SGIP CME WG MEETING MINUTES

Meeting/Project Name: Communications, Marketing, and Education Working Group

Date of Meeting: 4-20-2010
Time: 4:00-5:00 Eastern
Meeting Facilitator: Mladen Kezunović, WG Chair
Location: Virtual

1. Meeting Attendance

Roll Call: Mladen Kezunovic, Paul Centolella, Paul Molitor, Perry Pederson, Mark Bello, Anto Budiardjo, Jeny Dowlin, Carrie Parks, Mike Coop, Mark Enstrom, Vicki Trees, Vishant Shah


2. Meeting Agenda

Topic & Actionable Outcomes

Continuation of the Discussion Related to Brent’s Motion for Membership Expansion

Carried over from March 17 meeting. The Motion was tabled at the March 17 meeting during the time of discussions due to lack of time. Chair brought up the motion to pass the following resolution:

“Membership in CMEWG is open to all SGIP members interested in contributing to CMEWG activities and deliverables. A Leadership Team is created by the WG Chair to manage and coordinate WG activities.”

Chair requested a vote during this meeting on the resolution. The CME WG Voting body consists of eight members elected by the GB.

- A vote was held with the following outcome
  - Four were available on the call to cast their votes.
  - Four voted “in abstentia” prior to the call with Chair
    - Brent Hodges
    - Tariq Samad
    - Paul Centolella
    - Steve Widergren

The Resolution unanimously passed.

On-going Action Items and Deliverables

The Chair provided the following deadlines for the current WG deliverables:

1. Operations and procedures manual (OPMAN)
   - Leads are Mladen Kezunovic and Steve Widergren
   - For draft of OPMAN, Target Date: July 17

2. Communications Subgroup
   - Leads are Paul Molitor and Matthew Theall
   - For improvements in SGIP websites project. Target Date: July 1

3. Marketing Subgroup
   - Leads are Tariq Samad and Brent Hodges
   - For Roadmap project. Target Date: June 1

4. Education Subgroup
   - Leads are Paul Centolella and Perry Pederson
   - For Flyer for regulators project. Target Date: July 1

WG members are asked to join the above four subgroups of their choice by subscribing to the listservs created for this purpose

Other Items of Interest

- A TWiki page has been developed for the CME WG. The link is: http://collaborate.nist.gov/twiki-cred/grid/bin/view/SmartGrid/CMEWG
- It can be reached from the TWiki Working Groups as well as the Governing Board page.
- “What is SGIP?” flyer has been developed and finalized. It is now posted to the CME WG page on the TWiki for others to utilize. In the case somebody wants hard copies to disseminate at various meetings, they can print it themselves from the website or send a request to the WG chair and he will contact the administrator to see what can be done
- Four additional listservs related to the four subgroups have been created. To subscribe, please visit the TWiki page noted above.
- One discussion lead to the matter of coordination regarding CME issues with DEWGs, PAPs and other SGIP committees and WG on Cyber Security. Chair conveyed that an invitation would be extended to all SGIP groups to designate a liaison with CME WG to help push out CME information to the general SGIP membership.

Planning Of The Next Meetings

Chair proposed upcoming CMEWG Meeting dates. He stressed in addition to these meetings that the subgroups should meet at least one time between WG meetings to complete and coordinate their work.

- May 20
- May 27: this is a face-to-face session at ConnectivityWeek. The subject matter will be more outreach and strategic.
- June 21
- July 9
### 3. Action Items

<table>
<thead>
<tr>
<th>Action</th>
<th>Owner</th>
<th>Due Date</th>
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<tbody>
<tr>
<td>CME Working Group Roadmap</td>
<td>Marketing Subgroup, Leads are Tariq Samad and Brent Hodges</td>
<td>June 1</td>
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<tr>
<td>Operations and Procedures Manual (OPMAN)</td>
<td>OPMAN Subgroup, Leads are Mladen Kezunovic and Steve Widergren</td>
<td>July 17</td>
</tr>
<tr>
<td>Improvements in SGIP websites project</td>
<td>Communications Subgroup, Leads are Paul Molitor and Matthew Theall</td>
<td>July 1</td>
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<tr>
<td>Flyer for regulators project</td>
<td>Education Subgroup, Leads are Paul Centolella and Perry Pederson</td>
<td>July 1</td>
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<td>Half-page or more progress reports from each subgroup</td>
<td>All Subgroup Leads</td>
<td>May 13</td>
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<tr>
<td>Subgroup meetings: All subgroups should hold at least one virtual</td>
<td>All Subgroups</td>
<td>By May 20</td>
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<tr>
<td>subgroup session prior to the next meeting.</td>
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### 4. Next Meeting

<table>
<thead>
<tr>
<th>Date:</th>
<th>Time:</th>
<th>Location:</th>
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<tbody>
<tr>
<td>May 20, 2010</td>
<td>4:00 PM Eastern</td>
<td>Virtual</td>
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**Objective:** Subgroup progress reports