

PELSC Officer Meeting

Friday, January 4, 9-10:30AM

Attendance Funaki, Mantooth, Neacsu, Cheng

Alan opens the meeting and reads the agenda. Comments on the financial report: only one report is required, very simple, not too much information to be filled in.

Old business:

- 1515 reaffirmation is required
- **Website – Alan will chase down the webmaster and ask about the activity of the PELS webpage for a possible connection**
- Need to contact office of naval research in Japan
- Check if the member list is updated

New business

- A new standard is required for electrochemical capacitors. This will require the creation of a new workgroup as a subgroup of the PELSC.
- A leader needs to be selected for this group according to PELSC policies and procedures (May 2007, Section 5). This Leader will automatically become member of the PELSC.
- More about procedures should be found on the Standards Association web page. It seems that the only form to be filled out is the PAR form.
- **Alan will work with John Miller to fill out this for approval.**
- PELSC will share our policies with John Miller and assure him about our support.
- PELSC role consists in formation of the subgroup, having them reporting to us, and their participation within PELSC.
- We should publicize this activity in our webpage, send an email to AdCom, a flyer at APEC for the registration desk, send an email to all PELS members.
- Moreover, it would be good to get more visibility in Japan.
- **Dorin will prepare a draft of the flyer and check with everybody.**
- There is no other new business.

The member list is reviewed and John Miller needs to be added to this list.

A major problem consists in trying to get people involved in the reaffirmation of 1515. We also need a Leader to take the lead and push this reaffirmation. Matt Wilkowski started a good job in transformers' standard. We need somebody like him. **Alan will contact Matt Ceglia in this respect and work with him in starting this activity properly.**

Alan proposes to involve **Ty McNutt** from Northop Grumman. Dong Tan may help Ty McNutt as they are coworkers and Dong has worked on this standard in early 2000.

Alan proposes to hold monthly meetings from now on and the next meeting is scheduled for Friday February 1st, at 9AM EST.

LC joins the meeting. Alan updates LC about the proceedings. **LC needs to prepare the financial report even if some data may not be available from the PELS.** The deadline for the financial report is 4 months after the end of fiscal year.