

## SECRETARY'S REPORT – SPRING '03 – RALEIGH NC

### 3.10 Secretary's Report – D. J. Fallon

#### 3.10.1 Membership Review

Voting Members – Six new members were added at the last meeting in Oklahoma City:

- James M. Gardner, Delaware Electric
- George E. Henry III, Central Moloney, Inc.
- Paul E. Millward, Instrument Transformer Equipment Corp.
- Robert Thompson, Duke Energy – Energy Delivery Services
- Ron Daubert, Finley Engineering
- Paul Orehek, Richards Manufacturing (renewing former membership)

Welcoming letters have not yet been sent to these, and other recent new members. The Secretary will address this shortly. Action was also taken at Oklahoma City to update Bill Kennedy's membership status to Emeritus. A notification letter will be sent to Bill from the Committee expressing appreciation for his contributions.

A request has also been received from Linden Pierce asking consideration for Emeritus membership status. Linden intends to continue to participate in balloting and corresponding with the Committee, but he does not anticipate attendance at future meetings. Per the O&P Manual: "The Emeritus Member classification is intended to apply to individuals who have made longstanding and notable contributions to the Committee, but because of a change of personal situations are unable to participate as Voting Members." We will review this request at the meeting, with the expectation that Linden's participation, leadership, and dedication to the Committee over many years will be considered.

Review of the membership is continuing with contacts to members who have not been in attendance at any of the four most recent meetings. A letter has been received from Emeritus Member John Easley of GE resigning from the Committee; his name will be removed from the membership roster and a letter of appreciation will be forwarded. Several additional members who have not attended recently have communicated their desire to maintain membership. The status of those who have responded will be reviewed at the Administrative SC Meeting. Phone/mail contact will be attempted with those non-attending members who have not been accessible by e-mail, and membership status recommendations will subsequently be made to the Chair.

Following changes made, but prior to any actions to be reviewed in Raleigh, membership stands at:

Voting Members -		189
Classifications:	Producers -	94
	Users -	52
	General -	43
Life Members		1
Corresponding Members -		1
Emeritus Members -		18

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The invitation list has 551 names on it at this time. Several Guests who are no longer attending have been removed, and that review continues also.

### **3.10.2 New Member Applications**

Applications for Committee Membership have been submitted for:

- Tommy P. Cooper, Public Works Commission, Fayetteville
- George J. Reitter, Delta Star, Inc.
- Waldemar Ziomek, Pauwels Canada, Inc.

These applications will be reviewed at the Administrative Subcommittee meeting. An application has also been forwarded for Marcos Ferreira, Bonneville Power Administration, but at the moment that application is incomplete and may be deferred for later action. An application is also expected prior to the Raleigh Meeting for Alan Darwin, Alstom T&D Transformers. The Committee welcomes and encourages active participants to become Voting 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 an 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 active participation for at least one year. New member applications can be forwarded to the Secretary's attention at any time for review at the next AdsubCom meeting.

### **3.10.3 PES Directory Rosters**

Subcommittee Chairs are requested to keep the rosters updated as they change constantly. Thanks to all SC Chairs for providing current roster information last November. That information was compiled and submitted to PES for inclusion in the 2003 PES Directory. Discussions will continue on movement towards eventual use of a single database of Committee roster information, so that when a member or guest registers, any corrections to contact information can be used to automatically update Subcommittee and Working Group rosters.

### **3.10.4 Meeting Minutes**

The Minutes of the Oklahoma City Fall '02 meeting were reproduced at a cost of \$1,930.98 for 405 copies and postage costs were \$1,868.45 for 389 mailings (317 within the US and another 72 worldwide), which averages \$9.77 per mailing. While the net cost of Minutes printing and mailing varies for each meeting, the \$10 portion of the registration fee remains a valid nominal fee. Oklahoma City Minutes were mailed on February 26, with expected delivery to domestic US destinations by March 3, and to international destinations by March 7.

In a member vote at the Oklahoma City Meeting the consensus among Members was to move towards electronic posting, rather than printing and mailing, as the primary means of communication of Committee Meeting Minutes in the future, while also maintaining

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the capability to provide printed Minutes upon request and at a price based on printing and mailing costs. Implementation plans are not complete. One possible option will be to start with the Fall '03 Meeting in Pittsburgh, with request for printed Minutes included as a choice (with cost) at registration. Cost may exceed \$10 as the consensus vote indicates expectation of a smaller printing total. This issue will be discussed further at the Administrative SC Meeting.

We will strive for completion of the Raleigh Meeting Minutes at least 6-8 weeks prior to the next Meeting in Pittsburgh PA. Subcommittee Chairs are requested to submit their SC Minutes by May 9, 2003 for this Meeting. The submittal should be an electronic file via e-mail, formatted in Word 2000 (or earlier versions) and it would be appreciated if the minutes were put in the format as shown in the present assembled Minutes, with numbering as indicated in the Main Committee Meeting (3/20/03) 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 Secretary, or another SC member is preparing the SC Minutes, please let them know these details about submitting the minutes for publication. Individual SC Minutes will be posted on the Committee website as soon as they are available.