



February 18, 2022

CANENA EXECUTIVE COMMITTEE MEETING MINUTES

MEETING: CANENA ExCo

DATE: Friday, February 18, 2022

PLACE OF MEETING: Microsoft Teams meeting
9:30 AM – 11:30, AM, ET

PRESIDING OFFICER: Guy Benjamin

Members Present		
Benjamin	Guy	ABB Installation Products Ltd.
Steinman	Greg	ABB Installation Products, Inc.
Jimenez	Maria de Jesus	ANCE, A.C.
Máximo León	Juan Manuel	Conductores Monterrey S.A. de C.V.
Humphries	Mark	CSA Group
Chopra	Gurvinder	Electro-Federation Canada
Rood	Steve	Legrand, North America
Desilets	Pierre	Leviton Canada
Ricárdez Barberá	Jesús Martín	Condumex S.A. de C.V.
Yarza	Julián	Servicios y Soporte Regulatorio SSR, SA de CV
Davis	Valara	Underwriters Laboratories Inc.
Cusmariu	Sandu	Viscor, a Leviton Company
Hernandez	Luis Ivan	ANCE, A.C.
Nava Uribe	Rafael	Mabe México, S. De R. L. De C. V.
Members Absent		
Harris	Donald	Northern Cables Inc.
Hansen	Bill	Ingersoll Rand
Others Present		
Abbate	Daniel	NEMA

1.0 ADMINISTRATION

1.1 Welcome Members and Guest

The meeting was called to order at 9:32am ET.

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. A quorum was confirmed to be present. Don Harris provided written proxy to Sandu Cusmariu prior to the meeting.



CANENA ExCo Roster
- Oct 2021.pdf

1.3 Review of Antitrust & Meeting Guidelines

The Secretary provided an overview of the CANENA Antitrust and Meeting Guidelines.

1.4 Agenda Review and Approval

To additions:

A. Proposed CANENA Project Harmonization Request Form Changes



Canada VP
PROPOSAL -CANENA

B. CANENA Website Analytics Review

MOTION: A motion and a second were made to approve the agenda as amended. It was unanimously approved.

1.5 Approval of Minutes

The last meeting of the committee was held on November 8, 2021 and circulated to members on November 16, 2021. No comments were received, and the minutes were determined to be approved via correspondence.



2021-11-08 -
Minutes - CANENA-E

2.0 ACTIONS FROM PREVIOUS MEETINGS

Action items assigned to the Secretary from the previous minutes were reviewed.

ACTION: Secretary General to work with Steve Rood on next CANENA Connects publication, highlighting the AGM. OPEN.

ACTION: Secretary General to have CANENA Membership registration activated for 2022. COMPLETED.

3.0 CANENA OFFICERS AND NOMINATIONS

In accordance with the CANENA By-Laws, the Council shall elect the President, the Treasurer, and the country Members-At-Large. The term of office shall span two successive Ordinary Council meetings. They may be re-elected for not more than two successive terms. Newly elected officers shall take office on the first day of the month following the Council meeting at which they were elected.

- The Council shall acknowledge the appointments for country Vice-President.
- The Secretariat shall be assigned for a period of time congruent with that of the elected officers and may be reassigned to the same organization for successive terms. Appointment of the Secretary-General and designation of the Secretariat shall be subject to approval by the Council.

The Secretary noted the current term is March 1, 2021 to February 2023.



CANENA Officers List
2021-2023.pdf

3.1 President

The term for CANENA President Guy Benjamin is active till 2023. No action is needed at this time.

3.2 Treasurer

The term for CANENA Treasurer Pierre Desilets is active till 2023. No action is needed at this time.

3.3 CANADA Vice President

Don Harris is in the position of CANADA Vice President starting from March 1, 2021, replacing Guy Benjamin. The Secretary noted CANENA Vice-Presidents do not have term limits. The term ends in 2023 and no action is needed at this time.

3.4 CANADA Member-at-Large

Sandu Cusmariu (Viscor Leviton) is in the position of CANADA Member-at-Large starting from March 1, 2021, replacing Don Harris. -The Secretary noted

~~Members-at-Large serve for two years and may be re-elected for up to two additional terms. The term ends in 2023 and no action is needed at this time.~~

3.5 Mexico Member-at-Large

Juan Manuel Máximo León (Technical Manager, Conductores Monterrey) serves as Mexican Member-at-Large. He replaced Jesús Martín Ricárdez Barberá, who served two terms from 2017 to 2021. ~~The Secretary noted Members-at-Large serve for two years and may be re-elected for up to two additional terms. The term ends in 2023 and no action is needed at this time.~~

3.6 US Member-at-Large

Rusty Tharp (Goodman) was nominated by the US Caucus during their 18 January 2022 meeting to serve as the next US Member-at-Large on the CANENA Executive Committee. ~~The Secretary noted Members-at-Large serve for two years and may be re-elected for up to two additional terms.~~

MOTION: A motion was made and seconded to support the recommendation for Rusty Tharp be approved as the next US Member-at-Large to the CANENA ExCo. It was unanimously approved.

3.7 Mexico Vice President

Jesus Martin Ricardez Barbera serves as the Mexico Vice President. He replaced Juan Manuel Rosales, who served from 2017 to 2021. ~~The Secretary noted CANENA Vice-Presidents do not have term limits. The term ends in 2023 and no action is needed at this time.~~

3.8 Secretariat & Secretary General

The Executive Committee shall designate the organization to serve as Secretariat and designate the Secretary-General to provide the necessary administrative support to, subject to approval by the Council. The Secretariat and Secretary General shall be assigned for a period congruent with that of the elected officers and may be reassigned to the same organization for successive terms.

MOTION: A motion was made and seconded to reaffirm NEMA as the CANENA Secretariat and affirm the appointment of Daniel Abbate as CANENA Secretary General. It was unanimously approved.

4.0 SECRETARY REPORT

D. Abbate

4.1 CANENA Bylaws Update

The CANENA ExCo approved changes to the CANENA Bylaws during the November 8, 2021 meeting. Those changes are reflected on the CANENA website: <https://www.canena.org/about-canena/structure-management/>.

ACTION: This item to be added to the CANENA Council agenda for February 2022.



Certified Copy of
By-Laws - 2021 Nov8.

4.2 Cvent One Time Build

For Information: Secretary General contracted Cvent to update the CANENA Membership registration website for 2022. This is a onetime expense.

4.3 State of Delaware Annual Report Filing

CANENA, having been incorporated in the state of Delaware, is required to file an annual franchise tax report electronically on or before March 1, of every year.

ACTION: NEMA staff will handle the Annual Report filing.

4.4 THC Chair Appointments

THC32B, Low Voltage Fuses and Fuseholders

THC32B Secretary Zijun Tong requested approval of new officers for the committee:

New Chair: Lew Silecky (Mersen USA Newburyport-MA, LLC)

New Vice-Chair: Chris Miller (Littelfuse)

The THC is responsible for developing a trinational standards for industrial fuses: devices (UL 248 Series, CSA C22.2 No. 248 Series, NMX-J-009-248 Series).

MOTION: A motion was made and seconded to approve the new officers as listed for THC32B. It was unanimously approved.

4.5 Harmonization of CSA C22.2 No. 250.570-16 & UL1574, Track Lighting

EFC has proposed harmonization of CSA C22.2 No. 250.570-16 & UL1574. The NEMA product group is reviewing the proposal. This project would be part of the THC 34.

4.6 CANENA Membership Reminders

The CANENA ExCo discussed ways to remind CANENA Members to renew their memberships. The ExCo noted CANENA Memberships are for each calendar year, they do not roll over to the next year.

ExCo Members noted an early notice for renewal should be sent in November. The Secretary to clarify that membership runs from January to January as a calendar year. Notes for future membership drives were recorded:

- Is it possible to prefill the registration fields for returning Members?
- Review the Cvent list to make sure only the appropriate CANENA Members receive the notice.
- For organization Memberships, only the main contact should be notified of the membership renewal.
- Make note that for organization Memberships, they should be informed that a list of their participants needs to be submitted to the CANENA registrar. A welcome email for that group will be sent.

ACTION: Secretary to send reminder to CANENA Members from 2021 that have not yet renewed for 2022.

5.0 COMMITTEE REPORTS

5.1 **TREASURER'S REPORT - 2021 Budget End of Year Report & 2021-2024 Budget Forecast**

P. Desilets

Treasurer Pierre Desilets, in coordination with Ekaterina Lutovinova (Comptroller), reported on the 2021 end of year financial report and 2022 Budget. A copy of the report was provided to Audit Committee Chair Valara Davis for review.

Mr. Desilets provided some additional notes he used to develop the draft:

1. AHRI: pending renewal of accord between AHRI and CANENA
2. Income: based on actuals with ponderation
3. 2023 AGM registrations: based on assumption of postponement to a face to face AGM not before 2023 and a moderate revenue due to pandemic residual effect. No forward revenue budgeted for end of 2022.
4. 2023 AGM expenses: planned starting in 2022. Slight deficit from revenue.
5. Credit card and bank services: Adjustment in 2022 as per 2021 actuals. For 2023, increase due to planned AGM.
6. Insurance: as per contract.
7. NEMA communication services: as per actuals.

5.2 Auditor's Report

V. Davis

The CANENA Audit Committee Chair provided the Auditor's report for the previous year and the budget for the current year, noting the changes made following the Audit Committee meeting.

1. The 2022 Budget is approved by the CANENA Audit Committee. The Audit Committee supports the numbers as they were presented.
2. The 2021 Closeout was approved with the following caveats:
 - a. Page 1 – Under Liabilities – AGM 2022 Expenses should be listed as \$7000 to match the 2022 budget.
 - b. Page 1 – Based on the change of the AGM 2022 Expenses, the reserve fund should be changed to \$134,353
 - c. Page 7 – Column 2 should read “Budget 2020” instead of “Budget 2021”
 - d. Page 7 – The Treasurer noted that the 2020 columns should be removed and there should be a “Proposed 2024 Budget” column added to the end.
 - e. Page 7 – The Treasure will clarify with the controller that the reserve funds listed on this page are accurate.

MOTION: A motion was made and seconded to approve the Auditor's report for confirmation by the CANENA Council. It was unanimously approved.

MOTION: A motion was made and seconded to approve the 2021 budget close out. It was unanimously approved.



CANENA - JAN 1,
2021 - DECEMBER 31

5.3 PLANNING COMMITTEE

L.I. Hernandez

DGN Director General Alfonso Guati has accepted the offer to present during the February 24th, 2022, CANENA Caucus meeting to provide an overview of Mexico's regulation to implement its National Quality Infrastructure Law, starting at 2:30 PM, ET. The goal is to inform CANENA members of the impending regulation to implement the law, previously referred to as the “Reglamento de la LIC”, by sharing his perspective of the impact it may have on the electrical and appliance industry sectors, the standards developing organization and conformity assessment bodies to ensure compliance is achieved with minimal disruptions.

ACTION: The speaker will be asked whether recording the presentation is ok.

ACTION: All Council Members will be sent a reminder for the upcoming meeting.

Volunteers for the 2023 AGM Planning Committee were recorded:

- Valara Davis
- Luis Ivan
- Maria de Jesus
- Jesus Martin

ACTION: Secretary to set a meeting for the 2023 AGM Planning Committee

5.4 **OPERATIONS COMMITTEE**

M. Humphries

The Operations Committee Chair noted the Committee has not met in 2022 but the new Vice-Chair was thanked. The Operations Committee will convene to review the proposed changes to the Project Harmonization form.

5.5 **2022 REGISTRAR REPORT**

L.I. Hernandez

A report was provided by the registrar.



2022-02-18 CANENA
REGISTRAR REPORT.ppt

5.6 **MARKETING COMMUNICATIONS COMMITTEE REPORT**

S. Rood

A report was provided by Steve Rood and the Secretary.

MOTION: A motion was made and seconded to accept the statement of work. It was unanimously approved.



2022SOW-CANENA-
Marketing and AGM SOW.docx

5.7 **MEXICAN AMBASSADOR-AT-LARGE REPORT**

R. Nava

Mexico Ambassador-at-Large Mr. Nava provided a report.



2022 CANENA
ExxCo ambassadors r.ppt

6.0 **OTHER BUSINESS**

- A. THC 99 officer discussion. Greg Steinman noted new officers were selected for consideration by the CANENA ExCo.

Greg Steinman – ABB - Chair
Rick Roman – Hubbell – Vice-Chair

MOTION: A motion and a second were made to approve the new officers for THC 99 as listed above. It was unanimously approved.

- B. CANENA Website Analytics Review. The Secretary provided a brief overview of the CANENA website analytics.



CANENA Website
Analysis - Jan-Dec 2021

7.0 **FUTURE MEETING**

The next meeting of the CANENA ExCo will be at the call of Chair in May 2022.

8.0 **ADJOURNMENT**

The meeting was adjourned at 11:32am ET.

Submitted By:	Danny Abbate	February 24 th , 2022
Reviewed by Counsel:	Peter Tolsdorf	March 2 nd , 2022