Minutes:	**North American End Device Registry Authority (NAEDRA) Committee**
Place of Meeting:	**Indianapolis, Indiana**
Date and Time:	**Wednesday, September 1st, 2010** **8:00am – 3:45pm, EDT**
Conference Call Info:	**Toll Free Number: 888-654-2663** **Long Distance: 801-828-9909** **Passcode: 7503515**
Conference Web Info:	**https://www.webmeeting.att.com** **Meeting Number: 8886542663** **Code: 7503515**

1.   CALL TO ORDER

1.1. Terry Penn called meeting to order at 8:00am, EDT.

2.   ROLL CALL & MEMBERSHIP

Name	Member Type	Standards Body	E-Mail Address	Present (Yes/No)
Herman Millican	Member – **Vice-Chair**	ANSI	herman.millican@austinenergy.com	Y
Terry Penn	Member – **Chair**	ANSI	tlpenn@southernco.com	Y
Brent Cain	Member, Alternate	ANSI	brent.cain@itron.com	Y
Kostas Tolios	Member, Alternate	ANSI	toliosk@dteenergy.com	Y
Dan Nordell	Member	IEEE	d.nordell@ieee.org	Y
Richard Tucker	Member – **Secretary**	IEEE	richardaet@aol.com	Y
Larry Kotewa	Member, Alternate	IEEE	larryk@cntenergy.org	Y
Aaron Snyder	Member, Alternate	IEEE	aaron@enernex.com	Y
NON-VOTING MEMBER				
Avygdor Moise	Non-Voting Member	N/A	avy@fdos.ca	Y
Vuong Nguyen	Non-Voting Member	N/A	~~vuong.nguyen@ic.gc.ca~~vuong.nguyen@ic.gc.ca	
Michael Anderson	Non-Voting Member	N/A	michael.anderson@us.landisgyr.com	Y
Ginger Zinkowski	Non-Voting Member	N/A	ginger.zinkowski@ge.com	Y
Michel Veillette	Non-Voting Member	N/A	michel.veillette@trilliantinc.com	
VISTORS				
Tom Nelson	Visitor	N/A	thomas.nelson@nist.gov	Y
David Haynes	Visitor	N/A	dhaynes@aclara.com	Y

3.   APPROVAL / REVIEW OF THE AGENDA

3.1. Action item list has been established. It will be refreshed from minutes of each meeting.

3.2. Flow Chart work item added to old business.

3.3. Identify / Select the first C12.19 version number for the TDL which will be certified by Registrar.

3.4. Requirement for testing TDLS by Registrar accreditors items added.

Motion to accept agenda passed unanimously.

4. APPROVAL OF MINUTES

The previous meeting minutes were accepted unanimously.

5. OLD BUSINESS

5.1. Membership List

The membership list was expanded to include a new group. This new group was populated and is shown as follows:

VOTING MEMBER	ANSI	IEEE	GI	Vendor	Utility	Other	Present (Y/N)
Brent Cain	X			X			Y
Terry Penn	X, (Chair)				X		Y
Tom Nelson	X					X	Y
Mike Anderson		X		X			Y
Dan Nordell		X			X		Y
Larry Kotewa		X				X	Y
David Haynes			X	X			Y
Kostas Tolios			X		X		Y
Richard Tucker			X, (Secretary)			X	Y
ALTERNATE MEMBERS	ANSI	IEEE	GI	Vendor	Utility	Other	Present (Y/N)
Herman Millican	X, (Vice Chair)				X		Y
Aaron Snyder			X, (V-Secretary)			X	Y
NON-VOTING MEMBERS	ANSI	IEEE	GI	Vendor	Utility	Other	Present (Y/N)
Avygdor Moise						X	Y
Ginger Zinkowski				X			Y
Vuong Nguyen						X	
Michel Veillette				X			
VISITORS	ANSI	IEEE	GI	Vendor	Utility	Other	Present (Y/N)

The new roster will be used in the upcoming agenda & minutes documents used for NAEDRA business.

5.2.   Registrar Status & Update

5.2.1   Omission from the 6/8/10 minutes: FDOS stated there would be a mandatory minimum annual fee to its subscribers for access to the registry. There would not be additional charges for device class OID registration to its subscribers. However, there could be optional charges for ~~consulative~~consultative services rendered.

5.2.2   The Flow Chart provided by Herman Millican was presented. The Registrar – Registrar interaction was requested by Brent Cain to ~~clarified~~clarify. The motion to accept the flow chart as an evolving NAEDRA Topology Guideline for Registrar – Client and Registrar – Registrar interaction was voted in the affirmative.

5.2.3   The committee discussed moving into an executive session.   With the amount of time left for our meeting, it was determined there was not enough time to move into an executive session, therefore we did not have an executive session. Avy Moise will have several items to present in a future Executive Session:

   5.2.3.1   Subscription costs.

   5.2.3.2   TDL certification work for OID numbers.

   5.2.3.3   Price structure between Registrar – Registrar.

~~**5.2.1**The Flow Chart provided by Herman Millican was presented. The Registrar – Registrar interaction was requested by Brent Cain to clarified. The motion to accept the flow chart as an evolving NAEDRA Topology Guideline for Registrar – Client and Registrar – Registrar interaction was voted in the affirmative.~~

~~**5.2.2**The committee moved into an executive session.   Avy Moise had several items to present in Executive Session:~~

~~5.2.2.1.Subscription costs.~~
~~5.2.2.2.~~
~~5.2.2.2.TDL certification work for OID numbers.~~
~~5.2.2.4.~~
~~5.2.2.3.Price structure between Registrar – Registrar.~~
~~5.2.2.6.~~
A motion was made to accept reviewing FDOS's pricing model and for the committee to take under consideration if it can be used as a starting point to be used for the NAEDRA pricing model. Everybody agreed to it and the motion passed to allow the presentation.

~~for the committee's starting point.~~

5.2.4   A motion for the committee to accept KEMA as the certifying agency for the ANSI C12.19 – 2008 TDL with all errata expressed and passed back to ANSI C12.17 WG2 ~~for~~ as the 2.1 version.~~:~~

~~**5.2.3.**~~

These requirements were voted affirmatively.

5.2.4.5.2.5 Requirements for testing Registrar TDLs by KEMA was proposed to be.:

5.2.4.1.5.2.5.1 Work plan for testing TDLs starting out as blank documents to be filled out.

These requirements were voted affirmatively.

5.2.5.5.2.6 FDOS/KEMA will prepare work plan for committee approval; examination results in Requirements documents will be given back to FDOS & KEMA for final work.

6. NEW BUSINESS

6.1. Action Items:

6.1.1. In accord with policies and procedures, the action items of each meeting are kept in a running summary letter available for perusal on the NAEDRA website. The current action items are:

6.1.1.1. 07/29/2010 - KEMA's second letter (email) explanation shall be mated to the original acceptance letter and attached to meeting minutes. – R Tucker.

6.1.1.2. 06/08/2010 - "Non-Voting member" definition and capabilities shall be included into the policies and procedures. – R. Tucker.

6.1.1.3. 06/08/2010 - Terry Penn is to write a letter to KEMA relating the committees unanimous vote approving KEMA as the Registrar TDL certification agency. Terry is to request of KEMA to rewrite their original letter of acceptance with new verbiage contained in the second email from Harry Stephey which stated conditions of confidentiality of Registrar TDL intellectual property.

6.1.1.4. 06/08/2010 – Terry Penn is to email FDOS and KEMA (copied to the committee) instructions to initiate the Registrar Certification work plan for the committee acceptance.

6.1.1.5. 06/08/2010 – Herman Millican shall coordinate a meeting between FDOS and KEMA to begin the Registrar Certification work plan.

6.1.1.6. 06/08/2010 – The rules and procedures shall be reviewed and modified if necessary to specify the immediate voting privileges of a new voting member of NAEDRA. – R. Tucker.

6.1.1.7. New action items:

6.1.1.7.1. Avy Moise requested a "Grievance Action" be described in the Policies & Procedures document. – Terry Penn.

6.1.1.7.2. Once established, the Registrar TDL requirements shall be included into the Annex I & G of the Rules and Procedures Document.

New action items were unanimously accepted.

Discussion of the definition of "Executive session" resulted in a motion to utilize the IEEE definition. A motion was moved to accept the definition of Executive Session of IEEE. The motion carried unanimously.

7.   NEXT MEETING SCHEDULE

TBD

8.   ADJOURNMENT

8.1.   Adjourned at 15:45 ~~hrs~~hrs. EDT.