

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 Fall 2023 Administrative Subcommittee meeting, six new committee member applications were submitted for consideration. The applications were approved. The new members are listed in the following table. (list of names from Scott)

Name	Affiliation	Sponsor #1	Sponsor #2	Wimberly Sponsor #3	Membership Category
Barrett Wimberly	General Electric	Zoltan Roman C57.13.3 4 years	Thomas Sizemore ITSC	David Wallace C57.13 2+ years	Producer
Samson Debass	EPRI	Dan Blaydon C57.163 3 years	Casey Ballard Dry-Type SC 3 years	Poorvi Patel Dielectric Test SC 3 years	Producer
Reto Fausch	RF Solutions LLC	Poorvi Patel Dielectric Test SC 4 years	Thang Hochanh C57.98 4 years	Hakan Sahin C57.138 1 year	General
Dan Schwartz	Quality Switch	George Payerle STNP 5 years	John Vartanian C57.12.40 5 years	Adam Sewell C57.157 1 year	Producer
Evanne Wang	Dupont	Sam Sharpless Insulation Life SC 2 years	Kevin Biggie IEEE 1276 2.5 years	Tom Prevost C57.166 4 years	Producer
Alan Washburn	Burns & McDonnell	Dan Sauer Standards SC 2.5 years	Kumar Mani C57.170 2.5 years	Dan Blaydon C57.163 3 years	Consumer

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.

Name	Affiliation	Sponsor #1	Sponsor #2	Wimberly Sponsor #3	Membership Category
Fabian Stacy	Hitachi Energy	Eric Weatherbee Bushings SC 5 years	Tommy Spitzer C57.19.100 5 years	Scott Digby C57.10.04 5 years	Producer
John Vartanian	National Grid	George Payerle STNP SC 5 years	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	Ryan Musgrove Power SC 8 years	Producer
Joshua Yun	Virginia Transformer	Rainer Frotscher C57.139 1 year	Stephen Shull C57.15.34 3 years	Jerry Murphy Distribution SC 1 year	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.

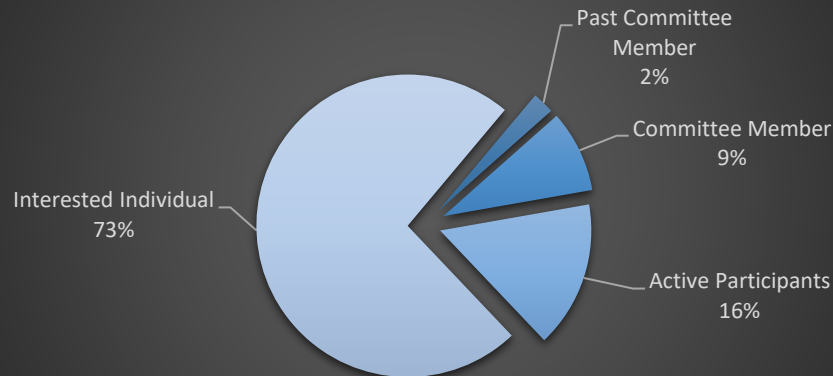
Membership Status	F18	S19	F19	S20	F20	S21	F21*	S22**	F22⁺	S23⁺	F23⁺	S24⁺
<i>Interested Individual</i>	1551	1582	1632	1579	1563	1611	1581	1596	1596	1596	1596	1596
<i>Interested Individual - IEEE Life Member</i>	12	12	12	11	12	12	12	12	12	12	12	12
Total Interested Individuals	1563	1594	1644	1590	1575	1623	1593	1608	1608	1608	1608	1608
<i>Active Participant</i>	324	349	362	365	362	360	350	348	348	348	348	348
<i>Active Participant - IEEE Life Member</i>	5	6	7	6	6	6	6	6	6	6	6	6
Total Active Participants	329	355	369	371	368	366	356	354	354	354	354	354
<i>Committee Member</i>	181	191	182	179	179	173	175	173	183	196	203	186
<i>Committee Member – Emeritus</i>	10	10	10	11	11	11	12	12	13	12	12	12
<i>Committee Member - IEEE Life Member</i>	33	33	32	33	33	32	33	35	29	22	12	12
Total Committee Members	191	201	192	190	190	184	187	185	196	208	215	198
<i>Past Committee Member</i>	38	38	50	48	48	59	56	53	53	53	53	53
<i>Past Committee Member - IEEE Life Member</i>	6	6	8	12	10	12	12	12	12	12	12	12
Total Past Committee Members	44	44	58	60	58	71	68	65	65	65	65	65
TOTAL IN AMS DATABASE	2160	2227	2295	2244	2224	2276	2237	2247	2252	2257	2257	2257

* F21 data as of October 3, 2021

**S22 data as of December 31, 2021

⁺ F22, S23, F23 and S24 - 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 prior to the October 2022 Transformers Committee Meeting. The next scheduled audit for membership requirements in accordance with the Committee P&P will be in 2024 (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 Fall 2023 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 Spring 2024 meeting held in Kansas City, MO to the Committee Secretary no later than April 25, 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@mvdiagnostics.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,

Scott Reed
Secretary
IEEE/PES Transformers Committee
February 5, 2024