

# Notes from Officer Huddle

## Spring 2021 – Virtual – April 15, 2021

### Rev 1 Notes

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**Attendees:** Bruce Forsyth [Chair], Ed teNyenhuis [Vice Chair], David Wallach [Secretary], Sue McNelly [Past Chair], Paul Boman [Treasurer], Steve Shull [Standards Coordinator], Tammy Behrens [Chair - Meeting Planning SC], Troy Tanaka [Asst. Treasurer]

#### 1. Treasurer Update – Paul

With Virtual meetings we have few expenses. We won't have to be audited for 2020 and probably not in 2021 as our spend will under the threshold requiring audit. On May 1, IEEE/we will be going into a new banking system. There will be a learning curve. There will be some new features but one positive in the new system, we should be able to break an invoice out by line item. All our legacy system information will be gone as nothing is ported over. We have the information locally, but we won't see it in the banking system. Registration is going well. We are in good shape at present. Is there a point where we need to be concerned about bank balance and when do we have too much being nonprofit? Paul has heard of a rule of thumb of having cash on hand to cover 50% of your outstanding liabilities, however, PES and IEEE should be our shield for short falls. Paul has asked IEEE before but have not had an answer but will ask again. We will have outlays for the next in-person meeting. We discussed processes around making decisions such as if there is a change in expenses above budget. Bruce asked if Paul, Troy, and Tammy wanted to put some thought to some language. Paul and Troy have turnover plans with checklists for July 1<sup>st</sup>. Officer terms start January 1 so Troy will be finishing Paul's term and 3-year term will begin January 1, 2022.

#### 2. S21 Meeting Update – Tammy

First download of 515 registrants was sent to Encore and we are presently at 520 registered for the Spring 2021 meeting. The email will be sent Monday to registrants with site credentials. The landing site will be like last time with new meeting information so it should feel familiar with attendees. Reports will be available online rather than looking for email reports. The RFID emails from past schedules are stale. Tammy reminded Jerry Murphy that those RFID emails in the schedule will need maintenance, especially for the next in-person meeting. Jerry can ask people to review the next schedule update. Encore will provide the same advance polls to check quorum and handle motions. Training will be conducted for the session. We will have twice as many meeting rooms this time so we will not have to kick people out to prepare for the next meeting. Ewald suggested for us an event he had attended with more of a social format to move between rooms and interact. We will get more information on this and cost if we want to consider this if the Fall 2021 meeting becomes virtual.

#### 3. Future Meeting Location & Dates – Tammy

- Fall 2021 – Milwaukee, WI (Oct 17-21)
  - As of April 15, 2021 – Milwaukee has 75% occupancy requirement and could only seat 300. Today we would have to limit attendance. International travels may not open that quickly. A hybrid meeting may not be practical. Tammy asked the Milwaukee hotel if they could set up for a hybrid situation. Tammy's experience is only the newest hotels have that type of equipment. Many hotels are not accepting

force majeure as technically we could meet. When should we decide about the fall meeting? Jennifer had suggested we send out a poll in May-June to members. Some attendee companies are still restricting travel. We need to push decision as late as we can but set a deadline. We decided we should send out a poll late June, “If we meet in person, will you attend?”. July 1 was tossed out as a deadline for a decision of in-person versus virtual for the Fall 2021 meeting.

- Spring 2022 – Denver, CO (Mar 27-31) – Near the end of April 2021, we can reduce the room block. It is an expensive downtown city; and we do have quite a few rooms blocked. We can reduce up to 10% two different times. The group discussed and agreed that Tammy will reducing the Denver block by 10% in late April when the contract window opens.
- Fall 2022 – Charlotte, NC (Oct 16-20) - Similar to the Denver discussion, we will plan to reduce room block in May of this year which was approved for the Charlotte meeting.

#### **4. Quick discussion related to WG and TF meeting schedule – Bruce**

- Continue to spread the word...last minute meeting schedule changes (cancellations or additions) are discouraged.
- We did better this time, with just one “*My meeting isn’t on the schedule!*” call received. We added a meeting slot at an additional cost of a few hundred dollars. The issue is not the money, but that the call came in after the schedule was “finalized.”
- Any suggestions on how we can help ensure meeting schedule reviews take place? Just stay vigilant.
- *A Standards presentation is not planned. There are past recorded videos and new training sessions available. Withdrawn standards will be reported – there are many popping up.*

#### **5. Awards update – Sue**

Sue will post the awards video to the website and send a link to Tammy. IEEE is way behind on publication awards and are playing catch up. There will be recognitions planned ahead of IEEE catching up. Maybe we need to track when standards are approved through to awards. Sue did electronic letters. She is working with IEEE to use home addresses. Sue has 75 slides in the awards presentation.

#### **6. China Chapters Council – Satellite Transformers Committee – Bruce**

- i. Since the last Chair’s report, PES has issued new guidelines for all Technical Committees.
- ii. Any satellite committee will work through the liaison process according to the Technical Committee’s Organization and Procedures manual.
- iii. The China Chapter has not proposed a liaison for consideration by the Transformers Committee.
- iv. *There is a lot of pushback at Tech Council. The chapters can be formed but they will be involved by appointing a liaison. They will not be able to develop their own*

*documents. Their involvement will be through the liaison.*

## **7. Upcoming Leadership Transitions**

- Officers
  - Treasurer – Troy Tanaka (to complete P. Boman’s 2021 term, then start a 3-year term from 2022-2024)
  - Past Chair, Chair, Vice Chair, and Secretary leadership progression on Jan 1, 2022
  - Chair will need to appoint a new Secretary for 2022-2023 term. Bruce has some ideas but looking for input.
- Responsible Subcommittee Chairs
  - 3-year terms ending on Dec. 31, 2021 (can extend up to two 1-year terms):
    - Ed Smith – Distribution Transformers SC (he is interested in extending)
  - 4-year terms ending on Dec. 31, 2021 (can extend up to one 1-year term):
    - Tammy Behrens – Meetings SC (we probably need to find someone interested in the position to be mentored)
  - 5-year terms ending on Dec. 31, 2021 (hard stop):
    - Ajith Varghese - Dielectric Test SC
    - Bill Griesacker – Power Transformer SC

## **8. Meetings Between Meetings**

- Our meetings must be open to all interested parties.
- How can we support notification of WG and TF meetings that occur between our spring and fall main meetings?
- Our website has a place for this, but it is not being used. Is there something we can do to make this notification area the “go to” place for meeting notification?
- *How do they advertise a meeting? We have a place on the website but is not used well. We must be careful not to have closed meetings. If a WG decides to meet, should they advertise to the entire group. Bruce suggests a “first” meeting should only be held at a Spring or Fall meeting which was supported by the group. It seems like it would be okay to advertise to the roster of a WG.*
- *The topic of a meeting going into recess versus adjournment was discussed. The group suggested this is not appropriate unless it is for just a few hours. A recess is over months is considered inappropriate due to attendance changes, etc. Clarification may be needed in the O&P in a future revision. We should discourage this practice.*

## **9. Hot Topics for 2021**

- We previously proposed “solid-state transformers” and PES wanted more info to promote and solicit participation. I suggested promotion is pre-mature since there is no current activity on

this topic pending responsibility decision by PES Tech Council. *There are both power electronics and power transformers involved. Bruce asked the Tech Council to respond to question whom should be responsible.*

- Should we promote GMD update activities? *We may be able to discuss changes. Ramsis Girgis may be able to handle the technical questions but we may need to find a point of contact.*

**10. P. Balma has suggested creating a Guide for ANSI/IEEE Transformer Standards. His comments are as follows:**

- Peter will give an update during AdCom.
- A CD will not be offered – rather a tighter controlled access method.
- The plan will be to do this after C57.12.00 and C57.12.90 are updated. Peter will give an update at the Adcom meeting.

**11. Emeritus Membership**

- The Chair can award Emeritus status with AdCom concurrence.
- The qualifications are vague. Do they need to be tightened or is it beneficial to allow the Chair broad discretion? Doing so will require a revision of the P&P.
- We've had one person indirectly request emeritus status, but he also has suggested he may seek voting membership again in the future.
- BIF comment: I advocated for the elimination of the Emeritus status a few years ago because it creates an administrative burden and can prevent us from complying with PES policies regarding membership contact tracking in AMS. The larger group chose to retain the Emeritus status, and I accept that decision. However, I don't consider Emeritus status to be an interim status but rather one bestowed upon someone who is stepping back but would like to stay in contact with Committee activities.
- *We should consider updates to the P&P to consider durations of Emeritus status and can an Emeritus member come back to a voting member. We could consider an application process.*

**12. AMS Access and Updating**

- Anyone having issues?
- *No issues. A request was made Sue to bring back photos in the membership directory in AMS. Bruce did a quick review of his profile and it may be possible for registrants to manage their own photo upload. We should review and test this and encourage profile updates if ability is there. It would be a lot of effort to take, collect, and upload photos for members again (was done some years ago).*

### **13. Other issues (open discussion)**

*Sue is planning to retire Spring of 2022. Sue is offering help at meetings after retirement, perhaps in trade for a room. Sue will continue to help with the website for a longer period. Kris continues to help with the website and could take over as a backup resource if Sue becomes unavailable.*

The meeting adjourned at approximately 9:30 pm.