

IEEE/PES TRANSFORMERS COMMITTEE

Spring 2019 Meeting; Anaheim CA

Administrative Subcommittee Minutes

Sunday, Mar 24, 2019

2:00 PM – 5:00 PM

Chair: Sue McNelly **Vice Chair:** Bruce Forsyth **Secretary:** Ed teNyenhuis
Treasurer: Paul Boman **Awards Chair/Past Chair:** Stephen Antosz **Standards Coordinator:** Jim Graham

9. ADMINISTRATIVE SUBCOMMITTEE – SUE MCNELLY

9.1 Introduction of Members and Guests

The Chair called the meeting to order and asked attendees to introduce themselves and their affiliation. Consultants were asked to identify the company they were representing if they were not representing their own consulting interest. Introductions were made by members and guests.

Members and Guests Present:

Chair	Susan McNelly
Secretary	Ed teNyenhuis
Treasurer	Paul Boman
Standards Coordinator	Jim Graham
Awards/Past Chair	Stephen Antosz
Bushings	Peter Zhao
Dielectric Tests	Ajith Varghese
Distribution Transformers	Ed Smith
Dry Type Transformers	Casey Ballard
HVDC Converter Transformers & Reactors	Michael Sharp, Ulf Radbrandt
Instrument Transformers	Ross McTaggart, Thomas Sizemore
Insulating Fluids	David Wallach
Insulation Life	Sheldon Kennedy
Performance Characteristics	Craig Stiegemeier
Power Transformers	Bill Griesacker
Standards.....	Jerry Murphy
Underground Transformers & Network Protectors	George Payerle

Guests: Malia Zaman, Steve Shull, Don Platts
Absent: Bruce Forsyth. Tammy Behrens

9.2 Approval of Previous Meeting Minutes

The Chair asked for comments of the Fall 2018 Administrative Subcommittee meeting minutes. A motion to approve the minutes was given by Ajith Varghese (seconded by Sheldon Kennedy). There were no comments and no objections to unanimous approval, therefore the minutes were approved.

9.3 Additions to and/or Approval of the Agenda

The Chair noted a new item would be added under new business to the preliminary agenda that was previously distributed. A motion to approve the revised agenda was given by Michael Sharp (seconded by Craig Stiegemeier) and there were no objections to unanimous approval of the revised agenda, therefore the below agenda was approved.

Approved Agenda:

1. Introduction of Members and Guests (:05) All
2. Approval of Fall 2018 Minutes (:03).....Sue McNelly
3. Additions to and/or Approval of the Agenda (:02).....Sue McNelly
4. Chair’s Report (:10).....Sue McNelly
5. Vice Chair’s Report (:05) Bruce Forsyth
6. Secretary’s Report & New Committee Membership Approval (:15) Ed teNyenhuis
7. Treasurer’s Report (:05)..... Paul Boman

Time Check (2:45 pm)

8. Recognition & Awards Report (:05)Stephen Antosz
9. Standards Report (:20)..... Jim Graham
10. IEEE Staff Update (:10)..... Malia Zaman
11. Meeting Planning (:10)..... Tammy Behrens

Time Check (3:30 pm) & Break (15 min)

12. Old Business
- 12.1. Update on Entity Projects (:05)Sue McNelly
13. New Business
- 13.1. Revised Individual Working Group P&P Manual Approval (:05) Bruce Forsyth
- 13.2. Entity Working Group P&P Manual Approval (:05) Bruce Forsyth

Time Check – 4:35 PM

14. Subcommittee Reports – Roundtable (not intended to indicate order of reporting)
- 14.1. Bushings (:03)..... Peter Zhao
- 14.2. Dielectric Test (:03)Ajith Varghese
- 14.3. Distribution Transformers (:03)..... Ed Smith
- 14.4. Dry Type Transformers (:03) Chuck Johnson
- 14.5. HVDC (:03)..... Mike Sharp
- 14.6. Instrument Transformers (:03)..... Ross McTaggart
- 14.7. Insulating Fluids (:03)David Wallach
- 14.8. Insulation Life (:03)Sheldon Kennedy
- 14.9. Performance Characteristics (:03)..... Craig Stiegemeier
- 14.10. Power Transformers (:03)Bill Griesacker
- 14.11. Standards (:03)..... Jerry Murphy
- 14.12. Subsurface Transformers & Network Protectors (:03)..... George Payerle
15. Adjourn

9.4 Chair’s Report – Sue McNelly

Refer to Section 4.0 of the Main Minutes for a complete “Chair’s Report.”

9.5 Vice Chair's Report – Bruce Forsyth

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

9.6 Secretary's Report – Ed teNyenhuis

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

Highlights:

- There were 4 applications for Committee Membership since the last meeting. A motion was made by Jim Graham (seconded by Jerry Murphy) to approve all 4 applications. The motion was approved unanimously.
- SC Chairs were asked to submit their minutes not later than May 19, 2019.

9.7 Treasurer's Report – Paul Boman

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

9.8 Recognition & Awards Report – Stephen Antosz

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

9.9 Standards Report – Jim Graham

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

9.10 IEEE Staff Update – Malia Zaman

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

There was concerns raised about the new IEEE copyright policy that was presented and that it may be difficult to follow for committee meetings work.

9.11 Meeting Planning Report – Tammy Behrens

No report was given.

9.12 Old Business

There was no update on the Entity projects in process.

9.13 New Business

9.13.1 Updated Revised Individual Working Group P&P Manual

A motion for Adcom to approve the Updated Individual Working Group P&P Manual was given by Ed teNyenhuis (seconded by Jim Graham) and there were no objections to unanimous approval of the motion.

See **Appendix 9** for the Task Force Meeting Minutes.

9.13.2 Working Group Entity P&P

A motion to approve the below was given by George Payerle (seconded by Craig Stiegemeier) was not passed.

- **MOTION:** *I move that Draft 4 of the Working Group Policies and Procedures Manual (Entity Method) be approved with a change to Clause 2.2.c and the addition of Clause 2.2.d as follows:*
 - c) *Attend at least one meeting of the Sponsor per year unless a quorum of the WG is prevented from doing so by issues beyond the control of the Working Group (such as the inability to obtain travel visas).*
 - d) *At least 14 days prior to scheduled Sponsor meetings, the Working Group shall provide a report to the Sponsor Liaison of the Working Group activities including an electronic copy of the latest draft standard in one of the following formats: PDF, DOC, DOCX, TIFF, or JPG.*

A revised motion to accept the below was given by Casey Ballard (seconded by Ajith Varghese) and there were no objections to unanimous approval of the motion.

- **MOTION:** *I move that Draft 4 of the Working Group Policies and Procedures Manual (Entity Method) be approved with a change to Clause 2.2.c and the addition of Clause 2.2.d as follows:*
 - c) *Attend at least one meeting of the Sponsor per year*
 - d) *At least 14 days prior to scheduled Sponsor meetings, the Working Group shall provide a report to the Sponsor Liaison of the Working Group activities including an electronic copy of the latest draft standard in one of the following formats: PDF, DOC, DOCX, TIFF, or JPG.*

9.13.3 Don Platts request to remove Liquid Immersed from standards

Don Platts presented a request that the Transformers Committee shall immediately stop using the phrase ‘liquid immersed transformers’. It was decided that the Standards SC will discuss this request and what the possible solutions might be.

9.14 Subcommittee Reports

Casey Ballard advised that he was requested to address a special transformer that is a dry type pole mount. It was agreed that this should remain in the Dry Type Transformers and that a good place for it would be in an Annex in C57.12.01. Casey Ballard will talk to the requestor to bring a motion at the SC.

9.15 Adjournment

The meeting was adjourned at 5.10 PM.

Submitted by:

Ed teNyenhuis,
Secretary, Transformers Committee

Mar 24, 2019