



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

January 3, 2019

CANENA EXECUTIVE COMMITTEE MEETING MINUTES

MEETING: CANENA ExCo
PLACE OF MEETING: Conference Call
DATE: December 17, 2018
10:00 AM – 11:00 AM

VOTING MEMBERS PRESENT:

Yarza, JulianHubbell de México—Council President
Letea, LeonardCSA—Treasurer
Mercier, DaveSouthwire—Past President
Benjamin, GuyThomas & Betts—VP Canada
Rosales, JuanMabe México—VP México
Ricárdez Barberá, JesúsNacional de Conductores—Member-at-Large México
Steinman, GregThomas & Betts—VP USA
Ulemek, SvetlanaBURNDY LLC—Member-at-Large USA

VOTING MEMBERS ABSENT:

Harris, DonaldNorthern Cables—Member-at-Large Canada

NON-VOTING MEMBERS PRESENT:

Davis, ValaraUL—SDO Representative & Audit Committee Chair
Hernandez, Luis IvanANCE—SDO Representative
Wilson, MichaelCSA—SDO Representative
Hansen, BillIngersoll Rand USA—Ambassador-at-Large
Solis, JoelNEMA—Secretary General

PRESIDING OFFICER: Julian Yarza

1.0 ADMINISTRATION

1.1 Welcome Members and Guest

Secretary General Joel Solis called the meeting to order at approximately 10:05 AM.

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.

ACTION: Quorum determination.

Of the nine (9) voting members, eight (8) were present constituting a quorum to conduct business.

1.3 Review of Antitrust & Meeting Guidelines

Secretary General Joel Solis provided an overview of the antitrust & meeting guidelines.

1.4 Agenda Review and Approval

ACTION: To review and approve the agenda.

A motion was made, seconded, and

VOTED: To approve the agenda as circulated.

2.0 TREASURER APPOINTMENT

As previously reported, CANENA Treasurer Leonard Letea will not stand for a second term to begin following the 2019 Annual General Meeting. A request for nominations was circulated to Council Members resulting in the submission of two nominations: Pierre Desilets (Leviton Manufacturing of Canada) and Rusty Tharp (Goodman Manufacturing Co).

Discussion: The committee discussed the needed skills to serve as CANENA Treasurer, noting the need to understand CANENA, budgets and some accounting in order to revitalize CANENA's bottom line. The committee then proceeded to consideration of the two candidates. Guy Benjamin noted that Pierre Desilets was recommended by CNC Caucus. A motion was made by Greg Steinman, seconded by Guy Benjamin, and

VOTED: To recommend the nomination of Pierre Desilets as the next CANENA Treasurer to the CANENA Council at the 2019 Annual General Meeting.

3. Status of NEMA Communication Service Invoice for 2018

The Secretary General reported having spoken to NEMA's Communication Department about not having received an invoice from NEMA for providing communication services from March 31, 2019 to April 1, 2019. It is his understanding that an invoice for \$10,000 will be issued to CANENA's Comptroller and Treasurer before the end of the year.

4. Treasurer Report

The Secretary General reported that the Treasurer was to follow-up with EFC about having the ANCE 2018 membership dues payment itemize in the financial report so that it is accurately reported.

5. Legal Compliance Program

The Secretary General reported that on November 15, 2018 a Letter Ballot was issued to the committee to approve several editorial changes made to the draft CANENA "Legal Compliance Program" document at its October 30-31, 2018 meeting. The document was revised to reflect those changes and is dated November 2018. Approval was to be decided by a two-thirds affirmative vote of the voting members. The ballot passed with 8 votes in favor, 0 votes against and 0 abstainers.

The Secretary General then reported having placed the revised legal compliance program on the CANENA website.

6. NEMA Communication Services SOW - Biannual General Meeting

The Secretary General reported that at the October 30-31, 2018 meeting, the committee rejected NEMA's Statement of Work (SOW) to provide communication services based on holding Biannual General Meetings on odd years. At issues was the proposal to hold three webinars on even years. A revised SOW was presented that did not include holding webinars on even years, reducing the annual cost from \$10,000 to \$8,100 with man hours to not exceed 70 annually.

Discussion: The committee was supportive of the price drop but asked if there was a plan "b" for another provider. The committee agreed to have the Communication & Marketing Committee, Chaired by Steve Rood, to review the revised SOW, seek other providers so that a recommendation would be presented at the February 26, 2019 meeting in Mexico City.

Note: Secretary General arranged a meeting of the committee for January 7, 2018.

7. THC23A – Inquiry of Voting Rules

The Secretary General reported that the Secretary for THC23A, Danny Abbate (NEMA) asked if there are voting rules that apply to a CANENA THC/THSC.

Discussion: The committee agreed that there are no voting rules regarding THC/THSCs.

ACTION: For the Secretary General to provide the response to THC23A inquiry.

Note: Secretary General provided a verbal and written response on THC23A inquiry on 3 January.

8. President's Update Regarding CANENA's Strategic Plan as the 2019 AGM

At the October 30-31 meeting of the committee, Guy Benjamin was asked to provide his notes the committee for incorporation into a slide deck for the President to be presented at the 2019 AGM regarding CANENA's Strategic Plan Update.

Discussion: An update is to be provided at the next meeting.

9. Council Web Conference on even years

The Secretary General reported that the committee's decision to hold a Council meeting by web conference on even years in order to fulfill CANENA By-Law requirements would require coming up with a process for planning the meeting.

Discussion: It was agreed to table discussion to the February 26, 2019 meeting.

10. 2019 AGM Registration and Membership Renewal – Update

Discussion: The Secretary General provided an update.

11. Tracking Project Initiation Requests

Discussion: The Secretary General reported that action to develop an on-line table for tracking project initiation requests would have to wait until after the 2019 AGM.

12. NFPA 70E Adoption in Latin America

Discussion: President Julian Yarza reported that he would be reaching out Antonio Macias to discuss how CANENA could provide assistance.

13.0 FUTURE MEETING

Discussion: The committee agreed to hold a one hour conference call on January 22, 2019 starting at 10:00 to receive an update on the 2019 CANENA Annual General Meeting Planning from Planning Committee Chair Maria de Jesus Jimenez.

14.0 OTHER BUSINESS

None.

16.0 ADJOURNMENT

The meeting adjourned at 11:00 AM.

Respectfully submitted,

Joel Solis
January 3, 2019

Executive Committee Approval: