

7.0 SECRETARY’S REPORT – DAVID WALLACH

7.1 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](#) | Forms. Subcommittee Chairs are encouraged to recommend new members 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.

7.1.1 New Committee Member Approvals

At the Fall 2021 (Virtual) Administrative Subcommittee meeting, zero new committee member applications were submitted for consideration.

Name	Affiliation	Sponsor #1	Sponsor #2	Sponsor #3	Membership Category
-	-	-	-	-	-

7.1.2 New Member Applications

Two new applications for Committee Membership have been 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.

Name	Affiliation	Sponsor #1	Sponsor #2	Sponsor #3	Membership Category
Kevin Biggie IEEE – Yes PES – Yes SA – Yes	Weidmann Electrical Technology	Sheldon Kennedy Insulation Life SC 4+ yr.	Roger Wicks WG PC57.100 3+ yr.	Rick Marek WG PC57.154 3 yr.	Producer
Ken Hampton IEEE – Yes PES – Yes SA – Yes	BGE, an Exelon Company	George Payerle STNP SC 2+ yrs.	Ed Smith DT SC 2+ yr.	Rhett Chrysler WG PC57.12.35 2 yrs.	User

7.1.3 Association Management System (AMS) Database

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**. In addition, the Committee Secretary maintains a list of **Past Committee Members**. Anyone can join the 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. It is the responsibility of everyone to keep his/her profile updated (except for the participant status). Based on the level of participation, the committee

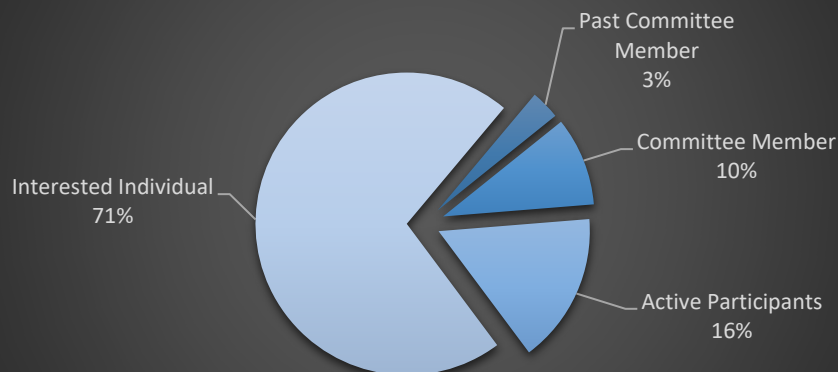
administrative staff will upgrade the participation status to “Active Participant” when appropriate. The Committee Member status, however, can only be attained through a formal application with the sponsorship of a minimum of three WG or SC chairmanships, at least one of which must be a SC Chair. Details of the application requirements and approval process by the Administrative Subcommittee are outlined in our O&P manual.

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).

<i>Membership Status</i>	S16	F16	S17	F17	S18	F18	S19	F19	S20	F20*	S21
<i>Interested Individual</i>	1471	1507	1554	1550	1552	1551	1582	1632	1579	1563	1611
<i>Interested Individual - IEEE Life Member</i>	11	11	11	11	13	12	12	12	11	12	12
<i>Total Interested Individuals</i>	1482	1520	1565	1561	1565	1563	1594	1644	1590	1575	1623
<i>Active Participant</i>	242	258	275	302	321	324	349	362	365	362	360
<i>Active Participant - IEEE Life Member</i>	5	5	5	5	5	5	6	7	6	6	6
<i>Total Active Participants</i>	247	263	280	307	326	329	355	369	371	368	366
<i>Committee Member</i>	172	175	180	169	175	181	191	182	179	179	173
<i>Committee Member – Emeritus</i>	9	9	9	9	10	10	10	10	11	11	11
<i>Committee Member - IEEE Life Member</i>	25	27	29	28	33	33	33	32	33	33	32
<i>Total Committee Members</i>	206	211	218	206	216	224	234	224	223	223	216
<i>Past Committee Member</i>	32	31	30	42	38	38	38	50	48	48	59
<i>Past Committee Member - IEEE Life Member</i>	5	5	5	7	6	6	6	8	12	10	12
<i>Total Past Committee Members</i>	37	36	35	49	44	44	44	58	60	58	71
<i>TOTAL IN AMS DATABASE</i>	1972	2028	2098	2123	2151	2160	2227	2295	2244	2224	2276

*S21 data as of March 16, 2021

Membership Summary



7.2 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 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 General Session meeting on Monday & Thursday. The data is used to update participant's membership profile.

7.3 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).

7.4 COMMITTEE MEMBERSHIP MAINTENANCE

A membership audit was performed October 2020 prior to the Fall 2021 Virtual Meeting. Committee Members not meeting the membership requirements in accordance with the Committee P&P were contacted (IEEE-PES and IEEE-SA). Most Committee Members contacted rectified their membership requirements, however, the following four members did not demonstrate compliance and were converted to Past Committee Member status on March 7, 2021.

1. Clair Claiborne
2. Thang Hochanh
3. Vladimir Khalin
4. Mike Lau

A review of member attendance for 3 of 5 of the last General Session meetings per the P&P resulted the following 9 members converted to Past Committee Member status on March 10, 2021 due to attendance shortfalls.

1. Gene Blackburn
2. Carl Bush
3. Jermain Clonts
4. Jeff Golarz
5. Mark Gromlovits
6. Hamid Sharifnia
7. Guiseppe Termini
8. William Wimmer
9. Kipp Yule

Note that Past Committee Members can be reinstated to Committee Members if their status changes and they are able to regularly participate within two years of being changed to Past Committee Member.

7.5 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 Transformer Committee website.

There will also be a short presentation about Senior Membership at the Monday General Session by Peter Balma.

7.6 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 at the beginning of each meeting and to record the results in the meeting minutes.

7.7 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.”

7.8 MEETING MINUTES

The minutes of the Fall 2020 meeting have been posted to the committee website. Thank you to everyone for submitting their minutes in a prompt fashion.

Subcommittee Chairs are asked to submit their respective subcommittee meeting minutes for the Spring 2021 Virtual meeting to the Committee Secretary no later **June 11, 2020**, 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, David Wallach [David.Wallach@ieee.org], 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,

David Wallach
Secretary
IEEE/PES Transformers Committee
March 16, 2021