

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
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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)	\$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	(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)

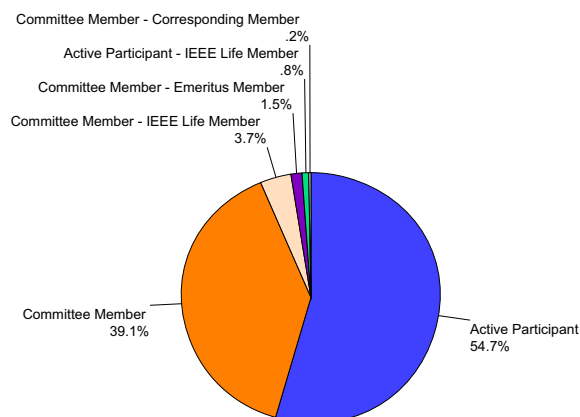
Subcommittee Chairs are requested to submit their SC Minutes for the Minneapolis, Minnesota Meeting by December 14, 2007. Minutes should be submitted via e-mail to the Secretary edsmith@ieee.org, with a copy to Susan McNelly sjmcnelly@ieee.org for posting on the Committee website. The submittal should 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).

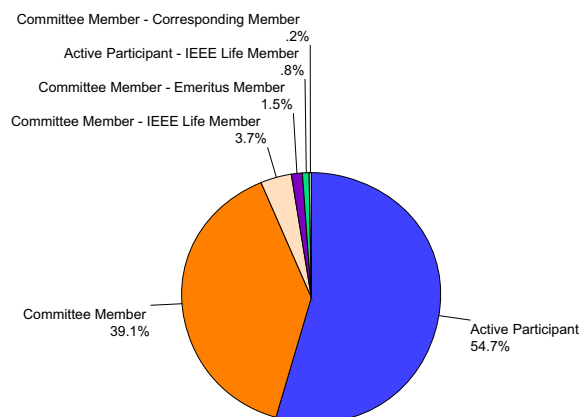
IEEE/PES Transformers Committee

Membership Summary for 11-OCT-2007

Type	Active	Expired (within grace period)	Expired (past grace period)	Total
Active Participant	263	0	0	263
Committee Member	188	0	0	188
Committee Member - Emeritus Member	7	0	0	7
Committee Member - IEEE Life Member	18	0	0	18
Committee Member - Corresponding Member	1	0	0	1
Interested Individual	0	0	0	518
Active Participant - IEEE Life Member	4	0	0	4
Total	481	0	0	999



Total Members



Current Membership