

**AGENDA**  
**IEEE PES TRANSFORMERS COMMITTEE**  
**Fall 2025 Administrative Subcommittee Meeting**  
**Location: Estero A (1) Room: Hyatt Regency Coconut Point: Bonita Springs, FL USA**  
**Sunday, October 19, 2025 | 2:00 PM – 5:00 PM**

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<b>Chair:</b> David Wallach	<b>Vice Chair:</b> Bill Griesacker	<b>Secretary:</b> Scott Reed
<b>Treasurer:</b> Troy Tanaka	<b>Awards Chair/Past Chair:</b> Ed teNyenhuis	<b>Standards Coordinator:</b> Steve Shull

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## **17. ADMINISTRATIVE SUBCOMMITTEE – DAVID WALLACH**

### **Introduction of Members and Guests**

The Chair called the meeting to order and attendees introduced themselves by name, affiliation and role in the Administration Subcommittee. Guests also introduced themselves, by giving their name and affiliation.

Members and Guests Present:

Chair.....	David Wallach
Vice-Chair.....	Bill Griesacker
Secretary .....	Scott Reed
Treasurer .....	Troy Tanaka
Standards Coordinator .....	Steve Shull
Awards/Past Chair .....	Ed teNyenhuis
Bushings .....	Scott Digby
Dielectric Tests .....	Poorvi Patel
Distribution Transformers .....	Jerry Murphy
Dry Type Transformers .....	David Walker
HVDC.....	Klaus Pointner
Instrument Transformers.....	David Wallace
Insulation Life .....	Sam Sharpless
Insulating Fluids .....	Stephanie Mabrey
Performance Characteristics .....	Sanjib Som
Power Transformers .....	Ryan Musgrove
Standards.....	Dan Sauer
Underground Transformers & Network Protectors .....	Tony Reiss

Guests: Diego Rablino, Jinesh Malde, Patrycja Jarosz, Malia Zaman

### **17.1 Approval of Previous Meeting Minutes**

The Chair requested if there were comments on the draft Spring 2025 Administrative Subcommittee meeting minutes. Steve Shull made a motion to approve the minutes and Klaus Pointner seconded the motion. Objections to unanimous approval of the minutes was requested. No comments were offered, and no objections were voiced, therefore the Spring 2025 Administrative Subcommittee minutes were approved by unanimous consent.

### **17.2 Additions to and/or Approval of the Agenda**

The preliminary agenda was previously distributed in advance of the meeting. Daniel Sauer made a motion to approve the agenda and Sam Sharpless seconded the motion. There were no objections to unanimous approval of the agenda, therefore the following agenda was approved.

## Administrative SC Agenda

	TOPIC	PRESENTER	EST. START
1.	<b>Administrative Topics (:15)</b> .....	David Wallach .....	2:00
1.1.	Introductions and Attendance		
1.2.	Affiliation Change Updates		
1.3.	Review and Approval of the Agenda		
1.4.	Approval of Fall 2023 Minutes		
2.	<b>Officer Reports</b> .....		2:15
2.1.	Chair's Report (:15) .....	David Wallach	
2.2.	Vice Chair's Report (:05).....	Bill Griesacker	
2.3.	Secretary's Report & New Committee Membership Approval (:10).....	Scott Reed	
2.4.	Treasurer's Report (:05) .....	Troy Tanaka	
2.5.	Recognition & Awards Report (:05) .....	Ed teNyenhuis	
2.6.	Standards Coordinator's Report (:10) .....	Steve Shull	
	2.6.1. Standards Report		
	2.6.2. External Proposal Management Committee (EPMC) Report		
3.	<b>IEEE Report</b> .....		3:05
3.1.	IEEE Staff Update (:10) .....	Patrycja Jarosz	
4.	<b>Subcommittee Reports</b> ( <i>please limit your report to 4 minutes or less</i> ) .....		3:20
4.1.	Bushings .....	Scott Digby	
4.2.	Dielectric Test .....	Poorvi Patel	
4.3.	Distribution Transformers .....	Jerry Murphy	
4.4.	Dry Type Transformers .....	David Walker	
4.5.	HVDC .....	Klaus Pontner	
4.6.	Instrument Transformers .....	David Wallace	
4.7.	Insulating Fluids .....	Stephanie Mabrey	
4.8.	Insulation Life .....	Sam Sharpless	
4.9.	Performance Characteristics.....	Sajib Som	
4.10.	Power Transformers .....	Ryan Musgrove	
4.11.	Standards .....	Dan Sauer	
4.12.	Subsurface Transformers & Network Protectors .....	Tony Reiss	
5.	<b>Unfinished Business</b> .....		4:10
5.1.	Update on memberplanet (:10).....	David Wallach	
5.2.	Other (:05).....	All	
6.	<b>New Business</b> (:10) .....		4:40
6.1.	.....	David Wallach	
7.	<b>Wrap Up &amp; Adjournment</b> .....		4:50
7.1.	Wrap Up & Adjournment (:10).....	David Wallach	

### 17.3 Chair's Report – David Wallach

Refer to Section 4.0 of the Main Minutes for a complete "Chair's Report."

### 17.4 Vice Chair's Report – Bill Griesacker

Refer to Section 5.0 of the Main Minutes for a complete "Vice Chair's Report."

### 17.5 Secretary's Report – Scott Reed

Refer to Section 6.0 of the Main Minutes for a complete "Secretary's Report."

## Administrative SC Agenda

Scott Reed made a motion to approve the following three new member applications, and it was seconded by David Wallace with the consideration that any unverified membership requirements were met:

Name	Affiliation
Saramma Hoffman	PPL
Kushal Mahajan	Sungrow
Mike Shannon	REA Magnet Wire

The three new member applications were approved unanimously without opposition.

### 17.6 Treasurer's Report – Troy Tanaka

Refer to Section 7.0 of the Main Minutes for a complete "Treasurer's Report."

IEEE bank records are not correct. Troy has reported numerous errors to IEEE for missed bank transactions. Troy is tracking separately and reporting all errors to IEEE.

IEEE's auditors took 6 months to complete the 2023 audit.

### 17.7 Recognition & Awards Report – Ed teNyenhuis

Refer to Section 8.0 of the Main Minutes for a complete "Recognition & Award's Report."

### 17.8 Standards Report and New PAR Requests – Steve Shull

Refer to Section 10.0 of the Main Minutes for a complete "Standards Report."

### 17.9 IEEE Staff Update – Patrycja Jarosz

Refer to **Appendix 7** of the Main Minutes for the full PowerPoint presentation.

Two Items for Review:

- a. IEEE still will not support DGA data collection for C57.130 because it is a different template than other DGA collection projects.

### 17.10 Meeting Planning Report – Tammy Behrens (did not present)

Refer to **Appendix 9** of the main Committee minutes for the full Meeting Planning Subcommittee report.

Brief reports were received from all the subcommittee chairs.

#### 17.10.1 Bushings Subcommittee | Scott Digby

The SC Secretary moved into the Vice Chair role.

One PAR expiring at the end of the year. Submitted to NESCOM

New Task Force this Fall.

693 is a new Working Group.

New Business: addressing a technical error in a guide.

## **Administrative SC Agenda**

### 17.10.2 Dielectric Test Subcommittee | Poorvi Patel

57.98 ballot was closed. Reviewing comments.

### 17.10.3 Distribution Transformers Subcommittee | Jerry Murphy

Dealing with a standard C57.12.36: liquid immersed, liquid type or liquid filled. May do a PAR revision to change the Title.

### 17.10.4 Dry Type Transformers Subcommittee | David Walker

C57.94 Ballot closed. Comment Resolution Group finished review.

C57.96 Ballot closed. Comment Resolution Group is still actively resolving comments.

C57.16 PAR extension.

C57.124 is lagging. Either get a PAR extension or let it expire.

### 17.10.5 HVDC Converter Transformers & Reactors Subcommittee | Klaus Pointner

New Vice Chair and Secretary

C57.132 Entity group. No progress with the Chair who lives in China.

### 17.10.6 Instrument Transformers Subcommittee | David Wallace

Consolidate C57.13.5 and C57.13.7 into C57.13

C57.13.9 is in ballot resolution.

### . Insulating Fluids Subcommittee | Stephanie Mabrey

All PARS are on schedule.

WG has not submitted a PAR for Corrosive Sulfur.

### 17.10.7 Insulation Life Subcommittee | Sam Sharpless

All is well.

Guide for Moisture is trying to wrap up.

### 17.10.8 Performance Characteristics Subcommittee | Sanjib Som

All is well.

### 17.10.9 Power Transformers Subcommittee | Ryan Musgrove

C57.170 was published.

11 WG meetings this week

C57.153 is not required to follow IEEE P3400. Master/Follower. Concern is with REVCOM going beyond the procedure submission and rejecting it.

## **Administrative SC Agenda**

17.10.10 Standards Subcommittee | Dan Sauer

C57.12.00 and 12.90 are in ballot.

C57.152 will be in ballot soon.

17.10.11 Subsurface Transformers & Network Protectors Subcommittee | Tony Reiss

C57.12.23 didn't have Spring quorum

C57.12,24 and 12.40 both published.

C57.12.53 went to ballot and will go through comment resolution.

## **17.11 Unfinished Business**

17.11.1 **Update on new memberplanet development:** Memberplanet is not ready.

### **17.11.2 Screening Questionnaire Creation for PAR**

to IEEE to determine what qualifies as a PAR. The purpose is to develop a screening process to better vet entity PAR ideas. Discussion last ADCOM about the process for entity approval by IEEE.

Example C57.93a is an entity PAR where one cold start up test is being incorporated into the C57.93 guide. The discussion led to one test case example is not enough scientific evidence to incorporate into a guide.

ADCOM is suggesting a questionnaire be developed to screen out worthy topics to determine whether a suggestion should be incorporated to form a PAR or present the idea as a research paper.

David Wallach, Poorvi Patel, Steve Shull, Sanjib Som, Bill Greisacker, Dan Sauer, Ryan Musgrove and Patrycja Jarosz will form a task force to recommend a procedure

## **17.12 New Business**

### **IEEE Brand Experience & IEEE PE/TR Domain Administration**

IEEE Domain Naming Guidelines

Separate domains must now be approved

Exceptions can be allowed but a domain must include "ieee", ideally at the beginning

Consider registering [www.ieeetransformerscommittee.org](http://www.ieeetransformerscommittee.org) then redirect to [www.transformerscommittee.org](http://www.transformerscommittee.org).

Present domain registrations expire in 2032

Assign responsibility to monitor and maintain

### **17.13.2 Other:**

#### **Entity P&P revisions will begin soon**

Completed Committee O&P

Draft WG P&P will be voted on tomorrow

## **Administrative SC Agenda**

### **Guide for arc test of liquid-immersed High-Voltage Direct-Current (HVDC) converter transformers**

HVDC in title -> sent to HVDC SC

Scope is more general and concerns tank rupture -> WG PC57.156 IEEE Guide for Transformer Tank Rupture Mitigation of Liquid-Immersed Power Transformers and Reactors [Power Transformers SC]

### **Approval of IEEE 3400-2025 IEEE Standard for Use of Inclusive Language in Technical Terminology and Communications**

Impacts to standards/guides

Inquire IEEE SA providing copy or training as a tool.

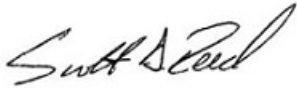
Same availability as a style guide

#### **17.14 Adjournment**

The items on the agenda were completed and the meeting was adjourned at 4:49 PM.

Respectfully submitted by:

Scott D. Reed,



Secretary, Transformers Committee

October 19, 2025

**Administrative SC Agenda**

Last Name	First Name	Affiliation	Meeting Date 10/19/2025
Digby	Scott	Duke Energy	X
Griesacker	Bill	William Griesacker and Associates Inc.	X
Jarosz	Patricia	IEEE	X
Mabrey	Stephanie	AVO	X
Murphy	Jerry	Reedy Creek Energy Services	X
Musgrove	Ryan	Oklahoma Gas & Electric	X
Pointner	Klaus	Trench Austria	X
Reed	Scott	MVA	X
Reiss	Tony	Custom Materials, Inc.	X
Sauer	Daniel	EATON Corporation	X
Sharpless	Sam	Rimkus Engineering	X
Shull	Stephen	BBC Electrical Services, Inc.	X
Som	Sanjib	Pennsylvania Transformer	X
Tanaka	Troy	Burns & McDonnell	X
teNyenhuis	Ed	Hitachi Energy	X
Walker	David	MGM Transformer	X
Wallace	David	Mississippi State University	X
Wallach	David	Duke Energy	X