

3.10 Secretary's Report – Bill Chiu

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:

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
Total Interested Individuals	758	777
Active Participant	213	206
Active Participant - IEEE Life Member *	5	6
Total Active Participants	218	212

Committee Member	200	204
Committee Member - Emeritus Member *	7	7
Committee Member - IEEE Life Member *	22	24
Committee Member - Corresponding Member	1	1
Total Committee Members	230	236
TOTAL IN AMS DATABASE	1206	1225

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

3.10.2 New Member Applications

Five 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
Ulf Radbrandt	ABB AB/HVDC (Ludvika, Sweden)	R. Dudley HVDC CT&SR SC (4 yrs)	Pierre Riffon Impulse Test WG (1 yr)	Les Recksiedler HVDC Bushing WG PC57.19.03 (1/2 yr)	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.

3.10.3 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.

3.10.4 Meeting Minutes

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

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 , 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 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.