# Administrative Subcommittee – Stephen Antosz

## 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 Stephen Antosz

Vice Chair Susan McNelly

Secretary Bruce Forsyth

Treasurer/ Meetings Planning SC Gregory Anderson

Standards Coordinator Jim Graham

Awards/Past Chair Donald Platts

Bushings Peter Zhao

Dielectric Tests Ajith Varghese

Distribution Transformers Stephen Shull

Dry Type Transformers Casey Ballard

HVDC Converter Transformers & Reactors Michael Sharp

Instrument Transformers Ross McTaggart

Insulating Fluids David Wallach

Insulation Life Sheldon Kennedy

Performance Characteristics Ed teNyenhuis

Power Transformers Joe Watson/Bill Griesacker

Standards Jerry Murphy

Underground Transformers & Network Protectors Dan Mulkey

Guests: Peter Balma (by phone, partially), Erin Spiewak, IEEE, Malia Zaman (IEEE),  
Natasha Alvarado (IEEE), Gary Hoffman, Paul Jarmin (TC14 Chair)

## Approval of Previous Meeting Minutes

The Chair asked for comments of the minutes from the Spring 2016 Administrative Subcommittee meeting in Atlanta. There were no comments and objections to unanimous approval, therefore the minutes were approved.

## Additions to and/or Approval of the Agenda

The Chair reviewed the draft agenda and noted the addition of a new item under New Business (IEEE/IEC issue regarding dual references) since the initial preliminary agenda was sent to members. In addition, the Chairs asked that the issues involving Peter Balma be covered first since Peter was calling in and had other commitments. There were no additional changes requested and no objections to unanimous approval of the revised agenda, therefore the following agenda was approved.

**Approved Agenda:**

1. Introduction of Members and Guests (:05) All
2. Approval of Fall 2015 Minutes from Memphis (:03) Stephen Antosz
3. Additions to and/or Approval of the Agenda (:02) Stephen Antosz
4. Chair’s Report (:05) Stephen Antosz
5. Vice Chair’s Report (:05) Sue McNelly
6. Secretary’s Report & New Committee Membership Approval (:10) Bruce Forsyth
7. Treasurer’s Report (:05) Greg Anderson
8. Recognition & Awards Report (:05) Don Platts
9. Standards Report (:30) Jim Graham
10. IEEE Staff Update (:10) Erin Spiewak
11. Meeting Planning (:10) Greg Anderson
    1. Vancouver Meeting Update
    2. Future Meetings

***Time Check (3:30 pm) & Break (20 min max)***

1. Old Business
   1. Status of TC O&P Manual and WG P&P Manual (:05) S. Antosz/P. Balma
   2. IEEE Fellows Representative (:03) S. Antosz/P. Balma
   3. New C57 Compilation CD (:03) E. Spiewak/G. Anderson
2. New Business
   1. Emeritus Membership (:10) S. Antosz/P. Balma
   2. 100 Year Anniversary of Transformers Committee (:04) S. Antosz/P. Balma
   3. IEEE/IEC issue regarding dual references Paul Jarmin

***Time Check – 4:15 PM***

1. Subcommittee Reports – Roundtable (not intended to indicate order of reporting)

Bushings (:03) Peter Zhao

Dielectric Test (:03) Ajith Varghese

Distribution Transformers (:03) Steve Shull

Dry Type Transformers (:03) Casey Ballard

HVDC (:03) Mike Sharp

Instrument Transformers (:03) Ross McTaggart

Insulating Fluids (:03) David Wallach

Insulation Life (:03) Sheldon Kennedy

Performance Characteristics (:03) Ed teNyenhuis

Power Transformers (:03) Joe Watson/Bill Griesacker

Standards (:03) Jerry Murphy

Underground Transformers & Network Protector (:03) Dan Mulkey

1. Adjourn

## Chair’s Report – Stephen Antosz

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

*Highlights:*

* Topics from the last Technical Council meeting were reviewed.
* The Chair will be attending the upcoming Technical Council Retreat.
* New and recent Transformer Committee Subcommittee Chair appointments – Ajith Varghese (Dielectric Test), Bill Griesacker (Power Transformers), Sheldon Kennedy (Insulation Life).
* Liaison representatives updates – David Brender (Standards Coordinating Committee No. 18 – NFPA/NEC))
* The C57 collection CD is complete and some have been mailed already.

## Vice Chair’s Report – Sue McNelly

Refer to Section 6.0 of the Main Minutes for a complete “Vice Chair’s Report.”

*Highlights*:

* Joint Technical Committee meeting on January 8-12, 2017 in New Orleans.
* General Meeting on July 16-20, 2107 in Chicago.

## Secretary’s Report – Bruce Forsyth

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

*Highlights*:

* There were eight applications for Committee Membership since the last meeting. One application was from a Past Committee Member (Saurabh Ghosh). Mr. Ghosh was reinstated since his status was changed to Past Committee Member less than two years ago. SA membership for one applicant (Shankar Nambi) has not been verified, and he has been notified. A motion was made by Bruce Forsyth (seconded by Stephen Antosz) to approve all new applications except Shankar Nambi’s. The motion was approved unanimously.
* There were 10 positive responses to the essential patent claim question on the registration form. Of those, only 3 provided any further detail and are noted in the full report.
* SC Chairs are asked to submit their minutes not later than December 4.

## Treasurer’s Report – Gregory Anderson

Refer to Section 8.0 of the Main Minutes for a complete “Treasurer’s Report.”

*Highlights*:

* It has become tricky to show funds for certain advance payments for future meetings. Some venues require payments so far in advance that they get mixed in with the timing of previous meeting costs.
* Overall our funds are in good shape.
* Greg noted challenges related to predicting foreign exchange rates.

## Recognition & Awards Report – Don Platts

Refer to Section 9.0 of the Main Minutes for a complete “Recognition & Award’s Report.”

*Highlights*:

* 6 WG awards will be handed out during the Tuesday luncheon.
* 7 WGs had awards mailed but will also be recognized.
* A candidate for the young engineer award has been identified.
* Don asked for any recommendations or suggestions for award recipients.
* A question was asked about the process to notify award recipients in advance to ensure they show up for the awards luncheon. Should recipients be notified in advance? Don stated he would take this under consideration.

## Standard’s Report – Jim Graham

Refer to Section 11.0 of the Main Minutes for a complete “Standards Report.”

*Highlights*:

* All PARs expiring this year are either complete or extensions have been requested, so none will be administratively withdrawn.
* 3 new standards have been approved.
* Several PARs for revision have been submitted.
* October 17, 2017 is next year’s deadline.
* Will be seeking input from SC Chairs for updates on activity leaders.
* Working on guides for WG leaders (and SC Chairs).

## IEEE Staff Update – Erin Spiewak

Erin Spiewak introduced Malia Zaman who will be taking over Erin’s current responsibilities as program manager for the Transformers Committee.

The current patent policy followed by the Transformers Committee does not strictly adhere to IEEE-SA Standards Board Operations Manual requirements. The patent policy will be discussed during the Monday luncheon. Moving forward, the patent question will continue to be asked at registration, but the patent question (IEEE-SA SB 6.3.2) must be asked at each Working Group meeting with the results documented in the minutes. This process is necessary since some meeting attendees may not see the patent question (e.g. people who do not register online). A discussion related to past practice and current requirements took place. Further discussion took place regarding what is required versus what is recommended with respect to the patent slide presentation. Attention was made to IEEE-SA SB 6.3.2. which states:

**“*6.3.2 Call for patents***

*The chair or the chair's delegate of an IEEE standards-developing working group or the chair of an IEEE standards Sponsor shall be responsible for informing the participants at a meeting that if any individual believes that Patent Claims might be Essential Patent Claims, that fact should be made known to the entire working group and duly recorded in the minutes of the working group meeting. This request shall occur at every standards-developing meeting once the PAR is approved by the IEEE-SA Standards Board.*

*“The chair or the chair's delegate shall ask any patent holder or patent applicant of a Patent Claim that might be or become an Essential Patent Claim to complete and submit a Letter of Assurance in accordance with Clause 6 of the* IEEE-SA Standards Board Bylaws*. Information about the draft standard will be made available upon request*.”

It was noted that showing the patent slides that have been shown in the past does not comply with the requirements stated in 6.3.2. Working Groups must make the verbal call and record the results in the WG meeting minutes. Note that the WG Chair is not responsible for resolving any patent issues, only to ensure potential patent claims are documented and requesting a Letter of Assurance from patent holders. Stephen Antosz stated that he, Bruce Forsyth, Gary Hoffman, Erin Spiewak, and Don Platts will put together and instruction for WG Chairs to provide them with the correct question to ask and instructions regarding actions based upon response. Since this won’t be completed for this meeting, the issue will be discussed in the main Committee tomorrow and WG Chairs will be asked to make a good faith effort to ask the question and record the results. Gary Hoffman will provide a set of PowerPoint slides for that purpose.

IEEE has withdrawn its seat on the US National Committee (USNC) in an effort to be viewed as more global. This does not affect its current dual logo agreement with IEC. As a result, IEEE cannot adopt IEC documents and a process to include IEC content in our documents will have to be developed. A question was raised regarding getting access to IEC information for use in our standards. Erin noted we would go through ANSI since we are still accredited by ANSI.

## Meeting Planning Report – Gregory Anderson

No written report provided.

*Highlights*:

* Preliminary registration shows about 570 registrants, with about 126 companions
* The Spring 2017 meeting will be held in New Orleans, Louisiana, on April 2-6, 2017. The meeting will be hosted by Marnie Roussell (Entergy).
* The Fall 2017 meeting location has not been determined, but the date will likely be October 29 – November 2, 2017.
* The Spring 2018 meeting will be held in Pittsburgh, PA on March 25-29, 2018.

## Old Business

### Status of TC O&P Manual and WG P&P Manual – Stephen Antosz & Peter Balma

Stephen Antosz noted that the Committee will be voting on proposed changes to the Transformers Committee Organization and Procedures (O&P) Manual and the WG Policies and Procedures (P&P) Manual during Monday’s meeting.

Peter Balma gave an overview of the proposed WG P&P Manual. First item for discussion is related to the timing required for minutes to be completed. After some discussion, Steve Schull moved that the WG meeting minutes be submitted within 15 days (seconded by Dan Mulkey). Stephen Antosz noted this is what is currently in the WG P&P proposal up for vote. The motion was unanimously approved.

Peter reviewed a few other changes and clarifications in the WG P&P proposal. Regarding quorum, the question of whether quorum should be 50% or **not less than** 50% of the membership took place, but no decision or action was taken.

Peter went on to discuss the proposed TC O&P Manual. Some of the more significant changes were presented. Some concerns raised by Gary Hoffman based upon the direction the IEEE-SA is currently moving. AudCom may have has some concerns that certain items related to standards development in the TC O&P manual may need to be moved into the sponsor P&P. Gary mentioned that after reviewing the TC O&P in more detail he believes the document really defines roles within the TC and not standards development, and as such does not oppose the document as written.

A discussion related to who initiates reappointments of SC Chairs, Vice Chairs, Secretaries, etc. Stephen Antosz noted the RC Chair appoints and reappoints SC Chairs.

A change for the scope of the Insulation Life Subcommittee was discussed. The proposal is to change “safe” to “recommended” and this will be discussed during the main Committee meeting on Monday.

### IEEE Fellow Representative – Stephen Antosz & Peter Balma

Someone from the TC needs to serve on the PES committee that evaluates people associated with transformers. Bob Degeneff served during a recent review process. Sheldon Kennedy has agreed to serve for the coming year.

### New C57 Compilation CD – Erin Spiewak & Greg Anderson

The CD compilation was published and copies have been mailed those who made advanced purchases during registration.

## New Business

### Emeritus Membership – Stephen Antosz & Peter Balma

Our adherence to rules related to emeritus membership has not been great. We need to follow the rules in the sponsor P&P or recommend revisions that should be made. Stephen Antosz announced he has formed a Task Force to review and resolve. Bruce Forsyth will chair the TF, and the members shall be Don Platts, Stephen Antosz, Sheldon Kennedy, Steve Shull.

### 100 Year Anniversary of Transformers Committee – Stephen Antosz & Peter Balma

Peter’s research found the first reference to a Transformers Committee in 1918, making 2018 the 100 year anniversary. A proposal has been made to make the spring 2018 a special celebration with special speakers and events. Greg Anderson has assembled a small group to plan the meeting.

### IEEE/IEC Issue Regarding Dual References – Paul Jarmin

Paul Jarmin discussed a problem related to dual logo documents with specific reference to the phase shifting transformer standard. The IEC Standardization Management Board (SMB) raised a question regarding listing normative references for both IEEE and IEC even though there is language in the document stating that one or the other (IEEE or IEC) standard must be selected but not both. TC14 members met recently and have informed SMB they are satisfied with the document the way it is, but this introduces the possibility that SMB could reject the document. If that occurs the likely resolution will be to split the document into two – one for IEEE and one for IEC.

## Subcommittee Reports

| **Subcommittee** | **Report/Hot Topic** |
| --- | --- |
| Bushings  (S. Shull) | No pressing issues reported. |
| Dielectric Test  (A. Varghese) | 3 new topics to be discussed this week, one of which is from China (SGCC) related to filed measurement of partial discharge. |
| Distribution Transformers  (S. Shull) | No pressing issues reported.  One regulator document going through the balloting process. |
| Dry Type Transformers  (C. Ballard) | 2 main standards have PARs approved.  12.60 (thermal issues) now in TC14 and PC112. |
| HVDC  (M. Sharp) | 2 groups meeting this week.  HVDC converter transformer standard (dual logo) is in comment resolution.  12.77 HVDC smoothing reactor standard – putting together a scope for a PAR. |
| Instrument Transformers  (R. McTaggart) | A draft for a PAR for CCVT standard is under review.  A recent proposal was made by CSA to make the station service voltage standards a dual logo document or to adopt it as is. This will be discussed. |
| Insulating Fluids  (D. Wallach) | C57.104 work will continue (new WG Chair).  C57.147 needed an extension for ballot resolution. No response to request for LOA has been received.  A presentation on “Where Does The Air Go?” will be made by Don Platts at the SC meeting. |
| Insulation Life  (S. Kennedy) | C57.162 work in process.  1276 requesting PAR extension.  C27.119 in recirculation balloting process.  New groups on Guide for Transformer Temperature Measurements needs a PAR approval.  Jeff Ray raised a question related to interpretation of cooling curve requirements. |
| Performance Characteristics  (E. teNyenhuis) | 4 guides in various stages of balloting.  7 more in 2018 or beyond.  New group on short circuit design criterion.  2 Chairs stepping down. |
| Power Transformers  (J. Watson) | Bill Griesacker taking over as SC Chair.  Kip Yule raised questions about minutes – too many variations; suggestion for new template and possibly a TF do develop the template. |
| Standards SC  (J. Murphy) | Need to update website data.  A few corrigenda under way. |
| Underground Transformers & Network Protectors  (D. Mulkey) | 4 standards in progress.  2 in balloting stage.  2 working through changes. |

## Adjournment

The meeting was adjourned at 5:35 PM.

Submitted by:

Bruce Forsyth,  
Secretary, Transformers Committee

January 1, 2017

Attachments (3): Annex 1 – Peter Balma’s Presentation to the Administrative Subcommittee

Annex 2 – IEC-SMB Decision 156/26 on IEC/IEEE Dual References

Annex 3 – TC 14 Response to IEC-SMB Decision 156/26 on IEC/IEEE Dual References