CANENA EXECUTIVE COMMITTEE
MEETING MINUTES

MEETING: CANENA ExCo
DATE: Wednesday, June 21st, 2023
10:00am to 11:30am ET
PLACE OF MEETING: Online Teleconference
PRESIDING OFFICER: Guy Benjamin, CANENA President

<table>
<thead>
<tr>
<th>Members Present</th>
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<tbody>
<tr>
<td>Benjamin Guy ABB Installation Products Ltd.</td>
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<td>Steinman Greg ABB Installation Products Inc.</td>
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<td>Jimenez Maria de Jesus ANCE, A.C.</td>
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<td>Humphries Mark CSA Group</td>
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<td>Domitrovich Tom Eaton</td>
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<td>Chopra Gurvinder Electro-Federation Canada</td>
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<tr>
<td>Harris Donald Northern Cables Inc.</td>
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<td>Ricárdez Barberá Jesús Martin Condumex S.A. de C.V.</td>
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<td>Hernandez Luis Ivan ANCE, A.C.</td>
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<td>Nava Uribe Rafael Mabe México, S. De R. L. De C. V.</td>
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<tr>
<td>Yarza Julián Servicios y Soporte Regulatorio SSR, SA de CV</td>
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<tr>
<td>Davis Valara UL Standards &amp; Engagement</td>
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<td>Patel Dip Leviton Canada</td>
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<th>Members Absent</th>
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<tr>
<td>Máximo León Juan Manuel Conductores Monterrey S.A. de C.V.</td>
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<tr>
<td>Desilets Pierre Leviton Canada</td>
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<tr>
<td>Hamden Todd Hubbell Canada</td>
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<td>Tharp Rusty Goodman</td>
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<th>Others Present</th>
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<td>Abbate Daniel NEMA</td>
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1.0 ADMINISTRATION

1.1 Welcome Members and Guest

The meeting was called to order at 10:00 am ET.
1.2 Quorum Determination

The Secretary noted 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.

1.3 Review of Antitrust & Meeting Guidelines

The Secretary provided an overview of the CANENA Antitrust and Meeting Guidelines. The Guidelines for Conducting CANENA Meetings will govern this meeting, and participants will follow the CANENA Code of Conduct and Ethics. Members are reminded that all conversation shall be confined to technical, engineering, safety, and performance factors. Commercial considerations (warranties, guarantees, etc.) are not proper factors to be discussed.

1.4 Agenda Review and Approval

**MOTION:** A motion was made and seconded to approve the agenda as written. It was unanimously approved.

1.5 Approval of Minutes

The last meeting of the committee was held on May 5th, 2023. Comments were received for item 8.4.

**MOTION:** A motion was made and seconded to approve the minutes as amended. It was unanimously approved.

2.0 ACTIONS FROM PREVIOUS MEETINGS

**ACTION:** CANENA Operations Committee to check CANENA procedures on comment resolution. COMPLETE.

**ACTION:** Valara Davis to work with Mark Humphries to convene a meeting of the Operations Committee. COMPLETE.

**ACTION:** New treasurer to work with the CANENA Secretary to determine investment options and rules for CANENA reserve cash with the help of CANENA’s finance services, EFC. ACTIVE.
**ACTION**: Treasurer to report to the ExCo on investment options and rules for CANENA reserve cash at the next CANENA ExCo meeting. ACTIVE.

**ACTION**: Pierre Desilets will set up a call with Guy Benjamin and Luis Ivan Hernandez to continue developing a membership proposal for the ExCo to review. ACTIVE.

**ACTION**: Secretary to work with Amaury Santos to update the IEC – CANENA Coop agreement from 2007. ACTIVE. AGENDA ITEM 3.0.

### 3.0 **IEC – CANENA COOP AGREEMENT**

The CANENA President and Secretary received a request from Amaury Santos to update this agreement, which dates from 2007. Members thought it would be good to have a singing ceremony at the September ExCo meeting or at the Feb 2024 Annual Meeting.

**ACTION**: Secretary to combine the two IEC documents, send to the ExCo for commenting, and then balloting over email.

### 4.0 **CANENA WORK PLAN TASK FORCE REPORT**

**Plan**: Develop a new CANENA Task Force to combine the efforts of the former Task Forces to develop enough content to present to the Costa Ricans SDOs and trade organizations in September 2023. An agenda, including items and time allocation, and detailed work plan need to be developed. NEMA, EFC, and CANAME would be given the opportunity to participate and/or provide input.

The Exco and the SDOs noted that consideration must be given to the legal and procedural viability of adding new partners to the CANENA Bylaws, noting that written agreements would be needed. Members noted there is not currently a written agreement amongst all three of CSA, UL, and ANCE, although IP
agreements are in place with each other. CANENA would need to facilitate IP agreements amongst each of the three current SDOs.

**ACTION:** Secretary to doodle poll the CANENA Work Plan Task Force for a teleconference.

### 5.0 COMMITTEE REPORTS

#### 5.1 TREASURER’S REPORT

T. Hamden

During the last meeting Treasurer Todd Hamden noted the closure statement for 2022. The Secretary noted the 2022 CANENA taxes have been filed to the US IRS.

#### 5.2 AUDITOR’S REPORT

P. Desilets

The Audit Committee Chair was not in attendance and no new information was provided.

#### 5.3 PLANNING/ANNUAL GENERAL MEETING REPORT

L.I. Hernandez

The CANENA Planning Committee provided an update on the 2024 AGM and the September 2023 ExCo face to face meeting in Costa Rica on September 6 and 7, 2023. Mr. Hernandez noted he is working with Inteco to obtain venue bids for the 2024 Annual Meeting and the September in person meetings in Costa Rica. He added that many panel and discussion topics have been proposed by the committee as well as by the Costa Rican, Peruvians, and Colombians.

**ACTION:** Luis Ivan to confirm the hotel by June 30. ExCo members will be instructed to book the DoubleTree by Hilton individually. Luis Ivan will reserve meeting space for two days.

September Hotel Info: DoubleTree by Hilton Cariari San Jose - Costa Rica
San Antonio de Belen, Cariari, San Jose, San José, 40703, Costa Rica

#### 5.4 OPERATIONS COMMITTEE

M. Humphries

Mr. Humphries asked the ExCo for comments on the idea to update the Technical Committee List on the CANENA website.

**ACTION:** ExCo members to be given access to the website demo with the expectation the site is visited, and comments are discussed at the next ExCo meeting.
5.5 **REGISTRAR REPORT**

   The report was received from the Registrar.

5.6 **MARKETING COMMUNICATIONS COMMITTEE REPORT**

   The report was received from the Marketing Communications Committee.

5.7 **AMBASSADOR-AT-LARGE REPORT**

   CANENA Ambassador-at-Large Mr. Nava provided an update.

6.0 **CANENA MEMBERSHIP STRUCTURE**

   The Secretary noted work on this item is ongoing.

7.0 **SDO UPDATES**

   The Secretary noted the action assigned to the SDOs.

   **ACTION:** The three CANENA SDOs to discuss creating a CANENA written IP agreement amongst all three of CSA, UL, and ANCE.

8.0 **FUTURE MEETING**

   The next teleconference of the ExCo will be Tuesday, August 15, 2023 from 10-11:00am ET.

   The next meeting of the ExCo will be an in person meeting located in Costa Rica. MS Teams will be available. ExCo members are encouraged to make flight reservations into San Jose airport SJO.
Schedule:

Wednesday, September 6 – Full Day – 9am-5pm ET
Thursday, September 7 - Full Day – 9am-5pm ET

9.0 OTHER BUSINESS

There was no other business.

10.0 ADJOURNMENT

The meeting was adjourned at 11:26am ET.

Submitted by: Danny Abbate       June 21st, 2023
Reviewed by: Peter Tolsdorf       June 23rd, 2023