

Meeting Notes

Project 2023-04 Modifications to CIP-003 Standard Drafting Team Kickoff Meeting

August 14, 2023 | 1:00 - 4:00 p.m. Eastern

Dial-in: 1-415-655-0002 | Access Code: 734 167 043 | Meeting Password: 081423

Click here for: [WebEx Access](#)

Introduction and Opening 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. Determination of Quorum
 - a. The rule for NERC standard drafting team (SDT) states that a quorum requires two-thirds of the voting members. Quorum was met with ten (10) members in attendance, and the attendance sheet is provided below.
4. Introductions and Chair's Remarks – Jeffrey Sweet, chair, welcomed members and observers.
5. Review Meeting Agenda and Objectives

Agenda Items

1. Administrative –
 - a. Project Timeline:
 - i. Pencils down August 30
 - ii. Quality Review – September 1 – 8th
 - iii. SDT Meeting (week of September 11 or 18); Final version mid-September
 - iv. Admin review for October SC documents September 25
 - b. Drafting Team Training (online) certificates complete
2. **CIP-003-A Revisions** – The SDT made a decision prior to the meeting to merge the content of Attachment 1, Section 3 and 6. The reasoning will be captured in the Technical Rationale. The SDT members shared draft structures of CIP-003-A based on merging Sections 3 & 6. The SDT members

decided to maintain the text portions of Section 3.1 and not define a term for “LERC”. The SDT made revisions to CIP-003-A based on the scope of the SAR and SAR industry comment.

3. Next meeting scheduled for August 29 & 30
4. Schedule SDT Meeting week of September 18
5. Meeting adjourned at 4:00 p.m. Eastern

Next steps:

- Revise Attachment 2 – documentation examples
- Draft Implementation Plan
- Draft Technical Rationale
- Next meeting scheduled for August 29 & 30

Attendance:

Name	Company	Member/ Observer	Present
Jeffrey Sweet	AEP	Member	Y
Jay Cribb	Southern Company Services	Member	Y
Monica Jain	Southern California Edison	Member	Y
Clayton Whitacre	Great River Energy	Member	Y
Barry Jones	Western Area Power Administration	Member	Y
Leigh Mulholland	Capital Power	Member	Y
Colleen Campbell	LS Power Development, LLC	Member	Y
Robert Montgomery	Duke Energy	Member	N
Peggy McDannald	Associated Electric Cooperative, Inc.	Member	N
Josef Chesney	Powder River Energy Corp	Member	Y
Sean Randles	Leeward Renewable Energy, LLC	Member	Y

Name	Company	Member/ Observer	Present
L.C. Williams	Pine Gate Renewables	Member	Y