

## Administrative Subcommittee Meeting

Lombard, Illinois

October 25, 2009

### 3 Administrative Subcommittee – Tom A. Prevost

The meeting took place at the Westin Hotel in Lombard, Illinois on Sunday October 25, 2009. The meeting was called to order at 2:05 pm.

#### 3.1 Introductions

The attendees were asked to introduce themselves. The chair asked each attendee to state his/her affiliation. If the attendee is a consultant, the attendee must state if he is representing a company other than his own consulting interest. Introductions were made by members and guests.

##### 3.1.1 Attendance of Members & Guests

The following members of the Administrative Subcommittee were present:

- |                    |                    |                        |
|--------------------|--------------------|------------------------|
| • Gregory Anderson | • Charles Johnson  | • Jeewan Puri          |
| • Steve Antosz     | • Thomas Lundquist | • Steve Shull          |
| • William Bartley  | • Carl Niemann     | • J. Edward Smith (Ed) |
| • Bill Chiu        | • Donald Platts    | • Jim Smith            |
| • Richard Dudley   | • Thomas Prevost   |                        |
| • Fred Elliott     |                    |                        |

The following members were absent:

- |                 |                  |
|-----------------|------------------|
| • Donald Fallon | • Loren Wagenaar |
|-----------------|------------------|

The following guests were present:

- |                                      |                 |
|--------------------------------------|-----------------|
| • Jodi Haasz (IEEE Staff)            | • Daniel Mulkey |
| • Thang Hochanh (for Loren Wagenaar) | • Jin Sim       |

#### 3.2 Approval of Miami Admin SC Meeting Minutes

##### 3.2.1 Review and approval of the unapproved minutes from the Miami, Florida meeting

The Chair asked for comments from the Miami Administrative Subcommittee meeting minutes. Hearing no comments nor request to change the draft minutes, the Chair declared the minutes approved as written.

#### 3.3 Additions to and/or Approval of the Agenda

The Chair reviewed the draft Agenda with the attendees. No revision/addition was made to the agenda. The Chair declared the agenda approved. The agenda is included below for reference.

### IEEE/PES TRANSFORMERS COMMITTEE ADMINISTRATIVE SUBCOMMITTEE MEETING AGENDA

Sunday October 25, 2009 - Call to Order 2:00 pm

1. Introduction of Members and Guests (:05)
2. Approval of Miami Admin SC Meeting Minutes
3. Additions to and/or Approval of the Agenda
4. New positions in Transformer Committee (:10)
  - 4.1 - Treasurer
  - 4.2 - New SC Chairs
    - 4.2.1 Performance Characteristics – Antosz
    - 4.2.2 Insulating Fluids – McNelly

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- 4.2.3 Distribution Transformers - Shull
- 5. Meeting Arrangements, Host Report
  - 5.1 - F'09 – Lombard – Greg Anderson (:10)
- 6. Chair's Report – Tom Prevost (:15) **Time check 2:45 PM**
- 7. Vice Chair's Report – Ed Smith (:05)
- 8. Secretary's Report – Bill Chiu (:05)
  - 8.1 - Membership Review (:05)
- 9. Treasurer's Report
  - 9.1 - Meetings/Finances - Greg Anderson (:10)

Next meeting will in Houston in Spring of 2010 – March 7 – 11
- 10. Standards Report – Bill Bartley
- 12. New Business, Committee Planning (:45)
  - 12.1 - Data archival from committee business - Prevost
  - 12.2 - Collection of Power Transformer Failure Data - Lundquist
  - 12.3 - C57.12.33 – Loss Evaluation Guide for Distribution Transformers - Shull
  - 12.4 - IEEE History Center - Balma
  - 12.5 - Establishment of a quorum for official meetings - Prevost
  - 12.6 - Transformer Committee contribution to Smart Grid Standards Initiative – Prevost
  - 12.7 - Task Force paper publication process - Platts
  - 12.8 -Other **Time check - 4:30 PM**
- 13. Subcommittee Reports - Roundtable (:30)
- 14. Old Business
  - 14.1 -TX Committee O&P Manual – T Prevost (:05)
  - 14.2 - Roberts Rules of Order – J Ed Smith (:05)
  - 14.3 - IEC Joint Development of Standards – T Prevost / J. Haasz (:15)

### 3.4 New Positions In Transformers Committee

#### 3.4.1 Treasurer

The Chair announced with the approval of the O&P Manual from the last meeting, there is a new role of Committee Treasurer, which has one-year tenure. Greg Anderson, as our Meetings SC Chair has essentially been fulfilling the role of the committee treasurer and has effectively dealt with financial audits from IEEE over the past several years. The Chair thanked Greg Anderson for all the diligent work. Greg Anderson accepted the role of Committee Treasurer for a one-year term (starting now through the end of 2010) and will be renewed on annual basis with next renewal coming up at the Fall, 2010 meeting for the 2011 calendar year.

#### 3.4.2 New SC Chairs

There have been some recent turnovers for the leadership roles in several subcommittees. The Chair thanked the leadership and contributions of outgoing SC Chairs Ramsis Girgis, Ken Hanus, and Rick Ladroga for the Performance Characteristics, Distribution Transformers, and the Insulating Fluids subcommittees respectively.

The following individuals are officially appointed to the Chair position of the respective subcommittees:

Performance Characteristics Subcommittee - Steve Antosz  
Insulating Fluids Subcommittee - Sue McNelly  
Distribution Transformer Subcommittee - Steve Shull

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### 3.5 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 correction if errors are noted.

#### 3.5.1 Host Report - F'09 – Lombard Attendance Stats

The meeting host Tom Callsen welcomed the Transformers Committee to Lombard, IL and gave a brief overview on the highlights of the activities planned for the week and also gave a status update on the meeting registration attendees:

Registered Attendees	456
Committee Members	134
Active Participants	139
Interested Individuals	183
Registered Companion & Guests	60
Main Events	
Sunday Reception	365
Monday Standards Luncheon	135
Tuesday Speaker Luncheon	231
	[115(B)+101(C)+15(V)]
Wednesday Dinner Social	210

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

Greg Anderson passed around a recent account ledger showing the various funds deposited and expenses for the committee business, and stated that overall the committee funds are in good shape.

#### 3.5.3 Future meeting time slots and locations

Spring, 20101 → (March 7-11, 2010) – Houston, Texas, at the Omni Houston Hotel. The meeting will be hosted by **Jeremy Kriska & Tulstar Products, Inc.**

### 3.6 Chair's Report – T. A. Prevost

Refer to Section 1.0 for a complete "Chair's Report." The Chair emphasized the revision to the O&P Manual will be the main focus of our discussion under old business.

### 3.7 Vice Chair's Report – E. Smith

Ed Smith made special mentioned that Transformers Committee meeting has a great reputation amongst the IEEE/PES organizations and are frequently refer to as the role model for all the technical committees due to the fact that we have a great website with very valuable information and the O&P Manual. Special thanks to our Web Master Sue McNelly, and also Peter Balma for doing all the leg work of getting our O&P manual updated.

Due to the large volume of the papers submitted at the PES general meetings, there is a push to move from the Paper Session to a Paper Forum, which is much like a poster session to squeeze in more papers. Some discussions followed about the need to maintain the quality of the papers accepted for the conference and not dilute

Refer to Section 4.0 - Vice Chair's Report for further details.

### 3.8 Secretary's Report – Bill Chiu

#### 3.8.1 3.10.1 Membership Review

Voting Committee Members – Seven new committee members were approved and added at the Miami, Florida Meeting as shown in the table below:

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Name	Affiliation	Sponsor #1	Sponsor #2	Sponsor #3	Membership Category
Donald B. Cherry	ABB Inc. (South Boston)	P. McShane C57.147 (6 yrs)	S. McNelly Insulating Fluids SC (5 ½ yrs)	S. McNelly C57.104 (6 yrs)	Producer
Juan G. Castellanos	Prolec GE	R. Wicks C57.100 (3 yrs)	P. Payne C57.12.90 Temp Rise Test Proc. (2 yrs)	D. Platts Insulation Life SC (4 yrs)	Producer
Amitav Mukerji	ABB (Cary, NC)	B. Paulin Low Freq. Dielectric Test WG (1 ½ yrs)	M. Perkins PCS Revision of C57.12.90 (1 ½ yrs)	R. Girgis Performance Characteristic S.C. (1 ½ yrs)	Producer
Ron L. Nicholas	ABB Inc. (South Boston)	E. Lemke TF C57.113 (4 yrs)	R. Girgis Performance Characteristic S.C (4 yrs)	M. Perkins PCS Revision of C57.12.90 (4 yrs)	Producer
Kirk Robbins	Excelon Nuclear	R. Girgis Performance Characteristics SC (2 yrs)	M. Perkins PCS Revision of C57.12.90 (2 yrs)	L. Wagenaar C57.152 (2 yrs)	User
Dharam Vir*	Waukesha Electric Systems Inc.	L. Wagenaar Dielectric Test SC (4 yrs)	D. Platts Insulation Life SC (4 yrs)	J. Puri Sound Power Level Guide (4 yrs)	Producer
Jennifer Yu	Pacific Gas & Electric	L. Wagenaar Dielectric Test SC (1 yrs)	R. Girgis Performance Characteristics SC (1 yrs)	T. Lundquist Power Transformers SC (1 yr)	User

The Transformers Committee currently has three general categories of participation in our activities. These are: **Interested Individual**, **Active Participant**, and **Committee Member**. Any one can join our AMS 123 system as the system is designed for self-registration. A new participant will automatically be assigned the role of Interested Individual when they first sign up. Based on the level of participation, the committee administrative staff will upgrade the participation status to "Active Participant" when appropriate. The Committee Member status however, can only be attained through a formal application with the sponsorship of minimum of three WG or SC chairmanships. Detail of the application requirement and approval process by the Administrative Subcommittee is outline in our O&P manual.

The participant's profiles in our AMS 123 system should reflect the correct status. Here is the link to our AMS 123 system. (<http://www.123signup.com/servlet/com.signup.servlet.org.ALogin?Org=ieee-transformers&Restart=1>)

The following table showed the recent count of the participants grouped by these three general categories.

	April 2009	October 2009
Interested Individual	733	775
Interested Individual - IEEE Life Member *	5	2
<b>Total Interested Individuals</b>	<b>738</b>	<b>777</b>
Active Participant	213	206
Active Participant - IEEE Life Member *	5	6
<b>Total Active Participants</b>	<b>218</b>	<b>212</b>
Committee Member	200	204
Committee Member - Emeritus Member *	7	7
Committee Member - IEEE Life Member *	22	24
Committee Member - Corresponding Member	1	1
<b>Total Committee Members</b>	<b>230</b>	<b>236</b>

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**TOTAL IN AMS DATABASE**

**1206**

**1225**

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

### 3.8.2 New Member Applications

Seven new applications for Committee Membership have been received since our previous meeting in Miami, Florida and will be submitted for approval at the Lombard, Illinois meeting. Details of the membership application and sponsors are listed in the following table.

Name	Affiliation	Sponsor #1	Sponsor #2	Sponsor #3	Membership Category
Carlo Arpino	ComEd-Excelon	Bill Henning C57.131 WG (4 yrs)	Jin Sim C57.135 WG (3 yrs)	Fred Elliott Bushing SC C57.19.100 WG (3 yrs)	User
Claude Beauchemin*	General Electric (Canada)	R. Ladroga C57.104 WG (20 yrs)	James Thompson C57.106 WG (3 yrs)	R. Ladroga Insulating Fluids SC (2 yrs)	Producer
Enrique Betancourt	Prolec GE	S. Synder PCS Revision to C57.12.00 WG (2 yrs)	R. S. Girgis Performance Characteristics SC (2 yrs)	Jeewan Puri Audible Sound & Vibration SC (6 yrs)	Producer
C. Clair Claiborne	ABB Inc. (Raleigh, NC)	P. McShane C57.147 (4 yrs)	D. Platts Insulation Life SC (5 yrs)	T. Lundquist Power Transf. SC (5 ½ yrs)	Producer
Said Hachichi	Hydro Quebec	Craig Colopy C57.15 WG (2 yrs)	Stephen Shull Distribution SC (2 yrs)	G. Termini C57.12.24 (WG) (2 yrs)	User
David L. Harris	Waukesha Electric System	Tom Jauch PC57.153 (3 yrs)	H. J. Sim C57.135 PST WG (2 yrs)	Tom Lundquist Power Transf SC (1 ½ yrs)	Producer
Ulf Radbrandt	ABB AB/HVDC (Ludvika, Sweden)	R. Dudley HVDC CT&SR SC (4 yrs)	R. Dudley C57.129 WG (4 yrs)	R. Dudley IEEE 1277 WG (4 yrs)	Producer

\* Note: application did not indicate PES member

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 the process of attaining membership through **active participation** and **contribution** 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 member applications could be submitted to the Committee Secretary's attention at any time. Application will be collected for review and approval in batches at each Administrative Subcommittee meeting. For an application to be included in the following meeting, the application will need to be received by the Committee Secretary at a minimum of one week prior to the start of the next meeting.

### 3.8.3 Committee, Subcommittees, and Working Group Rosters

In order to provide indemnification to working group and subcommittee 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 keep the rosters updated so that this information can be provided to the IEEE SA.

A similar main committee roster has also been developed to track attendance for the Main Committee meeting on Thursdays. The data will be used to update participant's membership profile.

### 3.8.4 Meeting Minutes

The minutes of the Miami, Florida, Spring, 2009 Transformers Committee meeting were posted to the committee website on Wednesday, October 14, 2009.

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Meeting minutes are now only available via electronic means. A collection of recent meeting minutes are available in pdf format from the committee's website.

Subcommittee Chairs are requested to submit their SC Minutes for the Lombard meeting by January 31, 2010. Minutes should be submitted via e-mail to the Committee Secretary [bill.chiu@ieee.org](mailto:bill.chiu@ieee.org), with a copy to Susan McNelly [simcnelly@ieee.org](mailto: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 advise them of these details regarding Minutes submittals.

Please do all you can to get the minutes in as soon as possible. Collecting the minutes from each subcommittee is the most difficult and time consuming part of this job. Your full corporation and support in this matter is greatly appreciated.

### 3.8.5 Monitoring of the Membership Role in the AMS-123 System

A question was brought up on whether there is any active monitoring on how the participants select the three categories of the membership, namely: Users, Producers, and General Interests. Greg Anderson indicated that he does review these data from time to time, but is it primarily a self-administered honor system.

### 3.8.6 Review of the New Member Applications

Detail reviews of the individual membership applications were conducted. Of the seven new applications for Committee Membership, all were approval with the exception of the one for Mr. David L. Harris, which is postponed to the next meeting due to shortage in the required sponsorship with at least one subcommittee with a minimum of two years of active participation.

Details of the approved new Committee Members listed in the following table.

Name	Affiliation	Sponsor #1	Sponsor #2	Sponsor #3	Membership Category
Carlo Arpino	ComEd-Excelon	Bill Henning C57.131 WG (4 yrs)	Jin Sim C57.135 WG (3 yrs)	Fred Elliott Bushing SC C57.19.100 WG (3 yrs)	User
Claude Beauchemin*	General Electric (Canada)	R. Ladroga C57.104 WG (20 yrs)	James Thompson C57.106 WG (3 yrs)	R. Ladroga Insulating Fluids SC (2 yrs)	Producer
Enrique Betancourt	Prolec GE	S. Synder PCS Revision to C57.12.00 WG (2 yrs)	R. S. Girgis Performance Characteristics SC (2 yrs)	Jeewan Puri Audible Sound & Vibration SC (6 yrs)	Producer
C. Clair Claiborne	ABB Inc. (Raleigh, NC)	P. McShane C57.147 (4 yrs)	D. Platts Insulation Life SC (5 yrs)	T. Lundquist Power Transf. SC (5 ½ yrs)	Producer
Said Hachichi	Hydro Quebec	Craig Colopy C57.15 WG (2 yrs)	Stephen Shull Distribution SC (2 yrs)	G. Termini C57.12.24 (WG) (2 yrs)	User
David L. Harris*	<del>Waukesha Electric System*</del>	<del>Tom Jauch PC57.153 (3 yrs)*</del>	<del>H. J. Sim C57.135-PST WG (2 yrs)*</del>	<del>Tom Lundquist Power Transf. SC (1 ½ yrs)*</del>	<del>Producer*</del>
Ulf Radbrandt	ABB AB/HVDC (Ludvika, Sweden)	R. Dudley HVDC CT&SR SC (4 yrs)	R. Dudley C57.129 WG (4 yrs)	R. Dudley IEEE 1277 WG (4 yrs)	Producer

\*The strike through denote postponement to the next meeting.

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### 3.8.7 Recognition for Committee Members

Starting at this meeting, we will be issuing committee member certificate frame in a plaque to new members. There will also be a “catch up” process in place to issue membership certificates to the existing members. Due to the large number of the members and the logistics of issuing these membership certificate plaques, this process will be spread out to several future meetings for the first 50 registered attendees who have not yet received their certificates. Members will have a choice either picking up their certificate at the time of meeting registration check-in, Monday’s Standards Process Luncheon, Tuesday’s Speaker’s Luncheon or at the Thursday’s Main Committee meeting. Comments were made that we should carefully manage these events so that we do not introduce confusion and take away from the Thursday’s main committee meeting as the official forum for recognition of contributors.

Many have also noted that there is a blue “**Committee Member**” add-on ribbon at the bottom of the name tag for the Committee members. The idea here is to provide a further distinction and recognition for the committee members and also to bring about additional awareness that committee membership is attained through a formal application process. Feedbacks so far have been positive, so this practice will be continued in future meetings.

### 3.9 Standards Report – B. Bartley

Bill Bartley discussed his role as the representative from PE/TR at the Standards Coordinating Committee and the mentioned that if there standards activities need to coordinate with other standards sponsored by the other technical committees to please engage him. Bill subsequently discussed the highlights of the report of standards activities since the April, 2009 Meeting (Miami, Florida).

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 2009. 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 19, 2009**. Bill Bartley also offered to work with the activity chair to take the appropriate actions.

A substantial discussion took place on [PC 57.130 - Trial-Use Guide for DGA During Factory Temperature Rise Tests](#). It was decided the issue should be address at the Insulating Fluids Subcommittee.

Further details of the standards activities are listed in the Standards Report and is included in the Appendix C - Transformer Standards Development Status and Transformer Committee Organizational Chart.

### 3.10 New Business

#### 3.10.1 Data archival from committee business – Prevost

Tom Prevost brought forth the need to archive the technical data collected during the development of the standards. Example of the needs include the many standards in the Insulating Fluids Subcommittee. Many examples include historical technical basis that were used in the development technical standards such as several of the loading guide such as C57.91 and the C57.100.

Tom Lundquist mentioned ASTM has some thing similar in the form of “research reports” which are maintained by the ASTM organization rather than the individual working group organization.

A question was raised to the IEEE Staff Jodi Haasz to see if there are similar to the ASTM “research paper.” Tom Prevost suggested that a task force be formed to evaluate how to gather and archive the critical information. A task force name **Intellectual Property (IP) Archival Task Force** was formed under the AdSubCom to investigate how best to proceed.

#### IP Archival Taskforce members:

- Tom Lundquist
- Sue McNelly



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- Don Platts
- Tom Prevost
- Ed Smith

### **3.10.2 Collection of Power Transformer Failure Data – Lundquist**

Tom Lundquist mentioned that there was a motion before the Power Transformers Subcommittee to begin collect power transformer failure data. The proposal seeks to collect information on standardize failure causes, failure rate, life expectancy, voltage, MVA rating and other related transformer data

Jin Sim mentioned that a similar effort was launched many years ago on GSU failure data. Part 1 was published, but Part 2 was never published because of the sensitive data with individual names of entities.

Don Platts also mention that some 30 years ago EEI started collection of the failure data. The challenge is that data on failures required significant organization and data scrubbing for the results to be useful. If this committee tries to collect this data, it would be difficult to have a comprehensive set of the data due to the typical low response rate of the data survey request and as such the results would not be meaningful representative of the transformers' failure data. A motion was introduced by Don Platts shown below.

#### **Motion:**

Ask the AdSubCom to give guidance the Power Transformers Subcommittee not to pursuit this activity.

The motion was seconded. Additional discussion took place on the motion with many concerns that centered on the resources needed to provide an adequate data collection and compilation of the data for this to a meaningful effort. Following the discussion, a vote was taken with the following results.

#### **Vote results:**

13 In Favor

0 Opposed

1 Abstention

The Chair declares the Motion carries as stated and the directed the Power Transformers Subcommittee not to pursue this activity.

### **3.10.3 C57.12.33 – Loss Evaluation Guide for Distribution Transformers – Shull**

Discussion was brought forth on the scope overlap between the C57.12.33 and the C57.120. About a year ago a working group was reconvened to bring back to life the PC57.12.33 that was previously put on hold due to renewed interest in energy efficiency standards. The working group found that there are significant overlap with the existing loss evaluation guide for power transformers - C57.120, which was last revised under the West Coast.

A suggestion was made by the working group of PC57.12.33 to expand the scope of the existing loss evaluation guide for power transformer to include distribution transformer. After a brief discussion, Steve Shull introduced the following Motion #1.

#### **Motion #1**

To revise the scope of C57.120 to include distribution transformers and withdraw PC57.12.33.

The motion was seconded. Additional discussion took place on the motion, and a vote was taken with the following results.

#### **Vote results:**

14 in favor

0 Opposed

0 Abstention



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Following Motion #1, Steve Shull introduced another follow-up motion #2.

### **Motion #2**

To move the C57.120 document from Power Transformers Subcommittee to Performance Characteristics Subcommittee.

The motion was seconded. Additional discussion took place on the motion, and a vote was taken with the following results.

### **Vote results:**

14 In favor

0 Opposed

1 Abstention

The Chair declares Motion#1 carries as stated and directs the move of C57.120 from Power Transformers Subcommittee to Performance Characteristic Subcommittee effective immediately.

### **3.10.4 IEEE History Center – Balma**

Peter Balma introduced the website of the IEEE Global History Network at [http://www.ieeeghn.org/wiki/index.php/Main\\_Page](http://www.ieeeghn.org/wiki/index.php/Main_Page)

This is an IEEE sanctioned website that allow users to enter historical information of the various topics and it is essentially a Wikipedia type of knowledge base open the user community for entries and edits. A simple key word search of the work “transformers” will take the user to the following website: <http://www.ieeeghn.org/wiki/index.php/Transformers>

This is essentially a brief history created by a graduate student serving as an intern at IEEE. The question was raised that do we want to participate in the development of this website on the history of transformers. After some substantial discussion, including references to the minutes of the previous meeting minutes on a similar discussion, it was decided that Peter Balma will perform additional assessment and make recommendation back to the AdSubCom on whether and how to pursue this if there is sufficient interest.

### **3.10.5 Establishment of a quorum for official meetings – Prevost**

At the Spring '09 meeting a great deal of discussion took place on the Roberts' Rule. The Chair stated that it is important that a quorum be established and present at the meeting before official business can be conducted.

A concern was brought forth that enough members must be present in order to even conduct the first official business of approval of the previous meeting minutes. An active discussion took place on what constitute an official member and the criteria to be used to decide whether a member is an active participant.

The Chair encourage all subcommittees and working group leaders to take this opportunity to update their membership list so that only active working participants are included as the official members and be counted toward to the quorum and be allowed to vote on official business. One possible way to eliminate non-active participants is to impose a requirement that a working group or subcommittee member be required to return a survey ballot. Failure to return the survey could be interpreted as non-active participation and could be used to remove non-active members so that the working group member roster is at a manageable level.

A suggestion was also made for the activity leaders to take role call at the beginning of a meeting and only the members present are allow to vote for the business activity and at the same time identify whether there is a quorum to conduct official business.

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The Chair stated that is a major change and while it may be cumbersome to deal with initially, the reward of being able to have an official quorum to effectively deal with negative comments from the balloting process will be well worth the effort.

### **3.10.6 Transformer Committee contribution to Smart Grid Standards Initiative – Prevost**

Tom Prevost mentioned there is an intelligent grid coordinating committee at the PES level to coordinate all the activities in the various technical committees that could be considered as smart grid project. The power industry is in a exciting time to be shaping the future of our society. Smart grid is a very broad topic that encompassed renewable resources, telecommunication layers over power lines, distributed generation, two-way power flow, ...etc. with billions of dollars invested and additional billions of dollars to be invested that could positively impact how we generate distribute and consume energy.

Bill Chiu stated that another area of potential impact is the upcoming electric vehicles loads that could have a significant impact to the distribution transformers. It was suggested that perhaps the Transformers Committee should consider issuing a position paper to provide guidance to the industry.

Also mentioned was that NIST has been given the charge to develop the definition and roadmap of the Smart Grid and that a draft roadmap was out for comment.

After some additional discussion, the Chair concluded by requested each subcommittee chairs to examine the standards activities within their respective subcommittees and email in a list of the activities to him that are smart grid related as a starting point.

### **3.10.7 Task Force paper publication process - Platts**

Our current O&P Manual requirements for the publication of technical paper are cumbersome and include some outdated process and procedures for us to follow such as making paper copies of the draft paper to be available for all the committee members at the meeting registration desk. Many of the task forces that are active now will eventually be publishing a technical report as a final deliverable.

A suggestion was made to evaluate the O&P Manual and report back to the AdSubCom at the next meeting. This task was assigned to Don Platts, Bill Chiu, and Ed teNyhouse.

### **3.11 Committee Service Awards – D. Fallon**

Refer to Section 6.0 for the complete "Recognition and Awards Report."

### **3.12 Subcommittee Reports**

#### **3.12.1 Jim Smith - Instrument Transformer Subcommittee**

NO REPORT

#### **3.12.2 Fred Elliott – Bushing Subcommittee**

Fred Elliott made mention that there will be a join working group to revise the IEC/IEEE document IEC 62199 and PC57.19.03 (bushings for DC application). New document number will have both IEC and IEEE numbering schemes. 65700-19.03 on HVDC bushing application.

#### **3.12.3 Don Platts - Insulation Life Subcommittee**

NO REPORT

#### **3.12.4 Richard Dudley - HVDC Converter Transformers & Reactors Subcommittee**

NO REPORT

#### **3.12.5 Greg Anderson - Meetings Subcommittee**

NO REPORT

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### **3.12.6 Bill Bartley - Standards Subcommittee**

PC57.12.00 is over due on the final draft. Bill indicated that there will be a change of leadership to head up this working group to bring about some additional focus to this important activity. Steve Antosz mentioned that PC57.12.90 has been on hold since March of 2009 following a recirculation ballot. This means that PC57.12.00 is about one year later than the PC57.12.90.

### **3.12.7 Steve Antosz - Performance Characteristics Subcommittee**

A request was made to update the committee org chart and meeting schedule and standards report to reflect the change from Power Transformers subcommittee to the Performance Characteristics Subcommittee effective today. There is no current active PAR for PC57.12.33 so no withdraw will be necessary.

Steve Antosz indicated the Performance Characteristics Subcommittee is also sponsoring a tutorial on **"Electrical Steel and Core Performance"** on Monday afternoon. However, he stated that he has not seen the presentations. It was mentioned that Ramsis Girgis has taken the lead on coordinating these presentation and Tom Prevost also indicated that he has personally reviewed the presentation and have given the ok to proceed.

It was also mentioned that the Chair of the sponsoring subcommittee is ultimately responsible for the technical content of the tutorial presentation and that it should be free of commercial and political agenda and other related objectionable material.

### **3.12.8 Carl Niemann - Underground Transformer & Network Protector Subcommittee**

NO REPORT

### **3.12.9 Stephen Shull - Distribution Transformer Subcommittee**

NO REPORT

### **3.12.10 Sue McNelly - Insulation Fluids Subcommittee**

NO REPORT

### **3.12.11 Charles Johnson - Dry Type Transformer Subcommittee**

NO REPORT

### **3.12.12 Jeewan Puri - Audible Sound and Vibration Subcommittee**

NO REPORT

### **3.12.13 Tom Lundquist - Power Transformer Subcommittee**

Tom Lundquist raised a point of discussion to seek clarification on the process for approval of the PAR. Reference was made to the Annex E in the O&P Manual which provide the clarifications.

### **3.12.14 Thang Hochanh (for Loren Wagner) - Dielectric Test Subcommittee**

Thang Hochanh will be the acting chair for the Dielectric Tests SC for this meeting. Thang Hochanh also indicated the Dielectric Test Subcommittee is sponsoring a tutorial on Analysis of Transformer Characteristics Through Frequency Response Analysis" on Monday afternoon.

## **3.13 Old Business**

### **3.13.1 TX Committee O&P Manual – T Prevost**

Tom Prevost requested we continue to update the O&P Manual and not let it wait too long before the next revision. Several outstanding issues still need to be resolved.

## Administrative Subcommittee Meeting

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### **3.13.2 Roberts Rules of Order – J Ed Smith**

There are extra books available for the Roberts Rules of Order for future activities leader. A suggestion was made that a handful of books be shipped to the next meeting and hand out to the

The Chair and Vice Chair both stated that Roberts Rule of Order could be an effective tool to help us conduct meetings. Let's work together to utilize this tool and rather than let the formality of the Roberts Rule be a roadblock.

### **3.13.3 IEC Joint Development of Standards – T Prevost / J. Haasz**

Tom Prevost mentioned that there is a Task force to examine the process and procedure for the Harmonization of the IEC/IEEE standards headed by Jeewan Puri. Joint development is one of several means for harmonization.

Jodi Haasz stated that there may be some confusion on the scope of this taskforce as the name of the group could be misleading. There were some clarifications made on the deliverable of this taskforce, which is provide guidance to working group on how to harmonize with IEC standards. Jodi Haasz also stated that she will be around all week and support our meetings the best she can and will coordinate with Matt Ceglia if there are any issues that come up.

### **3.14 Adjournment**

With no further new or old business up for discussion, the meeting was adjourned around 6 PM.