

**Transformer Committee
Administrative SC Minutes
2:00pm, Sunday, October 22, 2006**

Called to order:

The Administrative Subcommittee was called to order by Don Fallon at 2:07PM

Introductions

Introductions were made by members and guests

Members & 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	Loren Wagenaar
Donald Platts	Thomas Prevost	Fred Elliott
H. Jin Sim	Edward Smith (Ed)	Rick Ladroga
Dan Mulkey	Carl Niemann	Jeewan Puri

The following members were absent:

James Smith (Jim)

The following guests were present:

Christina Sahr	Dave Ringle	Angela Ortiz
Peter Balma	Thang Hochank	Steve Shull

Meeting Minutes

Review of the unapproved minutes from the Costa Mesa meeting:
Costa Mesa meeting minutes were approved as printed

Agenda Review

IEEE/PES TRANSFORMERS COMMITTEE
ADMINISTRATIVE SUBCOMMITTEE MEETING - AGENDA

Delta Centre-Ville Hotel; Montréal, Québec CANADA – Room Cartier A
Sunday October 22, 2006 - Call to Order 2:00 pm

1. Introduction of Members and Guests (:05)
2. Approval of Costa Mesa CA Admin SC Meeting Minutes (:05)
3. Additions to and/or Approval of the Agenda (:05)
4. Meeting Arrangements, Host Report, and Committee Finances
 - 4.1 - F'06 – Montreal – Thang Hochanh (:05)
 - 4.2 - Meetings/Finances - GW Anderson (:10)

5. IEEE Staff – Angela Ortiz, Christina Sahr, Dave Ringle
 - 5.1 - Update on IEEE Issues (:10)
 - 5.2 - - MyProject and Transf. Comm. Hierarchy in new PAR submittal process (change since last meeting) (:10)
6. Committee Service Awards – KS Hanus (:05)
7. Chair's Report – DJ Fallon (:05)
8. Vice Chair's Report – T Prevost (:05)
9. Secretary's Report – Ed Smith (:05)
 - 9.1 - Membership Review (:15)
10. Break (:10)
11. Standards Report - B Chiu (:35)
12. Subcommittee Reports - Roundtable (:25)
13. Old Business (:20)
 - 13.1 - Coordination and Jurisdictional Issues (including update on PC57.142)
 - 13.2 - Facilitating Standards Development Process
 - Update on Metrification and terminology issues, SCC14 coordination (may be covered under Agenda item 5 or 11)
 - 13.3 - Other
14. New Business (:20)
 - 14.1 - Committee sponsorship of educational courses/training (discussion of issues, if time allows)
 - 14.2 - Other

Adjourn

Meeting Arrangements SC

Meeting attendance (preliminary as of 10/22/2006) for Montreal is:

Attendance	404
Spouses	85
Sunday Reception	386
Monday Standards Luncheon	119
Tuesday Speaker Luncheon	208
Wednesday Dinner Social	237
Sunday Trip to Quebec	53
Sunday IREQ Tour	113
Monday Bell Helicopter Tour	54

Monday ECI Tour	54
Tuesday ABB Tour	50
Thursday AREVA Tour	4
Thursday Weidmann Tour	8

IEEE TC Web access key code is 8006784333

Starting with the Dallas, Texas meeting registration will only be available “on-line”. No paper or “walk-up” registration will be available.

Meeting Finances:

Balance before the “Fall 2005” Memphis, TN meeting \$18,793.02

Balance before the “Spring 2006” Costa Mesa, CA meeting \$1,729.81

Balance before the “Fall 2006” Montreal, Canada, meeting \$17,014.33

Future Meetings:

S07 (March 11-16) – Dallas Texas, Hilton Lincoln Centre hotel near airport, hosted by TXU Electric Delivery and Ken Hanus

F07 (October 14 - 18) – Minneapolis, Minnesota, hosted by Sue & Paul McNelly, EXCEL Energy

S08 (date TBD) -- southern US location (hopefully either Phoenix, San Antonio, Miami, or Charlotte)

F08 (probably early October) -- Porto, Portugal ... Sheraton Hotel, rate will be slightly less than US\$100

Everyone should encourage active participants to become a “Transformers Committee” member.

IEEE Staff

Representing IEEE at the Administrative Subcommittee Meetings were

Jodi Haasz

Christina Sahr

Dave Ringle

Christina Sahr reviewed IEEE Issues

ProCom discussions and changes to SA Operation Manual and Bylaws

L50 S Reporting – penalty for failure to comply with audit requirements

Disclosure of Affiliation

Prevention of Dominance

Working Group Rosters vs. Project Rosters

Update on myProject Activity Tree

Level 1 Activity = Society

IEEE Power Engineering Society
Level 2 Activity = Sponsor
IEEE Transformers Committee
Level 3 Activity = The Working Group
Bushing – WG C57.19.00
Level 4 Activity = The Project
PAR for C57.19.100 Revision

myProject and the Future
Robust integration with Standards Development
User Control panel clean up
Usability Study
myBallot Satisfaction Survey
Working Group Voting
Roster Management
Automated PAR Submittal & acceptance

Committee Service Awards:

Report from Ken Hanus to be published in the Main Committee Minutes

Chairs Report:

Report from Don Fallon to be published in the Main Committee Minutes

Vice Chair's Report

Report from Tom Prevost to be published in the Main Committee Minutes

Secretary's Report

Report from Ed Smith to be published in the Main Committee Minutes

Membership Review

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

- | | | |
|--------------------|------------------------------------|----------|
| • David S. Blew | Public Service Electric & Gas | User |
| • Kipp J. Yule | Bechtel Power | User |
| • Craig Swinderman | Mitsubishi Electric Power Products | Producer |
| • John Graham | Trench UK Limited | Producer |

Welcoming letters will be sent to these new members. Again our aim is to encourage active participation in the work of the Committee, and encourage all participants to become members of the Committee.

We will continue working with all Subcommittee Chairs on a new member sign-up campaign.

- | | | |
|-----------------------|----------------------|----------|
| • Kevin dela Houssaye | Cooper Power Systems | Producer |
| • Guy Morrissette | Siemens/VA Tech/FP | Producer |
| • Iqbal Hussain | ABB | Producer |
| • Chris Ten Hagen | GE | Producer |
| • Gael Kennedy | NPPD | User |
| • Paul Buchanan | Moloney Electric | Producer |
| • Mike Hardin | Kuhlman | Producer |
| • Charles Drexler | KAEC | Producer |
| • Al Traut | Kuhlman | Producer |
| • Jane Ann Verner | PEPCO | User |
| • Brian Klaponski | CARTE | Producer |
| • Chris Ploetner | Siemens | Producer |
| • Bruce Forsythe | Southwest Electric | Producer |
| • Jeremy Guardado | Messerstrom | Producer |
| • Jim Shekelton | H-J Enterprises | Producer |
| • Tom Holifield | Howard | Producer |

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.

Committee and Subcommittee Directory Rosters

In order to provide indemnification to working group and subcommittee members it is crucial that membership lists be maintained. Fortunately the new AM system should make this simple to administer. 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.

Meeting Minutes

The minutes of the Costa Mesa Spring 2006 transformers committee meeting were posted to the committee website on Friday, September 8, 2006.

The minutes of the Costa Mesa Spring 2006 meeting were mailed on September 6, 2006, to those who ordered printed copies during meeting registration. 68 registrants ordered printed copies of the Minutes. The cost of previous minutes were:

Raleigh (Spring '03)	\$3946.82	
Pittsburgh (Fall '03)	\$714.27	
San Diego (Spring '04) postage)	\$1481.77	(78 @ \$13.60 ea. + \$357.17
Las Vegas (Fall '04) postage)	\$1084.56	(60@ \$12.76 ea. + \$319.17
Jackson (Spring '05)	\$661.44	
Memphis (Fall '05) \$175)	\$643.07	(Mailing \$468.07 + Copy
Costa Mesa (Spring '06) Supplies \$460)	\$723.64	(Mailing \$263.64 + Copy &

Subcommittee Chairs are requested to submit their SC Minutes for the Montreal, Quebec, CANADA Meeting by December 7, 2006. Minutes should be submitted via e-mail to the Secretary (edsmith@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 should be formatted in the format as shown in the present assembled Minutes, with numbering as indicated in Main Committee Meeting 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.

A reminder for the December 7th date will be sent to each Subcommittee Chair on Thursday November 30, 2006. It is important for the Chairs to note the holidays coming up around this time frame and complete their submittals accordingly. I know we are all busy but delaying this task until after the first of the year could cause problems finalizing the publication and posting prior to our next scheduled meeting. In the future all Subcommittee Chairs should plan on completing and submitting your minutes and documents for publication in the posted minutes immediately following the meeting (with in several weeks).

Standards Report:

Refer to Standards Activity since the March 2006 Meeting (Costa Mesa, CA)
dated: October 18, 2006

Subcommittee Reports:

Carl Niemann	NEED REPORT C57.12.40
Tom Lundquist	NEED REPORT C57.135
Don Platts	NO REPORT
Dan Mulkey	NO REPORT
Fred Elliott	NEED REPORT BUSHINGS
Rick Ladroga	NEED REPORT
Chuck Johnson	NEED REPORT C57.12.90
Richard Dudley	NEED REPORT DOCUMENT FORMAT
Greg Anderson	NO REPORT
Ramsis Girgis	NO REPORT
Jeewan Puri	NEED REPORT
Loren Wagner	NO REPORT
Ken Hanus	NO REPORT
Bill Chui	NO REPORT

OLD Business

Coordination and Jurisdictional Issues (including update on PC57.142)

Facilitating Standards Development Process

Update on Metrification and terminology issues, SCC14 coordination (may be covered under Agenda item 5 or 11)

Other

NEW Business

Committee sponsorship of educational courses/training (discussion of issues, if time allows)

Chuck Johnson needs four more working groups sessions at the next meeting due to several NEMA documents being transferred to IEEE

Need ruling from IEEE for how long WG & SC need to retain back-up documentation for Standard activity before discarding.

Minutes need to be somewhat more comprehensive and detailed. Further discussion is necessary

Meeting was adjourned by Don Fallon at 5:45pm