

April 19, 2009

Main Events	
Sunday Reception	373
Monday Standards Luncheon	128
Tuesday Speaker Luncheon	209
	[106(B)+86(C)+17(V)]
Wednesday Dinner Social	259

3.5 Chair's Report – T. A. Prevost

Refer to Section 1.0 for a complete "Chair's Report." The Chair emphasized the revision to the O&P Manual will be the main focus of our discussion under old business.

The Chair also made the announcement that Ramsis Girgis has decided to resign from his role as the Chair of the Performance Characteristic Subcommittee (PCS) at the end of this meeting. The Chair thanked Ramsis for his many years of service and leadership to the Transformers Committee. The Chairmanship baton for the PCS will handed over to Steve Antosz at the end of this meeting.

3.6 Vice Chair's Report – E. Smith

Refer to Section 4.0 for a complete "Vice Chair's Report."

3.7 Secretary's Report – Bill Chiu

3.7.1 Membership Review

Voting Members – Seven new members was approved and added at the Porto, Portugal meeting:

Name	Affiliation	Sponsor #1	Sponsor #2	Sponsor #3	Membership Category
Carl Bush	PEMCO Corp	J. Sullivan C57.12.01	A. Molden C57.98 Impulse Test Guide WG	C. Johnson Dry Type SC	Producer
Yunxiang Chen	Parsons Corp.	C. Johnson Dry Type SC	P. Hopkinson Dielectric Test Table	S. Kennedy C57.18.10 WG	User
Ramon Garcia	Prolec-GE	B. Paulin Low Freq. Dielectric Test WG	A. Molden C57.98 Impulse Test Guide WG	L. Wagenaar Dielectric Test SC	Producer
James (Jim) Graham	Alliant Energy	R. Ladroga Insulating Fluids SC	P. McShane C57.147 WG	J. Arteaga C57.12.10 WG	User
Stephen H. Jordan	TVA	R. Girgis Performance Characteristics SC	E. Lemke C57.113 WG	J. Harley C57.127 WG	User
Tony Pink	Dynamic Ratings, Inc.	T. Lundquist Power Transformers SC	Andre Lux On-Line Monitoring	T. Jauch Transformer Paralleling Guide	Producer

The membership status has been updated in the AMS123 system and each new member should have received a notification of this change.

The Committee currently has three general categories of participation in our activities. These are: **Interested Individual**, **Active Participant**, and **Committee Member**. Any one can join our 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. Currently an "Active Participant" is some one who attends at least three out of the past 5 meetings and actively contributed to the work of the Committee.

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The Committee Member status however, can only be attained through a formal application with the sponsorship of minimum of three WG or SC chairmanships. Detail of the application requirement and approval process by the Administrative Subcommittee is outline in our O&P manual.

The participant's profiles in our AMS 123 system should reflect the correct status. Here is the link to our AMS 123 system.

<http://www.123signup.com/servlet/com.signup.servlet.org.ALogin?Org=ieee-transformers&Restart=1>

The following table showed the recent count of the participants grouped by these three general categories.

	October 2008	April 2009
Interested Individual	667	733
Interested Individual - IEEE Life Member *	1	5
Total Interested Individuals	668	758
Active Participant	216	213
Active Participant - IEEE Life Member *	5	5
Total Active Participants	221	218
Committee Member	194	200
Committee Member - Emeritus Member *	7	7
Committee Member - IEEE Life Member *	21	22
Committee Member - Corresponding Member	1	1
Total Committee Members	223	230
TOTAL IN AMS DATABASE	1112	1206

* indicates this member type receives a discounted registration fee

3.10.2 New Member Applications

Seven new applications for Committee Membership have been received since our previous meeting in Porto, Portugal and were submitted for review and approval at the Miami meeting:

Name	Affiliation	Sponsor #1	Sponsor #2	Sponsor #3	Membership Category
Donald B. Cherry	ABB Inc. (South Boston)	P. McShane C57.147 (6 yrs)	S. McNelly Insulating Fluids SC (5 ½ yrs)	S. McNelly C57.104 (6 yrs)	Producer
Juan G. Castellanos	Prolec GE	R. Wicks C57.100 (3 yrs)	P. Payne C57.12.90 Temp Rise Test Proc. (2 yrs)	D. Platts Insulation Life SC (4 yrs)	Producer
Amitav Mukerji	ABB (Cary, NC)	B. Paulin Low Freq. Dielectric Test WG (1 ½ yrs)	M. Perkins PCS Revision of C57.12.90 (1 ½ yrs)	R. Girgis Performance Characteristic S.C. (1 ½ yrs)	Producer
Ron L. Nicholas	ABB Inc. (South Boston)	E. Lemke TF C57.113 (4 yrs)	R. Girgis Performance Characteristic S.C (4 yrs)	M. Perkins PCS Revision of C57.12.90 (4 yrs)	Producer
Kirk Robins	Excelon Nuclear	R. Girgis Performance Characteristics SC (2 yrs)	M. Perkins PCS Revision of C57.12.90 (2 yrs)	L. Wagenaar C57.152 (2 yrs)	User
Dharam Vir*	Waukesha Electric Systems Inc.	L. Wagenaar Dielectric Test SC (4 yrs)	D. Platts Insulation Life SC (4 yrs)	J. Puri Sound Power Level Guide (4 yrs)	Producer

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Name	Affiliation	Sponsor #1	Sponsor #2	Sponsor #3	Membership Category
Jennifer Yu	Pacific Gas & Electric	L. Wagenaar Dielectric Test SC (1 yrs)	R. Girgis Performance Characteristics SC (1 yrs)	T. Lundquist Power Transformers SC (1 yr)	User

* Note: application did not indicate PES member

These applications will be reviewed at the Administrative Subcommittee meeting. 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. Subcommittee Chairs are encouraged to recommend new members, and also to increase the awareness that Membership is a privilege gained through **active participation** and **contribution** in Committee work 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 should be submitted to the Committee Secretary's attention at any time. Application will be collected for review and approval in batches at each Administrative Subcommittee meeting. For an application to be included in the following meeting, the application will need to be received by the Committee Secretary at a **minimum of one week prior** to the start of the next meeting.

3.10.3 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. Our 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 meeting on Thursdays. The data will be used to update participant's membership profile.

3.10.4 Meeting Minutes

The minutes of the Porto, Portugal, Fall 2008 Transformers Committee meeting were posted to the committee website on Wednesday, April 1, 2009.

Meeting minutes are now only available via electronic means. A collection of recent meeting minutes are available in pdf format from the committee's website.

Subcommittee Chairs are requested to submit their SC Minutes for the Miami meeting by June 30, 2009. Minutes should be submitted via e-mail to the Secretary bill.chiu@ieee.org, with a copy to Susan McNelly sjmcnelly@ieee.org for posting on the Committee website. The submittal should be formatted in Word 2007 (or earlier versions) and should be formatted in the format as shown in the present assembled Minutes, **with numbering as indicated in Main Committee Meeting Agenda**. Please indicate total attendance count for each Subcommittee, Working Group, and Task Force meeting in your Minutes. Please do not send a copy of the attendance listing for this attendance count. If a SC Vice-Chair, Secretary, or other SC member is preparing the SC Minutes, please let them know these details about Minutes submittals.

Please do all you can to get the minutes in as soon as possible. Collecting the minutes from each subcommittee is the most difficult and time consuming part of this job and I would very much appreciate your help in facilitating the compilation of the combined minutes. Your attention to this matter is greatly appreciated.