

Meeting Minutes

American Petroleum Institute COMMITTEE ON MEASUREMENT EDUCATION & TRAINING

2:00 pm – 5:00 pm
Tuesday, March 11, 2008

Intercontinental Hotel
Dallas, Texas

Fateh (TJ) Tajani, Chairman

1. Opening: 2:30

T.J. Tajani opened the meeting at 2:30 pm and appointed Sally Goodson as Scribe.

2. Review and approval of agenda

Motion made to approve the Spring 2008 meeting agenda. Motion approved.

3. Review and approval of October 23, 2007 meeting minutes

Motion made to approve the October 2007 meeting minutes. Motion approved

4 Feedback on the breakfast and training sessions

a. General Session – “Economy Presentation” – John Felmy

T.J reported that John Felmy’s (API Chief Economist) presentation was limited to 20 minutes to allow for questions. There were 160 participants and several questions. COMET has received excellent feedback for the presentation. Members of COMET feedback were good also. Based on the success of the outside speaker, it was suggested, a member of COMET was that perhaps we could have someone from the outside to speak at least at every other meeting. Guest speakers were very well received. API can help provide input on choice of speakers

b. General Session - "ISO Activities Update" and COMET Overview

Paula Watkins discussed changes in COPM schedule and gave an ISO standards updated. 148 attended the breakfast meeting, with 28 new members.
Action Item: 7:00 too early to start Subcommittee meeting

c. Workshop – New Member Orientation

21 people attended the orientation and 16 were new members. Sally Goodson from API made the presentation. General comments were that the presentation had too many acronyms. Also, contact information is to be provided for committee sign up. Overall comment was that the presentation was good and well received; it just needs some revising or cleaning up. A suggestion was made to have a nametag on the table for new members. Also, to have experienced people provide feedback and participation. Perhaps the sponsors of new members should become mentors.

5 COMET seminar topics for Fall 2008 COPM Meeting

- Updates on new standards

Paula Watkins speaker on new API Standards.

Kevin Malek will perform a Chairman Orientation seminar.

- It was mentioned that 8 new chairs were coming on. It was suggested that all chairs attend the Chairman Orientation, not just new ones. COMET needs to block out time for all chairs to attend. It was suggested that vice-chairs also be invited to attend.
- Other presentation ideas: API Web site presentation, possibly CPMA chair, Guest speaker presentation, like EI bunker fuels standard

6. Chapter 1 Revision

- Chapter 1: Process and documentation

A review of Chapter 1 Vocabulary Process was performed.

Status report – all subcommittees have submitted their Chapter 1 vocabulary, COLM is 85% complete and met with work group chairs at the Spring COPM meeting, they should be able to complete the definitions during the meeting.

When all Subcommittees have submitted their vocabulary, Carriann is to review and take all duplication to subcommittees and delete any duplications This should be complete by July. There will possibly be a meeting in September of subcommittee liaisons in order to ensure all duplication work is complete. By the fall COPM meeting, phase 2 should be complete.

7. SRRR for Chapter 1 Database

The SRRR for the Chapter 1 database was discussed. It was mentioned that the dollar amount is high, but there is a cushion built in. SRRR will be presented to COPM main committee.

8. Invitation to new members

Members of COMET were asked to submit any new names of potential members.

New Business:

The subject of how changes in standard between reviews are being handled was discussed, including technical or editorial mistakes. The idea of a red file to hold changes between revisions came up.

Action Item: Bring up to COPM a mechanism to keep editorial and technical changes between document revisions.

9. Adjournment

The meeting adjourned at 3:40pm