**Meeting Minutes April 27th Phone Conference**

**Roll Call:**

* The following attended:
	+ Dan Dolan MMI Engineering
	+ Morten Sogaard Andersen dnv
	+ John Cushing mms
	+ Jason Jonkman nrel
	+ Lance Manuel University of Texas
	+ Walter Musial Nrel
	+ Martin Pollack Applied Physical Sciences Corp
	+ Lars Samuelsson ABS
	+ Ron Young Stress Engineering Services, Inc.
	+ Lori D'angelo MMS
	+ Matt Palmer Cape Wind
	+ Alok Jha MMI Engineering
	+ Qing Yu ABS
	+ Shashikant Sarada DNV
	+ Brian Naughton DOE

**Offshore Group Status**

* The outcome from the coordination meetings with the structural group for land based turbines is that we are on the same page but the Offshore Groups document will be somewhat different in regard to content and layout. It was agreed that both groups much proceed with their current outlines and assess areas of potential overlap and conflict going forward.

**Overall Approach to the Document**

* The proposed approach, basing the outline using a combination of applicable IEC and API documents was generally accepted.
* For the end result to be useful to MMS, the guidelines should be prescriptive, not performance based.

**Comments to the Outline**

* Dan has received very little response to the proposed outline distributed to the members March 12th and requested the group members to review and comment. The comments should also include a prioritization among the topics.
* Lori suggested that the group review the Canadian standards as a template.

**Contributions to the Draft**

The topic was left for future meetings due to time constraints

**Membership Recruiting**

* The group is to assemble a list of possible candidates to invite. It is important that the people invited has the missing expertise and not invited because of representation.
* The following additional persons and competences were discussed:
	+ Someone that was involved in developing the Canadian C61400-1:08
	+ Moya from Gamesa
	+ Jim Lanard from Deepwater
	+ EPC Contractor
	+ Someone with experience in hurricane type winds

**Plans for Meetings on May 27th**

* Dan Dolan will put together a strawman agenda prior to the meeting and circulate for comments.

**Schedule for Regular Calls**

* The group will start to have monthly meetings every second Tuesday at 8 AM PST. Meeting duration should not be longer than 1.5 hours. Next meeting is scheduled for 18 May 2010.