AWEA Roadmapping - Offshore Group Leaders Meeting

Meeting Minutes

April 22, 2010

Conference Call meeting: 10:00M -11:00AM MT

Attendees: Gary Norton (DOE/Sentech), Robert Sheppard (Energo), Dan Dolan( MMI Engineering), Brian Naughton (DOE/ New West), Quing Yu (ABS), Walt Musial (NREL), Beverly Cisneros (NREL)

Quing Yu in for Lars. Lars was not present but was going to try and call in.

* Walt gave a summary of larger group status and said the path was clear to start writing the individual group standards without conflicts with the larger group.
* Each of the 3 groups gave summaries.
	+ Group 1- Structural – Dan Dolan gave a briefing and set up a group 1 meeting conference call next Tuesday at 12PM MT (11am PT).
	+ Group 3- Robert Sheppard – Robert has submitted and outline and is ready make writing assignments.
	+ Group 2- Gary has enlisted Brian Naughton to help keep up with the work load. They suggested a draft outline will be ready for Group 2 in two weeks and will be circulated to all groups for comment prior to May 27. Gary Norton is working with Laurie Medley & John Cushing at MMS.
* For the May 27th meeting we need to have and outline and bullet points ready
	+ Walt will prepare a presentation for plenary session. He will ask group leaders for input prior to the meeting.
	+ There will be three breakouts for offshore
	+ Walt will coordinate with Sandy and John Dunlop for three breakout rooms for the offshore group.
	+ Offshore will meet first as a whole group in one of the breakout rooms and then break into three separate working groups.
* Recruitments: All groups should assess their membership and make sure they have a diverse mix of participants.
	+ Walt will assist group leaders with recruitments of people from the wind industry, as needed.
	+ Group leaders are free to make their own recruitments to balance their teams.
	+ Specifically, we need developers, EPC contractors, and OEM turbine manufacturers (e.g. GE, Vestas, Siemens)
	+ Beverly and Walt should be kept informed about all roster updates.
* Roles and responsibilities document was circulated by Walt and was generally approved.
	+ Recruitment was added to the role of group leader
	+ The group agreed that Lars could not be expected to be secretary for all three groups.
	+ Each Group leader will appoint a secretary to manage documents and editorial changes.
* Get communication going within the Sub-Groups
* We need to develop a process for receiving, archiving, and reviewing documents prior to meetings.
	+ Walt will research ANSI requirements as they pertain to AWEA guidelines
	+ The group will seek to adopt a reasonable method used by an existing organization to guide the review process and document control system.
	+ We will appoint a liaison to make sure that offshore documents are aligned with the other documents being produced.
* Gary pointed out that we need a commonality of Terms/ Definitions
	+ Possibly use IEC definitions?
	+ APC & IEC – Terminology conflicts
	+ Sub-groups to collect terms and definitions for comparison and review.
* Set-up monthly meeting of all the sub-group leaders to touch base on what is being done.
* Set up monthly calls for 1st Thursday of each month to start at 9:00AM MT.