

7.0 SECRETARY’S REPORT – DAVID WALLACH

7.1 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 [Information](#) | Forms. 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. 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.

7.1.1 New Committee Member Approvals

At the Summer 2020 (Virtual) Administrative Subcommittee meeting, six new committee member applications were reviewed. All six of the applications were approved. The new members are listed in the following table.

Name	Affiliation	Sponsor #1	Sponsor #2	Sponsor #3	Membership Category
Arup Chakraborty IEEE – Yes PES – Yes SA – Yes	Delta Star	Ajith Varghese Dielectric Test SC 3.5+ yr.	Sanjib Sum WG PC57.21 4+ yr.	A. Nigerian WG PC57.113 3 yr.	Producer
Attila Gyore IEEE – Yes PES – Yes SA – Yes	M&I Materials Ltd	Sheldon Kennedy Insulation Life SC 2 yd	Thomas Prevost WG PC57.166 2+ yr.	Richard Marek WG PC57.154	Producer
Raja Kuppaswamy IEEE – Yes PES – Yes SA – Yes	Dynamic Ratings	Ajith Varghese Dielectric Test SC 4 yr	A. Naderian WG PC57.113 2+ yr.	Mike Spurlock WG PC57.143	Producer
Marek Kornowski IEEE – Yes PES – Yes SA – Yes	Polycast Int’l	Ross McTaggart Instrument Trf SC 2+ yr	S. Shull WG PC57.19.02 2 yr	Thomas Sizemore WG PC57.13.2 2 yr	Producer
Cihangir John Sen IEEE – Yes PES – Yes SA – Yes	Duke Energy	Ajith Varghese Dielectric Test SC 2 yr	G. Anderson WG C57.150 2 yr	Ramsis Girgis WG C57.12.90 2 yr	User
Bruce Webb IEEE – Yes PES – Yes SA – Yes	Knoxville Utilities Board	Ed Smith Distribution Trf SC 2 yr	Alan Traut WG PC57.12.20 2 yr	Bill Griesacker TF Rev to Low Freq Test 2 yr	User

7.1.2 New Member Applications

Zero new applications for Committee Membership have been received for consideration since the last Administrative Subcommittee meeting.

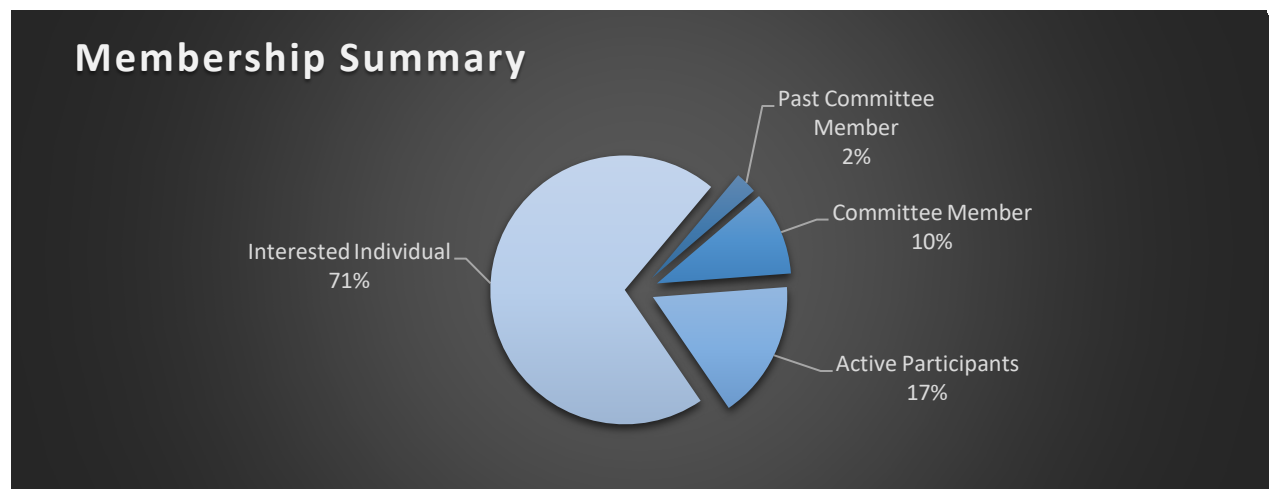
7.1.3 Association Management System (AMS) Database

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. It is the responsibility of each individual to keep his/her profile updated (except for the participant status). 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, at least one of which must be a SC Chair. 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 or Members to be moved to Past Member Status).

<i>Membership Status</i>	F15	S16	F16	S17	F17	S18	F18	S19	F19	S20	F20*
<i>Interested Individual</i>	1462	1471	1507	1554	1550	1552	1551	1582	1632	1579	1563
<i>Interested Individual - IEEE Life Member</i>	11	11	11	11	11	13	12	12	12	11	12
Total Interested Individuals	1473	1482	1520	1565	1561	1565	1563	1594	1644	1590	1575
<i>Active Participant</i>	240	242	258	275	302	321	324	349	362	365	362
<i>Active Participant - IEEE Life Member</i>	7	5	5	5	5	5	5	6	7	6	6
Total Active Participants	247	247	263	280	307	326	329	355	369	371	368
<i>Committee Member</i>	161	172	175	180	169	175	181	191	182	179	179
<i>Committee Member – Emeritus</i>	10	9	9	9	9	10	10	10	10	11	11
<i>Committee Member - IEEE Life Member</i>	23	25	27	29	28	33	33	33	32	33	33
Total Committee Members	194	206	211	218	206	216	224	234	224	223	223
<i>Past Committee Member</i>	28	32	31	30	42	38	38	38	50	48	48
<i>Past Committee Member - IEEE Life Member</i>	6	5	5	5	7	6	6	6	8	12	10
Total Past Committee Members	34	37	36	35	49	44	44	44	58	60	58
TOTAL IN AMS DATABASE	1948	1972	2028	2098	2123	2151	2160	2227	2295	2244	2224

*S20 data as of August 14, 2020



7.2 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.

7.3 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).

7.4 COMMITTEE MEMBERSHIP MAINTENANCE

An attendance audit was performed in February 2020 prior to the planned Charlotte, NC Spring Meeting that was canceled due to the COVID-19 Pandemic. There are a few committee members to be contacted. This membership maintenance will take place after the Fall 2020 meeting along with the results of the biennial IEEE-SA and IEEE PES membership audit.

Note that Past Committee Members can be reinstated to Committee Members if their status changes and they are able to regularly participate within two years of being changed to Past Committee Member.

7.5 SENIOR MEMBERSHIP REMINDER

IEEE members are encouraged to apply for senior membership. Senior membership gains recognition by peers/management and better positions for fellow membership. The requirements are 10 years of experience and 3 references.

More details and application can be found at <https://www.ieee.org/membership/senior/> or under the "information tab" of the Transformer Committee website.

There will also be a short presentation about Senior Membership at the Monday General Session by Peter Balma.

7.6 ESSENTIAL PATENT CLAIMS

All registrants were asked to agree with the following statement:

"I have read the Patent Claim notice on the following webpage, and I understand that if I am aware of any Essential Patent Claim related to issues being discussed or considered for inclusion in standards being developed by one or more Working Groups of the Transformers Committee, it is my responsibility to inform the Chair of the Working Group affected by such claim."

Working Group Chairs are asked to make a Call for Essential Patent at the beginning of each meeting and to record the results in the meeting minutes.

7.7 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."

7.8 MEETING MINUTES

The minutes of the Fall 2019 meeting have been posted to the committee website. Thank you to everyone for submitting their minutes in a prompt fashion. The ADCOM will meet virtually on May 21, 2020 and the meeting minutes were compiled, approved, and posted from that meeting.

Subcommittee Chairs are asked to submit their respective subcommittee meeting minutes for the Fall 2020 Virtual meeting to the Committee Secretary no later **December 3, 2020**, which is **6 weeks** after the completion of the meeting. It is strongly recommended that meeting minutes be prepared at or just after the meeting while the activities are still fresh in members' minds. Doing so will help to ensure the activities and decisions made during the meeting are accurately reflected in the minutes.

Subcommittee meeting minutes should be submitted via e-mail to the Committee Secretary, David Wallach [David.Wallach@ieee.org], who will forward them on to the webmaster for posting on the Committee website. The submittal file should be saved as a Word document formatted like 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,

David Wallach
Secretary
IEEE/PES Transformers Committee
September 11, 2020