

3.10 Secretary's Report – D. J. Fallon

3.10.1 Membership Review

Voting Members – Two new members, Craig Colopy of Cooper Power Systems, and Jim Fyvie, Consultant, recently retired from VA TECH Peebles Transformers, were added at the last meeting in Vancouver. Review of the membership is proceeding with contacts to members who have not been in attendance at any of the four most recent meetings. Based on those contacts, two members have indicated they can be removed from the roster due to changes in responsibility. These are Steve Smith of Kuhlman and Mark Loveless of Oklahoma Gas and Electric. In addition, information from the Dry-Type SC indicates that Tim Holdway is no longer involved in the industry. The Committee notes with appreciation the past contributions of these members, and removes their names from the roster. Several additional members who have not attended recently have communicated their desire to maintain membership. The status of those who have responded will be reviewed at the Administrative SC Meeting. Phone/mail contact will be attempted with those non-attending members who have not been accessible by e-mail, and membership status recommendations will subsequently be made to the Chair.

The Committee also notes with deep regret the passing of Emeritus Members Sal Bennon and Chuck McMillen. Both gentlemen contributed significantly to the Committee and to the Industry, and they leave behind many friends within our ranks. Though their names have been removed from the membership roster, they will be remembered.

Following these changes, and prior to the addition of new members at this meeting, membership stands at:

Voting Members -		185
Classifications:	Producers -	92
	Users -	50
	General -	43
Life Members		1
Corresponding Members -		1
Emeritus Members -		18

The invitation list has approximately 555 names on it at this time. Review is also proceeding to remove Guests who have not attended recent meetings from the invitation list.

3.10.2 New Member Applications

Applications for Committee Membership have been submitted for:

- James M. Gardner, Delaware Electric
- George E. Henry III, Central Moloney, Inc.
- Paul E. Millward, Instrument Transformer Equipment Corp.
- Robert Thompson, Duke Energy – Energy Delivery Services

These applications will be reviewed at the Administrative Subcommittee meeting. The Committee welcomes and encourages active participants to become Voting 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. New member applications can be forwarded to my attention at any time for review at the next AdsubCom meeting.

3.10.3 PES Directory Rosters

Subcommittee Chairs are requested to keep the rosters updated as they change constantly. Updated SC Rosters must be submitted to PES in November for inclusion in the 2003 PES Directory. SC Chairs should forward updated SC Roster information to me by November 4. This information should be in the format prescribed by PES, per the PES message recently forwarded by Chairman Jin Sim. Discussions will continue on movement towards eventual use of a single database of Committee roster information, so that when a member or guest registers, any corrections to contact information can be used to automatically update Subcommittee and Working Group rosters.

3.10.4 Meeting Minutes

The Minutes of the Vancouver meeting were reproduced at a cost of \$1,883.58 for 390 copies and postage costs were \$1,875.15 for 368 mailings (279 within the US and another 79 worldwide), which averages \$10.21 per mailing. While the net cost of Minutes printing and mailing varies for each meeting, the \$10 portion of the registration fee remains a valid nominal fee. Vancouver Minutes were mailed on October 1, with expected delivery to domestic US destinations by 10/4, and to international destinations by October 11.

Discussion will continue on plans to eventually eliminate printing and mailing of Minutes in favor of complete, timely, and user friendly availability on the Committee website. I note with appreciation that Webmasters Georges Vaillancourt and Susan McNelly have done an excellent job in providing an accessible and useful website and in posting the Minutes.

We will strive for completion of the Oklahoma City Meeting Minutes at least 6-8 weeks prior to the next Meeting in Raleigh NC. Subcommittee Chairs are requested to submit their SC Minutes by December 9, 2002 for this Meeting. The submittal should be an electronic file via e-mail, formatted in Word 2000 (or earlier versions) and it would be appreciated if the minutes were put in the format as shown in the present Minutes, with numbering as indicated in the Main Committee Meeting (10/24/02) 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. If a SC Secretary, or another SC member is preparing the SC Minutes, please let them know these details about submitting the minutes for publication. Individual SC Minutes will be posted on the Committee website as soon as they are available.