

3. Secretary's Report – Stephen Antosz

3.1 Membership Review

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

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
Michael Sharp	Trench Limited	Steve Schappell WGC57.32	Richard Dudley	Richard Dudley HVDC SC (10+ yrs)	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>
Interested Individual	843	997	1061	1134
Interested Individual - IEEE Life Member *	6	2	4	6
Total Interested Individuals	845	999	1065	1140
Active Participant	227	230	218	233
Active Participant - IEEE Life Member *	7	5	5	6
Total Active Participants	234	235	223	239
Committee Member	211	210	218	179
Committee Member - Emeritus Member *	8	1	8	6
Committee Member - IEEE Life Member *	26	31	31	29
Committee Member - Corresponding Member	1	1	1	0
Total Committee Members	246	243	258	214
TOTAL IN AMS DATABASE	1391	1478	1546	1593

* - 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

Two new applications for Committee Membership have been received since our previous meeting in Boston. They will be submitted for approval at the Nashville meeting on March 11, 2012. Details of the membership applications and sponsors are listed in the following table.

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 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.

3.2 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. 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.

3.3 Meeting Minutes

The minutes of the Boston Transformers Committee meeting Fall, 2011 were posted to the committee website on February 20, 2012.

Subcommittee Chairs are requested to submit their SC Minutes from the Nashville meeting by May 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



March 12, 2012