 16, 2018

CANENA EXECUTIVE COMMITTEE MEETING MINUTES

MEETING: CANENA ExCo
PLACE OF MEETING: Conference Call/Join-me
DATE: Monday, 14 May 2018
TIME: 1:00 PM – 3:00 PM, EDT

VOTING MEMBERS PRESENT:

Yarza, JulianHubbell de México—Council President
Letea, LeonardCSA—Treasurer
Mercier, DaveSouthwire—Past President Canada
Benjamin, GuyThomas & Betts—VP Canada
Harris, DonaldNorthern Cables—Member-at-Large Canada
Ricárdez Barberá, JesúsNacional de Conductores—Member-at-Large Mexico

VOTING MEMBERS ABSENT:

Rosales, JuanMabe México—VP México
Steinman, GregThomas & Betts—VP USA
Ulemek, SvetlanaBURNDY LLC—Member-at-Large USA

NON-VOTING MEMBERS PRESENT:

Davis, ValaraUL—Audit Committee Chair
Hernandez, Luis IvanANCE—SDO Representative
Jiménez, MariaANCE—2019 Planning Committee Chair
Nava Uribe, RafaelMabe México—Mexico Ambassador-at-Large
Solis, JoelNEMA—Secretary General
Wilson, MichaelCSA—SDO Representative (Operations Chair)

PRESIDING OFFICER: Julian Yarza

1.0 ADMINISTRATION

1.1 Welcome Members and Guest

President Julian Yarza called the meeting to order at approximately 1:05 PM. Secretary General Joel Solis informed members that Svetlana Ulemek and Bill Hansen would not be in attendance.

1.2 Quorum Determination

The committee consists of nine (9) voting members, requiring at least five (5) members to be present in order to constitute a quorum to conduct business.

Of the nine (9) voting members, five (5) were present constituting a quorum to conduct business.

1.3 Review of Antitrust & Meeting Guidelines

The General Secretary provided an overview of the antitrust and meeting guidelines.

1.4 Agenda Review and Approval

ACTION: To review and approve the agenda.

Discussion: Canada Vice President Guy Benjamin asked to include the following topic under Other Business - CANENA Treasurer's Report, financial update. A motion was made, seconded, and

VOTED: To approve the meeting agenda as amended.

1.5 Approval of Minutes

The Secretary reported that the draft minutes from the February 20, 2018 ExCo meeting were circulated to members on March 12, 2018. No comments have been received regarding the minutes. At this time, ExCo members are asked to approve the minutes. Approval is to be decided by a simple majority. A motion was made by President Julian Yarza, seconded by Canada Member-at-Large Don Harris, and

VOTED: To approved the February 20, 2018 ExCo Meeting Minutes as circulated.



2018Feb20_CANENA
ExCo MtgMin(Final).p

1.6 ExCo Timeline Review

ACTION: To review the ExCo Timeline and revise as necessary.

Discussion: The Secretary General provided an update of the CANENA ExCo timelines, see attachment. A concern raised is the consistent lack of periodic updates of the CANENA Membership roster to the CANENA website by the Registrar. The Secretary reported having reached out to Registrar on May 4 on the matter, with Mr. McIntyre responding that the matter was with him. Canada Vice President Guy Benjamin noted that he would contact the Registrar about timely roster updates and report back at the next meeting. The Secretary reported having updated the CANENA website to disable the Cvent registration page, the AGM meeting page. Pending is an update to the home page banner and posting of the ExCo and Council meeting minutes. Regarding the second issue of CANENA Connects, the development has been delayed due to the late release of the first issue, which was published on April 24th. The target date for the second issue is June/July. The next major challenge is to begin the planning for the 2019 CANENA Annual General Meeting to be held in Mexico City.



CANENA ExCo
Timelines(2017-18).p

2.0 IRS Update to CANENA's Request for Tax Exempt Status

The Secretary General reported that opening a US bank account for CANENA required obtaining an employer identification number (EIN) which is used to identify CANENA as a business account, filing tax returns and associated reporting. Having obtained an EIN on April 10, 2017, CANENA's next step is to file with the IRS as a tax-exempt organization. In late November 2017, a Form 1024, *Application for Recognition of Exemption under Section 501(a)*, and a Form 8718, *User Fee for Exempt Organization Determination Letter Request*, were filed.

On April 2, 2018, the IRS responded, asking for additional information. In accepting the postmark date of the application as the effective date of exemption, the IRS asked CANENA to respond to several questions, see 2018Apr25 CANENA Response to Form 1024. The questions concern compliance with the Office of Foreign Assets Control (OFAC) and issuance of grants to organizations or individuals located in foreign countries.

Compliance with OFAC concerns the disbursement of funds to organizations designated by the U.S. Department of the Treasury as specially designated nationals and blocked persons. Operationally this means that CANENA agrees to check that the person or organization it is dealing with is not on the OFAC list, that CANENA join the OFAC e-mail subscription service, that CANENA not violate economic sanctions administered by OFAC and to obtain licenses and registrations when necessary with OFAC. In regards to the issuance of grants, it is not something CANENA has ever engaged in nor has it ever discussed.

CANENA's Comptroller and Treasurer have been advised of the IRS's compliance requirements. Since the Treasurer and Secretary can authorize the Comptroller to make payments, the thought is that the one responsible for assuring OFAC compliance would be the Comptroller. Unknown is whether this is something the Comptroller is already performing. If not, is it something the Comptroller should be tasked to start doing for CANENA? An alternative is for Treasurer and the Secretary to perform OFAC compliance when looking to disperse funds.

ACTION: How does the Committee wish to proceed?

Discussion: The committee asked the Secretary General to inquire with NEMA regarding its process for OFAC compliance and to determine the level of effort required to search the OFAC database. It was noted that there are few options for executing the task between the Controller, Treasurer and Secretary General.



2017 IRS Application for Automatic Extension

A favorable IRS ruling regarding CANENA's request for recognition as a 501 (C) (6) would necessitate the filing of a 2017 income tax report using Form 990-EZ by no later than May 15, 2018. Given the lack of a ruling, an IRS Form 8868, *Application for Automatic Extension of Time to File an Exempt Organization Return*, has been filed. The form provides for an automatic 6-month extension, meaning CANENA will have until November 15th to file its 2017 tax return.

ACTION: For Information.

3.0 SDO's TIMELINESS TO RESPOND TO PROJECT INITIATION REQUESTS

On January 6, 2014, Bill Bryans, VP, EFC Technical Services, submitted a trinational harmonization project request titled: Branch Circuit Arc-Fault Circuit-Interrupters. On July 8, 2014 the project initiation form was updated as follows:

These requirements cover arc-fault circuit-interrupters (AFCIs) of the outlet branch circuit type intended for use in dwelling units. These devices are intended to mitigate the effects of arcing faults that may pose a risk of fire ignition under certain conditions if the arcing persists. The relevant IEC committee is SC23E: IEC 62606. These devices have a maximum rating of 20 A. and are intended for use in 120-V ac, 60-HZ circuits.

The project was to get underway on 3/1/2014 and be completed on 1/6/2014, with Bill Bryans serving as Chair. CSA and ANCE have approved moving forward with the

project. In recent correspondence with UL, it has indicated that a response will be forthcoming.

ACTION: To obtain a better understanding as to the cause for the delay and determine how to best address it.

Discussion: Valara Davis attributed the prolong delay to ongoing discussions between UL and CSA to address matters in regards to copy write. She agreed to arrange for a conference call between UL, CSA, NEMA and EFC.

4.0 DIRECTORS AND OFFICERS LIABILITY INSURANCE

It was recommended that CANENA cover its Directors and Officers with liability insurance of up to \$1 million dollars. At the last committee meeting, it was agreed to move forward with obtaining the insurance with a U.S. provider.

ACTION: For the Secretary to provide a report.

Discussion: The Secretary General reported that Directors and Officers with liability insurance of up to \$1 million dollars has been obtained from Travelers for \$984 per year. It was asked for the Secretary General, for budgeting purposes, to inquiry about the likelihood of the fee to increase in the out years.

Note: The policy period is from March 28, 2018 to March 28, 2021 with an annual installment premium of \$984.

5.0 FUTURE MEETING

ACTION: Scheduled next meeting.

Discussion: The next teleconference meeting of the committee is scheduled for May 31, 2018 starting at 1:00 PM, ET, and going to 3:00 PM.

6.0 OTHER BUSINESS

6.1 CANENA Treasurer Report

Discussion: Treasurer Leonard Letea provided an overview of the first quarter of the CANENA financials. It was reported that CANAME and ANCE have paid 2018 association membership fees for 2018 but are not being shown in the report. It was asked for the Treasurer to follow up with Controller to correct the reporting.

6.1.1 Annual Membership Fee Structure Review

At the February ExCo meeting, it was agreed to conduct a review of the fee structure for individuals and corporate members to determine if a fee increase is needed starting in 2019, with individual fees likely increasing to \$200. The goal is to not have a deficit in 2019. A task group was formed to review 2018 membership dues and AGM registration fees in order to provide options to the ExCo that helps ensure the financial sustainability of CANENA in 2019. Members of the task group are President Julian Yarza to Chair, Treasurer Leonard Letea, SDO Representative Luis Ivan Hernandez and Secretary Joel Solis

Discussion: Valara Davis asked to be part of the Task Group. Chairman Yarza asked to begin holding conference call meetings of the task group starting on May 17th, at 1:00 PM, ET.

6.1.2 Registrar and Controller Services

At the February 2018 ExCo meeting, a task group consisting of Rafa Nava, Juan Rosales, Luis Ivan Hernandez, Rob McIntyre and Joel Solis, to work with ANCE/CANAME to develop a proposal for providing Registrar and Controller services. The goal is to transfer the activity by the second half of the year, divesting it from EFC. The task group is to complete its task in four week.

Discussion: The Secretary General reported that ANCE/CANAME was working on a proposal for consideration by the task group and should be available shortly. At which time, the task group will need to discuss the proposal and provide a recommendation to the ExCo. It was asked to add Don Harris and Guy Benjamin to the task group.

ACTION: For the Secretary to arrange a meeting of the task group for May 25th, from 10:00 AM to Noon, ET.

7.0 ADJOURNMENT

The meeting adjourned at 11:30 AM.

Respectfully submitted,

Joel Solis
May 16, 2018

REVIEWED BY COUNSEL: