

### **3.0 Administrative Subcommittee – Ken Hanus**

Chairman Ken Hanus covered the key points of the Administrative Subcommittee Meeting held on October 24, 2004. Full details of the Minutes of the Administrative Subcommittee Meeting Minutes follow.

#### **3.1 Introduction of members and guests**

Chairman Hanus called the meeting to order at 2:00 p.m., Sunday, October 24, 2004, in the Estancia Room at the Green Valley Resort in Las Vegas, Nevada, USA. The meeting started with introductions of members and guests.

The following members of the Subcommittee were present:

Gregory Anderson	Bill Chiu	Richard Dudley
Donald Fallon	Ramsis Girgis	Frank Gryszkiewicz
Everett Hager	Ken Hanus	Charles Johnson
Thomas Lundquist	Carl Niemann	Don Platts
Thomas Prevost	H. Jin Sim	Edward Smith (Ed)
James Smith (Jim)	Loren Wagenaar	Dan Mulkey

The following members were absent:

F.E. Elliott	J. Puri
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The following guests were present:

Donald Cash	Peter Balma
Stephen Shull	Naeem Ahmad

#### **3.2 Approval of the San Diego meeting minutes**

The minutes of the previous Administrative Subcommittee meeting in San Diego were approved as written.

#### **3.3 Additions to and/or approval of the agenda**

The Agenda provided by the Chair prior to the meeting was amended to add a discussion on interpretations under item 3.11, “Patent Issue Requirements”.

### **3.4 Meeting Arrangements, Host Reports, and Committee Finances – G.W. Anderson**

#### **3.4.1 AM System**

Since 1999 we have been contracting the registration of our meetings to IEEE. However there has never been a link of the contact information to the committee working groups.

We have now contracted a group called 123Signup. This will handle registration as well as providing a relational database so that all people in our committee are looking at the same contact information. If someone edits their information in one area it updates it for all other WG and subcommittees that person is a member of.

All transformer committee attendees are encouraged to enroll into this system. Working Group and Subcommittee chairs need to enroll their members in their groups as well.

### **3.4.2 Meetings**

Don Cash welcomed everyone to Las Vegas.

The next meeting will be on March 13-17 in Jackson, Mississippi. This meeting will be hosted by Andy Speegle and Kuhlman.

The Fall 2005 meeting will be in Memphis, Tennessee. This meeting will be hosted by Randy Williams and ABB.

### **3.4.3 Finances**

Our account balance was around \$11,000 before San Diego and is now at \$18,062.74 prior to the Las Vegas meeting.

### **3.4.4 Other**

An additional working group for educational development was approved for the Meetings Planning Subcommittee. This will be chaired by Kent Hagerty.

We cannot cancel a working group meeting after the meeting agenda has been finalized and the schedule distributed. Please do everything you can to review the preliminary schedule. If you don't need a timeslot for a working group meeting, please let Greg know as soon as possible so that it can be filled with something else. The schedule is getting very tight!

## **3.5 IEEE Staff – Naeem Ahmad**

- Naeem reviewed the IEEE-SA policy regarding support for editing a draft standard. The editorial staff only provides recommendations for changes to the document, they will not change the document themselves.
- NEMA documents will be scanned and converted into Word documents by IEEE. They will not be proof read.
- MYBallot will be rolled out in the second quarter of 2005. Any projects started under the current balloting system will continue to be balloted that way until the process is complete.

## **3.6 Committee Service Awards – H.J. Sim**

Jin indicated that he has four awards to be given at this meeting. He encouraged all members to identify retired working group chairs for awards. He also encouraged that members identify committee members deserving awards.

## **3.7 Chair's report – K.S. Hanus**

Ken presented his report which is included in the main committee minutes. Ken also noted that the dual logo document which is a guide for Phase Shifting Transformers is out for ballot in IEC and will close on Friday October 26<sup>th</sup>.

## **3.8 Vice Chair's report – D.J. Fallon**

Don's report was distributed prior to this meeting and is included in the main committee minutes. Task for an article submission for Power and Energy Magazine is still pending.

### **3.9 Secretary's Report – T.A. Prevost**

The Secretary's Report was submitted prior to the meeting, and is included in the main committee minutes.

- There was considerable discussion regarding membership. We need to continue to encourage membership in our committee, particularly from the user community. It was encouraged that "What's in it for me?", an article written by John Estey for PES members to give to their employers be made available.

#### **3.9.1 Membership review. Six membership applications were submitted, reviewed and approved. These are:**

- Peter Heintzig – Siemens- Producer
- Jack Hammers – Oklahoma Gas & Electric – User
- Jerry Murphy – Reedy Creek Energy Services – User
- Van Nhi Nguyen – Hydro-Quebec – User
- Davis Wallach – Duke Power Company – User
- Steven Schappell – Waukesha Electric Systems – Producer

### **3.10 Patent Issue Requirements – K. Hanus**

Ken Hanus covered the patent policy with the administrative subcommittee. Information in this regard is included in the meeting registration packet. The minutes of all working group meetings need to include :

- 1) Discuss patent policy
- 2) Ask for any disclosure
- 3) Record any responses

Don Fallon and Bill Chiu will develop a template for WG chairs to be presented at each WG meeting.

#### **3.10.1 Interpretations or Explanations of Standards – K. Hanus**

Some rules have changed so that there are two classes of interpretation.; explanation or interpretation. Each has a different time to respond.

### **3.11 Standards Subcommittee – B. Chiu**

#### **3.10.1 Standards and coordination activities**

Bill Chiu reviewed his report, which is included in the Committee meeting minutes. In addition, items of note during this section of the meeting include:

- There was considerable discussion in regards to C57.12.00 and C57.12.90. These standards are in the revision process. The word file is not available for the next recirculation ballot. This has caused the WG chair additional efforts. This discussion led to a decision that all standard word files should be kept on our server so that they can be used as a basis for future revisions.

### **3.10.2 Documents submitted to the Standards Board**

See the standards status report in Attachment 1, presently posted on the website and planned for inclusion at the end of the assembled Committee Minutes.

## **3.11 Round-Table: Subcommittee Activities - Subcommittee Chairs**

### **3.11.1 Distribution Transformers – Ed Smith**

- Lee Mathews and Guissepi Termini were appointed co-chairs of C57.12.35 bar coding for distribution transformers.
- Don Duckett and Tom Pekarek will no longer be attending these meetings. They were both chairs of the Loss Evaluation Guide. It will be suggested that the PAR for the Loss Evaluation Guide be let to expire.

### **3.11.2 Bushings - F. E. Elliott**

No report.

### **3.11.3 HVDC Converter Transformers & Smoothing Reactors - Richard Dudley**

Nothing to report.

### **3.11.4 Dry-Type Transformers – Chuck Johnson**

Nothing to report.

### **3.11.5 Instrument Transformers - J. E. Smith**

Nothing to report.

### **3.11.6 Performance Characteristics – R. S. Girgis**

Ramsis suggested that Sound and Vibration requirements in C57.12.00 fall under the performance characteristics subcommittee. He will review this with Jewaan before the next meeting..

### **3.11.7 Meetings & Planning - Greg Anderson**

Wireless internet access will be available in the meeting.

### **3.11.8 Dielectric Tests - L. B. Wagenaar**

Nothing to report.

### **3.11.9 Audible Sound and Vibration – Jeewan Puri**

No report.

### **3.11.10 Underground Transformers and Network Protectors – C. Niemann**

Nothing to report.

### **3.11.11 Insulating Fluids – F. J. Gryzkiewicz**

Nothing to report.

### **3.11.12 Insulation Life – D. W. Platts**

Nothing to report.

### **3.11.13 Power Transformers - E.G. Hager**

Nothing to report.

## **3.12 Old Business**

### **3.12.1 Review and disposition of meeting format change – Ken Hanus**

We concluded that we will keep the meeting as it is. We will try to keep the Thursday meeting short, with brief reports. We will also try to add an interesting topic for the Thursday meeting. The chair thanked everyone for their good suggestions.

### **3.12.2 Examples or suggestions for a certificate to recognize new members – Peter Balma**

Peter distributed an example of a paper certificate that will be given to new members at the main committee meeting. This will be done for future meetings.

## **3.13 New Business**

### **3.13.1 Approval of Minutes**

All minutes need to be marked as “unapproved” until they are approved at the beginning of the next meeting.

## **3.14 Adjournment**

Chairman Hanus adjourned the meeting at 5:21 p.m.

Respectfully submitted,  
T.A.Prevost, Secretary