# Secretary’s Report – Bruce Forsyth

## Membership Review

The Committee welcomes and encourages active participants to become Members of the Committee. Requirements and application forms can be found in the Organization and Procedures (O&P) Manual, accessible on the Committee website. A link to the Membership Application form can be found on the TransformersCommittee.org homepage in the Committee Information Box. Subcommittee Chairs are encouraged to recommend new members and to communicate the process of attaining membership through **active participation** and **contribution** at the WG and SC level. WG and SC Chairs are reminded also that signing an application sponsoring a new member signifies their sponsorship that the applicant has met the requirement of membership and active participation for at least one year in the WG or SC they Chair. New member applications may be submitted to the Committee Secretary’s attention at any time. Applications will be collected for review and approval in batches at each Administrative Subcommittee meeting.

### New Committee Member Approvals

At the Spring 2016 Administrative Subcommittee meeting in Atlanta, six new committee member applications were reviewed and approved. The new members are listed in the following table.

| **Name** | **Affiliation** | **Sponsor #1** | **Sponsor #2** | **Sponsor #3** | **Membership Category** |
| --- | --- | --- | --- | --- | --- |
| Stephanie Denzer | GE | Mike Lau  C57.93  (2 yr.) | Charles Patrick McShane  C57.147  (2 yr.) | David Wallach  Insulating Fluids SC  (2 yr.) | General  Interest |
| Shamaun Hakim | CG Power Systems | Michael Franchek  Dielectric Test SC  (3 yr.) | Bertrand Poulin  WG Rev. of Low Frequency Tests  (3 yr.) | Pierre Riffon  WG Ext Dielectric Clearances  (3 yr.) | Producer |
| Ronald Hernandez | Doble Engineering Company | Ali Naderian  WG Dielectric Frequency Response  (2 yr.) | Thomas Prevost  WG PC57.162  (2 yr.) | Sheldon Kennedy  Insulation Life SC  (2 yr.) | Producer |
| Ryan Thompson | Burns & McDonnell | David Wallach  Insulating Fluid SC  (3 yr.) | James Thompson  C57.130  (3 yr.) | James Thompson  C57.637  (2 yr.) | User |
| Ajith M. Varghese | SPX Transformers Solutions | Michael Franchek  Dielectric Test SC  (5 yr.) | Bertrand Poulin  WG Rev. of Low Frequency Tests  (5 yr.) | Mark Perkins  WG PCS Rev. to C57.12.90  (5 yr.) | Producer |
| Zan Kiparizoski | Howard Industries | Robert Rasor  WG C57.106  (2 yr.) | Thomas Prevost  WG PC57.162  (2 yr.) | David Wallach  Insulating Fluids SC  (2 yr.) | Producer |

### New Member Applications

Eight new applications for Committee Membership have been received for consideration since the Spring 2016 meeting in Atlanta. The following tables lists the names of the applicants and a summary of their supporting eligibility information.

| **Name** | **Affiliation** | **Sponsor #1** | **Sponsor #2** | **Sponsor #3** | **Membership Category** |
| --- | --- | --- | --- | --- | --- |
| Saurabh Ghosh  IEEE/PES/SA  Status Confirmed | Essex Group | Gary Hoffman  C57.12.10  2 yrs. | Joe Watson  Power Transformers SC  4 yrs. | Mike Lau  C57.93  3 yrs. | Producer |
| Kurt Kaineder  IEEE/PES/SA  Status Confirmed | Siemens Oesterreich AG | Mike Franchek  P1276  3+ yrs. | Jane Ann Verner  C57.163  2 yrs. | Sheldon Kennedy  Insulation Life SC  3+ yrs. | Producer |
| Shankar Nambi  IEEE – YES  PES – YES  SA - **NO** | Bechtel | Casey Ballard  PC57.12.01  2 yrs. | E. Betancourt  PC57.158  2 yrs. | Joe Watson  Power Transformers SC  5 yrs. | User |
| Nick Perjanik  IEEE/PES/SA  Status Confirmed | Weidmann Electrical Technology | David Wallach  Insulating Fluids SC  4 yrs. | Paul Boman  DGA Guide for Ester Fluids  4 yrs | Bob Rasor  C57.106  4 yrs. | Producer |
| Jeff Ray  IEEE/PES/SA  Status Confirmed | JLR Consulting | Sheldon Kennedy  Insulation Life SC  several years | Bruce Forsyth  ILS TF Metallic Parts  several years | Gary Hoffman  WG Guide to XFMRS Connected to Generators  duration? | General Interest |
| Sam Sharpless  IEEE/PES/SA  Status Confirmed | Rimkus Consulting Group | Rick Marek  WG PC57.110  2 yrs. | Adam Bromley  WG PC57.105  2 yrs. | Sheldon Kennedy  Insulation Life SC  2 yrs. | User |
| Weijun Li  IEEE/PES/SA  Status Confirmed | Braintree Electric Light Department | Joe Watson  Power Transformers SC  >2 yrs. | Gary Hoffman  WG C57.12.10  ~2 yrs. | Shibao Zang  WG C57.19.01  >2 yrs. | User |
| Matt Weisensee  IEEE/PES/SA  Status Confirmed | PacifiCorp | Sanjib Som  WG C57.21  2 yrs. | Joe Watson  Power Transformers SC  3 yrs. | Craig Colopy  WG Tap Changer Guide 60214-2  2 yrs. | User |

These applications will be reviewed at the Fall 2016 Administrative Subcommittee meeting in Vancouver.

### Association Management System (AMS) Database

The Transformers Committee AMS database of people currently has three general categories of participation in our activities. These are: **Interested Individual**, **Active Participant**, and **Committee Member**. In addition, the Committee Secretary maintains a list of **Past Committee Members**. Anyone can join the AMS 123 system as the system is designed for self-registration. A new participant will automatically be assigned the role of Interested Individual when they first sign up. Based on the level of participation, the committee administrative staff will upgrade the participation status to “Active Participant” when appropriate. The Committee Member status however, can only be attained through a formal application with the sponsorship of a minimum of three WG or SC chairmanships. Details of the application requirements and approval process by the Administrative Subcommittee are outlined in our O&P manual.

The following table contains a count of the participants grouped by the four general categories (CM totals do not include those requesting membership at this meeting).

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **Membership Status** | **Oct-13** | **Mar-14** | **Oct-14** | **Apr-15** | **Nov-15** | **Mar-16** | **Oct-16\*** |
| Interested Individual | 1376 | 1381 | 1386 | 1362 | 1462 | 1471 | 1507 |
| Interested Individual - IEEE Life Member | 16 | 12 | 10 | 9 | 11 | 11 | 11 |
| **Total Interested Individuals** | **1392** | **1393** | **1396** | **1371** | **1473** | **1482** | **1520** |
|  |  |  |  |  |  |  |  |
| Active Participant | 178 | 192 | 201 | 205 | 240 | 242 | 258 |
| Active Participant - IEEE Life Member | 5 | 5 | 6 | 6 | 7 | 5 | 5 |
| **Total Active Participants** | **183** | **197** | **207** | **211** | **247** | **247** | **263** |
|  |  |  |  |  |  |  |  |
| Committee Member | 170 | 166 | 170 | 173 | 161 | 172 | 175 |
| Committee Member – Emeritus | 3 | 09 | 10 | 10 | 10 | 9 | 9 |
| Committee Member - IEEE Life Member | 25 | 21 | 20 | 22 | 23 | 25 | 27 |
| **Total Committee Members** | **198** | **196** | **200** | **205** | **194** | **206** | **211** |
| Past Committee Member |  | 15 | 18 | 19 | 28 | 32 | 31 |
| Past Committee Member - IEEE Life Member |  | 6 | 6 | 7 | 6 | 5 | 5 |
| **Total Past Committee Members** |  | **21** | **24** | **26** | **34** | **37** | **36** |
|  |  |  |  |  |  |  |  |
| **TOTAL IN AMS DATABASE** | **1773** | **1810** | **1827** | **1813** | **1948** | **1972** | **2028** |
| \*Oct-16 data is as of 10/18/2016 |  |  |  |  |  |  |  |

It is the responsibility of each individual to keep his/her profile updated (except for the category).

## Committee, Subcommittees, and Working Group Rosters

In order to provide indemnification to working group and subcommittee members it is crucial that membership lists be maintained. The AM system has these functions built-in to ease these administration tasks. It is important that each subcommittee and working group chair keep the rosters updated so that this information can be provided to the IEEE SA.

A similar main committee roster has also been developed to track attendance for the Main Committee General Session meeting on Monday & Thursday. The data will be used to update participant’s membership profile.

## IEEE/PES and IEEE/SA Membership Requirements

As a reminder, all members of the Transformers Committee must also be members in good standing of the Power & Energy Society (IEEE/PES) and the Standards Association (IEEE/SA).

WG Chairs must be members in good standing of the sponsoring subcommittee SC as well as the Power & Energy Society (IEEE/PES) and the Standards Association (IEEE/SA).

## Committee Membership Maintenance

Since the spring 2016 meeting one member, Ned Brush, passed away and was removed from the membership list. The membership list will be reviewed after the upcoming meeting and notices will be sent to members who appear to be inactive (based on attendance) to inquire about their intentions of attending/participating in the Committee.

## Essential Patent Claims

The Transformers Committee asks each participant at the time of meeting registration if they are aware of an essential patent claim, and if so to provide details. An Essential Patent Claim is any Patent Claim the use of which was necessary to create a compliant implementation of the IEEE Standard when there was no commercially and technically feasible non-infringing alternative. In other words, if an IEEE Standard REQUIRES the use of a product or process that is already patented, then this could be an essential patent claim. If they did, they would be instructed to have the patent holder’s legal team file a Letter of Assurance (LOA) with the IEEE-SA Standards Board Patent Committee. There is a link to this information on the transformerscommittee.org website under Patent Disclosure Requirements.

For the Fall 2016 meeting in Vancouver, most people answered “NO” to the Patent question. There were 10 people who answered “YES” that they were aware of an essential patent claim. Of these 7 provided no details and were therefore not considered any further. The remaining 3 were reviewed:

1. One registrant prefers to raise any EPC issues per the IEEE-SASB Operations Manual Clause 6.3.2 Call for Patents.
2. PC57.147 (Insulating Fluids SC) – There was a negative vote on the revision of PC57.147 in which the voter's comment stated the document may contain one or more potential standard essential patents for which no letter of assurance has been filed.
3. PC57.147 (Insulating Fluids SC) – A registrant referenced a patent and asked if there is some sort of agreement between IEEE and the patent holder in lieu of an LOA, and inquired as to the details of such an agreement.

## Affiliation

According to the IEEE Standards Board Bylaws, there is a requirement that participants of an IEEE meeting disclose their employer and affiliation. Consultants must state if they are sponsored or not. It is not sufficient to simply announce "My name is John Smith, and I'm a consultant." If a consultant is sponsored by a client, it must be disclosed. If the consultant does not have a sponsor, the proper introduction is something such as “My name is John Smith, I am a consultant, and I represent myself at this meeting.”

## Meeting Minutes

The minutes of the Spring 2016 meeting in Atlanta were posted to the committee website in September of 2016.

Subcommittee Chairs are asked to submit their respective subcommittee meeting minutes for the Vancouver meeting to the Committee Secretary no later than **Dec. 4**, **2016**. It is strongly recommended that meeting minutes be prepared soon after the meeting while the activities are still fresh in member’s minds. This helps ensure the minutes accurately reflect the activities and decisions made during the meeting.

Subcommittee meeting minutes should be submitted via e-mail to the Committee Secretary, Bruce Forsyth [bruce.forsyth@ieee.org], who will forward then on for posting on the Committee website.

The submittal file should be saved as a Word document formatted similar to this document. Attendance, indication of quorum, names of members making any motion, seconding any motion, and the result of any votes (affirmative and negative count) for each SC, WG, and TF meeting shall be included in all minutes.

Respectfully submitted,

Bruce Forsyth

Secretary

IEEE/PES Transformers Committee

October 23, 2016