# Meeting Notes
# Project 2020-01 Modifications to MOD-032-1 SAR Drafting Team Conference Call
July 27, 2020 | 10:00 a.m. — 12:00 p.m. Eastern

**Introduction and Chair's Remarks**

[NERC Antitrust Compliance Guidelines](#) and Public Announcement*
[NERC Participant Conduct Policy](#)

**Administrative**

1. **Review NERC Antitrust Compliance Guidelines and Public Announcement**

2. **Safety Instructions – N/A**

3. **Introductions and Chair's Remarks –** Joshua Pierce, Chair

4. **Determination of Quorum**

   a. [Link to Team Roster](#)

   b. The rule for NERC standard drafting team (SDT) states that a quorum requires two-thirds of the voting members. Quorum was met. Philippe was unable to attend, all others in attendance.

5. **Review Meeting Agenda and Objectives**

**Agenda Items (Action or follow up items in red)**

1. Administrative

   a. Confirmation of Drafting Team Training (online) Certificates

   b. Documents that were uploaded or updated since last meeting, aka offline progress

   c. SAR DT Kickoff Meeting recording (See Project Related files page)

   d. Other

2. SAR DT Roles

   a. Scribe(s), single or alternating

   b. Information management: website, extranet, etc.

   c. Communications/outreach coordinator: Brian, James

   d. Response to SAR comments sub-team: Megan, Brian, James, John, Josh. Schedule a time that works for this group. Others are optional.

e. [DT Contact List & Bios](#) (includes ideal role, key questions, outreach, and interests) All team members need to fill this out.

3. Project timeline

   a. Best days available, meeting frequency (consider sub-team meetings, 2 weeks can be difficult, monthly for whole team allowing 2-3 off weeks for sub-team work). Plan out 3-4 months in advance >> develop Q3 plan)

   b. What was the level of risk identified with this issue by SPIDERWG? (no specified level of risk identified by PC/SPIDERWG) Consideration for SAR DT/SDT project timeline?

   c. How long do we have for the whole project? (Nick) A significant amount of DER coming online in the next few years, with potential impact the next ~5 years if the data is not appropriately captured.

      i. Having the MOD-032 Reliability Guideline in place is also important

      ii. Understand background from SPIDERWG for Reliability Guideline and SAR. Share more background from Kun & Ryan at next full group meeting.

   d. Brian E.M. – provisions in MOD-032 are broad and all-encompassing; are they specific enough?

   e. Kun – the rate of penetration is increasing nationwide; the total/aggregate amount is the key factor

   f. Forming subgroups; why is this important? Work can progress offline with smaller groups and keep things moving along, then we regroup as a whole to make final decisions.

   g. Upcoming meetings, outreach, including SPIDERWG (tabled)

4. Five minute break until 11:05

5. SAR Comments: identify themes and draft responses (link sent in email to Extranet site). Add comments to the SAR by creating a new version.

6. Key questions, decisions (tabled)

   a. What themes are emerging?

   b. How will we best utilize these questions? e.g. turn into FAQ's, considerations, roadblocks, talking points, outreach development

7. Outreach approach (high level) (frequency and interactions) (tabled)

8. Discussion of our communication approach (tabled)

   a. Before DT meetings, during meetings, ground rules (what should be communicated back to chair, vice chair, and lead developer), after or in between meetings