

**Transformer Committee
Administrative SC Minutes
2:00pm, Sunday, October 14, 2007**

Called to order:

The Administrative Subcommittee was called to order by Don Fallon at 2:02PM

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
Edward Smith (Ed)	Carl Niemann	Jeewan Puri
James Smith (Jim)		

The following members were absent:

Richard Ladroga

The following guests were present:

Jin Sim	Steve Shull	Sue McNally (for R. Ladroga)
Peter Balma	Jodi Haasz	Jennie Steinhagen

Meeting Minutes

Review and approval of the unapproved minutes from the Dallas, Texas meeting:

The Dallas meeting minutes were approved as printed. The motion was made by Ken Hanus, seconded by Carl Niemann. The motion passed with no descending votes

Agenda Review

IEEE/PES TRANSFORMERS COMMITTEE
ADMINISTRATIVE SUBCOMMITTEE MEETING – AGENDA

Hilton Minneapolis Hotel, Minneapolis, Minnesota USA – Room: Duluth (3rd Floor)
Sunday October 14, 2007 - Call to Order 2:00 pm

1. Introduction of Members and Guests (:05)
2. Approval of Dallas TX 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'07 – Minneapolis – S McNelly (:05)
 - 4.2 - Meetings/Finances - GW Anderson (:10)
5. IEEE Staff – (IEEE Liaison Staff) (:20)
 - 5.1 - TBD
6. Chair's Report – DJ Fallon (:05)
7. Vice Chair's Report – T Prevost (:05)
8. Secretary's Report – Ed Smith (:05)
 - 8.1 - Membership Review (:10)
9. Standards Report - B Chiu (:30)
10. Break (:10)
11. New Business, Committee Planning (:40)
 - 11.1 - Financial Reporting Requirements – Establishment of Treasurer's position – D. Fallon
 - 11.2 - Proposed Transformer Paralleling Guide, Power Transformers SC – T. Lundquist
 - 11.3 - Recognition – D Fallon
 - 11.4 - Other
12. Committee Service Awards – KS Hanus (:05)
13. Subcommittee Reports - Roundtable (:25)
14. Old Business (:20)
 - 14.1 - Coordination and Jurisdictional Issues (as needed, after status of PC57.142 reviewed) – D. Fallon
 - 14.2 - Additional Editorial Support from IEEE – need for follow-up work – D. Fallon
 - 14.3 - Document Issues: Retention; Figures; Surveys – P Balma
 - 14.4 - Committee sponsorship of educational courses/training – D. Fallon
 - 14.5 - Other

Adjourn

Meeting Arrangements SC

Meeting attendance (preliminary as of March 11, 2007) for Dallas is:

Attendance	385
Spouses	50
No Shows (registered and didn't attend)	10
Dallas "walk-up" registration's	2
Sunday Reception	306
Monday Standards Luncheon	119
Tuesday Speaker Luncheon	110

Wednesday Dinner Social	189
Sunday Event <small>Museum Tour</small>	28
Monday HVS Tour	59
Tuesday HVS Tour	57
Meeting Minutes	67

IEEE TC Web access key code is 8006784333

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
 Balance before the "Spring 2007" Dallas, TX meeting \$17,751.00
 Balance before the "Spring 2007" Minneapolis, MN meeting \$44,438.59

Future Meetings:

S08 (March 16-20, 2007) – Charlotte, NC, Westin Hotel, hosted by Shaw Electric Delivery Services

F08 (October 5-9, 2008) - Porto, Portugal ... Hotel Porto Palacio.
 Expenses \$120 URO (single) \$140 (double)

S09 (April 19-23, 2009) – Southern part of the US

F09 (October 18–23, 2009) – Location to be determined

Greg pointed out that we had somewhat of a financial problem, (GOOD PROBLEM) our bank balance was getting too high. . . . Bill Chiu suggested that we offer the Working Group Chairs a free lunch at Monday's luncheon meeting. Greg also suggested that we needed to market our Committee to more USERS. Offer any new USER or a USER that hasn't attended in some time a free meeting registration.

Greg reviewed the two new membership groups that was added to our membership types that was approved at the Dallas meeting listed in our data base.

Interested Individual (current)

[Interested Individual – IEEE Life Member \(add\)](#)

Active Participants (current)

[Active Participants – IEEE Life Member \(add\)](#)

Committee Members (current)

Committee Members – IEEE Life Member (current)

Committee Member – Emeritus Member (current)

Committee Member – Corresponding Member (current)

Everyone should encourage active participants to become a “Transformers Committee” member. Don strongly suggested that the Subcommittee chairs take an active roll in making sure that active members of their Working Groups are encouraged to become Transformer Committee members

IEEE Staff

Representing IEEE at the Administrative Subcommittee Meetings were
Matt Ceglia
Christina Sahr

Richard Dudley emphasized the importance of, and suggested that the IEEE needed to come up with a Standard type Word document template to help facilitate and simplify the Standard Development process. Don Fallon confirmed the importance for the IEEE to continue to work on this issue.

Matt Ceglia briefly reviewed the “MyProject process for managing and submitting PAR’s.

Matt commented that the deadline for getting a PAR in for approval at the next NESCOM meeting is the end of tomorrow (October 15, 2007)

NESCOM Administrator
Dave Ringle
Manager, Governance – Policies and Procedures
Phone 732.562.3806
e-mail: d.ringle@ieee.org

REVCOM Administrator
Moria Patterson
Phone: 732.562.3809
e-mail: m.patterson@ieee.org

Don Fallon discussed the IEEE IEC Dual Logo Process the documents that are cited in a document (are only those that are included in the documents referenced otherwise the document will be rejected by the editorial staff

GET A SUMMARY FROM MATT

Don pointed out that the last document submitted for the Dual Logo process was rejected by the IEC.

Brought up that a working group document can be distributed to the working group members but NOT guests. Matt felt that here would not be

an issue with sharing it with a IEC member but he wants to get at final rulling before we make a final decision.

Chairs Report:

1.0 Chair's Report – D. J. Fallon

1.1 PES General Meeting Notes

The PES General Meeting was held in Tampa FL this summer from June 25-28. The Transformers Committee was represented at PES Administrative meetings by Tom Prevost and myself. Ken Hanus and Jin Sim, as our most recent Committee Past Chairs, also attended and participated in the PES General Meeting. Committee representative Robyn Taylor attended the Technical Committee Advisory Board (TCAB), a group assembled to provide direct input on Technical Committee views and concerns to PES President John McDonald. Tom Prevost chaired presentations at two Paper Sessions sponsored by the Committee.

The schedule for upcoming PES General Meetings is as follows:

- 2008: July 20-24 in Pittsburgh, Pennsylvania
- 2009: July 26-30 in Calgary, Alberta, Canada

PES Conference & Exposition (CE) schedules:

- 2008: Transmission & Distribution (TDCE), April 21-24 in Chicago, Illinois
- 2008: [Int. Conference on Power Technology \(POWERCON\), Oct. 12-15 in New Delhi, India \(Co-sponsored by PES\)](#)
- 2009: Power Systems (PSCE), March 15-18 in Seattle, Washington

PES Joint Technical Committee Meeting (JTCM) schedules:

- January 7-10, 2008 in San Antonio, Texas (<http://www.pesttechnical.org/>)

The JTCM schedule has been set up by PES as a winter venue for 3 days of meetings, allowing Technical Committees to schedule individual meetings as needed. Coordination of schedule with PES as early as possible will help assure that room can be found for requested meetings, and our Committee's activity leaders (SC and WG Chairs) are encouraged to consider making use of these venues if they might allow projects to proceed more effectively between our meetings. To set up participation in these sessions for our Committee, contact should be made with the PES Technical Council (through our Committee officers) and directly with PES meetings coordinator John Paserba (j.paserba@ieee.org).

Additional information on any of the above meetings can be found on the PES website at (<http://www.ieee.org/portal/site/pes/>)

Technical Committees are encouraged to make more effective use of the PES monthly newsletter as a means to provide greater exposure for their activities. Submissions will be considered for publication in virtually any area Committees choose (e.g. pictures, meeting summaries, significant projects completed, awards, etc.).

The Plenary Session topic at the General Meeting was “Keeping the U.S. Transmission System Reliable - National, Regional and State Perspectives.” and included discussion the following essential priorities necessary for reliability enhancement:

- Adherence to mandatory reliability standards
- National interest Transmission Corridors
- Transmission Database identifying and recording availability for all circuits
- Uniform synchronized monitoring of system parameters across interconnection borders
- Maintaining engineering talent to keep the Grid operating

1.2 PES Technical Council Activities

The Technical Council met at the PES GM on June 26. Items of note from the meeting follow:

1.2.1 Transformers Committee Technical Council Agenda Items

Prior to the PES Meeting, Technical Committees were requested to provide items of concern for possible discussion at the Technical Council meeting. Excerpting from the Transformers Committee's 6/12/07 response, the following items were proposed for discussion:

From the Transformers Committee's perspective there are two items of concern that we'd like to make the PES Technical Council aware of for the upcoming Meeting in Tampa:

- (a) Technical Committee Coordination and Liaison Issues** - As a first item, we agree there is need for discussion of the concerns related to Coordination and Liaison activities between Technical Committees, as expressed by Mr. Om Malik in his 6/7/07 message. Each situation is different; we have cases where coordination intended by two Technical Committees never quite materialized in a manner that was acceptable to both Technical Committees, resulting in some significant delays to project work. The Committees are working together to keep the projects moving, but the experience does perhaps point out the need for possible process guidelines and Technical Council oversight of liaison and coordination activities needed to allow specific standards projects to stay on track and on schedule.
- (b) IEEE Editorial Support Needs** - The second item has to do with making sure we do all we can to facilitate and enable our standards development

volunteers by keeping administrative and editorial tasks to a minimum and allowing them to concentrate on the technical content of the standards documents they are responsible for. The Transformers Committee acknowledges with great appreciation the support provided by IEEE Staff both to respond to particular items of concern within our Committee and to develop and improve processes that do facilitate our work; at the same time we feel that consideration should be given to additional editorial support needs from IEEE. We are in ongoing discussion with our IEEE liaisons on this issue – and we do owe them more specifics – but we feel it appropriate in the context of the Technical Council Agenda request to bring this item up. A brief statement of this concern, as expressed in our Committee Minutes, follows:

Item from Transformers Committee Spring 2007 Minutes:

IEEE Staff was advised at the Administrative SC Meeting that the next major area of concern for which we need to actively work with IEEE is the tremendous burden that the editorial process sometimes turns out to be for our WG Chairs in preparing new and revised documents. Difficulties include:

- Scanning process used to convert standards documents to Word format for use by WG's in revision leaves much to be desired – many errors must be corrected.
- IEEE present practice of archiving documents for return to WG's (for next revision) in Word format is very good – but until all documents have gone through this cycle we still will be faced with scanning difficulties.
- PAR submittal and document editing (per the Style Manual) processes can be difficult, as our WG Chairs do not regularly perform these tasks. Additional assistance from IEEE in these processes would be helpful.

The next step is for the Committee to document these concerns in written format to IEEE to initiate further discussion on possible solutions.

The above items were discussed at the Technical Council Meeting, as outlined in Clauses 1.2.6 and 1.2.7.

1.2.2 Technical Committee Representation at Technical Council Meetings

Starting with next year's meeting in Pittsburgh, Technical Council will be asking for another representative, in addition to the Committee Chair, to represent and participate for each Technical Committee at Technical Council Meetings. This additional representative, essentially acting as a "Committee Technical Council Delegate", will have an intended term of greater than 2 years. This is intended to provide greater continuity and effectiveness of dialogue between the Committees and Technical Council.

1.2.3 PES Promotion of “Super Sessions” at General Meetings

PES is interested in promoting “Super Sessions”, sessions that expand across Committee boundaries and involve several Committees. Excerpting from a July message from PES Technical Council Vice Chair Rick Taylor:

The planned Super Sessions for the 2008 PES General Meeting are Emerging Technologies, Wind Power, 2020 Vision, Walking Closer to the Edge, and Nuclear Power. The intention for each session is to involve as many technical committees as possible to represent divergent issues associated with these topics. Each TCPC should be examining the activities of their committee to attempt to identify committee reports or possible panel participants as they relate to each topic. In addition, as the paper review process takes place, high value [top 10%?] papers should be identified for inclusion in these sessions where appropriate or for featuring in your committee "high value" sessions.

The first steps in the organizing of these Super Sessions needs to begin now by identifying volunteer coordinators. It would be entirely appropriate for multiple coordinators to work on each session and for individual TCPCs to participate in organizing multiple topics. Coordinators do not have to be TCPCs. Chairs, Vice Chairs or interested individuals are welcomed to provide input and coordination.

If you are willing to volunteer, please advise one of the Committee Officers and we will put you in touch with Rick Taylor.

1.2.4 Technical Committee Website “Templates”

IEEE is working on some standardized guidelines for Technical Committee websites. Several existing websites, including our Committee’s website, have been reviewed as part of the effort to determine these guidelines. I commented during this discussion on the advisability of focusing guidelines on suggestions for functional needs, rather than requiring specific sections and formats; this would allow existing working websites (such as ours) to maintain their structure, while providing ideas for potential further improvements.

1.2.5 Re-Structuring of the PES General Meeting

A recommendation has been made to Technical Council to re-structure the PES General Meeting to blend better with Technical Committee meetings. Description of the proposed re-structuring follows:

Re-package the General Meeting to begin on Monday morning, as now, and end Wednesday at noon. In conjunction with the General Meeting would be the [to be] semi-annual Joint Technical Committee meeting beginning on Wednesday morning and ending Friday at noon. Registration would be separate, but could include a significantly discounted joint registration fee.

The general meeting would be essentially the same on Monday AM. Administrative meetings would be scheduled into sessions before and after technical sessions, perhaps from 7:30AM-9AM and from 5PM-7PM and into Wednesday AM. General meeting technical sessions would be limited to a certain number of parallel sessions with papers selected based on topic and value. No other official functions would conflict with these sessions. Focus would be on presenting output of the Technical Committees and on the concepts of Super Sessions now being implemented.

For the Technical Committee Meeting starting on Wednesday AM, the Technical committees could choose to have however many paper sessions, poster sessions, etc. as they determine are required/desired. Technical committee participation in these meetings would, of course, be optional, but could include full meetings, targeted meetings, joint meetings with other TCs, or technical presentation sessions only.

We feel this proposal would greatly strengthen the GM program and allow increased focus on relevant and valuable industry issues. If this concept is successful, it may be possible to add a day or day and one-half to the January Joint TC meeting to feature some technical sessions and more joint committee activities.

While the present scheduling of Transformers Committee Meetings does not blend well with scheduling one of our meetings during the mid-summer PES General Meeting, this re-structuring, together with the January Joint Technical Committee Meeting (JTCM), would provide opportunities for specific TF's or WG's to meet to continue project progress between our meetings. While I indicated it would be unlikely for the Transformers Committee, as a whole, to meet during this re-structured General Meeting format, I did not object to the plan during the discussion. There was no definitive action to change to this new structure; discussion will continue.

1.2.6 Review of Conference Paper Issues

There is ongoing concern with the need to assure high quality presentation papers during Conference sessions. Suggestions included raising standards for Conference papers to essentially the same level as Transactions Papers; allowing for more Poster Sessions to allow one-on-one dialogue with authors;

and allowing authors to decide whether they wanted to present their papers (with the more stringent guidelines required for presentation papers). Jim Harlow suggested emphasizing opportunities to present papers at Technical Committee Meetings, thus providing for a larger, more focused audience for relevant papers. There was no resolution; discussion will continue.

1.2.7 Technical Committee Liaison and Coordination Issues

Om Malik of the Electric Machinery Committee initially raised this as an Agenda item for Technical Council discussion, and we supported need for review and guidance on this issue (see Clause 1.2.1). Several additional Committees, including the Switchgear Committee (jointly sponsoring with us the PC57.142 Switching Transients Guide presently in development) also voiced the need for more guidance from PES. Technical Council and PES officers were receptive to the need, but also stressed the use of the existing Liaison process, and contacting the Standards Coordinating Committee (SCC) as needed to see if they can provide assistance in time of need. We need to continue to pursue this issue with Technical Council, but in the meantime should also consider the SCC as a possible source for help.

1.2.8 IEEE Editorial Support Issues

This issue was raised for discussion by our Committee (see Clause 1.2.1), and supported in writing prior to the meeting as a significant concern by the Switchgear, Station Battery, and Substations Committees. During the discussion several other Committees also indicated concerns and serious difficulties related to the time and effort required by technical committee volunteers to respond to editorial issues, and there appeared to be wide agreement among technical committee representatives that IEEE should focus on providing more support in this area, including consideration of providing more editorial staff to remove some of the editorial burden from our volunteer standards developers. While no promises were made, there was indication that both PES and IEEE SA were receptive to this discussion and were reviewing to develop further understanding and potentially make recommendations for improvement.

1.3 Transformers Committee Activities

Progress since last meeting in several areas of concern for the Committee, together with notes of Committee interest, follow:

1.3.1 Coordination and Liaison Activities – Progress on PC57.142

We continue to report on this project in this report simply because it is a project (the PC57.142 Guide to Describe the Occurrence and Mitigation of Switching

Transients Induced by Transformer, Switching Device, and System Interaction) that does require a significant amount of coordination with another Committee (Switchgear) and that requirement for coordination has pointed out that such efforts can face unique challenges. As a result of joint discussion and cooperative effort involving Transformers Committee and Switchgear Committee members in September and October of 2006, the decision was made to move forward with this document under joint sponsorship of both Committees. Work would continue to be guided by the Transformers Committee, as primary sponsor; and in recognition of the crucial and necessary role our colleagues from the Switchgear Committee play in assuring this document meets the needs of our industry, the PAR for this project lists the Switchgear Committee as our joint sponsor. A joint Task Force, with representatives of both Committees, was to prepare the document for ballot. A new PAR for this project was submitted in January of this year, and subsequently approved.

I had the opportunity to meet and discuss with Switchgear Committee leadership (Chair Ted Burse and Vice Chair Bill Long) at the PES General Meeting in June. Ted and Bill had both supported the joint sponsorship concept, and we continued to agree that this was the best way to proceed. I did advise hope that we could move to ballot soon. As of this point in time we have not been able to proceed to ballot. We will review with the WG and TF leadership to determine how best to proceed to get this industry needed guide into publication.

1.3.2 IEEE/IEC Dual Logo Program / References vs. Bibliography

We reported in the Spring of this year that the IEEE/IEC dual logo process seemed to have hit a snag with concerns from several IEC representatives on the submittal of IEEE C57.123 (Guide for Transformer Loss Measurement) for consideration for Dual Logo status. The subject document has references to several other IEEE documents, and there was reluctance to approve as such approval might imply acceptance of the referenced documents also – and these referenced documents had not been subjected to review by IEC. We recognized the concern as possibly valid, and a concern that may apply to virtually any IEEE document submitted, including C57.135 (Phase Shifting Transformer Guide), previously accepted by IEC for dual logo status. We have not proceeded further with changes to the C57.123 document. One suggestion by IEEE is to remove all references to documents that are not essential to implementation of the document from the References Clause and move them to the Bibliography. Unfortunately, if even one IEEE reference document remains, the IEC concern would still apply. We will continue discussion with IEEE to determine how to proceed.

Included here is a report on this concern presented at the recent IEC TC14 Meeting:

At the request of Phil Hopkinson, IEEE was invited by the Chair of IEC TC14 to give a presentation on the IEC/IEEE Dual Logo Agreement. Jin Sim gave the presentation on behalf of the IEEE and Jodi Haasz from the IEEE-SA attended to provide support.

The results of the meeting follow:

- Support for the IEC/IEEE Dual Logo program was split (about 50/50). As for suggestions as to which documents to submit, IEC TC14 would like to make suggestions for documents and not have IEEE suggest the documents.

In that regard, there was interest in reviewing IEEE PC57.142 for possible incorporation into the revision of IEC 60076-12. The draft was sent to Jodi Haasz for review prior to distribution to IEC TC14; however, the document had no copyright material associated with it and cannot be distributed until the appropriate copyright material is added to the draft.

Suggestion for moving forward – IEEE-SA staff recommends that IEEE inform IEC TC14 of their standards in progress to see if there is interest from TC14 in those documents. We also recommend establishing a Category D Liaison with the appropriate IEC TC14 working groups to enable this communication.

- References in IEEE standards were a large concern, especially for the French and German delegations.

Suggestion for moving forward – Standards listed in the references section of a document should only be those that are called out in the body of the standard itself or those that are needed to understand the standard. All other documents should be moved to the Bibliography section of the document.

Another suggestion would be to reference the international standards. If both the IEEE and international standards referenced conflict, the following information can be included in the References clause:

The following referenced documents are indispensable for the application of this standard (i.e., they must be understood and used; therefore, each referenced document is cited in text and its relationship to this standard is explained). For dated references, only the edition cited applies. For undated references, the latest edition of the referenced document (including any amendments or corrigenda) applies.

Where references to both standards are made, users are responsible for specifying the standard they desire, and manufacturers are responsible for specifying the standard they used for their design and testing.

See the [IEEE Style Manual](#) for further guidance, specifically [Clause 10.4](#). [Clause 22](#) might also be useful.

- It was mentioned that if IEEE had an idea for a standard, IEC TC14 would be interested in reviewing it and possibly developing it. Therefore, IEC TC14 might favor the joint development of standards instead of the dual logo program.

Suggestion for moving forward – An agreement with IEC is in progress to allow the joint development of standards. Once approved by both organizations, this will provide the template and rules for joint development between the IEEE and the IEC. A Category D Liaison will also better enable this activity.

We will need to have further discussion with IEEE, as this suggestion and guidance comes directly from Clause 10.4.1 of the IEEE Style Manual (repeated below), and is resulting in requirements to move formerly approved references to the bibliography when documents are revised. The concern is that present enforcement of this requirement by IEEE presents additional editorial burden.

Clause 10.4.1 of the IEEE Style Manual:

Normative references are those documents that contain material that must be understood and used to implement the standard. Thus, referenced documents are indispensable when applying the standard. Each normative reference shall be cited, and the role and relationship of each referenced document shall be explained in the body of the standard. If a reference is not specifically cited in the normative text of the document, then it shall not be listed in the normative references clause. In such cases, it shall be listed in the first or final informative annex, entitled Bibliography

1.3.3 IEEE SA Financial Reporting Requirements

Since last year, IEEE SA has required all “Standards Developing Groups” to complete annual financial reports submitted in an IEEE SA Template (Form L50-S). Our Meetings Planning SC Chair has maintained financial records for the Committee, and has made the effort to modify the financial record spreadsheet he developed to facilitate reporting the Committee budget per the L50-S form. The 2006 financial report, prepared in this manner, has been filed. Based on the ongoing needs for this detail of financial reporting, the Chair feels consideration

of a Treasurer's position for the Committee is appropriate. This topic will be discussed at the Administrative SC Meeting.

1.3.4 C57 Standards CD

The Committee is continuing to review with IEEE our request to make available for purchase an updated edition of the CD-ROM collection of the latest IEEE sponsored Transformer Standards.

1.3.5 Committee Membership

All are welcome to participate in the work of the Transformers Committee. Membership in the Committee provides recognition of your peers and indication to your co-workers and management of your active role in Committee work. If you are presently not a Main Committee Member, and you have been actively participating in our work for at least one full year – and can secure the acknowledgement of at least 3 Activity Chairs (WG's, but must include at least one SC Chair) affirming that participation, the Committee will look forward to welcoming you as a member. Membership requirements and application forms can be found in the Organization and Procedures Manual posted on the Committee website.

1.3.6 Meeting Agenda Change – New Business

We will continue – on a trial basis - the Agenda changes made in Dallas for both the Administrative SC and Main Committee Meeting. New Business has been moved forward in the Agenda. With New Business in the typical end of meeting timeslot, and with the time spent on other Agenda items, New Business does not always receive the attention it needs. The time spent on ongoing projects is indeed important, as the Committee deals with many standards documents and substantive issues related to the development and maintenance of those documents – and at times it seems our plates are already so full (recognizing we're all volunteers) that the ability to take on new issues seems limited. Despite this challenge, we also need to provide sufficient time to raise new technical issues and to address planning and strategy on how the Committee should work. The intent, during this trial, will not necessarily be to debate and discuss each new issue fully within the meeting context, but to at least raise issues, discuss significant points, and suggest course of action.

1.3.7 Association Management (AM) System

All Committee members and active participants, and all individuals interested in Transformers Committee activities, are reminded that virtually all

communications on Committee meetings and activities are handled through the Committee website (<http://www.transformerscommittee.org/>) and through electronic media. Contact information is maintained through our Association Management (AM) system, and administration of membership and meeting attendance records is facilitated by the AM System. All Subcommittee and Working Group Chairs are encouraged to use the AM system for assigning membership within their groups and for communication with their group members. All Committee members, active participants, and interested individuals are reminded also that you are responsible personally for maintaining the accuracy of your contact information, through the AM system, for Committee activities and communication. Updating your contact information in handwriting on a meeting roster does not result in updating your Committee contact information. Keeping your contact information maintained in the AM system assures that the Chair of any Subcommittee or Working Group you are involved with will be able to communicate with you. Details on enrolling and maintaining your contact information in the AM system can be found on the Committee website.

The AM system also allows you to check the Committee record of your membership status in individual Working Groups, Subcommittees, and the Main Committee. This can be done by checking your Personal Profile, and then clicking on Subgroup Details. If the Committee record does not match your record, please review with the appropriate WG or SC Chair.

1.3.8 Announcements / Acknowledgments

The Committee notes with sadness the passing since our last meeting of two long time friends, colleagues, and contributors to our standards activities – John Ebert and Ed Norton. Both John and Ed started their illustrious careers with Allis Chalmers; John continued his career with Waukesha and Ed continued with EPRI for many years. Both were very active in Committee work, and will be missed by many friends among our ranks.

I will take the opportunity again to tell you how proud I am of the work done by our Participants and Members, and how proud I am to work with each of you in the Committee. Thanks for your support during my tenure as Chair, and for the work you do to serve our industry. I know you will provide that same support, together with me, for Tom and Ed as they move to Chair and Vice Chair, respectively, in January.

Keep up the good work!

Respectfully submitted,
Donald J. Fallon
Chair, IEEE/PES Transformers Committee

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

Some of the highlights are as follows

3.10 Secretary's Report – J. Ed Smith

3.10.1 Membership Review

Voting Members – One new member was approved and added at the Dallas meeting:

Marcel Fortin	Consultant/Hydro Quebec	User
---------------	-------------------------	------

A welcome letter was sent to this new member. 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 to encourage and work with all Subcommittee Chairs on a new member sign-up campaign.

Please note that we now have eight (8) member types. The Administrative Subcommittee approved adding two member types in Dallas. Remember the AMS does not consider Interested Individuals as “active members”. Notice that Interested Individuals do not show-up in the pie-charts. Note also that this report does not indicate the “Interested Individual - IEEE Life Members”. That's because right now, there are none (zero).

Membership, including changes made at the Dallas meeting now stands at:

Interested Individual	518	
Interested Individual - IEEE Life Member *	0	
Total Interested Individuals		518
Active Participant	263	
Active Participant - IEEE Life Member *	4	
Total Active Participants		267
Committee Member	188	
Committee Member - Emeritus Member *	7	
Committee Member - IEEE Life Member *	18	
Committee Member - Corresponding Member	1	
Total Committee Members		214

TOTAL IN AMS DATABASE

999

* - indicates this member type receives a discounted registration fee.

New Member Applications

Three new applications for Committee Membership have been submitted for:

- Roger Wicks Du Pont Producer
- Gary Hoffman Advanced Power Technologies Producer
- Mark T. Gromldvits Federal Pacific Transformers 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 Dallas Texas Spring 2007 Transformers Committee meeting were posted to the committee website on Friday, June 8, 2007.

The minutes of the Dallas Texas Spring 2007 meeting were mailed on Friday, June 8, 2007, to those who ordered printed copies during meeting registration. 67 registrants ordered printed copies of the Minutes. A total of 75 copies were printed and bound. 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)	\$643.07	(postage \$468.07 + printing \$175)
Costa Mesa (Spring '06)	\$723.64	(postage \$263.64 + printing \$460)
Montreal (Fall '06)	\$1020.19	(postage \$291.25 + printing \$728.94)
Dallas (Spring '07)	\$1379.31	(postage \$435.55 + printing \$943.76)

Subcommittee Chairs are requested to submit their SC Minutes for the Minneapolis, Minnesota Meeting by December 14, 2007. Minutes should be submitted via e-mail to the Secretary edsmith@ieee.org , with a copy to Susan McNelly simcnelly@ieee.org for posting on the Committee website. The submittal should be formatted in Word 2007 (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 14th date will be sent to each Subcommittee Chair on Monday, December 03, 2007. I know we are all busy but delaying this task could cause problems in 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 (within several weeks).

Standards Report:

Refer to Standards Activity since the March 2007 Meeting (Dallas, Texas) dated: October 11, 2007 published in the Main Meeting Minutes.

Bill pointed out there were 4 Standards that required critical action. Those are: C57.105-1978 (R1999), C57.109-1993 (R2000), C57.119-2001, & C57.121-1998 all due to expire at the end of this year 2007.

Bill encouraged attendance at Monday's noon Standards Luncheon meeting

Christina pointed out there was new PAR form on-line

Bill indicated that Greg had printed off a balloting pool roster will be posted on the bulletin board at this meeting. Everyone should

NEW Business

- 1.1 Proposed Transformer Paralleling Guide, Power Transformers SC – T. Lundquist, Everyone is in agreement that there is a need for this document. Therefore Don will recommend moving forward with the Working Group.
- 1.2 TF on Tank Rupture – liaison with CIGRE – T. Lundquist. This is a taskforce under a Subcommittee. An IEEE paper is being prepared. Don suggested that we share the information with CIRGE and he will arrange a “sidebar” discussion on this issue. Matt pointed out that the PES governs PAPERS not IEEE, the IEEE is interested in PAR's. Don will shard Matt's e-mail with the executive committee for further discussion.
- 1.3 Sponsorship of Furan Testing TF – ILSC, IFSC, or joint – T. Prevost / D. Fallon. TF to be headed by Ken Haggerty. The issue is under what Subcommittee this TF should reside,
- 1.4 Need for PD measurement guides for Bushings and Instrument Xfmrs – L. Wagenaar. Don suggested that the interested group should organize and establish a core group willing to work. The group should decide where thy belong under what Subcommittee. Don Revcommends Dielectric Tests Subcommittee
- 1.5 Responsiveness to WG/SC surveys; impact on membership – L.Wagenaar. Don recommends that the Subcommittee chair review his membership roster and take action to remove non active or non responsive members or other actions based on his discession.
- 1.6 Use of available industry resources for standards development work – R. Girgis; It was noted that we should use the resources within our industry at our desression to accomplish our work. It was felt by Tom Prevost that we should not open ourselves up to paying for services. He felt tht this could cause problems in the future. Don felt that we should put our thoughts down and transmit it to Matt for review by IEEE.
- 1.7 Definition of Member Classifications – G. Anderson; We need to define “Active Participation” Greg felt that active participation should be defined as someone who attends regularly and participates at our meetings. Greg actually suggested attending 3 out of the last five meetings. This should be taken into consideration when we update our O&P Manual.
- 1.8 Financial Reporting Req'mts – Establishment of Treasurer's position – G. Anderson / D. Fallon; Greg offered a suggesting o of some of the possible responsibilities of “Committee Treasurer”. Don felt that the executive officers should again discuss and review Greg's proposial and then put it in front of the Administartive Subcommittee

1.9 PES request for assistance with “Knowledge Management” project – D. Fallon; Don pointed out that we should be mindful that something should be done in retaining industry knowledge as more of our longer term participants step down and move on. Don asked that if anyone would like to work on this, let him know.

1.10 Recognition – D Fallon; Don requested that we skip this issue. However Don encouraged that the Subcommittee Chairs make sure that we somehow recognize the “significant contributors” within their Working Group.

1.11 Other; NONE

Document Issues: Retention: Figures: Surveys: - Peter Balma

Peter Balma delivered a power point presentation covering many issues and concerns he and others have regarding the standards development process. Slide topics and points are listed below:

Straw Ballots? or Surveys

- Good idea, but time consuming
- Does not include balloters beyond transformer committee
- Straw ballot, a working group, a subcommittee, or the Transformers Committee?
- Update a draft to include straw ballot comments and distribute
- Should straw ballots only be held for version of document just before formal ballot?
- A common process may be beneficial

Figures & Copyrights

- In many standards, the source of figures is unknown, therefore basis is unknown
- How can figures developed for standards be identified?
- When does a figure need copyright permission?
- Does previous IEEE material need copyright permission? Yes
- How much material requires copyright, a sentence, a modified figure, an individual equation? Answer: gray area
- See style guide for copyright permission letters
- Contact Kim Breitfelder, Manager Standards Editing and Production, IEEE. K.breitfelder@ieee.org

Negative Ballots

- Negative Ballots based on editorial comments
- How big of editorial change can be made without recirculation?
- Need to communicate to membership

Records Retention

- What documents have to be maintained in the development of a IEEE Guide or Standard?
- After completion of a standards project what material has to be maintained and for how long? Can everything be destroyed?
- If not where do you keep it? What responsibility does the Transformers Committee, or its members have?
- A tough issue, IEEE is working with their legal counsel on this and has almost completed their examination of this topic. Once complete, it will have to be determined how it applies to the IEEE-SA.

Recognition? Why would you ever want to do that???

- We have volunteers that contribute **100's** of hours each year, doesn't that warrant recognition?
- When is the last time the Transformers Committee had a fellow, when is the last time we had a nomination?
- Do we need a working group for awards and recognition, We already have a chair every two years?
- The reward for working hard at the Transformers Committee is more work, have you heard that before??????
- Its our committee, what do we want it to be??

Financial Reporting Requirements – Establishment of Treasurer's Position – Don Fallon

Don Fallon discussed the IEEE SA's requirement that all "Standards Developing Groups" must complete an annual financial report to be submitted on a specific IEEE SA Template (Form L50-S). Greg Anderson has made an effort to modify the spreadsheet he developed for tracking the Transformer Committee's budget to facilitate reporting per the L50-S form. The 2005 financial has been completed and submitted, the 2006 financial report will be ready for filing shortly. Based on these specific needs for financial reporting, There is a potential need for a Treasurer's position for the Committee.

MOTION

A motion was made that **"The Transformers Committee establish a position of Treasurer"** The motion was made by Don Fallon and seconded by Ken Hanus.

There was discussion regarding if there was a need for a stand alone position (i.e. "treasurer") or dual roll position (i.e. "Meeting Planner/ Treasurer") and if it should be an executive level position. It was felt if it was a executive level position it could dramatically affect the way our executive offices are structured. Jodi Haasz pointed out that it DID NOT have to an executive

level Position and suggested that we table the motion and come up with a guide and outline for the position for consideration. After lengthy discussion it was agreed that the motion should be tabled and a position guide written to describe the details (Greg Anderson offered to structure the position guide).

The motion and second were withdrawn.

Proposed Revision of PES Standardization Strategy – Don Fallon

Don Fallon suggested that all members of the Administrative Subcommittee read through the “Proposed revision of the PES Standardization Guide” and provide him with their comments. He requested that everyone have their comments to him by March 24.

DON CHANGED THE DATE TO MARCH 20 TO AGREE WITH HIS PUBLISHED MINUTES.

Reduced Registration fees for focused participation - discussion – Don Fallon

This discussion centered around, if there should be reduced registration fees for “focused participation” or persons only attending a specific working group meeting or only a portion of our meeting.

Several specific examples were brought up as examples of these cases i.e. guest speakers, individuals with specific technical knowledge or expertise, coordinating co-sponsored standards participants, and coordinating co-sponsored Co Chairs.

It was pointed out that there are cost associated with anyone’s participation at our meetings. A point was also made that our registration fees are among the lowest of similar organizations. It was also brought up that our registration fees are such a small part of the total expense associated with attending our meetings when considering air fare, hotel cost, and meals.

It was pointed out that most of these specific cases were cases that individuals were “invited” and considered as “guests”

MOTION

After lengthy discussion, there was a motion made that: **“We establish a “by invitation only” criteria for guest attendance at a working group level meeting that must be approved by the responsible Subcommittee and submitted to the executive committee for final approval on a “case by case” basis”**. The motion was made by Tom Prevost and seconded by Tom

Lundquist. A ballot was taken and the motion passed with 16 votes in favor of the motion with NO negative votes.

Committee Service Awards:

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

Highlights

Certificates of Appreciation have been obtained for the following persons:

Name	Service Rendered
Ken Hanus	Host, Spring 2007 Meeting, Dallas
Richard Provost	Co-Chair WG on Thermal Evaluation of Dry Type Transformers
Roland James	Co-Chair, Completion of C57.140
Bill Bartley	Co-Chair, Completion of C57.140

Discussion was brought up a regarding a way to recognize “new Transformer Committee members” and the possibility of some form of retro recognition for existing Committee members (Award certificate, membership certificate, etc.).

Action Item: Don Fallon asked Ed Smith to get the following group together to discuss possibilities.

Don Fallon
Ken Hanus
Greg Anderson
Ed Smith

IEEE Fellow Program

During the discussion on recognition and awards, the IEEE Fellow Program and nominating process was discussed. I believe Ramsis asked if SC Chairs should encourage consideration of Fellow nominations at their SC Meetings. Don intends to make this appeal at the Main Committee Meeting. He has forwarded in separate e-mail several links and information from the IEEE Membership web pages on the Fellow Grade and the “Steps to becoming a Fellow”. **Action Item:** Don suggests, in response to Ramsis’ question, is that SC Chairs be aware of the process, encourage your SC members to be aware of the process, and consider whether there may be nominees from within our Committee ranks for this honor.

Subcommittee Reports:

Carl Niemann	NO REPORT
Tom Lundquist	NO REPORT
Don Platts	NO REPORT

Fred Elliott	
Rick Ladroga	NO REPORT (by Sue McNelly)
Chuck Johnson	NO REPORT
Richard Dudley	NO REPORT
Ramsis Girgis	Working on a guide for noise measurement. Get details from Ramsis
Jeewan Puri	NO REPORT
Jim Smith	NO REPORT
Ken Hanus	NO REPORT
Loren Wagner	C57.127 has been published

Dielectric Test Subcommittee Discussion

1. There was some discussion at SC meetings a couple of years ago about phase-phase and phase-ground clearances. I am resurrecting the subject at the Dallas meeting by providing historical perspectives concerning the phase-phase clearances placed in C57.12.00 some 20 years ago. It is my intent to set up a working group to address the new issues that have arisen, and now would be an appropriate time since Jack Harley's WG is almost finished with its work. I propose that this new WG take Jack's WG slot at some future meeting, whenever that WG's work is officially finished. **It was decided that the Administrative Subcommittee does NOT need to approve this request.**
2. Another topic originally brought to our attention back in 2002 is that of test levels for repaired transformers, and it kind of fell through the crack. Phil Hopkinson has proposed that this work belongs in his WG on Liquid-Filled Dielectric Test Tables, and I will be asking for agreement of the SC. I mention it to the AdCom since the proposal also includes thermal testing, which I think belongs in the Insulation Life SC.
3. The last item is mostly looking ahead. It is my opinion, through various usages of C57.12.00 and C57.12.90 over the years, that these two standards are discombobulated in their structure and organization. This is particularly frustrating to a utility engineer who knows that there is some guidance someplace in the standards but has to spend four hours looking for it. Sometimes he/she does not have time to spend four hours on finding something, for example, when he/she is witnessing tests or in the middle of a design review at the manufacturer's location.

For example, the definition of Class I and Class II transformers was originally established in C57.12.00-1987 to designate insulation classes, and that remains its main focus today. However, in those 20 years, Classes I and II have crept into measurements for auxiliary losses (Article 5.9 & Note 9 of Table 19), insulation resistance (Note 11 of Table 19), and no-load and excitation current (Note 16 of Table 19). My reference here is the 2000 revision of C57.12.00; I don't yet have a copy

of the latest version. Hence, an engineer who was not around in the mid 80s when the Class definition was introduced may not know to look in Article 5.10, Insulation Levels, for the definitions of Class I and Class II transformers. In reality, while these classes were originally established for insulation classes, they have actually taken on a larger role in standards, and they should be defined in a more general location.

In a recent Dielectric Test Subcommittee survey, I therefore posed the following question, along with several other unrelated questions:

“Should the present information pertaining to dielectric testing, as presently given in C57.12.00 and C57.12.90, be reorganized so as to be presented in a more orderly, less confusing fashion?”

The response so far has been dismal with only about 25 % of the membership responding to date. However, of the 28 responses received, 75 % have responded with a “yes.” To be fair, we should wait for additional responses, but there is strong indication that several members of the Dielectric Test SC feel the same way I do.

I suggest that other SC chairs be asked to consider whether general revisions of these two standards, and in particular, C57.12.00, be started. I realize that such revisions will be a major task, with coordination involving several SCs. However, I think it is something that we should consider in the short range future. **Discussion centered around and there was agreement that these standards were “very large” and “unorganized.”**

OLD Business

PC 57-42; There has been struggles in getting input from our Switchgear group.

There has been discussions with Dave Ringle on document retention. Peter said that the basic answer is that there is no requirement within the IEEE to keep or retain anything after the document has been published. Peter is to get a copy of the IEEE's formal reply for publication in the formal minutes

Adjournment

Meeting was adjourned by Don Fallon at 5:54pm