



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 7, 2020

CANENA EXECUTIVE COMMITTEE MEETING MINUTES

MEETING: CANENA ExCo
PLACE OF MEETING: VIRTUAL
DATE: Tuesday, May 12, 2020
10:00 AM – Noon, ET

[Join Microsoft Teams Meeting](#)

[+1 571-616-0491](#) United States, Arlington (Toll)

Conference ID: 520 253 663#

[Local numbers](#)

VOTING MEMBERS PRESENT:

Benjamin, Guy.....ABB Installation Products Ltd.—VP Canada
Desilets, PierreCSA—Treasurer
Harris, DonaldNorthern Cables—Member-at-Large Canada
Ricárdez Barberá, JesúsNacional de Conductores—Member-at-Large México
Rosales, JuanMabe México—VP México
Steinman, GregABB Installation Products, Inc.—VP USA
Ulemek, SvetlanaBURNDY LLC—Member-at-Large USA
Yarza, JulianHubbell de México—Council President

VOTING MEMBERS ABSENT:

None.

NON-VOTING MEMBERS PRESENT:

Davis, Valara.....UL—SDO Representative & Audit Committee Chair
Hansen, Billasdfasdf—Ambassador-at-Large
Hernandez, Luis IvanANCE—SDO Representative & Registrar
Nava, RafaelMabe México—Ambassador-at-Large
Wilson, MichaelCSA Group—SDO Representative

GUEST:

Chopra, Gurvinder.....EFC—Controller Representative
Humphries, Mark.....CSA Group—Chair, Operations

Jimenez, Maria de Jesus.....ANCE
Rood, SteveLegrand, North America—Chair, Marketing &
Communications
Solis, Joel.....NEMA—Secretary General
Violate, PamelaANCE

PRESIDING OFFICER: Julian Yarza—Council President

1.0 ADMINISTRATION

1.1 Welcome Members and Guest

President Julian Yarza called the meeting to order at approximately 10:00 am, thanking all those in attendance.

1.2 Quorum Determination

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

ACTION: Quorum determination.

Discussion: Of the nine (9) voting members, all were present constituting a quorum to conduct business.

1.3 Review of Antitrust & Meeting Guidelines

The Secretary General to provide a brief overview of the CANENA antitrust and meeting guidelines.

Discussion: Secretary Joel Solis provided an overview of the CANENA antitrust and meeting guidelines.

1.4 Agenda Review and Approval

ACTION: To approve the agenda.

Discussion: It was agreed to add the following items to the agenda:

- 5.1 USNC “In Some Countries” Guidelines
- 5.2 De-harmonization Procedure
- 8.1 Hubbell Membership

1.5 Approval of Minutes

The draft minutes from the February 18, 2020 meeting was circulated to members for review and comment on February 28, 2020. Approval is to be decided by a simple majority of the voting members.

ACTION: To approve the minutes of the February 18, 2020 meeting.

Discussion: A motion was made, seconded, and

VOTED: To approve the February 18, 2020 CANENA Meeting Minutes as circulated.

1.6 ExCo Timeline Review

ACTION: Review the ExCo Timeline and revise as necessary.

Discussion: The Secretary General provided a brief review of the ExCo timeline.

2.0 ACTIONS FROM PREVIOUS MEETINGS

2.1 ACTION: For the Marketing and Communications Committee to use LinkedIn, to expand the size of its committee in order to decrease the workload on existing members and to determine who would respond to questions regarding any CANENA posting.



2020SOW-CANENA
Marketing.pdf

Discussion: NEMA's Mariela Echeverria was not available to present the SOW. Further discussion was tabled until the next meeting.

2.2 ACTION: For the Secretary and Registrar to work together to identify and reach out to potential new members.

Discussion: The Secretary noted that the recruitment effort will take place during the 2021 membership renewal effort.

2.3 ACTION: For Secretary Solis to reach out to AHRI about association membership.

Discussion: It was reported that AHRI is undergoing a significant restructuring. Complicating matters is that our primary contact at AHRI, Ladan Bulookbashi, has left. Currently reaching out to Bill McQuade, VP

of Industry Sector Services. He has reported that Karl Best, Sr. Manager for Standards, has taken over from Ladan.

2.4 ACTION: For the Secretary to see if there was support staff within NEMA to take over the maintenance of the tracker.

Discussion: The Secretary reported that NEMA has provided additional staff support to assist with maintaining the project initiation tracker, Paul Crampton. The next step is for the Secretary to provide training to Paul.

3.0 2021 AGM PLANNING COMMITTEE

The committee has agreed to hold an Annual General Meeting (AGM) in 2021 in Mexico. At the last meeting, Mexico's CANENA representatives were task to find a suitable venue for consideration by the Planning Committee at its May meeting and not use a meeting planner. At the time, the committee agreed to form a Planning Committee.

A likely theme for the 2021 AGM should focus on the implementation of USMCA. We now know the USMCA trade agreement is moving quickly towards ratification, with the US to ratify on January 29th, the same date which Canada's Parliament is expected to table legislation on the agreement. According to Mexico's Undersecretary for Foreign Trade, Ms. Maria de la Luz Mora Sanchez, the USMCA may become effective as early as July 1, 2020.

ACTION: To appoint a Chair and committee members.

Discussion: Members agreed to hold the 2021 CANENA Annual Meeting in Mexico City, Mexico. The rational for Mexico City is twofold, the USMCA will be in effect and to meet with the new General Director of Standards and head of IEC NC of Mexico, Mr. Alfonso Guati Rojo Sanchez. It was agreed to appoint Luis Ivan Hernandez as Chair of the 2021 Planning Committee. Members are: Don Harris, Greg Steinman, Maria de Jesus Jimenez, Valara Davis, Gurvinder Chopra and Joel Solis. The committee is to begin meeting by conference call by early May. The next step is to identify suitable venues resulting in securing a contract. One suggestion was to return to the Hilton Mexico City Reforma Hotel.

ACTION: For Mexico National Committee to contract with the Hilton Mexico City Reforma Hotel for the 2021 CANENA Annual Meeting.

Since our last meeting, it was not envisioned that North America would succumb to what the WHO has identified as the COVID-19 pandemic. The pandemic has globally infected over 4 million and caused 300,000 deaths, with the US leading the world in confirmed cases. The pandemic has caused countries to issue shelter in home orders, brining non-essential travel to halt and disrupting national economies. In the US, infection rates continue to rise, seemingly unabated, and

stay at home orders has strained the labor market. Given predictions that the pandemic will resurge in the fall and that a vaccine may not be available until early 2021, does it make sense to prepare for a 2021 Annual General Meeting (AGM) in Mexico City.

ACTION: To consider cancelling the 2021 CANENA Annual General Meeting or hold it as a virtual meeting.

Discussion: It was agreed to continue pursuing a 2021 AGM but to hold off on securing a contract for a meeting venue.

4.0 TREASURER'S REPORT

2019 FINANCIALS

Regarding the 2019 End of Year CANENA Financials, NEMA's accounting department has reviewed it in preparation of the CANENA's 2019 tax filing. In filling out the 2019 IRS 990 form requesting a filing extension, NEMA's accounting department identified a discrepancy. The issue is with the "Retained earning – Previous year". In 2019 balance sheet, we are reporting the retained earning – previous year to be \$82,561. However, the 2018 balance sheet shows the "Reserve fund as of December 31, 2018" to be \$76,845. Attached is an updated 2019 End of Year CANENA Financials provided by CANENA's Comptroller.

ACTION: Approve the updated 2019 End of Year CANENA Financials.

Discussion: A revised 2019 End of Year CANENA Financials report was provided to committee members and approved.

5.0 SDO MATTERS

Status of Project Initiation Requests (PIRs)

ACTION: To review and update the CANENA Project Initiation Log.

Discussion: It was agreed to assign the Operations Committee on setting a timeline for updating the Project Initiation Request online.

5.1 USNC In Some-Countries Guideline

Discussion: The Secretary reported that the USNC/TMC is providing an "In Some Countries" guidelines document as it concerns national adoption of IEC standards. It was noted that the guidance may not have any effects on CANENA

standardization. If further discussion is needed, the committee agreed to move it to the Operations Committee.

ACTION: For Valara Davis to review the guidance document and determine if further discussion is warranted at the Operation Committee.

5.2 De-harmonization Procedure

Discussion: It was noted that some THSC's are deciding to de-harmonize existing CANENA harmonized standards or to withdraw industry support prior to publication. At issue is whether CANENA needs to have a procedure in place to handle these types of issues as they arise.

ACTION: It was agreed to assign the Operations Committee to document a procedure for handling de-harmonization requests.

6.0 CANENA 2017 STRATEGIC PLAN

ACTION: Review and update the CANENA Strategic Plan accordingly.

Discussion: President Yarza reported that he was looking to the December conference call to determine which elements of the SWOT analysis to keep and see which needs updating.

Discussion: President Yarza reported that ANCE was working to provide Key Performance Indicators (KPI) chart to track on-going progress with fulfilling the strategic plan. Once completed, it will be sent to the committee for review and comment. The expectation is to complete the KPIs by early March.

7.0 FUTURE MEETING

ACTION: Schedule the next meeting.

Discussion: The meeting of the ExCo is scheduled for September to be held as a 2-1/2 hour conference call meeting.

ACTION: For the Secretary to issue a doodle poll to schedule the September conference call.

8.0 2020 REGISTRAR REPORT (LI Hernandez)

ACTION: To be provided an overview of the 2020 membership renewal effort.

Discussion: Registrar Luis Ivan Hernandez provided an overview of the Registrar report circulated with the meeting agenda.

8.1 Hubbell Membership

Discussion: The Secretary reported that Hubbell Company has successfully renewed membership for 2020.

9.0 OPERATIONS COMMITTEE REPORT (M. Humphries)

ACTION: For Operations Chair Mark Humphries to provide a report:

Discussion: None.

10.0 MARKETING COMMUNICATIONS COMMITTEE REPORT (S. Rood)

ACTION: For the Marketing Communications Committee Chair Steve Rood to report.

Discussion: None.

11.0 AMBASSADOR-AT-LARGE REPORT (R. NAVA)

ACTION: For the Ambassador-at-Large Mr. Nava to report.

Discussion: None.

12.0 OTHER BUSINESS

None.

13.0 ADJOURNMENT

The meeting adjourned around Noon.

Respectfully submitted,

Executive Committee Approval: