

## 6.0 SECRETARY’S REPORT – SCOTT REED

### 6.1 MEMBERSHIP REVIEW

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. A link to the Membership Application form can be found on the TransformersCommittee.org homepage in [Information](#) | Information | Forms. Subcommittee Chairs are encouraged to recommend new members to work towards membership and to communicate the process of attaining membership through **active participation** and **contribution** at the WG and SC level. 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.

#### 6.1.1 New Committee Member Approvals

At the Spring 2024 Administrative Subcommittee meeting, four new committee member applications were submitted for consideration. The applications were approved. The new members are listed in the following table.

Name	Affiliation	Sponsor #1	Sponsor #2	Sponsor #3	Membership Category
Fabian Stacy	Hitachi Energy	<b>Eric Weatherbee</b> <b>Bushings SC</b> <b>5 years</b>	Tommy Spitzer C57.19.100 5 years	Scott Digby C57.10.04 5 years	Producer
John Vartanian	National Grid	<b>George Payerle</b> <b>STNP SC</b> <b>5 years</b>	Mark Faulkner C57.12.44 6 years	Will Elliott C57.12.53 1.5 years	User
Trenton Williams	Advances Power Technologies	Mike Spurlock C57.143 6 years	Mark Tosturd C57.165 3 years	<b>Ryan Musgrove</b> <b>Power SC</b> <b>8 years</b>	Producer
Joshua Yun	Virginia Transformer	Rainer Frotscher C57.139 1 year	Stephen Shull C57.15.34 3 years	<b>Jerry Murphy</b> <b>Distribution SC</b> <b>1 year</b>	Producer

#### 6.1.2 New Member Applications

Four new applications for Committee Membership were received for consideration since the last Administrative Subcommittee meeting. The following table lists the names of the applicants and a summary of their supporting eligibility information.

<b>Name</b>	<b>Affiliation</b>	<b>Sponsor #1</b>	<b>Sponsor #2</b>	<b>Wimberly Sponsor #3</b>	<b>Membership Category</b>
Dave Blew	DE Blue Consulting	<b>George Payerle STNP SC 10 years</b>	John Vartanian C57.12.40 2 years	Mark Faulkner C57.12.44 2 years	User
Ryan Hogg	Bureau of Reclamation	<b>Dan Sauer Standards SC 1 year</b>	<b>Thomas Sizemore ITSC 2 years</b>	Sheldon Kennedy C57.32 2 years	User
Ion Radu	Hitachi Energy	<b>Rogério Verdolin Performance Characteristics SC 5 years</b>	<b>Jerry Murphy Distribution SC 5 year</b>	<b>Ryan Musgrove Power SC 5 years</b>	Producer
Tony Reiss	Custom Materials	<b>George Payerle STNP SC 4 years</b>	Roger Wicks C57.100/IEEE 1276 6 years	<b>R Stephen Shull C57.19.02 6 years</b>	Producer
Val Tatu	Powersmiths International	<b>Casey Bqllard Dry Type SC 1.5 years</b>	David Walker C57.12.91 1.5 years	Ken Klein C57.94 1.5 years	Producer
Michael Zarnowski	Carte	<b>George Payerle STNP SC 2.5 years</b>	John Vartanian C57.12.40 2.5 years	Benjamin Garcia C57.12.24 2.5 years	Producer

### 6.1.3 Association Management System (AMS) Database

The Transformers Committee AMS database of people, as of 12/31/2021, had three general categories of participation in our activities. These were: **Interested Individual**, **Active Participant**, and **Committee Member**. In addition, the Committee Secretary maintains a list of **Past Committee Members**. The AMS 123 system has been disabled and a new system is under development; more information regarding this new system will be provided as it becomes available.

The following comments are based on the AMS 123 system and will be updated once the new system is functional. A new participant will automatically be assigned the role of Interested Individual when they first sign up. It is the responsibility of everyone to keep his/her profile updated (except for the participant status), although the new memberplanet system is presently under development and is not yet accessible. Based on the level of participation, the committee administrative staff will upgrade the participation status to “Active Participant” when appropriate.

The following table contains a count of the participants grouped by the four general categories (CM totals do not include those requesting membership at this meeting or Members to be moved to Past Member Status). Note that since AMS is inactive and the memberplanet membership system is under development, only the Committee Member section of the table has been updated.

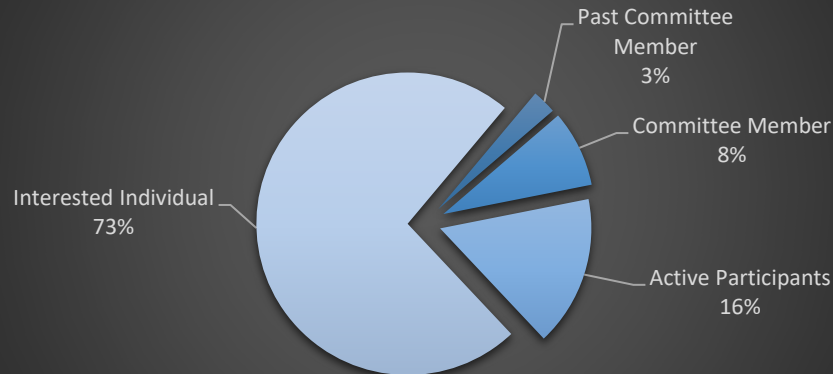
<i>Membership Status</i>	<b>S19</b>	<b>F19</b>	<b>S20</b>	<b>F20</b>	<b>S21</b>	<b>F21*</b>	<b>S22**</b>	<b>F22<sup>+</sup></b>	<b>S23<sup>+</sup></b>	<b>F23<sup>+</sup></b>	<b>S24<sup>+</sup></b>	<b>F24<sup>+</sup></b>
<i>Interested Individual</i>	1582	1632	1579	1563	1611	1581	1596	1596	1596	1596	1596	1596
<i>Interested Individual - IEEE Life Member</i>	12	12	11	12	12	12	12	12	12	12	12	12
<b>Total Interested Individuals</b>	<b>1594</b>	<b>1644</b>	<b>1590</b>	<b>1575</b>	<b>1623</b>	<b>1593</b>	<b>1608</b>	<b>1608</b>	<b>1608</b>	<b>1608</b>	<b>1608</b>	<b>1608</b>
<i>Active Participant</i>	349	362	365	362	360	350	348	348	348	348	348	348
<i>Active Participant - IEEE Life Member</i>	6	7	6	6	6	6	6	6	6	6	6	6
<b>Total Active Participants</b>	<b>355</b>	<b>369</b>	<b>371</b>	<b>368</b>	<b>366</b>	<b>356</b>	<b>354</b>	<b>354</b>	<b>354</b>	<b>354</b>	<b>354</b>	<b>354</b>
					184							
<i>Committee Member</i>	191	182	179	179	173	175	173	183	196	203	186	180
<i>Committee Member – Emeritus</i>	10	10	11	11	11	12	12	13	12	12	12	13
<i>Committee Member - IEEE Life Member</i>	33	32	33	33	32	33	35	29	22	22	20	19
<b>Total Committee Members</b>	<b>201</b>	<b>192</b>	<b>190</b>	<b>190</b>	<b>184</b>	<b>187</b>	<b>185</b>	<b>196</b>	<b>208</b>	<b>215</b>	<b>198</b>	<b>193</b>
<i>Past Committee Member</i>	38	50	48	48	59	56	53	53	53	53	73	57
<i>Past Committee Member - IEEE Life Member</i>	6	8	12	10	12	12	12	12	12	12	12	12
<b>Total Past Committee Members</b>	<b>44</b>	<b>58</b>	<b>60</b>	<b>58</b>	<b>71</b>	<b>68</b>	<b>65</b>	<b>65</b>	<b>65</b>	<b>65</b>	<b>85</b>	<b>69</b>
<b>TOTAL IN AMS DATABASE</b>	<b>2227</b>	<b>2295</b>	<b>2244</b>	<b>2224</b>	<b>2276</b>	<b>2237</b>	<b>2247</b>	<b>2252</b>	<b>2257</b>	<b>2257</b>	<b>2257</b>	<b>2257</b>

\* F21 data as of October 3, 2021

\*\*S22 data as of December 31, 2021

<sup>+</sup>F22, S23, F23. S24 and F24 - only Committee Member section updated due to inactive AMS and memberplanet system not yet available.

## Membership Summary



### 6.2 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. The new memberplanet system, when available, will be most likely be the primary repository for membership records. 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 General Session meeting on Monday & Thursday. The data is used to update participants' membership profile.

### 6.3 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).

WG Chairs must be members in good standing of the Standards Association (IEEE/SA).

### 6.4 COMMITTEE MEMBERSHIP MAINTENANCE

The last membership audit was performed in October 2024 prior to the Fall 2024 Transformers Committee Meeting. Nine (9) members had lapsed membership in either IEEE, IEEE-PES, IEEE-SA or all three. Their Transformers Committee membership is pending renewal of the required memberships. The next scheduled audit for membership requirements in accordance with the Committee P&P will be in 2026 (IEEE-PES and IEEE-SA). Past Committee Members can be reinstated to Committee Member if their status changes and they are able to regularly participate within two years of being changed to Past Committee Member.

### 6.5 SENIOR MEMBERSHIP REMINDER

IEEE members are encouraged to apply for senior membership. Senior membership gains recognition by peers/management and better positions for fellow membership. The requirements are 10 years of experience and 3 references.

More details and application can be found at <https://www.ieee.org/membership/senior/> or under the "information tab" of the Transformers Committee website.

## 6.6 ESSENTIAL PATENT CLAIMS

All registrants were asked to agree with the following statement:

*"I have read the Patent Claim notice on the following webpage, and I understand that if I am aware of any Essential Patent Claim related to issues being discussed or considered for inclusion in standards being developed by one or more Working Groups of the Transformers Committee, it is my responsibility to inform the Chair of the Working Group affected by such claim."*

Working Group Chairs are asked to make a call for Essential Patent Claims at the beginning of each meeting and to record the results in the meeting minutes.

## 6.7 AFFILIATION

According to the IEEE Standards Board Bylaws, there is a requirement that participants of an IEEE meeting disclose their employer and affiliation. Consultants must state if they are sponsored or not. It is not sufficient to simply announce "My name is John Smith, and I'm a consultant." If a consultant is sponsored by a client, it must be disclosed. If the consultant does not have a sponsor, the proper introduction is something such as "My name is John Smith, I am a consultant, and I represent myself at this meeting."

## 6.8 MEETING MINUTES

The minutes of the Spring 2024 meeting have been posted to the committee website. Thank you to those who submitted their minutes in a prompt fashion.

Subcommittee Chairs are asked to submit their respective subcommittee meeting minutes for the Fall 2024 meeting held in St. Louis, MO meeting to the Committee Secretary no later than **December 12, 2024**, which is **6 weeks** after the completion of the meeting. It is strongly recommended that meeting minutes be prepared at or just after the meeting while the activities are still fresh in members' minds. Doing so will help to ensure the activities and decisions made during the meeting are accurately reflected in the minutes.

Subcommittee meeting minutes should be submitted via e-mail to the Committee Secretary, Scott Reed [sreed@mviagnostics.com], who will forward them on to the webmaster for posting on the Committee website. The submittal file should be saved as a Word document formatted like this document. The minutes shall record the essential business of each SC, WG, and TF meeting including:

- a) Name of group
- b) Date and location of meeting
- c) Officer presiding, including the name of the secretary who wrote the minutes
- d) Meeting participants, including affiliation, and voting member status at the end of the meeting
- e) Call to order, Chair's remarks
- f) Reminders of IEEE policies, such as Patent policy and Copyright policy
- g) The fact that a Call for Patents occurred, and any responses made to such Call
- h) Approval of minutes of previous meeting
- i) Approval of agenda

j) Technical topics

1) Brief summary of discussion and conclusions

2) Motions exactly as they are stated, including the names of mover and seconder and the outcome of each motion

k) Action items

l) Items reported out of executive session

m) Recesses and time of final adjournment

n) Next meeting - date, time, and location

Respectfully submitted,

A handwritten signature in black ink, appearing to read "Scott Reed", written in a cursive style.

Scott Reed  
Secretary  
IEEE/PES Transformers Committee  
October 10, 2024