

3.10 Secretary's Report – Don Platts

3.10.1 Membership Review

Voting Committee Members – Nine new committee members were approved and added at the San Diego, CA meeting as shown in the table below:

Name	Affiliation	Sponsor #1	Sponsor #2	Sponsor #3	Membership Category
Robert Ballard	ABB	Tim Holdway C57.12.01 (2 ½ yrs)	Sheldon Kennedy C57.12.52 (2 ½ yrs)	Chuck Johnson Dry Type SC (2 ½ yrs)	Producer
Edwin F Brush Jr	BBF& Associates	Phil Hopkinson (3 yrs)	DR Foster C57.12.91 (4 yrs)	Jeewan Puri Aud Sound & Vib SC (2 yrs)	General interest
Xose Lopez-Fernandez	Universidade de Vigo	Steve Snyder PCS Rev C57.12.00 (3 yrs)	Rick Marek Hi Temp Trnsf (2 yrs)	Jeewan Puri Audible Sound SC (2 yrs)	General Interest
Timothy Holdway	Intermountain electronics	Rick Marek C57.96 (1 yr)	DR Foster C57.12.91 (2 yrs)	Chuck Johnson Dry Type SC (2 yrs)	Producer
Gary King	Howard Industries	Guiseppe Termini C57.12.24 (5 yrs)	Lee Matthews C57.12.35 Bar Code (New WG)	Steve Schull Distribution Trn SC (2 yrs)	Producer
Justin Pezzin	IFD Corporation	Alan Traut Ovhd Trnsf C57.12.20 (2 ½ yrs)	Dan Mulkey Enclosure Integrity (2 ½ yrs)	Steve Schull Distribution Trn SC (2 yrs)	Producer
Klaus Pointner	Trench Austria GMBH	Richard Dudley WG Dry Type Reactors (2 yrs)	Steve Schappell PC57.32 (1/2 yrs)	Richard Dudley HVDC SC Xfrmr & Reactors (2 yrs)	Producer
Dinesh P Sankarakurup	Niagara Transformer	?? C57.12.24 (3 yrs)	Sheldon Kennedy C57.18.10 (5 yrs)	Loren Wagenaar Dielectric Test SC (1-1/2 yrs)	Producer
Sanjib Som	Virginia Transformer	Tom Jauch PC57.153 (2 ½ yrs)	Bertrand Poulin Rev Low Freq Tests (2 yrs)	Bruce Forsyth Insulation Life SC (2 yrs)	Producer

Two membership applications were returned as the applicants were not listed as members of the working groups that signed to sponsor them. These applicants were encouraged to speak to the working group chairs to ensure they were documented members, and then to resubmit the applications.

The Transformers 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. 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 requirements and approval process by the Administrative Subcommittee is outlined in our O&P manual.

The following table contains a recent count of the participants grouped by the three general categories.

Membership Status	Oct-11	Apr-11	Oct-10
Interested Individual	1061	997	843
Interested Individual - IEEE Life Member *	4	2	6
Total Interested Individuals	1065	999	845

Active Participant	218	230	227
Active Participant - IEEE Life Member *	5	5	7
Total Active Participants	223	235	234

Committee Member	218	210	211
Committee Member - Emeritus Member *	8	1	8
Committee Member - IEEE Life Member *	31	31	26
Committee Member - Corresponding Member	1	1	1
Total Committee Members	258	243	246

TOTAL IN AMS DATABASE **1546** **1478** **1391**

* - indicates this member type receives a discounted registration fee.

The participant's profiles in our AMS 123 system should reflect the correct status. It is the responsibility of each individual to keep his or her profile updated. Here is the link to our AMS 123 system.

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

3.10.2 New Member Applications

Eleven new applications for Committee Membership have been received since our previous meeting in San Diego, CA. They will be submitted for approval at the Boston MA meeting on October 30, 2011. Details of the membership applications and sponsors are listed in the following table.

Name	Affiliation	Sponsor #1	Sponsor #2	Sponsor #3	Membership Category
Stephen M Schroeder	ABB	Brian Klaponski WG C57.12.40 (5 yrs)	Gary Hoffman WG C57.12.10 (5 + yrs)	Carl Nieman Dry Type SC (5 + yrs)	Producer
Daniel M Sauer	Cooper Power Systems	Craig Colopy WG C57.15 (2 yrs)	Jane Ann Verner WG PC57.152 (2 yrs)	Bill Bartley Standards SC (? yrs)	Producer

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 to communicate the process of attaining membership 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 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. For an application to be reviewed at the next meeting, the application will need to be received by the Committee Secretary a minimum of one week prior to the start of the that 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 San Diego CA Spring, 2012 Transformers Committee meeting were posted to the committee website on September 16, 2011.

Subcommittee Chairs are requested to submit their SC Minutes from the Boston, MA meeting by December 15, 2011.

The minutes should be submitted via e-mail to the Committee Secretary at [donplatts@ieee.org], with a copy to Susan McNelly [sjmcnelly@ieee.org] for posting on the Committee website.

The submittal file should be saved as a Word document and should be formatted similar to this report, and as shown in the recent assembled Minutes. *The numbering for your report should match the numbering as indicated in the 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.

Your full corporation and support in this matter is greatly appreciated.

Donald W. Platts

Secretary, IEEE PES Transformers Committee