

## **Unapproved Minutes**

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

Chairman Ken Hanus covered the key points of the Administrative Subcommittee Meeting held on October 23, 2005. 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 23, 2005, at the Peabody Hotel in Memphis, Tennessee. 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	Ken Hanus
Charles Johnson	Thomas Lundquist	Carl Niemann
Donald Platts	Thomas Prevost	Jeewan Puri
H. Jin Sim	Edward Smith (Ed)	Loren Wagenaar
Dan Mulkey	Peter Zhao	

The following members were absent:

Frank Gryszkiewicz	Steve Antosz	Edward Smith (Jim)
Fred Elliott		

The following guests were present:

Jennie Steinhagen	Richard Ladroga (representing Frank Gryszkiewicz, Insulating Fluids Subcommittee)	
Angela Ortiz	Stephen Shull	Sue Vogel
Peter Balma		

#### **3.2 Approval of the Jackson meeting minutes**

The minutes of the previous Administrative Subcommittee meeting in Jackson 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 approved.

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

#### **3.4.1 Meetings Arrangements**

Randy Williams welcomed everyone to Memphis. Gave meeting stats.

This is the largest attendance transformers committee meeting.

Approximately 20% are newcomers.

Technical Tours:

ABB Alamo	130 Attending
Reinhausen	195 Attending
ERMCO	30 Attending

Bill Chiu and Southern California Edison will host next Transformers Committee meeting in Costa Mesa, California on March 19-23, 2006. Room rate at the Hilton will be \$139 double or single. Hotel is close to Orange County Airport.

Future Meeting Dates:

Costa Mesa, California	March 19-23 , 2006
Montreal, Quebec Canada	October 22-26, 2006
Open	March 11-15, 2007
Porto, Portugal	Fall 2008

### **3.4.2 Finances**

Meeting Finances:

Balance before Spring 2005 Meeting \$3,002.58  
Balance before Fall 2005 Meeting \$18,793.02

Two (2) PC Projectors were purchased by the committee. The goal is to have projectors available for every meeting. This will be supplemented by local hosts. Goal is to add to this supply of projectors over the next years.

Sue Vogel inquired as to who she should refer other PES groups to if they have any questions regarding the AM system , 123Signup. Greg replied that he was the contact.

### **3.4.3 AM System**

Greg provided an administrative access list to Adcom for review. Subcommittee Chairs were asked to check the list. All working group and task force chairs should be on the list.

Sue Vogel inquired as to whom she should refer other PES groups to if they have any questions regarding the AM system, 123Signup. Greg replied that he was the contact.

### **3.5 IEEE Staff – Angela Ortiz, Sue Vogel, Jennie Steinhagen, Chris Sahr**

Sue Vogel – Four members of the IEEE are present for this meeting. Each member of the staff is here for separate reasons, however in general Sue commented that IEEE is here to support the Transformers Committee and encourages feedback and interaction.

Angela Ortiz is the IEEE Staff Liason.

Jennie Steinhagen will present information on the new word template at the Tuesday Luncheon. In the future documents will be published from a word document.

Angela Ortiz will present My Ballot in regards to ballot resolution.

All are encouraged to attend the Standards Luncheon on Monday afternoon.

Chris Sahr is here to get feedback on the “My Project” system.

Peter Balma suggested that a tutorial on 'figures' in Transformer Committee documents should be added to the Standards luncheon.

IEEE will sponsor the next Standards Luncheon at the Spring 2006 meeting .

Greg suggested that we may want to change the timeslot of the standards review process to a more prominent position.

### **Dual Logo**

We have been asked to submit another candidate for dual logo status. Chairman Hanus proposed that we submit C57.123, IEEE Guide for Transformer Loss Measurement. This was unanimously approved by the administrative subcommittee.

A PAR is needed for revision of C57.135, which is a dual logo document. Tom Lundquist indicating that Jim McIver, WG Chair, will initiate a revision process.

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

Jin indicated that the awards report was distributed prior to this adcom meeting and it will be included in the main committee minutes.

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

Ken stated that the Chair's report was distributed prior to the Adcom meeting. The Chair's report will be included in the main Committee minutes.

### **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. The T&D meeting was canceled due to the problems in New Orleans after Hurricane Katrina. There were several papers approved for presentation in a panel session at the T&D meeting. Don expressed his appreciation for the effort put forth by committee members for submission of these papers for the T&D meeting.

Don noted that we are late in revising the O&P manual. He stated that he and Ken planned on completing this revision before the end of this year.

Task for an article submission for Power and Energy Magazine is still pending. Don asked the members of Adcom to poll their members to ask if anyone has a suggestion for an article for Power and Energy magazine.

### **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.

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

- |                         |                        |          |
|-------------------------|------------------------|----------|
| • David N. Makinson     | Intron Inc.            | Producer |
| • Aaron F. Snyder       | Intron Inc.            | Producer |
| • Lee Matthews          | Howard Industires Inc. | Producer |
| • Robert C. Olen        | Cooper Power Systems   | Producer |
| • Larry J. Davis        | Reuel Inc.             | Producer |
| • Richard Hollingsworth | Howard Industries Inc. | Producer |
| • Derek Foster          | Olsun Electrics Corp.  | Producer |

Jin Sim expressed a concern that all of the new members were producers. Tom indicated that for the previous three membership reviews this was not the case. However the ratio of membership classifications continues to be a concern and the numbers indicate that the committee needs to continue to recruit more users.

Statistics were presented giving the distribution of members, active participants and interested individuals with respect to their membership classification: User, Producer and General Interest. Tom asked if there was interest in this type of detailed report and if there was could we ask 123 Signup to produce a report that produces these statistics automatically. All confirmed that this report is of interest. Greg was advised that he should contact 123signup and request this report.

Richard Dudley suggested that the addition of more users could be done through corresponding membership. Greg Anderson has added a category for corresponding member for WG membership. Don Fallon reminded the group that we intend to change the O&P manual to list corresponding member status as equal to committee membership.

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

Bill Chiu reviewed his report, which is included in the Committee meeting minutes. Special attention was made to review page 4 of the report which is a list of standards due to expire at the end of 2005.

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

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

Nothing to Report.

#### **3.11.2 Bushings – P. Zhao**

Nothing to Report.

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

- Revision of C57.124 is in process.
- Application for a PAR for the revision of IEEE 1277 is in process. There are problems regarding “Scope and Purpose”. What should be included?

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

Nothing to report.

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

No report.

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

Peter Balma reported that the Switchgear committee has problems with C57.142. They have submitted negative ballots indicating that the guide is not acceptable. Ramsis indicated that he will need to address this issue directly with the Switchgear Committee.

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

Kent Haggerty will develop a queue for tutorials which will be posted on the web.

At this meeting we will be selling four books at a meeting discount.

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

Nothing to report.

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

Audible sound measurement guide. This has been adopted from IEC and revised for what we do here in America. Jeewan suggested that we issue this as a dual logo document. Sue Vogel commented that a dual logo document needs to fill a void in IEC. Since there is a document existing in IEC, this does not appear to be a candidate for dual logo status.

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

Nothing to report.

### **3.11.10 Insulating Fluids – R. Ladroga**

Richard stated that efforts are continuing to publish C57.104, the “Gas Guide”.

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

Nothing to report.

### **3.11.13 Power Transformers – T. Lundquist**

Nothing to report.

## **3.12 Old Business**

Don Fallon reviewed the patent review process. This was distributed via e-mail prior to the meeting.

## **3.13 New Business**

### **3.13.1 Technical Editor**

Steve Antosz has communicated that he will step down as editor at the end of this year. The officers will be contacting potential candidates for this position over the next weeks. Don Fallon asked the Admin subcommittee if they know of anyone who would be interested in this to please let him know.

### **13.13.2 C57.12.00 and C57.12.90**

Bill Chiu indicated the following change to chairmanship :

C57.12.90 – Subhash Tuli will continue as WG chair.

C57.12.00 – Dong Kim will be new WG chair.

Jim Sim added that he is OK with this however the WG chairs need to assure that the documents are published at the same time.

## **3.14 Adjournment**

Chairman Hanus adjourned the meeting at 4:40 p.m.

Respectfully submitted,  
T.A. Prevost, Secretary