

3.10 Secretary's Report – J. Ed Smith

3.10.1 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.

As a continuing reminder, the classification Corresponding Member needs to be defined in the next update of the Committee O&P Manual. This classification should hold the same status as that of regular Member.

Membership, including changes made at the Costa Mesa meeting now stands at:

Members -	202
Active :	177
Life Members	17
Corresponding Members -	1
Emeritus Members -	7
Active Participants	249
Interested Individuals	395

The committee database is now fully converted to the 123sign-up committee AM system.

3.10.2 New Member Applications

16 New applications for Committee Membership have been submitted for:

- Kevin dela Houssaye Cooper Power Systems Producer
- Guy Morrisette 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.

3.10.3 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.

3.10.4 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)	\$1481.77	(78 @ \$13.60 ea. + \$357.17 postage)
Las Vegas (Fall '04)	\$1084.56	(60@ \$12.76 ea. + \$319.17 postage)
Jackson (Spring '05)	\$661.44	
Memphis (Fall '05)	\$643.07	(Mailing \$468.07 + Copy \$175)
Costa Mesa (Spring '06)	\$723.64	(Mailing \$263.64 + Copy & Supplies \$460)

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).