AWEA Wind Workforce Standards Committee
Meeting Minutes
May 17, 2018
11:00 a.m., Eastern

AGENDA ITEMS
1. Welcome
2. Roll Call
3. Action Items
4. AWEA WWSC Action Items
   a. WSC Procedures
      • ANSI Audit Update
   b. Wind Standard Committee Membership
      • Membership Categories
         o Membership Categories
            a. Reorganization of Categories
         • Membership Application Ballots
            o New
            a. Run Energy
5. AWEA WSC Standard Development Action Items
   a. Wind Technician Standard
      • Wind Technician Scope Subcommittee: Mike Tinnell, BP Wind Energy
         o Subcommittee Roster: Drazena Brocilo, Siemens Gamesa Renewable Energy; Alan Nelson, Run Energy, LP; and Jeremy Retzlaff, Acciona Energy
         o Update
      • Workforce Definition Standards Subcommittee: Barry Richmond, Alliant, and Tom Sutton, Kalamazoo Valley Community College
         o Subcommittee Roster: Mike Tinnell, BP Wind Energy; Jeremy Retzlaff, Acciona Energy; Drazena Brocilo, Siemens Gamesa Renewable Energy; Brad Field, GE Blade Dynamics; Andrew Dibling, Holland College
         o Update
      • Wind Technician Entry Level Standard: Alan Nelson, Run Energy LP
         o Subcommittee Roster: Brad Field, GE Blade Dynamics; Early Deloach, Jr., Pattern Energy Group LP; Jakob Lau Holst, Global Wind Organisation; Jeremy Retzlaff, Acciona Energy; Chris Jenkins, E.ON Climate & Renewables N.A.; Joey Deuer, TUF-TUG; Tom Sutton, KVCC; Priscilla Peloubet, UWUA; Chuck Troia, Nebraska Public Power District, and Jason Edwards, Aksamit Resource Management
         o Update
6. Proposed Meeting Schedule:
   a. Number of meetings and location
      • Teleconference: May 2018
      • In-person Meeting Fall 2018: September 12, 2018, Austin, TX (conjunction with AWEA Fall Committee Meetings and AWEA Resource Assessment Conference 2018)
      • Teleconference Fall Winter: November 15, 2018 @ 11:00 a.m. Eastern
      • In-person Meeting Winter 2019: February 25, 2019 (estimated date
7. Additional Items
8. Adjourn

MINUTES

A quorum was not met, 14 of 30 (46%) voting companies attended. This group requires 51%.

AWEA WWSC Action Items

WSC Procedures

- ANSI Audit Update
  Michele Mihelic, AWEA, noted AWEA is going through an ANSI Audit. ANSI audits standards development bodies (SDBs) on a regular basis. ANSI reviews all steps, procedures, etc. to make sure we have followed the ANSI rules. The audit is for AWEA’s first standard SWT-1. Michele noted we do not have a date of when we will receive the report, but anticipate September. Michele also noted that the update to the SDP is on hold. ANSI requested AWEA wait to submit an updated SDP because part of the audit report will include recommendations for updating SDP. The current SDP is online at www.awea.org/standards-development.

Wind Standard Committee Membership

- Membership Categories
  - Reorganization of Categories
    Michele Mihelic, AWEA, reminded the group of the recent new member category email, and asked the group to respond to the email with the selection of a new member category for their company. WWSC members can reply online at https://workspace.awea.org/higherlogic/ws/groups/WWSC/discussions/482.

- Membership Application Ballots
  - New
    Barry Richmond, Alliant Energy, asked about the balance of the WWSC based on the new member categories.
    Michele Mihelic, AWEA, noted that once the group has the new member categories updated on the roster, the group can see where the balance is and recruit where needed. Michele noted that it’s ok if we are out of balance as long as we are actively recruiting. Michele also stressed that attendance is key and meeting quorum important. AWEA is analyzing attendance and will reach out to those who are not active. Later down the road, AWEA will add the function in Workspace to include meeting attendance as part of the ability to vote.

Subcommittee update:

Wind Technician Standard

- Wind Technician Scope Subcommittee: Mike Tinnell, BP Wind Energy
  - Mike noted he is planning on a meeting, no progress yet.

- Workforce Definition Standards Subcommittee: Barry Richmond, Alliant, and Tom Sutton, Kalamazoo Valley Community College
  - Barry Richmond, Alliant, noted that he is also planning on a meeting, no progress yet. He will set up an info meeting soon and set up meetings in Workspace.

- Wind Technician Entry Level Standard: Alan Nelson, Run Energy LP
Alan Nelson, Run Energy LP, noted he has several folks that want to help. Alan noted he is waiting on the documents to format. Michele Mihelic, AWEA, noted that all the documents are now with Alan’s subcommittee in Workspace. Michele Mihelic, AWEA, will set up a call with subcommittee chairs to go over Workspace and process. Barry Richmond, Alliant Energy, asked if they need to give a 30-day notice for meetings. Michele Mihelic, AWEA, noted that it is not required, but preferable. Keep as close to this as you can. Alan Nelson, Run Energy LP, asked if there is a formatting guideline. Michele Mihelic, AWEA, noted she will discuss this offline with Alan.

Meeting Schedule:
The WWSC needs to vote on the meeting schedule. AWEA will create an approval ballot.

- **In-person Meeting Fall 2018**: September 12, 2018, Austin, TX (in conjunction with AWEA Fall Committee Meetings and AWEA Resource Assessment Conference 2018) [Click here](#) to reserve your hotel.

- **Teleconference Fall/Winter**: November 15, 2018 @ 11:00 a.m. Eastern

- **In-person Meeting Winter 2019**: February 25, 2019, San Diego, CA (estimated date, in conjunction with AWEA OMS Conference)

Action Items:
- WWSC members to email AWEA staff at standards@awea.org with the new member category for your company.
- AWEA staff to create an approval ballot for the proposed meeting schedule
- AWEA staff to create an approval ballot for the meeting minutes from February and May
- AWEA staff to create an approval ballot for each of the new subcommittees:
  - Wind Technician Scope Subcommittee; Chair: Mike Tinnell, BP Wind Energy
  - Workforce Definition Standards Subcommittee; Chairs: Barry Richmond, Alliant, and Tom Sutton, Kalamazoo Valley Community College
  - Wind Technician Entry-Level Standard Subcommittee; Chair: Alan Nelson, Run Energy LP

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<th>Name</th>
<th>Interest Category</th>
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<td>Acciona Energy</td>
<td>Jeremy Retzlaff</td>
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<td>American Wind Energy Association</td>
<td>Michele Mihelic</td>
<td>Secretariat</td>
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<td>Sabrina Morelli</td>
<td>Manager</td>
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<td>AVANGRID</td>
<td>Larry Wilson</td>
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<td>BSEE - Bureau of Safety &amp; Environmental Enforcement</td>
<td>Cheri Hunter</td>
<td>General Interest</td>
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<td>Phil McKay</td>
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