

Administrative Subcommittee Meeting
Porto, Portugal
October 5, 2008

3 Administrative Subcommittee – Tom A. Prevost

The meeting took place at the Porto Palacio Congress Hotel & Spa, Douro Room on Sunday October 5, 2008. The meeting was called to order at 3:05 pm.

3.1 Introductions

Introductions were made by members and guests.

3.1.1 Members & Guests

The following members of the Subcommittee were present:

Gregory Anderson	Donald Fallon	Donald Platts
William Bartley	Ramsis Girgis	Thomas Prevost
Bill Chiu	Ken Hanus	Jeewan Puri
Richard Dudley	Charles Johnson	J. Edward Smith (Ed)
Fred Elliott	Thomas Lundquist	Loren Wagenaar

The following members were absent:

Richard Ladroga
Carl Niemann
James Smith

The following guests were present:

Phil Hopkinson
Sue McNelly (attending for Richard Ladroga)
Brian Klaponski (attending for Carl Niemann)
Ross McTaggart (attending for James Smith)
Jin Sim

The Chair indicated that IEEE staff is not present not because the meeting is in Europe, but rather there are concurrent activities that are in schedule conflicts with our meeting this week.

3.2 Meeting Minutes

3.2.1 Review and approval of the unapproved minutes from the Charlotte, North Carolina meeting

The Chair asked for comments from the Charlotte Administrative Subcommittee meeting minutes. Three minor corrections were noted: 1) the attendance record to include Jodi Haasz (section 3.1.1), 2) the other to change the terminology from Vu-Spec CD-ROM to just CD-ROM (section 3.13.2), and 3) to update the references to appropriate attachment in section 3.9. The minutes will be updated accordingly. The motion was made by Ed Smith to approve the minutes with these additions and seconded by Chuck Johnson. The motion passed with no descending votes.

3.3 Additions to and/or Approval of the Agenda

The Chair reviewed the draft Agenda with the attendees. No additional agenda items were added. The agenda is included below for reference.

IEEE/PES TRANSFORMERS COMMITTEE
ADMINISTRATIVE SUBCOMMITTEE MEETING – [DRAFT](#) AGENDA

Sunday October 5, 2008 - Call to Order 3:30 pm

1. Introduction of Members and Guests (:05)
2. Approval of Charlotte TX Admin SC Meeting Minutes

Administrative Subcommittee Meeting

Porto, Portugal

October 5, 2008

3. Additions to and/or Approval of the Agenda
4. Meeting Arrangements, Host Report, and Committee Finances
 - 4.1 - F'08 – Porto – GW Anderson (:05)
 - 4.2 - Meetings/Finances - GW Anderson (:10)
5. Chair's Report – Tom Prevost (:05)
6. Vice Chair's Report – Ed Smith (:05) Time Check 4:00 PM
7. Secretary's Report – Bill Chiu (:05)
 - 7.1 - Membership Review (:10)
8. Standards Report – Bill Bartley (:30) Time check – 4:45 PM
9. Break (:15)
10. New Business, Committee Planning (:35)
 - 10.1 - TX Committee O&P Manual – T Prevost (:25)
 - 10.2 - Roberts Rules of Order – J Ed Smith (:05)
 - 10.3 - Other Time Check – 5:30 PM
11. Committee Service Awards – Don Fallon (:15)
12. Subcommittee Reports - Roundtable (:25)
13. Old Business (:20)
 - 13.1 - IEC Joint Development of Standards – T Prevost (:20) - Time Check – 6:30 PM

Adjourn

3.4 Meeting Arrangements, Host Report, and Committee Finances

G. Anderson circulated a list of people who has administrative access to AMS-123 system. All in attendance were asked to verify the list and make

3.4.1 Meetings/Finances – G. W. Anderson (:10)

Committee funds:

Before Porto meeting the committee has available funding of approximately \$28,000 (\$28,030).

Before the Charlotte meeting, the committee has available funding of approximately \$47,000.

Before the Minneapolis meeting, the committee has available funding of approximately \$44,000.

The Charlotte meeting took a hit financially, due in part to the expenses at Charlotte. Overall, G. Anderson felt while we are down about \$19,000 from before the Charlotte meeting, our financial situation is still in good standing.

Future meeting time slots and locations:

S09 (April 19–23, 2009) – Miami, FL, at the Hilton Downtown Miami. Room rate is \$139 per night + tax. To be hosted by Mark and Gretchen Robertson of North American Substation Services.

F09 (October 25-29, 2009) – Lombard, IL (suburbs of Chicago) at the Westin Lombard Hotel. Room rate is \$149 per night + tax. The hotel is only two years old. There will be a technical tour of the S&C new High Power Laboratory.

S10 (March 7-11, 2010) – Location TDB. Will be in the warm part of the country.

3.4.2 F'08 – Porto – G. Anderson (:05)

This particular meeting arrangement is a bit different than past meetings. Cultural differences have made the contractual arrangement a bit difficult. All events are pushed back one hour due to local customs. Meeting arrangement is going ok so far. Meeting attendance for Porto is:

Registered Attendees	285
Spouses	106
Sunday Reception	316
Monday Standards Luncheon	124

Administrative Subcommittee Meeting

Porto, Portugal

October 5, 2008

Tuesday Speaker Luncheon	166
Wednesday Dinner Social	294

3.5 Chair's Report – T. A. Prevost

Refer to Section 1.0 for a complete "Chair's Report." The Chair emphasized the key item of O&P Manual for our committee.

The Standards Association (SA) developed a template of the O&P Manual which governs the standards development process for the Technical Committee under Power & Energy Society (PES). This new template incorporated all the requirements and the rules that are reflected in the development of the standards. The PES group struggled over the past three years to cover all the 15 technical committees under PES. Out of these 15 technical committees, only about ten committees actually develop standards.

We have two years to submit our revised O&P Manual. As discussed at the previous meeting, P. Balma has already made the preliminary suggested changes. The draft is being circulated to all the AdSubCom members. The Chair requested all to provide feedback. A deadline will be set for these comments and suggestions for revisions. The Chair indicated our desire for us to be the first technical committee to complete the update of the O&P Manual.

Technical Committee Planning Committee (TCPC)

PES held a TCPC offsite meeting to discuss the future of PES. With the most recent name change, PES no longer stands for the Power Engineering Society, but now stands for **Power & Energy Society**. From an organizational perspective, this name change brings with it some possibility for changes to scope and the possibility of reorganization of the Technical Committees and their hierarchical structure. The two main goals of the TCPC are to: 1) attract new members, and 2) to improve the quality of the participation. The driver for this change is to ensure PES is structured correctly to participate in the new energy technology and absorb the expansion of the scope of Power and Energy Society.

The Chair indicated he will circulate the minutes of this TCPC planning session, but asked that it does not be circulated beyond the AdSubCom members.

A question was raised whether an engineering degree is prerequisite to be a PES member. The Chair confirmed that this is not a requirement.

Don Fallon encourages everyone to be open to what is being considered. We don't like to change for the sake of change, but any organization that doesn't look at itself periodically to make sure that it is trying to do the best it can towards meeting its purpose and function risk becoming stagnate. Please be open to change, but fight strong to oppose change just for the sake of making change.

The Chair also thanked everyone for their volunteer efforts.

3.6 Vice Chair's Report – E. Smith

Refer to Section 4.0 for a complete "Vice Chair's Report."

The Vice Chair gave some high lights from his report as follows.

Several of our key folks attended the PES meeting in Pittsburg (July 20 – 24, 2008). At the TCPC meeting in Pittsburg, there were considerable discussions centered on the recognition of papers and their authors to boost the quality of the papers, but not to inhibit the development of papers. It was decided to leave the existing process as it. There are some discussions about requiring the author to be present at the poster session. There was some discussion on the low threshold on the review criteria of the papers. A combined poster/paper session is being considered. Additional discussion took place on the industry trend on papers.

Administrative Subcommittee Meeting
Porto, Portugal
October 5, 2008

3.7 Secretary's Report – Bill Chiu

3.7.1 Membership Review

Voting Members – Seven new members was approved and added at the Charlotte, NC meeting:

- | | | |
|----------------------|---------------------------------|------------|
| o Richard L. Amos | Unifin International | Producer |
| o Paul Boman | Hartford Steam Boiler | Producer |
| o Jeff Benach | On-Line Monitoring, Inc. | Producer |
| o Robert G. Ganser | Transformer Consulting Services | Consultant |
| o Eduardo Garcia | Siemens | Producer |
| o Vinay Mehrotra | Waukesha Electric Systems | Producer |
| o Joseph P. Melanson | J. Melanson, Inc. | Unknown |

A welcome letter will be sent to these 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 AMS does not consider Interested Individuals as “active members”. A summary report on the membership statistics from our AMS system is attached to the end of this report. Notice that Interested Individuals do not show-up in the pie-charts. Membership, including changes made at the Charlotte meeting now stands at:

Interested Individual	667	
Interested Individual - IEEE Life Member *	1	
Total Interested Individuals		668
Active Participant	216	
Active Participant - IEEE Life Member *	5	
Total Active Participants		221
Committee Member	194	
Committee Member - Emeritus Member *	7	
Committee Member - IEEE Life Member *	21	
Committee Member - Corresponding Member	1	
Total Committee Members		223
TOTAL IN AMS DATABASE		1112

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

3.7.2 New Member Applications

Seven new applications for Committee Membership have been received and will be submitted for approval since the Charlotte meeting:

Applicant Name	Affiliation	Sponsor #1	Sponsor #2	Sponsor #3	Membership Category
Carl Bush	PEMCO Corp	J. Sullivan C57.12.01	A. Molden C57.98 Impulse Test Guide WG	C. Johnson Dry Type SC	Producer
Yunxiang Chen	Parsons Corp.	C. Johnson Dry Type SC	P. Hopkinson Dielectric Test Table	S. Kennedy C57.18.10 WG	User
Ramon Garcia	Prolec-GE	B. Paulin Low Freq. Dielectric Test WG	A. Molden C57.98 Impulse Test Guide WG	L. Wagenaar Dielectric Test SC	Producer

Administrative Subcommittee Meeting
Porto, Portugal
October 5, 2008

Applicant Name	Affiliation	Sponsor #1	Sponsor #2	Sponsor #3	Membership Category
James (Jim) Graham	Alliant Energy	R. Ladroga Insulating Fluids SC	P. McShane C57.147 WG	J. Arteaga C57.12.10 WG	User
Stephen H. Jordan	TVA	R. Girgis Performance Characteristics SC	E. Lemke C57.113 WG	J. Harley C57.127 WG	User
Tony Pink	Dynamic Ratings, Inc.	T. Lundquist Power Transformers SC	Andre Lux On-Line Monitoring	T. Jauch Transformer Paralleling Guide	Producer
Marnie B. Roussell	Entergy	G. Anderson C57.150 WG	P. Powell C57.12.90 Clause D	T. Lundquist Power Transformers SC	User

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 potential applicants 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 sponsorship 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 membership application can be forwarded to the Secretary's attention at any time for review at the next AdSubCom meeting.

3.7.3 Committee, Subcommittees, and Working Group Rosters

In order to provide indemnification to working group (WG) and subcommittee (SC) members it is crucial that membership lists be maintained. Our AM system has these functions built-in to ease these administration tasks. It is important that each subcommittee and working group chair or his/her designee (typically the secretary of the WG or SC) keep the rosters updated so that this information is up-to-date and can be provided to the IEEE SA.

3.7.4 Meeting Minutes

The minutes of the Charlotte, NC, Spring, 2008 Transformers Committee meeting were posted to the committee website on Tuesday, September 16, 2008.

The minutes of the Charlotte, NC, Spring 2008 Transformers Committee meeting were mailed on Monday, September 16, 2008, to those who ordered printed copies during meeting registration. 39 registrants ordered printed copies of the Minutes. A total of 42 copies were printed and bound.

The cost of previous minutes was:

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)
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)

Administrative Subcommittee Meeting

Porto, Portugal

October 5, 2008

Minneapolis (Fall 2007)	\$1365.81	(postage \$463.51 + printing \$954.26)
Charlotte (Spring, 2008)	\$773.93	(postage \$214.29 + printing \$559.64)

Subcommittee Chairs are requested to submit their SC Minutes for the Porto, Portugal meeting by December 12, 2008. Minutes should be submitted via e-mail to the Secretary bill.chiu@sce.com, 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 section 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.

Please do all you can to get the minutes in as soon as possible. This will facilitate the compilation of the combined minutes. Delaying this task will only make it more difficult for the activity leaders and 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 shortly following the meeting (within several weeks).

3.8 Standards Report – B. Bartley

Refer to Standards Report on activity since the March, 2008 Meeting (Charlotte, North Carolina) published in the Main Meeting Minutes.

Attention was call to the list of projects where PARS that have not started the balloting process and will be expiring at the end of 2008. The responsible Subcommittee chairs are requested to coordinate with each of the Working Group Chair to take appropriate actions prior to the deadline in **October 20, 2008**. Bill Bartley also offered to work with the activity chair to take the appropriate actions.

The Standards Report is included in the Appendix C - Transformer Standards Development Status and Transformer Committee Organizational Chart.

3.9 Break

The AdSubCom meeting reconvened after a 15-minute recess.

3.10 New Business

3.10.1 TX Committee O&P Manual – T Prevost

The Chair requested the members of the AdSubcom to review the new draft. The Chair will be circulating the latest draft and request that all revision suggestions and comments be submitted in writing. The Chair will specify a deadline for these comments. Once a majority is received, the Chair will move ahead on this revision and will not be waiting for all to submit their comments. The Chair again emphasized the importance of the moving ahead on this expeditiously and request everyone support this important effort.

3.10.2 Robert's Rules of Order – J. E. Smith

The issue and discussion centered on the available options to educate the activity leaders on the Robert's Rules of Order.

The Vice Chair brings forth an option of having a Robert's Rule expert observe our meetings and provided a customized training session for the activity chairs. Some additional discussions followed on the high cost of this option. After additional discussions, the AdSubCom group decided that the least cost, best fit approach is to have an information session such as the Standards Luncheon.

Administrative Subcommittee Meeting
Porto, Portugal
October 5, 2008

Tom Lundquist made a motion:

[To purchase a basic Robert's Rule handbook for all the Subcommittee Chairs, and the Working Group Chairs.](#)

The motion was seconded. After some additional discussions, the Chair requested a vote on the motion with the following results:

Affirmative	14
Negative	1
Abstained	1

The Chair declared the motion was approved and will be acted on before the next meeting.

3.11 Committee Service Awards – D. Fallon

Refer to Section 6.0 for the complete “Recognition and Awards Report.” Don Fallon gave some high lights from his report.

Working Group Awards

Award plaques will be mail to the recipients rather than having them haul these back home. Each of the WG also has the opportunity to request a SA Board certificate to recognize significant contributor(s) in the working group. This effort will need to be coordinated with the Award Subcommittee Chair so that we could present this recognition in the appropriate forum.

IEEE SA Awards – Standards Medallion Awards

The information on the criteria for Standards Medallion Award was shared with the attendees. Members were encouraged to consider for nominating candidates for this prestige award. Please contact Don Fallon for the details.

PES Distinguished Services Award

Distinguish service award was also discussed for both the PES level and the TC level. This award is signed by the PES president.

PES Working Group Recognition Award

Recognize outstanding and timely publication of technical report or standards and guides. There are two categories: 1) Technical Reports, and 2) Standards and Guides. Each technical committee may nominate one working group for such an award. The deadline for nomination is November 14 of each year.

IEEE Meritorious Award

Couple of individuals will be recognized for their significant contribution in this category. Names of the recipients were not released to preserve the element of surprise at award presentation.

The IEEE Fellow Awards

We have not nominated any Fellow Awards in the past couple of years. March 1st of each year is the cutoff time for the awards for the following year. We want to at least nominate one individual by March 1, 2009 for the Class of 2010. The process will require all paper work for the nomination be completed by the March 1, 2009 deadline. The Chair requested that a list of present fellow be included in the circulation to request nominations.

Membership Certificate

Will be working on creating a certificate for new members beginning in 2008. Consideration will also be given to existing Committee Members in the future.

See Report from Don Fallon on Awards in the Main Committee Minutes for further details.

3.12 Subcommittee Reports

3.12.1 Greg Anderson - Meetings Subcommittee

Signage for this meeting is a bit unusual. Smaller signs will be provided by the hotel instead of our regular easels. Please be a bit more tolerant on these. The host of this meeting has pushed the limit of the signage. A large annex to the Internet Café was setup by our Host EFACEC. Please be tolerant of this. Open bar was arranged on Sunday Reception, Tuesday night, and Wednesday Social.

The issues of commercial conflicts of break sponsorship were raised. There were some discussions on how best to move forward. The Chair indicated that a new process will be put in place where the sponsor queue will be made public knowledge and the break sponsor's selection process will be made transparent. This new process should help ease some of the concerns.

3.12.2 Richard Dudley - HVDC Converter Transformers & Reactors Subcommittee

NO REPORT

3.12.3 Ken Hanus - Distribution Transformer Subcommittee

PC57.12.33 will be meeting to restart the effort on the loss evaluation guide. A question was raised on whether there is a conflict on the interpretation of the DOE energy efficiency guidelines.

A motion was made to proceed with the work of Loss Evaluation Guide. All present voted approved with the exception of the Loren Wagenaar and Fred Elliott who abstained.

3.12.4 Don Platts - Insulation Life Subcommittee

PC57.12.91 WG chair will not be attending this meeting. The IL Subcommittee Chair will be filling in for Tim Raymond in the WG meeting.

3.12.5 Tom Lundquist - Power Transformer Subcommittee

Power Transformer Subcommittee received a request to study the impact of Solar PV energy source on the power transformers. There was some discussion on the need to evaluate the real need of the project. The due process would be to form a TF to evaluate the need for this project.

3.12.6 Fred Elliott - Bushings Subcommittee

NO REPORT

3.12.7 Ramsis Girgis - Performance Characteristics Subcommittee

The WG on the dual logo of loss tolerance guide submitted the responses received from the IEC. For the dual logo process to work well, we really have to have a WG active on both sides to work together on coordinating issues.

Phil Hopkinson shared thoughts about the harmonization process between IEEE and IEC. A suggestion was raised to use the Category D liaison to harmonize the standards on a project basis. This liaison would be better served to be an European from the IEC.

Additional discussion was made on the IEC and IEEE dual log and the harmonization process. There seem to be a lot of confusion.

After some discussion, a motion was made by Jeewan Puri:

[Motion to form an ad-hoc task force that addresses the issues of harmonization of IEEE standards with IEC Standards.](#)

Administrative Subcommittee Meeting

Porto, Portugal

October 5, 2008

The motion was seconded by Ed Smith and subsequently opened for another lengthy discussion, including a suggestion to develop a simple position paper on the current status of the harmonization. Suggested scope of this TF includes:

- Dual Logo
- Interpretation of Harmonization
- Copy Rights issues between IEC and IEEE
- Category D Liaison

The Chair requested a vote on the motion. The result of the vote is all in favor except two members abstained. The Chair asked for a volunteer to lead this TF. Jeewan Puri stepped forward to lead the group. The Chair requested that the TF be formed under the Standards Subcommittee. This TF will be working closely with Jodi Haasz from IEEE.

3.12.8 Carl Niemann (Brian Klaponski) - Underground Transformer & Network Protector Subcommittee

NO REPORT

3.12.9 Bill Bartley - Standards Subcommittee

NO REPORT

3.12.10 Loren Wagner - Dielectric Test Subcommittee

NO REPORT

3.12.11 Jim Smith (Ross McTaggart) - Instrument Transformer Subcommittee

NO REPORT

3.12.12 Charles Johnson - Dry Type Transformer Subcommittee

PC57.12.91 WG chair will not be attending this meeting. The Subcommittee chair will be filling in for him in the WG meeting.

3.12.13 Jeewan Puri - Audible Sound and Vibration Subcommittee

NO REPORT

3.12.14 Richard Ladroga (Sue McNelly) - Insulation Fluids Subcommittee

Sue McNelly reported for Rick Ladroga. PC57.104 was approved by the IEEE SA RevCom and will be published soon. A new PAR will be requested to start the next revision of the gas interpretation guide.

3.13 OLD Business

The Chair again emphasized the importance of active participation in the O&P revision.

3.14 Adjournment

Meeting was adjourned by the Chair at 6:46 PM.