Member Summary of UCAIug Board of Directors Meeting

20 November 2019

9:10 AM CST

Board votes are indicated in green

Agenda and attendance

- Presidential transition plan

- ITCA concerns from testers

- Testing Update (Herb)

- Reorganization issues

- UCAIug logo usage rules

- Formal separation of GBA and UCAIug filed with North Carolina.

- CIM-UML intellectual property issues

- Transparency Update

- Operations Update (Margaret and Sutton)

- Board Election for terms starting in 2020. The terms of Ralph, Dan and Aaron are expiring.

- Directors attending:
  - Ralph Mackiewicz (Chair)
  - David Bogen (Secretary)
  - Gerald Gray
  - Chavdar Ivanov
  - Stuart Laval
  - Zeus Xioco
  - Dan Nordell
  - Aaron Snyder
- Other attending:
  - Kay Clinard (President)
  - Margaret Goodrich (VP Operations/Treasurer)
  - Herb Falk (VP of Testing)
  - Advisor (Pat Brown)
  - Sutton Sutherin (UCAIug staff)

Presidential Transition Plan

- Kay Clinard announced his retirement from the UCAIug effective 31 December 2019.

- A directors only BoD meeting was later held on 3 December 2019 to discuss recruitment of a replacement for Kay.
  - Board members present at this private meeting: Ralph Mackiewicz, Aaron Snyder, Chavdar Ivanov, David Bogen, Gerald Gray, Stuart Laval, and Zeus Xioco
  - With a unanimous vote, BoD appointed Margaret Goodrich as the President of the UCAIug effective 1 January 2020.
  - The board also unanimously authorized the appointment of Kay Clinard to the honorary position of President Emeritus of the UCAIug and the purchase of a suitable award to commemorate Kay's long-standing service and dedication to the UCAIug. An announcement will be posted on the UCAIug site.

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ITCA Concerns from Testers

- Some UCAIug members had privately expressed concerns to the Chair and VP Operations regarding UCAIug's plans to become an ITCA and suggested that some testers would no longer be involved in UCAIug testing if fulfilled.

- Chair has repeatedly requested additional information regarding which at the time of the meeting had not yet been provided.

- No action possible right now until additional information is provided.

- The members have been informed that this topic has been brought up repeatedly at BoD meetings.

REPORT FROM VP OF TESTING

Herbert Falk

2019 IOPs and PlugFest

- IEC 61850, CIM, and OpenFMB testing activities occurred week of September 23rd in Charlotte, NC.
  - IEC 61850 and OpenFMB yielded good results and participation
  - CIM IOP was sponsored/initiated by EPRI and lack of participation prevented testing.
    - CIM IOP rescheduled for March 2020.
    - 2019 participants didn't any testing for the money paid
    - Learning moment: Simultaneous IOPs not a good idea

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IEC 61850 IOP

# OpenFMB PlugFest

Testing Quality Improvement

- UCAIug Board authorized investigation and establishment of a UCAIug **I**nteroperability **Testing** & **C**ertification **A**uthority (**ITCA**) process based upon ISO 17025 processes.

  – Interoperability Testing (well underway)

  – Improve quality of IEC 61850 accreditation and certification process.

  – Establish processes for CIM and OpenFMB.

Normal ISO 17025 Accreditation Process
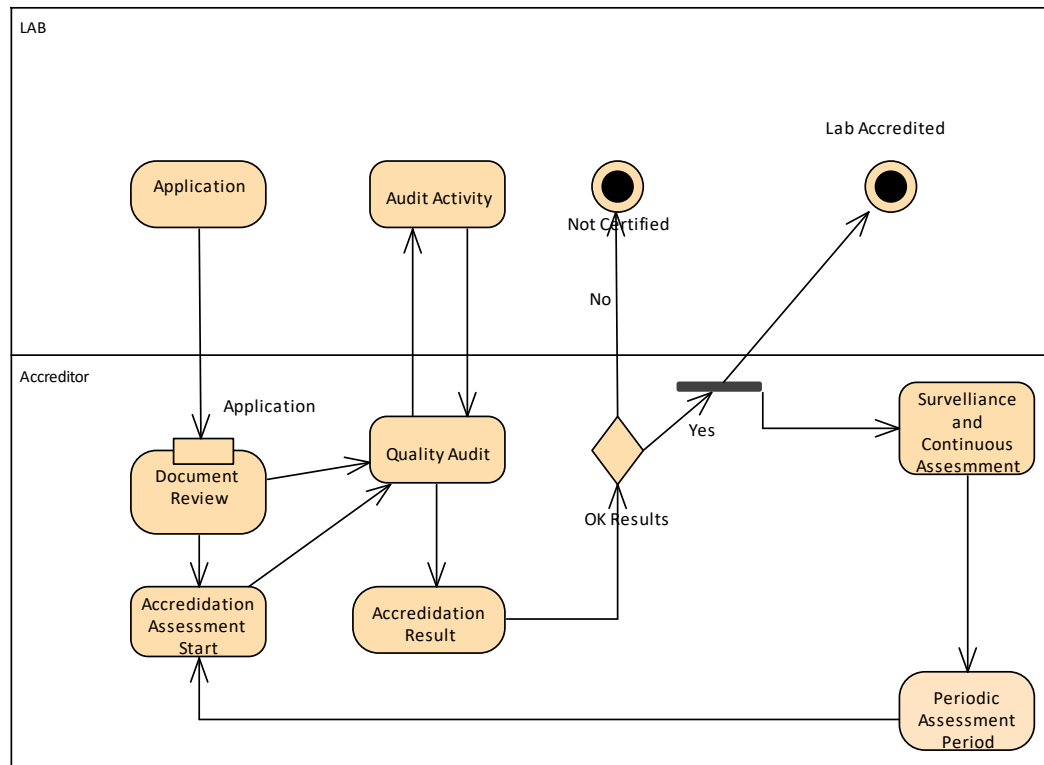
UCAIug Envisioned Process - CORRECTED

Performed Today

Needs Improvement or is lacking
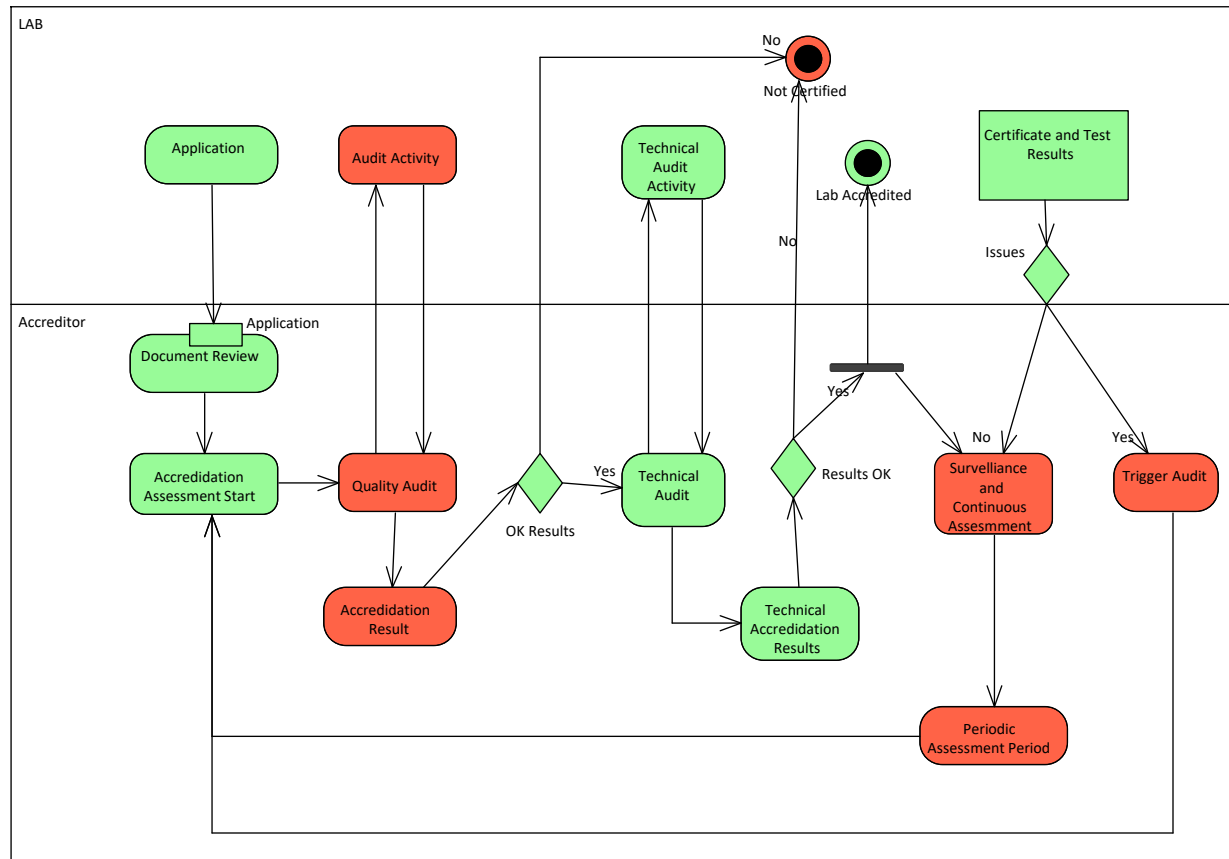
Reached out for assistance:

	ANSI	IEC	IEEE	Improve UCAIug
Perception	US only	International	International	International[1]
UCAIug's ability to define process	Yes	Yes*	Yes	Yes
Ability to accredit OpenFMB	Yes	Yes*	Yes	Yes
Estimated Cost to UCA	Low	Unknown*	$ 100K	Effort required, but no increased cost
Estimated additional accreditation Cost to Labs	$10K	$12K*	$16K	Unknown but will increase
Addition cost for periodic reassessment	$10K ANSI + 8K UCAIug	$12K*+8K UCAIug	$16K + 8K UCAIug	Unknown but will increase

* - based upon preliminary discussions with IEC

Proposed next steps:

- Go to UCAIug members to see if additional quality is desired (e.g. is it worth the cost).

- Based upon feedback, discuss with current accredited test labs.

- Start developing process and test procedures for OpenFMB.

ITCA request for another technology:

- MESA (via Frances Cleveland) has requested that UCAIug be the ITCA for MESA (mapping of IEC 61850 data attributes to DNP indexes).

  - Have reached out to labs to see if anybody is interested in assisting writing test procedures and doing testing. Response has been negative.

  - Unable to envision a self-sustaining process from a cost perspective.

  - Will be responding that UCAIug will not provide the service.

Reorganization Issues

- Lack of Active Executive Committee
  - Liaisons and endorsements
    - Endorsing private events
    - IEC and others endorsing UCAIug events
  - Marketing functions like communication of purpose and benefits
  - Membership promotional activities

- Board approved unanimously the following:
  - Establish a re-organization committee (comprising Aaron Snyder, Ralph Mackiewicz and Margaret Goodrich) to develop a proposal for approval by the membership outlining changes in the bylaws and charter necessary to dissolve the Executive Committee and place its functions under the authority of the Board of Directors.
  - The BoD will perform these activities with the support of UCAIug staff in the meantime.

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Endorsement of Smart Grid Forums

- UCAIug has been asked to formally endorse Smart Grid Forum's IEC 61850 and CIM conferences and establish a strategic partnership with same for the future.

- Exact benefits TBD but would involve visibility on web site (logo) and potential speaking opportunities regarding UCAIug.

- Immediate action postponed but will be considered in future BoD meetings.

UCAIug Logo Usage Rules

- Requests to use UCAIug logos for members to use to identify themselves as member have been received

- Staff needs direction on approved usage lacking a formal marketing subcommittee to decide

- Board motion was passed unanimously to establish the following policy regarding member usage of UCAIug logos:
  - Members of the UCAIug may use UCAIug logos in a reasonable manner, and without formal approval on a case by case basis, for the sole purpose of identifying themselves as members of the UCAIug. Notwithstanding this policy, any member shall also discontinue any use of any UCAIug logo upon request from the UCAIug staff or directors.

- UCAIug staff was directed to created usage documents for members in compliance with this policy.

Formal Separation of Green Button & UCAIug

- Paperwork formally separating the organizations has been submitted to the State of North Carolina.

- Awaiting response and confirmation

CIM-UML Intellectual Property Issues

- CIMug publishes CIM UML on the web site for public access

- IEC has declared the CIM UML as a "code component" and should only be available as a copyrighted machine-readable document subject to IEC license grants to those purchasing the standards

- IEC originally thought that UCAIug transferred IP rights to the CIM UML when the liaison was established

- However, the original IP of the CIM UML was authored by EPRI, not UCAIug

- BoD and CIMug leadership consider open access to the CIM UML is critical to the continued use of the CIM by utilities and vendors

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CIM-UML IP Activity

- EPRI and IEC have been in discussions without resolution

- EPRI has offered to [license UCAIug with its IP rights](#) under Apache 2.0 open source license

- UCAIug staff obtained legal opinion that acceptance of this would not increase the legal jeopardy of UCAIug even though publishing under Apache license may not comply with IEC desires

- The BoD approved directing the President of the UCAIug to execute the EPRI License grant after review with legal and to publish the CIM UML under the Apache 2.0 License on the UCAIug site per the license grant. The vote was: 7 voted yes, 0 voted no, 1 abstention.

OpenFMB Apache Licensing Update

- Previous individual Apache Contributors Agreement is being expanded for corporate members

- Agreements will be posted on the OpenFMB site

Transparency

- The BoD web site has been updated to provide information to members on board activities

  http://www.ucaiug.org/aboutUCAIug/Lists/Board%20of%20Directors

- Financial and Budget summaries will also be posted

UCA Users Group

2019 Financial Report

Margaret Goodrich

UCAlug September 30, 2019 Balance Sheet

			Line Item Total	Totals
UCA Users Group				
September 30, 2019 Balance Sheet				
		ASSETS		
Current Assets				
Bank of America Ops-2970			$331,656.16	
Bank of America Wire-2983			$46,374.06	
Accounts Receivable			$41,597.44	
Total Current Assets				$419,627.66
Property and Equipment			$0.00	
Total Property and Equipment				$0.00
Other Assets				
Organization Costs			$56.25	
Total Other Assets				$56.25
Total Assets				$419,683.91
		LIABILITIES AND CAPITAL		
Current Liabilities				
Accounts Payable			$31,234.33	
Total Current Liabilities				$31,234.33
Long-Term Liabilities			$0.00	
Total Long-Term Liabilities				$0.00
Total Liabilities				$31,234.33
Capital				
Beginning Balance Equipty			$122,266.16	
Net income			$266,223.42	
Total Capital				$388,489.58
Total Liabilities & Capital				$419,683.91

UCAlug September 30, 2019 YTD Profit & Loss

			Unit	Cost	YTD Total
UCA Users Group					
September 30, 2019 Profit & Loss					
Income					
			Unit	Cost	YTD Total
Membership Contributions					$232,052.78
Testing Participation Fees					
	UCAlug IEC61850 Testing Program				
	Accreditation & Certifications		150	$200	$41,400.00
Meeting Participation Fees					
	IOP 2019 (61850 & CIM)				$296,847.00
	DistribuTECH	(classified as Membership)			$0.00
	IEC61850 Meetings				
	CIMug Meetings				$90,829.80
	OpenFMB Meetings				$26,470.00
Total YTD Gross Income					$687,599.58
Expenses					
Professional Fees					$6,338.10
Web Presence (Rack, Azure, Backup, Firewall)					$80,801.20
Marketing (Advertising, Entertainment, Conferences & Trade Shows)					$14,811.33
Meetings					$56,783.32
Testing Activities					$44,752.61
Daily Operations					$208,236.19
Bank Fees, Credit Card Interest & Merchant Services					$9,653.41
Total YTD Expenses					$421,376.16
YTD Net Income					$266,223.42
Brought Forward from 2018					$122,266.16
Total Working Balance					$388,489.58
Current Bank Balance					$378,030.22
Outstanding Checks					$10,459.36

UCA Users Group

2019 Budget Variance Report

UCAIug 2019 Budget Variance Report

	Unit	Cost	Total	Actual	Variance $	Variance %
UCA Users Group						
Proposed 2019 Budget Variance Report						
Projected Income						
Membership Contributions						
Membership Contributions			$421,000.00	$232,052.78	$188,947.22	55.12%
Testing Participation Fees						
UCAIug IEC61850 Testing Program						
Accreditation & Certifications	150	$200	$30,000.00	$41,400.00	$11,400.00	138.00%
Meeting Participation Fees						
IOP 2019 (61850 & CIM)			$495,000.00	$296,847.00	$198,153.00	59.97%
DistribuT						
ECH (classified as Membership)			$6,000.00	$0.00	$6,000.00	0.00%
IEC61850 Meetings						
CIMug Meetings			$104,000.00	$90,829.80	$13,170.20	87.34%
OpenFMB Meetings			$0.00	$26,470.00	$26,470.00	
Brought Forward from 2018			$122,264.00	$122,266.16	$2.16	100.00%
Total Projected Income			$1,178,264.00	$809,865.74	$368,398.26	68.73%
Projected Expense						
Professional Fees			$30,000.00	$6,338.10	$23,661.90	21.13%
Web Presence (Rack, Azure, Backup, Firewall)			$274,620.00	$80,801.20	$193,818.80	29.42%
Marketing (Advertising, Entertainment, Conferences & Trade Shows)			$20,000.00	$14,811.33	$5,188.67	74.06%
Meetings			$444,500.00	$56,783.32	$387,716.68	12.77%
Testing Activities			$97,500.00	$44,752.61	$52,747.39	45.90%
Daily Operations			$148,750.00	$208,236.19	$59,486.19	139.99%
Bank Fees, Credit Card Interest & Merchant Services			$13,000.00	$9,653.41	$3,346.59	74.26%
Total Projected Proposed Budget Expenditures			$1,028,370.00	$421,376.16	$606,993.84	40.98%
Projected 2019 Income Less Expenditures			$149,894.00	$388,489.58	$238,595.58	259.18%
Current Bank Balance				$378,030.22		
Outstanding Checks				$10,459.36		

UCA Users Group

Summary of proposed Budget for 2020

Projected UCAIug Budget for 2020

UCA Users Group			
Summary of Proposed Budget for 2020			
Projected Income			
Membership Contributions			
Membership Contributions			$500,000
Subtotal Membership Contributions			$500,000
Testing Participation Fees			
UCAIug IEC61850 Testing Program			
Test Lab Accreditation Charge			$41,000
Meeting Participation Fees			
IOP 2020			$112,000
DistribuTECH			$4,000
UCA User's Group Meetings			$162,500
Subtotal Meetings			$278,500
Brought Forward from 2019			$175,000
Total Projected Income			$994,500
Projected Expense			
Professional Fees			$39,000
Web Presence			$310,580
Marketing			$0
Meetings			$275,950
Testing Activities			$205,750
Daily Operations			$108,000
Bank and Credit Card Fees			$10,360
Total Projected Proposed Budget Expenditures			$949,640
Projected 2020 Income Less Expenditures			$44,860
Projected Balance at end of 2020 operations			$44,860

Projected UCAIug Expenditures 2020

- Professional Fees — 4%
- Web Presence — 33%
- Marketing — 0%
- Meetings — 29%
- Testing Activities — 22%
- 11%
- 1%
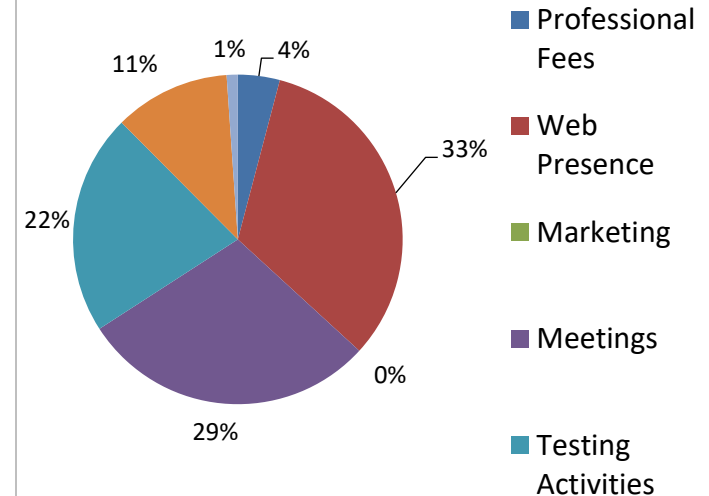
Projected UCAlug Income for 2020

UCA Users Group				
Proposed Budget for 2020				
Projected Income				
Projected 2020 Income:				
Membership Contributions				
2020 Corporate Membership Contributions				$490,000
2020 Individual Membership Contributions				$10,000
Subtotal Membership Contributions				$500,000
Testing Participation Fees				
Test Lab Accreditation Charge		205	$200	$41,000
Subtotal Accreditation Charge				$41,000
Meeting Participation Fees				
2020 IOP CIM -		9	$6,000	$54,000
		2	$1,000	$2,000
2020 OpenFMB		9	$6,000	$54,000
		2	$1,000	$2,000
Subtotal IOP				$112,000
DistribuTECH				
Meeting Sponsor - Silver	2	$250	$500	
Meeting Sponsor - Gold	3	$500	$1,500	
Meeting Sponsor- Platinum	2	$1,000	$2,000	
Subtotal DistribuTECH				$4,000
UCA User's Group Meetings				
CIM EU Meeting	80	$750	$60,000	
CIM NA Meeting	50	$750	$37,500	
IEC 61950 NAMeeting	50	$650	$32,500	
OpenFMB NA Meeting	50	$650	$32,500	
Subtotal Meetings				$162,500
Subtotal Income				$278,500
Subtotal Projected 2020 Income				$819,500
Total ending balance from 2019 operations				$175,000
Total Projected Income for 2020				$994,500

UCAlug 2020 Projected Income

- 2020 Corporate — 49%
- 2020 Individual — 1%
- Testing Fees — 4%
- Meetings — 28%
- (teal) — 18%
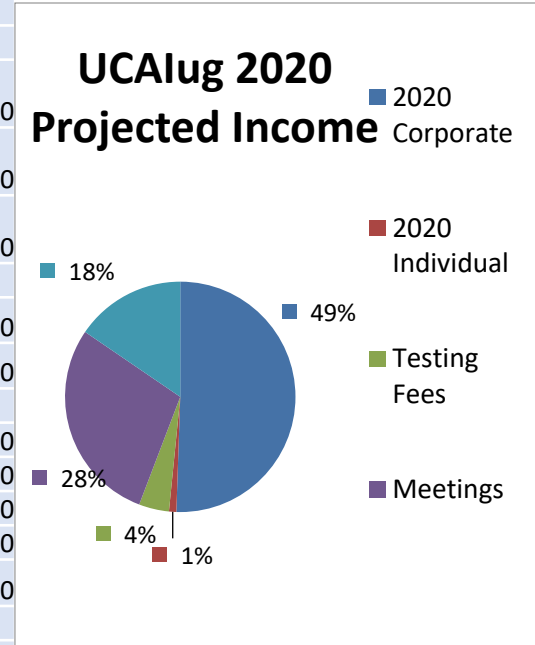
Approval of 2020 Budget

- The BoD approved the 2020 Budget unanimously

Additional Operations Report

Sutton Sutherin

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UCAIug SharePoint Replacement Project

Phase 0

Functional requirements Scope of work with Tiller Digital:

- Planning Kickoff and detailed project plan – completed May 2019
- Detailed audit of the existing SharePoint site (both public facing and behind the user login) – Completed July 2019
- Detailed audit of other UCA SharePoint sites – Completed July 2019
- Scoping and creation of functional requirements document – Completed August 2019

Phase 1

Move current site to new Server, Scope of work:

- Hardware setup at new colab
- Confirm move
  - sync data from Rackspace
  - Cutover DNS
  - Test
- Go-live

UCAIug SharePoint Replacement Project – Continued…

Phase 2

Website Site - In process

- RFP Created - Completed November 2019
- RFP and Functional Requirements sent out for bid – November 2019
- Selection of Vendor - December 2019
- Proposed technology solutions and third-party tools –December 2019
- Create plan with selected vendor for Phase 2 and Phase 3 Deployments
  - Create Project Plan
  - Define Deployment Timelines
  - Identify Milestones for all Phase 3 Activities
- Start Phase 2 – Q1 2020

Phase 3

Collaboration Site
Proposed Start Date Q2-2020

- Create Project Plan
- Define Deployment Timelines
- Identify Milestones for all Phase 3 Activities

UCAIug Newsletter
UCAIug's Bits and Bytes

- Newsletter for all UCA user's groups
  - Distributed each quarter starting Q1 2020
- Content will be provided by the following groups:
  - IEC 61850 Testing Team
  - CIM co-chairs
  - OpenFMB co-chairs
  - UCA Administrative teams
  - Message from Chairman of the Board

- In each Newsletter:
  - Membership details
  - Organizational Updates
  - New Model Release Information
  - Upcoming Events
  - Profile on selected Board Member, Officers and Staff
- Beginning Q2 2020
  - Content submissions from all users are welcome:
    - ❖ Submissions will be reviewed to determine appropriate fit

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Meeting adjourned at 11:14 AM CST