

SECRETARY'S REPORT – FALL '03 – PITTSBURGH, PA

3.10 Secretary's Report – D. J. Fallon

3.10.1 Membership Review

Voting Members – Four new members were added at the last meeting in Raleigh:

- Tommy P. Cooper, Public Works Commission, Fayetteville
- George J. Reitter, Delta Star, Inc. (retired)
- Waldemar Ziomek, Pauwels Canada, Inc.
- Alan Darwin, Alstom T&D Transformers

Welcoming letters have been sent to these new members. One additional submitted application remained incomplete at the time of the meeting. Sponsoring signatures had been included, but notation by those signers of participation in those groups for at least one full year was not yet available. Communication with several members indicated the applicant's active participation, leading to the conclusion that it was appropriate to consider him for membership, but in the absence of three signatures attesting to the minimum one year's apprenticeship by each sponsoring group, the application was deferred for future action. The Secretary pointed out a discrepancy in the O&P Manual, with participation in WG's/SC's indicated on the reverse of the application form, and participation and membership listed in the body of text. The inconsistency will be addressed in the upcoming revision, with intent to more clearly indicate both active participation and membership in the respective WG's and SC's as a pre-requisite for Committee membership. Contact will be made with the applicant, thanking him for his participation, and encouraging continuing participation as part of the process of attaining membership. Our aim is to encourage active participation in the work of the Committee, and encourage all participants to become members of the Committee.

Linden Pierce's status was changed to Emeritus membership, with the unanimous approval of the Administrative SC members present. A notification letter will be forwarded to Linden, expressing the Committee's appreciation for his outstanding service.

Member Chuck Murray also recently forwarded a letter of resignation from the Committee, and expressed his appreciation to all he had worked with for their professionalism and friendship over the years. A letter of recognition and thanks will be forwarded to Chuck for his years of contribution to the Committee.

Committee Membership review is finally proceeding. Individually addressed letters were sent with the Raleigh Minutes Mailing to all Members, thanking them for their participation. Members who had not been in attendance at any Meeting within the past two years (or longer) were notified of the possibility that their membership might be reviewed at Pittsburgh. Corresponding, Life, and Emeritus Members are not required to attend, but Members with those classifications were asked to affirm their interest and confirm their contact information as part of this Membership review. Membership status recommendations will be made, for review by the Chair, based on responses received and contacts made prior to the Meeting; this review may continue for a few weeks after the

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Meeting. One response made it apparent that the non-attendance letters did not sufficiently recognize the possibility that non-attendees may be very active participants through correspondence. As reviewed at our last meeting, the classification Corresponding Member needs to be defined in the next update of the Committee O&P Manual, scheduled by year's end. This classification should hold the same status as that of regular Member.

Following changes made, but prior to any actions to be reviewed in Pittsburgh, membership stands at:

Members -		190
Classifications:	Producers -	96
	Users -	53
	General -	41
Life Members		1
Corresponding Members -		1
Emeritus Members -		19

The invitation list has 615 names on it at this time. Several Guests who are no longer attending have been removed, and that review continues also.

3.10.2 New Member Applications

New applications for Committee Membership have been submitted for:

- Eric Davis, Burns & McDonnell
- Tim Olson, Manitoba Hydro
- Tim Raymond, Power Delivery Consultants, Inc.
- Dirk Russwurm, HV Technologies, Inc.

These applications will be reviewed at the Administrative Subcommittee meeting. 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 to applicants awareness that Membership is a privilege gained through active participation 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 understanding 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 can be forwarded to the Secretary's attention at any time for review at the next AdsubCom meeting.

3.10.3 Committee and Subcommittee Directory Rosters

Subcommittee Chairs are requested to keep the rosters updated as they change constantly. 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

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to contact information can be used to automatically update Subcommittee and Working Group rosters.

3.10.4 Meeting Minutes

The Minutes of the Raleigh NC Spring '03 meeting were mailed on September 11, 2003, with expected delivery to domestic US destinations by September 16, and to international destinations by September 22. The Minutes were reproduced at a cost of \$2,050.12 for 430 copies and postage costs were \$1,896.70 for 414 mailings (342 within the US and another 72 worldwide), which averages \$9.53 per mailing. The net cost of Minutes printing and mailing varies for each meeting.

Up to this time, printed Minutes have routinely been supplied to all Guests registered at a particular Meeting, and to all Members, regardless of attendance. Starting with the Pittsburgh Meeting printed Minutes will no longer routinely be supplied. Electronic posting on the Committee website (<http://www.transformerscommittee.org/>) will be the primary means of distribution. For the near future, at least, any Committee Member and any Meeting registrant will be able to pre-purchase a printed copy, if desired, through the on-line meeting registration process. These copies of the Minutes will be mailed prior to the subsequent meeting. Present purchase price has been set at \$15, as reduced printing volume is expected to increase per unit cost.

Moving to electronic posting as the primary means for communication of Minutes places greater emphasis on the need for timely submittal, assuring that all interested parties have access to Meeting information as soon as possible. Subcommittee Chairs are requested to submit their SC Minutes for the Pittsburgh Meeting by November 21, 2003. Minutes should be submitted via e-mail to the Secretary (donald.fallon@ieee.org), with a copy to Susan McNelly (sjmcnelly@ieee.org) for posting on the Committee website. The submittal should be 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 assembled Minutes, with numbering as indicated in the Pittsburgh Main Committee Meeting (10/9/03) 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 Vice-Chair, Secretary, or other SC member is preparing the SC Minutes, please let them know these details about Minutes submittals.