

8.0 Meetings Planning Subcommittee - G. W. Anderson, SC Chair

The Meetings Planning Subcommittee (Mtgs SC) holds an open meeting at each meeting to plan future meetings and to assist future hosts by education, mixing of ideas, and lessons-learned. The meeting is attended by at least the SC Chair, the present meeting host, future hosts, and hosts from past meetings. Others interested in hosting a future meeting, or assisting with meeting planning, are encouraged to attend.

The meeting began at 3:00 p.m., Wednesday, March 19, 2003 in the Sheraton Capital Center Hotel in Raleigh, North Carolina, USA. Fourteen (14) people were in attendance. Greg Anderson, SC Chair facilitated. The meeting began with introductions by the attendees.

8.1 Committee Finances

Committee funds are presently (as of February 1, 2003) \$13,787.82. Greg thanked the recent Meeting Hosts for working hard to control expenses and help with stewardship of the Committee's funds.

8.2 Past & Present Meetings

8.2.1 Past Meeting - Oklahoma City, Oklahoma, USA (October 20-24, 2002)

Joe Garza and the Host Team at Southwest Electric Company did an excellent job of planning and implementing the meeting in Oklahoma City. Joe and his team enlisted professional meeting planning services of Ms. Jennifer Anderson at ASE Productions, Inc. Despite the continued depressed economy, the attendance was good (286 attendees and 37 companions/spouses).

During our Tuesday Luncheon (176 attendees), Historian, Humorist & Formal Oklahoma Governor Mr. George Nigh entertained us with a humorous presentation with a southern flavor. On Wednesday evening, we enjoyed country line dancing and a sit-down barbeque dinner at the new Cowboy Hall & Western Heritage Museum (200 attendees). On Monday, 32 companions enjoyed a memorable tour of the National Memorial Center, and strolled through the Hefner Mansion and Myriad Botanical Gardens. On Tuesday, the 25 companions enjoyed a tour of the historic town of Guthrie and a guided tour of the Scottish Rite Temple.

Two technical tours were offered at this meeting and attendance for both tours was restricted (by invitation of the company). On Sunday morning, two bus-loads of people visited Southwest Electric's transformer plant and enjoyed a barbeque lunch. An additional 8 people attended a repeat tour of that facility on Thursday afternoon.

A big thanks to ABB, Pennsylvania Transformers, and Waukesha Electric for sponsoring coffee breaks and helping us maintain a low meeting registration fee.

8.2.2 Present Meeting - Raleigh, North Carolina, USA (March 16-20, 2003)

Meeting Host Ray Nicholas gave a brief report of the on-going meeting. Attendance was good (332 attendees and 41 companions). The entire ABB Host Team did a great job of planning and implementing the meeting. A special thanks to Ms. Beverly Jenkins from ABB's Raleigh Office for her hard work.

The speaker for our Tuesday Luncheon (207 attendees) was Mr. John W. Estey, President and CEO of S&C Electric Co. and current President of the IEEE PES. Mr. Estey gave a sobering presentation that challenged us all to continue concentrating on the technical aspects of our business and encouraged employees to continue supporting standards development. On Monday, 99 people participated in a "working luncheon"

while Tom Prevost reviewed the procedures in developing standards. This event was very well accepted and we hope to hold it at least once a year.

On Wednesday evening, 166 people attended dinner at the North Carolina Museum of Art. On Monday, 33 companions/sponsors enjoyed shopping at the Triangle Town Center and lunch. On Tuesday, 33 companions/sponsors enjoyed a trip to Duke Chapel and Sara Duke Gardens located at Duke University in Durham, and then returned to Raleigh for a lunch at the Cardinal Club and a tour of the State Capital Building.

On Sunday morning, a group toured Waukesha Electric System's transformer plant in Goldsboro, North Carolina. On Thursday afternoon, a group toured ABB's Small Power Transformer Facility in South Boston, Virginia. Attendance at both tours was restricted (by invitation only).

Special thanks to DryKeep USA, SMIT Transformers, and Siemens for sponsor coffee breaks at this meeting and helping us defray the cost of the meeting.

8.3 Future Meetings

8.3.1 Summary

The following dates, locations and respective hosts for future meetings were reviewed.

- October 5-9, 2003 -- Pittsburgh, Pennsylvania, USA, at Sheraton Station Square. Hosted by Dennis & Merritt Blake and Pennsylvania Transformers Technology, Inc.
- March 7-12, 2004 -- San Diego, California, USA at the Catamaran Resort Hotel. Hosted by Ron Kirker and San Diego Gas & Electric (Semptra Energy Utilities).
- September 19-23, 2004 (likely date) -- Edinburgh, Scotland. Hosted by Jim Fyvie and VA TECH Peebles Transformers.

Possible locations for future meetings include: Jackson, Mississippi; Memphis, Tennessee; New York or New Jersey (near IEEE HQ); Minneapolis; Denver; Branson, Missouri; and Montreal to name a few.

8.3.2 Upcoming Fall 2003 Meeting (October 5-9) -- Pittsburgh, Pennsylvania, USA

Pennsylvania Transformer Technologies, Inc. (PTTI) will host the Fall 2003 Meeting in Pittsburgh, Pennsylvania. Dennis & Merritt Blake will be the Host and Hostess. The meeting will be held at the Sheraton Station Square Hotel, Pittsburgh's only riverfront hotel. Room rates are \$135/night (without taxes), single or double occupancy.

Events planned for the companions/spouses include tours of the Pennsylvania Amish/Dutch Country and "Fallingwater", Frank Lloyd Wright's most acclaimed example of architecture. The Wednesday Evening Dinner Social will be at the National Aviary.

Three technical tours are planned. On Sunday morning, we will go to Pennsylvania Transformer's transformer plant. On Monday evening, we will go to Mitsubishi Electric Power Product's circuit breaker plant. On Thursday afternoon, a second tour of PTTI's transformer plant will be offered.

Dennis Blake at PTTI can be reached by phone at (724) 873-2123 or by e-mail at dennis.blake@ieee.org.

8.3.3 Upcoming Spring 2004 Meeting (March 7-12) -- San Diego, California, USA

Ron Kirker gave a brief summary of the Spring 2004 Meeting. The meeting will be hosted by Ron and his wife and San Diego Gas & Electric (a Sempra Energy Company). The meeting will be held at the Catamaran Resort Hotel located on the beach on Mission Bay. Room rates are \$145/night (without taxes), single or double occupancy.

Technical tours are planned of Edison ESI Repair Facility. Ron is considering a cruise on Mission Bay for the Wednesday evening activity. Companion/spouse events under consideration are a full-day trolley tour through the Old Town & Coronado areas and/or a full-day trip to the Temecula Wineries. Other events under consideration include visits to the Del Coronado Hotel, Palomar Observatory, Sea World, San Diego Zoo/Wild Animal Park, Balboa Park, Birch Aquarium at Scripps, Point Loma (Cabrillo National Monument), the Indian Casinos (Viejas), and/or a 1/2-day ferry ride to Seaport Village or breakfast or lunch on Shelter Island.

Ron Kirker at SDG&E can be reached at (858) 654-8274 or at ron.kirker@ieee.org.

8.4 Working Group Report

8.4.1 WG on Web-Site Development - Submitted by Susan McNelly

The working group meeting was held at 7:00 am on Wednesday, March 19, 2003. In spite of its early hour, the meeting was well attended with 22 people present (17 identified themselves as SC, WG or TF representatives, 8 were new attendees).

8.4.1.1 Meeting Agenda

The agenda for the meeting was as follows:

1. Introductions
2. Latest Changes
3. Archives
4. Other Issues?
5. Adjournment

8.4.1.2 Latest Changes

There was a brief discussion and demonstration of the use of the SC and WG web-pages. Also, the use of the private directory for posting of draft standards and other documents that needed to be kept in a protected area were discussed.

Art Molden indicated that his WG used a folder on the Grouper Server for keeping working files that all in his group could access. Sue McNelly indicated that she would look into whether this is something that could be done with the Transformer Committee web site, possibly by using the private directories, and will report back at the next meeting.

Ownership of the SC web pages and WG pages by their chairs was again stressed. A template for creating new pages will be developed for WG Chairs to use.

8.4.1.3 Archives

The group discussed how much information should be kept available on-line and in what format. Minutes will be left on the site, but after they are bumped from the page with the last three meetings worth of minutes,

they will be kept in Adobe PDF format only rather than in both MS-Word and PDF formats. Also, only the full minutes, rather than the separated minutes will be kept on-line.

Greg Anderson brought up the subject of Historian. He indicated that he would like someone to consider taking on the role of Transformer Committee Historian. He would like to possibly have a CD developed with all the past Committee minutes on it if that would be valuable to the members. It would possibly be done as an anniversary gift to members.

8.4.1.4 Other Issues

Peter Balma brought up the idea to have a balloting form on-line for members to use when responding to ballots to make the format that comments are submitted more uniform and easier to compile. This was discussed and it was decided that this should be brought to the Standard SC's attention. No other issues were raised and the meeting was adjourned.

8.5 New Business

8.5.1 Mailing of Meeting Minutes

Minutes for this Spring Meeting will be "snail-mailed" to all Committee members and the attendees of the meeting. As in the past, the cost for printing and mailing that document was included in the registration fee. This will be the last time that we will send printed meeting minutes via mail. In the future, the web-site will be the primary source for that document. For the Fall 2003 Meeting and subsequent meetings, we will charge a slight fee (probably US\$15) for printing and mailing printed meeting minutes (in paper format).

Another issue is that the present format of our minutes is not "web-friendly". It is worthwhile that we consider reorganizing and reformatting the document as a web-based document. This issue will be addressed in a future meeting and assistance is needed.

8.5.2 Tutorials/Presentations

Two technical tutorials/presentations were presented at this Raleigh Meeting and they continue to "exceed all expectations". Material from each of the presentations is available on the Committee's web-site.

The following presentations were presented at the Fall Meeting:

- "Detection and Location of Acoustic Emissions from Partial Discharge", by Garnitschnig, Harley, Shertukde, Skinner, and Ward.
- "Switching Transients Induced by Transformer/Breaker Interaction", by Degeneff, Hopkinson, and Tobin.

Future candidate presentations include: Net Meetings (On-line Meetings and Remote Conferencing), Web-based Review of PES Technical Papers, Winding Temperature Measurement (by McClure and others), Ester-based Fluids (by McShane, Oommen and others), a Summary of Changes in the Bushing Standard (Moisture in Transformers (by TV Oommen), Loss Tolerance & Measurement (by Ramsis Girgis), and National Energy Policy (by Phil Hopkinson). A future presentation is also being planned on the impact of over-voltage on core overexcitation (by Girgis, Moore, B. Patel, and Preininger).

We have discontinued providing CEUs at the presentations. It was determined that most people do not need accredited CEUs for maintaining professional licenses, but rather unaccredited professional development hours (PDHs) is sufficient. At this Raleigh Meeting, we provided a means for attendees to download a

"certificate of attendance" from the web-site and bring to the presentation for the instructor to personally sign. This process worked well in Raleigh and will continue for future meetings.

We are still considering creating a "WG for Educational Development" to promote educational content and coordinate presentations and tutorials. Greg is still looking for someone to assist him with planning and administrating the presentations.

8.5.3 Coffee Break Sponsors

At the Oklahoma City Meeting, we started a pilot program to allow three companies to sponsor coffee breaks to help with the cost of the meeting. We continued opportunities for "break patrons" and Joe Watson administrated the process. We highlighted the sponsors in the meeting schedule and indicated their patronage on signs located in the break area. Representative from the companies were allowed to distribute commercial information (flyers) during that time. We will continue to cautiously experiment with this and develop a policy to foster vendor relationships and help maintain our low registration fees, while keeping a technical focus. We will also develop new signage. Contact Joe to apply for future sponsor opportunities.

8.5.4 Schedule Changes - New Lunch & Breakfast Meetings

At the Oklahoma City and Raleigh Meetings, three special meetings were held during breakfast and lunch timeslots to avoid conflicts with other meetings. The WG for Web-page Development was held as a Wednesday morning breakfast meeting. Attendees picked-up their breakfasts and brought it to a nearby room for the meeting. At the Raleigh Meeting, the "Newcomers Orientation" (typically facilitated by the Committee Vice-chair) was held during the Monday breakfast timeslot. Also in Raleigh, a review of the standards development process (facilitated by the Standards Coordinator) was held as a Monday working lunch meeting. The meetings worked well in these timeslots and we will continue to monitor the success of holding meetings during at these times.

8.5.5 Committee Historians

At the Spring 2002 Meeting, Greg suggested that the Committee document and archive the history of the Committee; i.e. old meeting minutes, old photos, etc. It was proposed that a group of "historians" (or "old timers") develop a plan to gather old meeting information for permanent archiving. It was suggested that we should create an "anniversary CD" that will contain an assembly of documents and meeting minutes from the past 10-15 years. The CD could perhaps be presented as a gift to all Committee Members and made available to meeting guests and other interested individuals. We continue to look for someone to champion this effort.

8.6 Miscellaneous

Additional topics were discussed:

We are still investigating a way of coordinating and consolidating our membership databases and we are looking at several outside companies that provide such services, including integrated on-line meeting registration systems. We presently maintain and use several non-relational databases: the Committee "mailing list" maintained by SC Secretary, the attendee list for each meeting, the standards ballot lists, and individual membership lists maintained by SC & WG chairs. It would be helpful if databases used by the Committee were relational, centrally-located, and the contact information was self-maintained by the members.

Greg again encouraged everyone to create their own "IEEE e-mail alias address" - an excellent service provided free of charge by IEEE. An alias is a permanent e-mail address that remains the same, even if the user moves to a different company or ISP. For instance, Greg uses "gwanderson@ieee.org" and has used that same address for years, even though he has changed employers three times. A message sent to an individual's alias is immediately re-directed to an e-mail address chosen by the individual. For instance, an e-mail sent to Greg's alias is immediately forwarded to his work address. The alias service also provides excellent virus filtering, and often, a person can create a much simpler (shorter) e-mail address than the one provided by their employer. An alias also identifies a person as an IEEE member. A link to the IEEE e-mail alias service is provided within the Committee's web-site.

The 9/11 Event and the depressed economy have affected our meeting attendance and participation. We need to develop a contingency plan and look for opportunities to continue work during such situations. We need to learn to work more efficiently between normal scheduled Committee meetings. Greg suggested that one WG or TF plan and hold a "between meeting" Internet or telephone conference and report the results (how it went, etc) to the Committee at a future meeting. Tom Prevost will consider a WG or TF project that would be a candidate to hold a mid-meeting on-line conference. Note: We continue to look for a candidate project.

Again it was noted that the Committee's "Marketing Flyer" is available on the web-site. It is encouraged that everyone download and print this two-page document and distribute it at local conferences, seminars, and IEEE meetings.

Finally, a big thanks to Sue McNelly who developed a special web-page for the use of our companions/spouses. To help us all "place names & faces", there is a collection of photos of couples located in a secure area on the web-site. The page may be accessed with the user-name and password announced at each meeting (note the password changes every six months).

The meeting was adjourned.

Respectfully Submitted,

Greg Anderson, SC Chair