

**Meeting Minutes**  
**Committee of Petroleum Measurement (COPM)**  
**Std 2554**  
**4/15/14**

**Location:**

AAR Docket T60.17 Task Force Meeting, Adolphus Hotel, Dallas, TX

**Attendees:**

See attached sign in

**Minutes:**

<b>Agenda Topic</b>	<b>Discussion</b>	<b>Action</b>
Introduction & Background	Jim Dawson introduced the work being done and explained the project initiation for the standards work being done.	None.
Decide who will write the minutes (if the group does not have a permanent secretary)	Jennifer Jones will take minutes	None.
Review of agenda	Agenda presented	None.
Review of minutes from last meeting & Update on the Action items	<p>Review of action items from previous meeting:</p> <p>M-1002 will not be provided by AAR. API to obtain thru purchase.</p> <p>From last meeting:            Ted did contact ACF, confirmed use of water gage plant process and offered that ACF will provide procedures for use by the group.</p> <p>Ted reported that the ACF indicated that Std 2554 is still in use. No indication that this usage would change. Ted indicated that a tour may be available. Gary Alderson volunteered to aid this effort to determine what modifications, if any, that the ACF's procedure may have</p> <p>Jim canvassed the group for volunteers to offer current in use procedures.</p>	<p>Jennifer to obtain the document, Sara will be able to provide paragraphs specific to this standard reference.</p> <p>Ted and Gary to discuss with ACF further to define their current practices.</p> <p>Union Tank and Greenbrier volunteered to send current procedures.</p> <p>GE&amp; Trinity will need to be contacted after (Sara agreed to follow up.)</p>

Draft of Table of Contents	Jim presented a draft version of the proposed table of contents as a working outline for drafting the document. Jennifer discussed the need to recirculate the document for further comments with a wider audience.	Jennifer will recirculate the document for comment after the roster has been updated to include volunteers from this meeting.
Section Assignments	Jim Dawson discussed assigning sections.	Sections to be circulated via email on a future date.
Date of next meeting	TBD	