

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

Place of Meeting: Conference Call

Date and Time: Thursday, July 29th, 2010
02:00pm – 05:00pm, 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** Terry Penn call meeting to order at 14:20 hrs EDT

2. **ROLL CALL & MEMBERSHIP**

Quorum was established. Brad Johnson was removed from position of ANSI Member, Alternate due to his inability to participate in the meetings. Kostas Tolios volunteered and was accepted by the voting members to replace Brad as an ANSI Member, Alternate.

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	
Brad Johnson	<u>Member, Alternate</u>	ANSI	brad.johnson@oncor.com	
Dan Nordell	Member	IEEE	d.nordell@ieee.org	
Richard Tucker	Member – Secretary	IEEE	richardaet@aol.com	Y
Larry Kotewa	Member, Alternate	IEEE	larryk@ctnenergy.org	
Aaron Snyder	Member, Alternate	IEEE	aaron@enernex.com	
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	
Michael Anderson	Non-Voting Member	N/A	michael.anderson@us.landisgyr.com	
Ginger Zinkowski	Non-Voting Member	N/A	ginger.zinkowski@ge.com	
Michel Veillette	Non-Voting Member	N/A	michel.veillette@trilliantinc.com	
VISTORS				
<u>Kostas Tolios</u>	<u>Member, Alternate</u>	<u>ANSI</u>		

3. **APPROVAL / REVIEW OF THE AGENDA**

Terry Penn stated that he tried to contact alternates with no success except for Ginger Zinkowski who could not make the meeting. The Agenda as amended was approved unanimously.

4. APPROVAL OF MINUTES

The previous meeting minutes were accepted unanimously.

5. OLD BUSINESS

5.1. Membership List

Brad Johnson has been unable to make meetings. Kostas stated his active intentions. Discussion of balance being important as Kostas represented another Utility. The membership voted unanimously to place Kostas Tolios into the vacanted position by Brad Johnson.

It was realized that there is an ambiguous state of voting rights of a new member. A motion was established with a second that voting members shall have voting rights immediately. The vote was unanimous.

5.2. Registrar Status & Update

5.2.1. Avy Moise response to Brent Cain OID Distribution Contribution and Process.

5.2.2. Registrar TDL certification delayed until FDOS and KEMA certification requirements work for the Registrar TDL is performed and accepted by NAEDRA. Herman Millican is appointed to attend the FDOS and KEMA telephone communications to maintain transparency of the certification activities. It was voted unanimously that once established, the Registrar TDL requirements shall be included into the Annex I & G of the Rules and Procedures Document.

5.2.3. Registry Actors, Artifacts and Interactions are needed in a flow diagram. FDOS sent such a document to Terry Penn and Herman Millican on June 21, 2010 describing "End Device device class registration via a flow diagram". Herman Millican and FDOS will continue the flow diagram work for discussion and finalization in the August, 2010 Indianapolis meeting.

6. NEW BUSINESS

6.1. ACTION ITEMS: It was voted that the action items of each meeting be kept in a running summary letter available for perusal on the NAEDRA website. The current action items are. The cumulative Action Items list is attached, dated, 07-20-10.

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
2. 06/08/2010 - "Non-Voting member" definition and capabilities shall be included into the policies and procedures. – R. Tucker

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 Stefy which stated conditions of confidentiality of Registrar TDL intellectual property.
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.
5. 06/08/2010 – Herman Millican shall coordinate a meeting between FDOS and KEMA to begin the Registrar Certification work plan.
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

7. NEXT MEETING SCHEDULE

7.1 Week of August 30th, 2010 in Indianapolis, Indiana.

8. ADJOURNMENT

8.1. Adjourned at 16:30 hrs EDT.