



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

July 26, 2018

CANENA EXECUTIVE COMMITTEE MEETING MINUTES

MEETING: CANENA ExCo

PLACE OF MEETING: Conference Call/Join-me

DATE: Thursday, 31 May 2018

TIME: 1:00 PM – 3:00 PM, EDT

GLOBAL DIAL-IN NUMBERS:

U.S./CANADA	InterCall OnLine 888-432-8002
MEXICO	018009269467
COSTA RICA	8000111273

CODE 703 841 3267

JOIN-ME: join.me/JoelSolis

VOTING MEMBERS PRESENT:

Yarza, JulianHubbell de México—Council President
Letea, LeonardCSA—Treasurer
Benjamin, Guy.....Thomas & Betts—VP Canada
Steinman, GregThomas & Betts— VP USA
Harris, DonaldNorthern Cables—Member-at-Large Canada
Ricárdez Barberá, JesúsNacional de Conductores—Member-at-Large Mexico
Ulemek, SvetlanaBURNDY LLC—Member-at-Large USA

VOTING MEMBERS ABSENT:

Mercier, DaveSouthwire—Past President Canada
Rosales, JuanMabe México—VP México

NON-VOTING MEMBERS PRESENT:

Davis, ValaraUL— SDO Representative & Audit Committee Chair
Hernandez, Luis IvanANCE—SDO Representative
McIntyre, RobEFC—Registrar
Jimenez, Maria LuisaANCE—2019 Planning Committee Chair

Solis, Joel.....NEMA—Secretary General

PRESIDING OFFICER:.....Julian Yarza

1.0 ADMINISTRATION

1.1 Welcome Members and Guest

President Julian Yarza welcomed members at approximately 1:00 PM, ET.

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, seven (7) members 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 and meeting guidelines.

1.4 Agenda Review and Approval

ACTION: To review and approve the agenda.

Discussion: It was agreed to modify the agenda as follows under “Other Business”:

1. CANENA Technical Committee Page – Renamed THC17B THC17D
2. THC Secretaries Training
3. CANENA Website – Relocation of Project Trackers & SOPs
4. Monitoring the Status of Project Initiation

A motion was made by President Yarza, seconded by US Vice President Greg Steinman, and

VOTED: To approve the agenda as revised.

1.5 Approval of Minutes

The Secretary reported that the draft minutes from the May 14, 2018 ExCo meeting was circulated to members on May 16, 2018 for review. ExCo voting members were asked to approve the minutes with approval to be decided by a simple majority of the voting

members. A motion was made by Canada Vice President Guy Benjamin, seconded by President Yarza, and

VOTED: To approve the May 14, 2018 ExCo Meeting Minutes.

[Minutes](#)

1.6 ExCo Timeline Review

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



CANENA ExCo
Timelines(2017-18).docx

Discussion: The Secretary General provided a brief overview of the current status regarding the ExCo Timeline. Planning Committee Chair, Maria Jimenez reported that the Planning Committee would begin meeting pending the release of the 2018 CANENA AGM Post Meeting Survey. She also noted having a three hotel options for the 2019 AGM.

ACTION: For the Secretary General to follow up on the 2018 AGM Post Meeting Survey to members and report back to the committee.

Note: The survey was presented to the Planning Committee at its July 11th meeting.

2.0 CANENA Membership Roster

Canada Vice President Guy Benjamin reported that he would contact the Registrar about timely roster updates and report back at the next meeting. On May 24, 2018, the membership roster on the CANENA website was updated.

ACTION: Receive status update from Guy Benjamin.

Discussion: CANENA Registrar Rob McIntyre reported that that membership renewals continue to trickle in and is planning to update the list of members in good standing at the end of June and September.

3.0 2018 Registrar and Controller Service

At the February ExCo meeting, Guy Benjamin was asked to negotiate with EFC about lowering its proposal for providing Registrar and Controller services in 2018 from \$20,000 USD to \$8,000.

ACTION: For Guy Benjamin to report on the outcome of the negotiations.



Discussion: Canada Vice President Benjamin reported that the negotiations have concluded with EFC agreeing to continue provide Registrar and Controller Services in 2018 for \$8,000.

4.0 Task Force – Fee Structure Review

At the February ExCo meeting, the committee established a TF Fee Structure Review. The purpose for this task group is to present a proposed 2019 budget to the ExCo containing options for raising membership dues and AGM registration fees in order to eliminate annual deficit spending, begin to rebuild financial reserves thereby ensure the financial sustainability of CANENA. Members of the committee include: Valara Davis, Luis Ivan Hernandez, Maria Jimenez, Leonard Letea, Julian Yarza and Joel Solis. The TF met on May 17, 2018, see attached report.

ACTION: To approve the report’s recommendations and to dissolve the TF.



Discussion: The Secretary General provided a brief overview of the TF’s report. A motion was made by US Vice President Greg Steinman, seconded by Canada Vice President Benjamin, and

VOTED: to accept the TF report.

4.1 Recommendation 1 - Proposed 2019 Members and AGM Fees

Funds	2018 Actuals	2018 Fees	%Increase	2019 Fees
Individual	60	175.00	42.9%	250.00
Company-Basic	3	1,750.00	42.9%	2,500.00
Company-Sponsoring	2	2,500.00	40.0%	3,500.00
Association Membership	4	2,500.00	40.0%	3,500.00
AGM Fees				
Early Bird (350)	31	350.00	42.9%	385.00
Regular (390)	9	390.00	9.0%	425.00
Guest (150)	0	150.00	0.0%	150.00
Comps	8	0.00	0.0%	0.00
AGM Sponsorship Categories				
\$5k	1	5,000.00	0.0%	5,000.00
\$2.5k	0	2,500.00	0.0%	2,500.00
\$1k	2	1,000.00	0.0%	1,000.00
\$175	0	175.00	0.0%	175.00

4.2 Recommendation 2 - Proposed CANENA Budget - 2019

Proposed CANENA Budget- 2019				
	2019 Budget	2017 Closeout	2018 Budget	2018 Actuals YTD
USE OF FUNDS				
Annual General Meeting				
AGM	25,000.00	40,717.00	40,000.00	49,740.00
AGM invitation and program production				
Administrative				
		0.00		0.00
Controller & Registrar Services	8,000.00	8,000.00	8,000.00	8,000.00
Secretariat Services	7,800.00	6,000.00	7,800.00	7,800.00
O/D Liability Insurance	984.00	0.00	0.00	0.00
CANENA THC-THSC Expenses	0.00	0.00	0.00	0.00
Miscellaneous	0.00	850.00	0.00	0.00
Interregional activities - COPANT	0.00	0.00	0.00	0.00
International Business Development	0.00	0.00	0.00	0.00
Merchant Fees	2,000.00	1,934.00	1,600.00	1,741.00
Event usage charges	4,000.00	2,192.00	2,200.00	3,867.00
Voided Invoices	0.00	0.00	0.00	0.00
Marketing Communications				
Communications Services	10,000.00	10,000.00	10,000.00	0.00
Operations				
Training Materials Development	0.00	0.00	0.00	0.00
CANENA Strategic Planning	0.00	0.00	0.00	0.00
TOTAL EXPENSE	57,784.00	69,693.00	69,600.00	71,148.00
FUNDS AVAILABLE				
Dues- Canada/Mexico/US (175)	15,000.00	14,965.00	15,575.00	12,075.00
Company-Basic (\$1,750)	7,500.00	5,235.00	5,250.00	5,235.00
Company-Sponsoring (\$2,500)	7,000.00	7,500.00	5,000.00	5,000.00
Association Membership (\$2,500)	14,000.00	10,000.00	10,000.00	7,500.00
AGM Register	15,760.00	12,950.00	13,000.00	14,632.00
AGM Sponsors	7,000.00	6,500.00	0.00	7,000.00
TOTAL INCOME	66,260.00	57,150.00	48,825.00	51,442.00
FUND BALANCE BEGINNING YEAR	64,323.00	97,641.00	85,098.00	85,098.00
FUND BALANCE AT END OF PERIOD	72,799.00	85,098.00	64,323.00	65,392.00
Current Year Surplus/(Deficit)	8,476.00	-12,543.00	-20,775.00	-19,706.00

Discussion: An overview of the proposed 2019 Budget was presented. Concerns were raised that a final proposal for Controller and Registrar services. A motion was made by Canada Member-at-Large Don Harris, seconded by US Vice President Steinman, and

VOTED: To table discussion of the 2019 budget approval until costs are confirmed for providing services for Controller and Registrar.

5.0 TF – Register & Controller Services

At the February ExCo meeting, a task group was formed consisting of Rafa Nava, Juan Rosales, Louis Ivan Hernandez, Rob McIntyre, Don Harris, Guy Benjamin and Joel Solis to work with ANCE to develop a proposal for providing Registrar and Controller services. The task group convened a meeting on May 25, 2018. An outcome of the

meeting was for ANCE to present its proposal in the form of an MOU for providing Registrar, Controller and Secretarial Assistance for an annual fee of \$10,000.00 USD starting on January 1, 2019.

ACTION: To consider the ANCE proposal for approval.



2018May17_CANEN
A ExCo TF Registrar :

Discussion: It was agreed to table discussion of the ANCE proposal until the next meeting.

6.0 Proposal to Separate the Controller and Registrar Function

During the TF – Registrar & Controller Services meeting, EFC proposed separating the Controller and Registrar functions. Separating the two functions would make it possible for EFC to continue serving as controller while ANCE would serve as the Registrar, see attached EFC proposal.

ACTION: How does the ExCo wish to proceed?



180525 CANENA
Function Letter.pdf

Discussion: Members were supportive of separating the Controller and Registrar functions.

7.0 Clarify the Registrar Role

At the February ExCo meeting the committee tabled discussion to clarify the role of the Registrar. At his time, Rob McIntyre will discuss the need for updating the role of Registrar. Below is an overview of the roles and responsibilities of the Registrar.

- a. Registers and maintains Council membership rolls and membership database and broader communication databases.
- b. Executes the annual dues collection campaign that is essential to member retention and receives dues payments.
- c. Executes Council communications broadcasts through electronic databases.
- d. With respect to membership rolls, maintains records of membership classification: individual (in good standing, dues exempt, company (Supporting and Regular), association and distinction of voting versus non-voting members including country representation.
- e. Provides and keeps up to date on the CANENA Website a list of members in good standing.

- f. Provides periodic reports on membership rolls and general guidance on registrar matters at CANENA ExCo and Council meetings and, at such times and in such form as the CANENA ExCo specifies.

ACTION: To consider a proposal to modify the Registrar's role.

Discussion: For EFC and ANCE to present proposals for performing the Registrar and Controller functions by the end of June.

8.0 FUTURE MEETING

The next meeting of the ExCo is normally held as a face-to-face meeting in September with the final meeting held as a teleconference in December.

ACTION: Scheduled the next meeting.

Discussion: Members were supportive of holding a two day, face-to-face meeting in September in Mexico City and a teleconference in December.

ACTION: For the Secretary General to poll members for a September meeting date.

Note: Polling of members resulted in insufficient attendance for a September or October meeting.

9.0 OTHER BUSINESS

9.1 CANENA Technical Committee Page – Rename THC 17B & THC 17D

The Secretary for THC17B and THC 17D, Zijun Tong (NEMA) has reported to the Secretary General that the two committees have approved changing their names to better align with the IEC Technical Committee structure. The changes have been reflected on the CANENA website.

9.2 THC Secretaries Training

The Secretary General reported that Operations Chair Michael Wilson is reporting that the CANENA Harmonization Procedures have been revised and will be out for editing, shortly. He asks to discuss setting up a training session for the THC Secretaries for the fall at NEMA HQ.

Discussion: Valara Davis was asked to move forward to set up the training for the Fall in NEMA HQ.

ACTION: For Valara Davis to identify the best time to hold the training session and to issue a survey for identifying training needs.

9.3 CANENA Website

Valara Davis reported that the current structure of the Technical Committee page on the website makes it difficult to sort through and easily find Project Trackers for specific standards. She proposed a separate page for all of the CANENA Project Trackers to be listed. In addition, she noted that the SOPs and procedural documents are no longer available on the website and asked that it be made available for THC Chairs, Secretaries, and members.

Discussion: The committee agreed to place CANENA project trackers on a single webpage, using the THC naming convention. The intention is for THC/THSC Chairs to be able to quickly find project trackers. Secondly, to restore missing SOPs and procedural documents back on the CANENA website.

ACTION: For the Secretary General to modify the CANENA website to locate project trackers on a single page and to restore the SOPs and procedural documents.

9.4 Monitoring the Status of Project Initiation Request

Valara Davis reported that there are typically a number of on-going project proposals to harmonize standards under CANENA in process at any given time; however, there is no readily available source to track what projects have been proposed and where they are in the approval process. This creates uncertainty among the SDO's and the members as to the status of proposals to harmonize standards and this inevitably leads to delays in making decisions regarding initiation of new harmonization projects.

Discussion: There was agreement for the need to find another way to track responses to project request. It was noted that Mike Wilson has a proposal for tracking new project request proposals.

10.0 ADJOURNMENT

The meeting adjourned at 3:00 pm.

Respectfully submitted,

Joel Solis
July 26, 2018

Executive Committee Approval: October 30, 2018