AWEA Wind Workforce Standards Committee Meeting
Wednesday, September 12
8:00 AM – 12:00 PM | Austin, TX

AGENDA ITEMS
1. Welcome
2. Roll Call
3. Action Items
   a. AWEA WSC ANSI Audit
      i. Update
4. AWEA WWSC Action Items
   a. Approve May meeting minutes
   b. Ballot Review
      i. Approved Ballots
         1. Approval of proposed meeting schedule for 2018/2019
         2. Approval of WWSC February 2018 Meeting Minutes
         3. Approval of WWSC Workforce Definition Standards Subcommittee
         4. Approval of WWSC Wind Technician Entry-Level Minimum Standard Subcommittee
         5. Approval of the WWSC Wind Technician Scope Subcommittee
         6. Approval of WWSC membership application for Renewable Marketing Group
         7. Approval of WWSC membership application for Lakeshore Technical College
   c. Wind Workforce Standard Committee Membership
      i. Membership Categories
         1. Reorganization of categories
5. AWEA WSC Standard Development Subcommittee Updates
   a. Wind Technician Standard
      i. Wind Technician Scope Subcommittee: Mike Tinnell, BP Wind Energy
      ii. Workforce Definition Standards Subcommittee: Barry Richmond, Alliant, and Tom Sutton, Kalamazoo Valley Community College
      iii. Wind Technician Entry Level Standard: Alan Nelson, Run Energy LP
6. Additional Items
7. Meeting Schedule (Click here to view the calendar on Workspace)
   a. Teleconference: November 15, 2018, 11:00 AM – 12:15 PM, EST
8. Adjourn

MEETING MINUTES

A quorum was not achieved, 9 out of 33 (27%) voting companies attended, and this group requires 51%.

1. Action Items
   a. AWEA WSC ANSI Audit
      i. Update
         Michele Mihelic, AWEA, provided an update on the ANSI Audit.
ii. This is AWEA’s first audit and it focused on AWEA’s first standard SWT-1.

iii. Based on the audit feedback, we must revise the Standard Development Procedures (SDP) and we need to make sure we have proper documentation of processes (responding to comments, etc.).

iv. AWEA will make sure to sit down with all the Chairs to make sure they know how to use the Workspace system.

v. AWEA needs to update the voting requirements. Current SDP has old language referring to meeting majority and 2/3rds. AWEA needs to update this to just meet 2/3rds.

1. Potential outcomes of the audit:
   a. 1) We may lose our accreditation, if so, we’ll need to revise SDPs, reapply, and application fee
   b. 2) We may have our accreditation suspended, withdraw standards, revise SDPs, and then reactivate our membership
   c. 3) We have our standard remanded, withdraw it and do again, go through another audit in a year, revise SDP, and move forward

2. ANSI meets end of Jan/early Feb to make a decision.

3. ANSI feels that exec committee will most likely do with option 3. They feel that we are welcoming and accepting of criticism and open to making change.

4. AWEA staff will share a timeline for correcting items and staff will ensure and remind members of the proper process and procedures.

5. Questions:
   a. Bea Stong, BP Wind Energy, asked if there has been money budgeted to help with this. Other organizations she’s involved with have funds for consultants to help write standards.
   b. Michele Mihelic, AWEA, noted that there is a budget to hire staff, Sabrina, but not more than a ¼ of staff time each for Michele and Sabrina, and funds for Workspace. Michele noted that as we start to move forward, we’ll need to secure more budget items, a number of you that have board representation and can help encourage their support of standards.
   c. Ryan Dove, E.ON, asked what the current standards are.
      i. Michele Mihelic, AWEA, shared that the list is on the AWEA website at www.awea.org/resources/standards.
   d. Carisa Barrett, Elevator Industry Work Preservation Fund: are all of these standards subject to being withdrawn?
      i. Michele Mihelic, AWEA: no, we have two design standards that didn’t meet the numerical requirements.
   e. Did ANSI provide comment on the content?
i. Michele Mihelic, AWEA: no, ANSI trusts the content, they only focus on the process and if we followed the process correctly

ii. Also, we didn’t have significant content issues, these aren’t controversial standards/topics, but we may have this later and thus we need to make sure we do all of this right.

b. AWEA WWSC Action Items
   
   i. Approve May meeting minutes
      1. This meeting did not meet quorum and the group could not vote in person.
      2. Action item: AWEA to create a ballot to approve May meeting minutes.

   ii. Ballot Review
      1. The group reviewed ballot activity since the last meeting.
      2. A discussion took place on what we can do to ensure that people are attending:
         1. Need to remove members that are not active.
         2. Do we have a process for proxy? Yes this is in our procedures.

   iii. Wind Workforce Standard Committee Membership
      
      a. Membership Categories & Reorganization of categories.
      b. Re-identified all the categories and are currently going through the process.
      c. 7 separate Categories are found on Workspace.
         a. Waiting on hearing from hearing from:
            a. Aarhus University
            b. Cloud County Community College
            c. ENSA North America

   2. AWEA WSC Standard Development Subcommittee Updates
      
      a. Wind Technician Scope Subcommittee: Mike Tinnell, BP Wind Energy
         i. Mike shared the scope and the group edited the document.
         ii. Action Item: Mike to post the revised scope Workspace and AWEA Staff will create an approval ballot.

      b. Workforce Definition Standards Subcommittee: Barry Richmond, Alliant, and Tom Sutton, Kalamazoo Valley Community College (KVCC)
         i. Tom noted that there is nothing to share yet, the group is waiting to see what Alan’s group comes up with and then work on definitions. The group is compiling a list and they will move forward when Alan’s group gets started.
            1. Al Zeitz, ILEC, asked if this will define what a wind turbine technician is.
            2. Tom Sutton, KVCC, noted yes, this and other definitions like what is a torque wrench.
            3. Karl Delooff, Acciona Energy, asked if there is a central place for definitions.
            4. Tom Sutton, KVCC, noted the group is thinking of creating a Jot for the other groups to add to since this will be ongoing project until the end.
5. Michele Mihelic, AWEA, noted yes, this will be on a continuous maintenance cycle. As revisions are approved, move to the next revision to keep the document updated.
6. Karl Delooff, Acciona Energy, asked if there is one central document at AWEA for all definitions.
7. Tom Sutton, KVCC, noted this is what the group is working on with Michele, this is what the group is creating.
8. Bea Stong, BP Wind Energy, asked if the group should go to existing standards and pull definitions.
9. Michele Mihelic, AWEA, noted yes, we can go through all publications and pull definitions.
10. Tom asked for volunteers, Ryan Dove, E.ON, volunteered to join the group.
11. Action items:
   a. AWEA Staff to go through all publications and pull definitions.
   b. Add Ryan Dove, E.ON, to this group in Workspace.
   c. Wind Technician Entry Level Standard: Alan Nelson, Run Energy LP
      i. Alan noted that the group has splitting the work into 5 or 6 sections.
      ii. Alan noted that the group is tackling what an entry-level wind technician is.
1. Michele Mihelic, AWEA, AWEA plans to hire a consultant to help identify all the positions in wind and this will help identify what an entry-level wind technician
2. Janice Padula, RMG, asked when the work is expected to be completed.
3. Michele Mihelic, AWEA, noted the end of the year.
4. Janice Padula, RMG, asked if we need to wait for this so we don’t redo work and asked why a consultant is defining this for us.
5. Sabrina Morelli, AWEA, noted the consultant isn’t going to define entry-level, but help AWEA understand all the positions in the industry and this can help Alan’s group.
6. Peter Lukens, Siemens Gamesa, noted this shouldn’t prevent Alan from doing work.
7. Alan: we are planning to use GE as a starting point b/c they have defined several of these positions
8. Al Zeitz, ILEC, asked what happens when the subcommittee hits a roadblock.
9. Alan Nelson, Run Energy LP, noted the group will press on and highlight the road blocks.
10. Michele Mihelic, AWEA, noted the group can put those items in a parking lot and discuss at the end.
11. Alan Nelson, Run Energy LP, noted that he put all the sections on a Jots page to help with the editing process. He also noted that the group discussed shall or should, and chose shall.
12. Michele Mihelic, AWEA, noted she has guidance on shall and should, and ANSI.
13. Alan asked for volunteers, Marjaneh Issapour, Farmingdale State College, and Jeff Sampeer, Clearway, volunteers.
14. Action item:
a. Michele Mihelic, AWEA, noted she has guidance on shall and should, and ANSI.
b. AWEA staff to add Marjaneh Issapour, Farmingdale State College, and Jeff Sampeer, Clearway to this group on Workspace.

3. Additional Items
   a. AWEA will propose a meeting schedule for summer 2019 – spring 2020.

4. Meeting Schedule ([Click here](#) to view the calendar on Workspace)
   a. Teleconference: November 15, 2018, 11:00 AM – 12:15 PM, EST
      i. There was a mistake from the meetings schedule ballot. The date for the February meeting is listed as the 26th, however the date is actually the 25th. Staff will send a ballot to correct the mistake.

Action Items:
- AWEA Staff to create a ballot to approve May meeting minutes.
- AWEA Staff to create a ballot to approve updated February meeting date.
- Mike Tinnell, BP Wind Energy, to post the revised wind technician scope to Workspace.
- AWEA Staff will create an approval ballot for the wind technician scope.
- For the definitions subcommittee, AWEA staff to go through all publications and pull definitions.
- AWEA Staff to add volunteers to subcommittees.
- AWEA Staff to share guidance on using shall and should.

Meeting Attendance

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<th>Company</th>
<th>Name</th>
<th>Interest Category</th>
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<td>Deloof, Karl</td>
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<td>Allete/MN Power</td>
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<td>Richmond, Barry</td>
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<td>Mihelic, Michele</td>
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<td>Morelli, Sabrina</td>
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<td>E.ON Climate &amp; Renewables N.A.</td>
<td>Dove, Ryan</td>
<td>Owner Operator - Self Performed</td>
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<td>ENEL</td>
<td>Bramlett, Scott</td>
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<td>Farmingdale State College</td>
<td>Issapour, Marjaneh</td>
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<td>Tew, James</td>
<td>Observer</td>
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<td>Milligan, Robert</td>
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<td>WWS</td>
<td>Kitchen, Dwayne</td>
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Voting Members Not in Attendance:

- Aarhus University: Member
- Acciona Energy: Member
- Aksamit Resource Management: Member
- Algonquin Power: Member
- Avangrid Renewables: Member
- BSEE - Bureau of Safety & Environmental Enforcement: Member
- Calwind Resources Inc.: Member
- Cloud County Community College: Member
- Diamond WTG Engineering & Services, Inc.: Member
- EDF Renewables: Member
- Energy Challenges LLC: Member
- ENSA North America: Member
- GE Blade Dynamics: Member
- Holland College: Member
- HYTORC: Member
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<td>Portland General Electric</td>
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<td>SKYLOTEC North America L.P.</td>
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<tr>
<td>TCGM, LLC (Tower Climbing Grease Monkeys)</td>
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