

### 3. Secretary's Report – Stephen Antosz

### 3.1 Membership Review

Voting Committee Members – Two new committee members were approved and added at the Nashville meeting as shown in the table below:

Name	Affiliation	Sponsor #1	Sponsor #2	Sponsor #3	Membership Category
Baitun Yang	Pennsylvania Transformer	Pierre Riffon WG Revision to Impulse Test (2+yrs)	Loren Wagenaar SC Dielectric Test (2+yrs)	Stephen Antosz SC Performance Characteristics (2+yrs)	Producer
Thomas Sizemore	ABB	Thang Hochanh TF PD in Bushings, PTs, CTs (2 yrs)	Ross McTaggart SC Instrument Transformers (1.5 yrs)	Ross McTaggart WG Requirements for Instrument Transformers (6 months)	Producer

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**. 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 count of the participants grouped by the three general categories.

Membership Status	<u>Oct-10</u>	<u>Apr-11</u>	<u>Oct-11</u>	<u>Mar-12</u>	<u>Oct-12</u>
Interested Individual	843	997	1061	1132	1205
Interested Individual - IEEE Life Member *	6	2	4	6	7
<b>Total Interested Individuals</b>	<b>845</b>	<b>999</b>	<b>1065</b>	<b>1138</b>	<b>1212</b>

Active Participant	227	230	218	232	231
Active Participant - IEEE Life Member *	7	5	5	6	6
<b>Total Active Participants</b>	<b>234</b>	<b>235</b>	<b>223</b>	<b>238</b>	<b>237</b>

Committee Member	211	210	218	182	182
Committee Member - Emeritus Member *	8	1	8	6	6
Committee Member - IEEE Life Member *	26	31	31	29	30
Committee Member - Corresponding Member	1	1	1	0	0
<b>Total Committee Members</b>	<b>246</b>	<b>243</b>	<b>258</b>	<b>217</b>	<b>218</b>

TOTAL IN AMS DATABASE	1391	1478	1546	1593	1667
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\* - 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>)

### 3.2 New Member Applications

Six new applications for Committee Membership have been received since our previous meeting in Nashville. They will be submitted for approval at the Milwaukee meeting on October 21, 2012. Details of the membership applications and sponsors are listed in the following table.

Name	Affiliation	Sponsor #1	Sponsor #2	Sponsor #3	Membership Category
Jeremy A. Sewell	Quality Switch, Inc	Carl Nieman UTNP SC (7yrs)	Phil Hopkinson WG C57.157 DETC (7yrs)	Brian Klaponski WG C57.12.40 Network Xfmr(7yrs)	Producer
Robert T. Rasor	S.D. Myers, Inc.	Susan McNelly Insulating Fluids SC (3 yrs)	Richard Ladroga WG C57.104 DGA (7yrs)	Tom Prevost TF Furans (3yrs)	General Interest
David Archie Wallace	ABB/Kuhlman Electric	Loren Wagenaar Dielectirc Test SC (2 yrs)	Ross McTaggart Instrumnt Trans SC (2 yrs)	Pierre Riffon WG Rev to Impulse Tests (2 yrs)	Producer
Roberto Asano Junior	ABB	Don Platts/Bruce Forsyth Insulation Life SC (4 yrs)	Peter Zhao WG C57.156 Tank Rupture (2yrs)	Richard Marek WG C57.154 High Temp Insul (4yrs)	Producer
Brian R. Penny	American Transmission Company	Art Molden PC57.98 Impulse Guide (? yrs)	Phil Hopkinson WG C57.157 DETC (? yrs)	Peter Zhao Bushings SC (? yrs)	User
Subhas S. Sarkar	Virginia Transformer Corp	Sheldon Kennedy WG C57.12.52 (2 yrs)	Tim Holdway WG C57.12.01 (2 yrs)	Chuck Johnson Dry Type SC (>2 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 that meeting.

### **3.3 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 Monday & Thursday. The data will be used to update participant's membership profile.

### **3.4 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). There are a number of Transformers Committee members who have lapsed and must renew their SA and/or PES affiliation. These memberships are renewed annually along with your IEEE Membership renewal, which typically occurs at the end of each year.

Reminder that WG Chairs must also be a member of the SC, PES, and SA.

There are a number of Transformers Committee Members who are not PES or SA members. They will be given a reminder to renew these required memberships. If they do not comply then they will be dropped as Members. It is not fair to the other Members who adhere to this rule and pay the annual fees. Moreover, a person CANNOT participate in any ballot activity if they are not an SA member, and this is one of the basic responsibilities of an active member.

### **3.5 Consistent Guidelines for Membership Maintenance**

Due to varying application of removal of members from individual SC's & WG's, the Administrative Subcommittee will develop some guidelines for consistent application. The Transformers Committee Secretary will create a first draft and circulate to the Admin Members for comment. It was requested that each SC Chair forward to the Secretary whatever rules they have been using in their own groups.

### **3.6 Essential Patent Claims**

The Transformers Committee is now asking each participant at the time of meeting registration if they are aware of an essential patent claim, and if so to provide details. An Essential Patent Claim is any Patent Claim the use of which was necessary to create a compliant implementation of the IEEE Standard when there was no commercially and technically feasible non-infringing alternative. In other words, if an IEEE Standard REQUIRES the use of a product or process that is already patented, then this could be an essential patent claim. For this Milwaukee meeting there were nine people who answered YES that they were aware of a potential essential patent claim. Four of the nine provided no details and were therefore not considered any further. The other five were reviewed and it was determined that they DO NOT have an essential patent claim. If they did, they would be instructed to have the patent holder's legal team file a Letter of Assurance (LOA) with the IEEE-SA Standards Board Patent Committee. There is a link to this information on the [transformerscommittee.org](http://transformerscommittee.org) website.

### **3.7 Meeting Minutes**

The minutes of the Nashville Transformers Committee meeting Spring, 2012 were posted to the committee website on June 25, 2012.

Subcommittee Chairs are requested to submit their SC Minutes from the Milwaukee meeting by December 15, 2012.

The minutes should be submitted via e-mail to the Committee Secretary, Stephen Antosz at [santosz@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.

Respectfully,

*Stephen Antosz*

Secretary  
IEEE PES Transformers Committee



October 24, 2012