1. Opening
   Quorum was obtained with 9 voting members present.
   Had a total of 27 in attendance at the meeting with several new Members
   Vice Chair presiding (TJ Absent), Brandon Buquet designated as scribe.

2. Review and approval of agenda
   The meeting agenda was reviewed, amended to include a NEW Item and approved.

3. Review and approval of Fall 2017 meeting minutes
   The Fall 2017 meeting minutes were reviewed and approved.

4. Chairman Orientation
   a. Discussion on the practical details of how to run a meeting as a chairman
   b. Reminder that this Orientation is open for anyone to attend.

5. Feedback on the breakfast and training sessions
   a. General Session – GIS Roadmap Morning Presentation by David Miller (API)
      Overall good feedback, interesting topic with good timing on length of presentation.
   b. Global Strategy of GIS and OIML
      Discussion on the difference of the 2 organizations.
      1. GIS / API standards are developed by the Industry
      2. OIML standards are developed by Governments

6. COPM Orientation Work Group Meeting, Ari Camin,
   a. New Member Orientation

      Presentation was very good.
      The use of the new interactive polling was a success had nearly 100% participation from the room
Need to pull the stats of the poll questions.
Discussion on some concerns that there was some confusion on the Committee Matrix.
Discussion on how to have more interaction with new members at Networking Break included in the Presentation.
Need for the Committee Matrix to be included in the New Member Orientation pkg.

7. Chapter 1 Revision Update, Dan Comstock, Sally Goodson

Sally request to send a list of new terms, definitions kept or removed to API
Discussed the use of a “wild card” character when searching for a word or phrase to account for some words that may have a space after them
Discussed the need to have a mechanism for the red file – Dan will keep the list then send to Sally once a large enough number of entries have been compiled.
Discussion on Changes for definitions by Document owners for changes or additions of new definitions only after the standard is balloted and approved as a standard.

8. Spanish Translation Work Group, Roger Burnison

SR3 submitted for 2019 to fund work ($8000) Motion to approve - Passed
SR3 submitted for 2019 to fund outreach intuitive ($2000) Motion to approve – Passed
Follow up by Keith Bull API’s IP Manager on the several Spanish documents removed from Active Status due to mismatch of edition numbers and the web page project.

9. COMET seminar topics for Fall 2018 COPM meeting.

Ecopetrol – Topic of how they developed their standards and Research and Development into their standards and training.
Oxcedental – Topic of Oil movement from West Texas to Corpus Christi
Request to send any additional topics to the Chair for review and follow up discussion.

Need to develop a list of Measurement tasks for fall meeting (Ardis Bortles)
Discussion on whether or not COPM would support – Buy in from COMET
Motion to have an informal and unofficial vote (straw poll) to develop the list of tasks 7 votes yea, 2 votes oppose, 1 abstained motion passed

11. Invitation to new members
5 new members, see roster and business cards attached.

12. Old Business
Developed a working group to coordinate with Jessica Moak (API U) and develop a list of subjects with a scope of what this will cover. 7 COMET members volunteered (Brandon Buquet). Follow up with report in 3 months to Chair and Vice Chair

13. Adjournment – 4:22pm