Minutes
Technical Standards Council
Wednesday, 20 November 2013
The Las Vegas Hotel
Las Vegas, NV

Chairman: Mike Garl; Mike Garl Consulting LLC; P

Recording secretaries: Erin Grabe; PLASA
Karl G. Ruling; PLASA

Members attending:
  Jules Lauve; Amer. Society of Theatre Consultants; P
  Matthew Antonucci; Contract Services Administration Trust Fund; P
  Larry Schoeneman; DesignLab Chicago, Inc.; P
  Steve Terry; Electronic Theatre Controls, Inc.; P
  A. Scott Hoyt; Heartland Scenic Studio; exf
  Alan M. Rowe; IATSE Crafts Advancement Program; P
  Eddie Raymond; IATSE Local 16 (PLASA NA Chairman); P
  Ken Vannice; Ken Vannice LLC; P
  Mike Wood; Mike Wood Consulting LLC; P
  Mitch Heft; Mitch Heft; P
  Matthew Griffiths; PLASA EU; exf
  Lori Rubinstein; PLASA NA; exf
  Bill Sapsis; Sapsis Rigging, Inc.; P
  Louis Bradfield; USITT; A
  Jerry Gorrell; USITT; P
  David E. Miller; Walt Disney Company; A
  Fred Kosiewski; Walt Disney Company; P

Visitors:
  Joe Finnegan; ProSight Specialty Insurance
  Kevin Topper; ProSight Specialty Insurance
  Roger Lattin; IATSE Local 728
  Michael Lay; Philips
  William Greeley; InCord
  Paul Beasley; Walt Disney Imagineering

1 Opening remarks
Mike Garl called the meeting to order at 13:04. He thanked everyone for taking time out of their busy schedules, setting up booths, et cetera, to be in attendance.

2 Attendance and membership

2.1 Taking attendance
A green sign-in sheet was passed around the room.

2.2 Welcome to visitors
Mike Garl specially thanked the visitors for their time.

2.3 Introductions
Self-introductions went clockwise around the room.

2.4 Consensus body
The full consensus body of the group at the time of this meeting, including those not present, was:
3 Approval of minutes from the previous meeting
See TSCmin08-2013.pdf

Steve Terry moved to approve the draft minutes. The motion was seconded and approved, with no objections, by voice vote.

4 Call for patents, to be read aloud to the assembly
The following statement was read aloud to the assembly by Mike Garl:

PLASA intends not to publish any standard that contains protected intellectual property, unless that information can be licensed by anyone for a reasonable fee. PLASA uses a process of open patent and copyright disclosures to implement its intent. PLASA does not conduct patent or copyright searches and does not warrant that its standards contain no protected intellectual property.

In keeping with the open disclosures policy, I ask if anyone present wishes to notify the Technical Standards Council of the existence of a patent or copyright or other intellectual property that might protect material in a standard being developed by a working group. You need not be the holder of the patent or copyright to notify the Technical Standards Council of its existence.

Nothing was reported.
5 Anti-trust statement, to be read aloud to the assembly
The following statement was read aloud to the assembly by Mike Garl:
The PLASA Board of Directors and the leadership of this Technical Standards Council will reject or nullify any actions that unlawfully restrain trade. Anyone who feels that such an action is being or has been taken is requested to bring that matter to the attention of the chair immediately. Anyone who feels that actions in restraint of trade have been taken and not properly annulled is requested to notify the PLASA Chair immediately.

PLASA legal counsel has informed us that violations of the anti-trust laws can have serious consequences. Individuals engaged in certain unlawful conduct can be found criminally liable. An individual convicted of a criminal violation of the Sherman Act may be fined as much as $1,000,000 and imprisoned for up to ten years. An easy to read pamphlet describing restraint of trade issues is available from the Technical Standards Manager.

Nothing was reported.

6 Approval of agenda
An item concerning ASHRAE is added under New business. An item concerning the international code of rigging practice is added under Other business.

Bill Sapsis moved to accept the modified agenda. The motion is seconded and unanimously approved with a show of hands.

7 Presentation by ProSight Specialty Insurance
Joe Finnegan, President Film and Live Media, and Kevin Topper, Vice President of Entertainment Programs, addressed the group.

Joe Finnegan gave the brief history of ProSight. A PowerPoint slide handout was distributed to aid the group in following along. ProSight and PLASA’s collaborations were highlighted, particularly with regard to how ProSight helped make PLASA’s standards free for everyone to download, as well as the new insurance and risk management handbook being released at LDI. The presentation concluded with a remark that ProSight is impressed by PLASA’s work to make the industry safer.

Steve Terry added a plea to Technical Standards Council members that they make ProSight Specialty Insurance known to their respective company’s insurance buyers. Steve Terry reminded the group that the subsidy ProSight offers the Technical Standards Program will not continue if ProSight has no benefit from the relationship.

Mike Garl thanked the ProSight representatives on behalf of the TSC. The TSC is grateful for the support in getting our word and work out to the industry.

8 Old business and standing reports

8.1 Financial reports

8.1.1 Treasurer’s report
Scott Hoyt reported. He noted that the projected budget is not quite yet complete without the crucial ProSight subsidy.

The group discussed the need to help ProSight, so that ProSight helps us. Bill Sapsis reported that his company recently switched from Traveler’s to ProSight. He found that it was comparable in cost, but that the coverage was broader—eliminating holes that he hadn’t known existed in his previous policy.
The discussion of the projected budget continued. Steve Terry questioned the wisdom of showing a draft 2014 budget that doubles the projected deficit. Matthew Griffiths agreed that the deficit is not sustainable, but noted that this is just a draft document, awaiting finalization.

8.1.2 Status of contributions and pledges
Lori Rubinstein reported on the Investors in Innovation relaunch, with a breakdown of the new tiers.

Lori Rubinstein reported that the USITT contribution has been restored after being in jeopardy. She noted that PLASA is now required to ask for the grant in writing each year, which is no problem. $13,500 is their regular contribution.

Some long-time contributors did not come back this year, reported Lori Rubinstein. She noted that the contributors left before the ProSight sponsorship was announced, so that could not have been the cause.

8.1.3 Accounting of TSP documents sold
Mike Wood reported that a milestone 17,000 downloads since April. Mike Lay asked for some metrics on who has downloaded the documents. Mike Wood said he would compile that data.

8.2 Old Business

8.2.1 TSM’s report

8.2.1.1 Report on status of documents: ones in process, ones stable, ones needing action or of concern
Karl Ruling reported that the Stage Lifts Working Group has resumed meeting.

8.2.1.2 Working group documents for possible action by the TSC
None for action by this group at this time.

8.2.2 TSP Marketing and outreach
Lori Rubinstein shared the new brochure and asked for more pictures and project details that PLASA may use for advertising standards and the Technical Standards Program.

8.2.2.1 Outreach to AHJs
Lori Rubinstein reported on the recent Chubb Insurance presentation, but otherwise reported no new AHJ outreach.

8.2.2.2 Making the TSP be more international
From the draft August 2013 minutes:

David Miller said that by LDI the task group will have a completed list of possible solutions with prices.

Update and action.

Erin Grabe noted that the document was distributed after the two-week deadline, thus cutting the time people had to review the report. She asked if there were any objections to acting on the document due to the lack of review time. There were no objections.

Erin Grabe reported that a lot of services were researched. Items 6, 7, & 8 were noted as changed from the interim report. The task group chose to eliminate the high-cost and no-cost options and sees Click Meeting as a stand-out among the services remaining and is the task group’s recommendation. There is a discount for non-profit organizations and for a year subscription. It was noted that there is no more than a year commitment; we could switch to another service if Click Meeting does not meet our needs.

Further discussion of the difficulties and experiences people have had with teleconferencing ensued.
The consensus of this group is to begin this initiative by:

- Starting with the CPWG and the Texas meetings in January
- Invite one voting member for the overseas companies to participate
- Use audio and document sharing only, no video at first
- Put together and distribute a set of rules and videoconferencing etiquette
- Develop a procedure for dealing with technical issues/lost connection with distant participants
- Ask a PLASA member (Riverview Systems Group, Inc.) for help with supplying hardware

The task group is planning a dress rehearsal for January, with Ron Bonner as the test subject on the other end. Dependent upon the outcome, we will schedule an “opening night” for the July meetings.

8.2.3 Review of action items from last meeting not covered above
There were no additional items to cover under this heading.

9 New business

10 Optional Reports

10.1 Optional reports by working and task group leaders on active projects

10.1.1 Control Protocols
Mike Lay offered no report because the working group has not met since the last TSC meeting.

10.1.2 Electrical Power
Mitch Hefter reported that the group will have a new project to consider at the upcoming meeting.

10.1.3 Floors
Jerry Gorrell noted that the group has a slimmed down version of the E1.46 draft to consider at the upcoming meeting.

10.1.4 Fog and Smoke
Larry Schoeneman reported that the working group held a brief and collegial meeting. He noted the group’s consensus to begin reaffirmation procedures on several standards.

10.1.5 Followspot Position
Karl Ruling reported that the group will meet in conjunction with USITT 2014.

10.1.6 Photometrics
Jerry Gorrell reported that comments were received on the latest draft after the public review period ended. He noted that the group will consider them and a possible new project at the upcoming meeting.

10.1.7 Rigging
Bill Sapsis noted that the group will be considering a possible new project at the next meeting, tonight.

Mike Garl reported on the CWA 15902 progress toward an becoming an EN standard. He noted that E1.2 content is contained in the standard.

10.1.8 Stage Lifts
Karl Ruling reported that the SLWG has resumed meeting regularly and is continuing work.

10.2 Reports of affiliated organizations and PLASA EU
There were no briefings under this heading.
10.2.1 ASTC

From the draft August 2013 minutes:

[Jules Lauve] noted that September 21 and 22 in Miami are the next ASTC meetings. They will look at the New World Center there.

Jules Lauve reported that there are no items of interest from the ASTC for this group at this time. He mentioned the possible concern with subject matter that is outside the approved scope for E1.46 being in the Floors Working Group BSR E1.46 draft. Jerry Gorrell said that the content may have already been removed by the group.

10.2.2 NFPA

Jerry Gorrell reported that NFPA 80 requires certified technicians to work on fire safety curtains. He also noted the removal of fusible links to trigger a fire curtain.

10.2.2.1 SPE-AAA

Nothing at this time.

10.2.2.2 SAF-AXM

Nothing at this time.

10.2.3 PLASA EU

Matthew Griffiths noted that there are no more items other than the CWA as previously reported.

10.2.4 USITT

Agenda item covered in item 8.1.2.

11 Other business

11.1 Rigging International Code of Practice

Lori Rubinstein described the effort. She added that the group’s goal is to have a draft document in time for the PLASA Rigging Conference next year.

11.2 HVAC

Karl Ruling reported that he has a meeting scheduled for Friday at the PLASA booth with Steven Rust (Theatre Projects Consultants) to discuss an HVAC issue and perhaps a project with ASHRAE.

11.3 Volunteer recognition award

Mike Lay reported that this award is being created for the volunteers who work harder and go above and beyond the average volunteer.

11.4 Richard Cadena request

See CadenaRequestsPermissionToPublish.txt

Steve Terry moved that we deny the request to reproduce part of the standard. The motion was seconded.

There was discussion and the motion failed with a show of hands vote.

Steve Terry moved that we allow the request with the provision that:

1. The entire annex be reproduced with the notes
2. That the standard and the edition be referenced.
3. That we have the right to review and to give final approval of the usage of the excerpted material from the standard.

The revised motion was seconded and approved by a show of hands.
12 Schedule for future meetings
Mike Garl announced that the next meeting is scheduled for Monday, January 20 from 09:00 -13:00 at the D/FW Marriott Solana in Westlake, TX.

13 Adjournment
Larry Schoeneman moved to adjourn. The motion was seconded. Hearing no objections, Mike Garl declared the meeting adjourned at 16:11.
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**Voting Status Legend**

- **P** principal voting member
- **A** alternate voting member
- **I** individual voting member
- **O** observer non-voting member