

Agenda Minutes:**North American End Device Registry Authority
(NAEDRA) Committee**

Place of Meeting: Conference Call

Date and Time: Thursday, January 12th, 2012
01:30pm – 04:30pm, ESTConference Call Info: Toll Free Number: 888-654-2663
Long Distance: 801-828-9909
Passcode: 7503515Conference Web Info: <https://www.connectmeeting.att.com>
Meeting Number: 8886542663
Code: 7503515**1. CALL TO ORDER****2. ROLL CALL & MEMBERSHIP**

The roster has been established. Are there corrections, additions or deletions?

VOTING MEMBER	ANSI	IEEE	G.I. ¹	V ²	U ³	O ⁴	E-Mail Address	Present (Yes/No)
Brent Cain	X			X			brent.cain@itron.com	<u>Y</u>
Terry Penn, (Chair)	X				X		tlpenn@southernco.com	<u>Y</u>
Tom Nelson	X					X	thomas.nelson@nist.gov	<u>Y</u>
Mike Anderson		X		X			michael.anderson@us-landisgyr.com	
Dan Nordell		X			X		d.nordell@ieee.org	<u>Y</u>
Larry Kotewa		X				X	larryk@cntenergy.org	<u>Y</u>
David Haynes			X	X			dhaynes@aclara.com	<u>Y</u>
Kostas Tolios			X		X		toliosk@dteenergy.com	<u>Y</u>
Richard Tucker, (Secretary)			X			X	richardaet@aol.com	<u>Y</u>
ALTERNATE MEMBER	ANSI	IEEE	G.I.	V	U	O	E-Mail Address	Present (Yes/No)
Herman Millican, (V. Chair)	X				X		herman.millican@austinenergy.com	<u>Y</u>
Aaron Synder, (V. Secretary)			X			X	aaron@enernex.com	<u>N</u>
NON-VOTING MEMBER	ANSI	IEEE	G.I.	V	U	O	E-Mail Address	Present (Yes/No)
Avygdor Moise						X	avy@fdos.ca	<u>Y</u>
Ginger Zinkowski				X			ginger.zinkowski@ge.com	<u>N</u>
Vuong Nguyen						X	vuong.nguyen@ic.gc.ca	
Michel Veillette				X			michel.veillette@trilliantinc.com	<u>N</u>

G.I.¹ = General Interest
V² = Vendor
U³ = Utility
O⁴ = Other

VISTORSAnthony Hawkins AEIC ChairmanHarry Stepheff KEMANaeem Ahsan was not present**3. APPROVAL / REVIEW OF THE AGENDA**

This agenda is submitted for approval. Are there corrections or additions?

4. APPROVAL OF MINUTES

The minutes from the 06-24-11 meeting in Greenville, SC ~~were~~ ~~are~~ presented for review and ~~approval~~ approval Unanimous approval as modified.

The minutes from the 12/15/11 meeting with KEMA ~~were~~ ~~are~~ presented for review ~~and approval~~. As this is minutes for a three man working group, the approval of the working minutes are not necessary.

5. OLD BUSINESS

5.1. MEMBERSHIP LIST

Vuong Nyguen retired; Michel Veillette is to be called by Terry Penn for continuing participation; Jeremiah Dole is to replace Michael Anderson for IEEE voting member; Michael Anderson resigned at last IEEE meeting; Jeremiah shall be asked if he will take that voting membership; Aaron Snyder volunteered to swap into IEEE alternate slot if that would help the balance of membership.

~~Review-~~

5.2. REVIEW OF ACTION ITEMS

5.2.1. Aaron Snyder could swap into IEEE alternate slot.

5.2.2. Mark Keys is added to non-voting member.

5.2.3. Attach action item list to each set of minutes and reference the items with date.

5.2.4. Meetings should have recordings to assist acceptance of meeting minutes, but recordings should be destroyed after the acceptance of the minutes.

5.2.5. More tightly coupling should be between actions items, agendas and minutes.

5.2.6. NAEDRA Web page title heading for FDOS-KEMA work toward TDL Testing & Accreditation Procedures Document.

5.2.7. 12/15/2011 FDOS – KEMA minutes to be shared on NAEDRA Website.

5.3. UPDATE ON TDL TESTING & ACCREDITATION PROCEDURES DOCUMENT.

Avy Moise presented document section with high level explanation. Harry Stepheffy assisted in the discussion. The TDL Testing Document was found to have minor changes done and sent out for review & acceptance at meeting two weeks afterwards. Harry Stepheffy described to the members the intent of his letter to NAEDRA and agreed to memorialize the explanation of KEMA's intent with an email forthcoming.

6. NEW BUSINESS

6.1. ~~ANY ITEMS?~~ REVIEW POLICIES & PROCEDURES DOCUMENT. TABLED FOR NEXT MEETING

6.2. REVIEW LETTER FROM FUTURE DOS TO NAEDRA. TABLED FOR NEXT MEETING

6.3. OID DISTRIBUTION PROCESS. TABLED FOR NEXT MEETING

6.4. DISCUSSION ON FAIR & REASONABLE PRICE. TABLED FOR NEXT MEETING

6.5. REVIEW NAEDRA WEB PAGE FOR DOCUMENTATION COMPLETENESS. TABLED FOR NEXT MEETING

6.6. WEB SITE CLARITY REGARDING MULTIPLE REGISTRARS. TABLED FOR NEXT MEETING

6.1.

7. NEXT MEETING SCHEDULE

7.1. ~~TBD~~ MONDAY, 02-06-12, 10:00AM – 12:00, EST.

8. ADJOURNMENT