

### **3.0 Administrative Subcommittee – Ken Hanus**

Chairman Ken Hanus covered the key points of the Administrative Subcommittee Meeting held on March 7, 2004. Full details of the Minutes of the Administrative Subcommittee Meeting Minutes follow.

#### **3.1 Introduction of members and guests**

Chairman Hanus called the meeting to order at 2:00 p.m., Sunday, March 7, 2004, in the Toucan Room at the Catamaran Resort Hotel on Mission Bay in San Diego, USA. The meeting started with introductions of members and guests.

The following members of the Subcommittee were present:

G. Anderson	R. F. Dudley
F.E. Elliott	D.J.Fallon
R.S.Girgis	F.J. Gryszkiewicz
E. G. Hager, Jr.	K.S. Hanus
C. G. Niemann	D. W. Platts
T. A. Prevost	H. J. Sim
J. E. (Ed) Smith	L. B. Wagenaar
B. Chiu	

The following members were absent:

C.W. Johnson	J. Puri
J.E. (Jim) Smith	

The following guests were present:

Earl Harris	Peter Balma
Stephen Shull	Dan Mulkey (rep. C.W. Johnson)

#### **3.2 Approval of the Pittsburgh AdCom meeting minutes**

The minutes of the previous Administrative Subcommittee meeting in Pittsburgh were approved as written.

#### **3.3 Additions to and/or approval of the agenda**

As there were no changes proposed, the Agenda provided by the Chair prior to the meeting was generally followed.

#### **3.4 IEEE Staff Christine Santos (Mgr. Balloting Center)**

- Christine joined us at the administrative subcommittee meeting to represent IEEE staff and to assist with questioning regarding balloting. She will be present for most of the meeting. She will give a presentation at the Monday luncheon meeting regarding balloting and publishing of standards.
- Richard Dudley asked about getting word documents for revising standards. Christine replied that at this time there is not a clean conversion process from the IEEE document to a word document. She will bring back the message that this is a priority for our standards developers.

### **3.5 Meeting Arrangements, Host Reports, and Committee Finances – G.W. Anderson**

The Meetings Planning SC report is included in the Committee meeting minutes. Items discussed during the Admin. SC Meeting include:

- Financial – Committee funds are presently \$10,982.69 (as of February 9, 2004). Greg thanked the Meeting Hosts for working hard to control expenses and help with stewardship of the Committee's funds.
- San Diego Registration- Earl Harris was introduced. It was noted that Earl (who never attended a Committee meeting!) took on a big task when Ron Kirker left SDG&E in December. Greg also explained that during the registration process for this meeting photos were being taken of everyone that registers. These will be added to the web page with only the name attached. This will be viewable only on the secure site.
- Greg discussed the situation of virus filtering done by IEEE when aliases are used. IEEE is working to reduce the amount of emails stating that a virus has been found.
- Greg discussed the investigation of the purchase of a software package for membership lists and meeting registration. This will be a relational database that could have extended capabilities. The projected cost for this will be “a couple of hundred dollars/month”. Greg will continue to explore and inform the administrative subcommittee.
- Future Meetings (see full details in Meetings Planning minutes)
  - Fall 2004 – The meeting in Edinburgh, Scotland has been canceled. The only hope for a fall venue is in Las Vegas. Greg stated that he would know this week if we could announce a Fall location in Las Vegas.
  - Spring 2005 – Will be in Jackson, Mississippi with Kuhlman Electric Corporation hosting.

### **3.6 Committee Service Awards – H.J. Sim**

Jin indicated that he has two awards to be given at this meeting. He encouraged all members to identify retired working group chairs for awards. He also encouraged that members identify committee members deserving awards.

### **3.7 Chair's report – K.S. Hanus**

Ken presented his report which is included in the main committee minutes. Ken also noted that the transformers committee now has two members who serve on the standards board committees: Joe Watson is a member of RevCom and the Standards Board and Ken Hanus is a member of NesCom. Tom Prevost also is a member at large on the Board of Governors.

### **3.8 Vice Chair's report – D.J. Fallon**

- Don presented his report which is included in the main committee minutes. Don noted that we will be hosting two paper sessions at the PES General meeting in Denver. He noted that there are some interesting papers and that details are given in his report.
- Power and Energy magazine would like an article from the transformers committee for June publication. Don asked for suggestions for a topic.
  - Jin Sim suggested that we do an article on current committee activities. Particularly in regard to equipment condition assessment.
  - Ramsis Girgis suggested that we pick a prize paper for submission.

### **3.9 Secretary's Report – T.A. Prevost**

The Secretary's Report was submitted prior to the meeting, and is included in the main committee minutes.

- 67 Printed copies of the minutes were mailed following the last meeting at a cost of approximately \$700. This is in contrast to ~ \$4000 when we mailed minutes to all members.

#### **3.9.1 Membership review. Nine membership applications were submitted, reviewed and approved. These are:**

- Thanng Hochanh - Hydro Quebec
- Scott Reed – Environmental Protection Agency
- Bill Darovny – VA Tech Ferranti-Packard
- Myron Gruber – Pauwels Transformers
- Frank D'Amico – Tamini Transformer
- Roy Colquitt Jr. – Georgia Power Co.
- Ignacio Ares – Florida Power & Light
- Thomas P. Callsen – Com Ed
- Marcos D. Ferreira – Bonneville Power Administration
- Jerry Smith, Mississippi Power was approved for a change in status to Emeritus Member.
- It was decided that someone can be a corresponding member of the transformers committee if they meet the criteria set forth in the O&P manual by participation through correspondence (attendance not required). This should be explained to the main committee at the Thursday meeting.

### **3.10 Standards Subcommittee – B. Chiu**

#### **3.10.1 Standards and coordination activities**

Bill Chiu reviewed his report, which is included in the Committee meeting minutes. In addition, items of note during this section of the meeting include:

- Bill asked members to critique the report itself and provide comments as to the report itself.
- Subcommittee chairs need to review the list of NEMA standards which IEEE has taken from NEMA. Please let Bill know whether these should be withdrawn or revised.
- The administrative subcommittee agreed that the responsibility for C57.12.23 should be moved from the Distribution subcommittee to the Underground Transformers and Network Protectors Subcommittee.

#### **3.10.2 Documents submitted to the Standards Board**

See the standards status report in Attachment 1, presently posted on the website and planned for inclusion at the end of the assembled Committee Minutes.

### **3.11 Round-Table: Subcommittee Activities - Subcommittee Chairs**

#### **3.11.1 Distribution Transformers – Ron Stahara, for Ed Smith**

Dudley Galloway is resigning as chair of the metrification guide. Tom Olsen is co-chair and will be looking for help.

#### **3.11.2 Bushings - F. E. Elliott**

Nothing to report.

#### **3.11.3 HVDC Converter Transformers & Smoothing Reactors - Richard Dudley**

- There was discussion about whether we should reaffirm or revise C57.129 the converter transformer standard. It was decided to apply for a PAR for revision.

#### **3.11.4 Dry-Type Transformers – Chuck Johnson**

Nothing to report.

#### **3.11.5 Instrument Transformers - J. E. Smith**

Nothing to report.

#### **3.11.6 Performance Characteristics – R. S. Girgis**

- A task force has been formed to investigate Core Overexcitation
- There will a tutorial at this meeting addressing a test to determine Zero-Sequence Impedence. A task force will be formed to address this as well.

#### **3.11.7 Meetings & Planning - Greg Anderson**

No report.

#### **3.11.8 Dielectric Tests - L. B. Wagenaar**

Revision of C57.138 and C57.98 which both address impulse testing ( C57.138 Distribution and C57.98 Power) will be worked on simultaneously in the same working group meeting.

#### **3.11.9 Audible Sound and Vibration – Jeewan Puri**

No report.

### **3.11.10 Underground Transformers and Network Protectors – C. Niemann**

Nothing to report.

### **3.11.11 Insulating Fluids – F. J. Gryzkiewicz**

The Transformers Committee has received a letter of concern related to the attachment letter included with the last Insulating Fluids Subcommittee Meeting in Pittsburgh, Pennsylvania. The Committee Officers will review this concern with IEEE as a follow-up to its initial review with IEEE when this letter was presented for inclusion in the Minutes. Upon completion of that review, a decision will be made as to any changes and notifications needed related to the Minutes.

### **3.11.12 Insulation Life – D. W. Platts**

Nothing to report.

### **3.11.13 Power Transformers - E.G. Hager**

C57.21 going to Revcom.

## **3.12 Old Business**

### **3.12.1 Recognition of “Superior Participation” & review of existing awards – H.J. Sim**

There was discussion as to how we can award key contributors to the development of a document. At this time the WG chair will receive a plaque. Can other outstanding contributors get a plaque as well? Jin will check with IEEE.

Jin will compile a list of awards available from IEEE and distribute to Subcommittee chairs.

### **3.12.2 Submittal of C57.135 to IEC for consideration as an IEC-IEEE Dual Logo Document**

This was approved by the Administrative Subcommittee.

### **3.12.3 Format of Thursday Main Committee Meeting**

We do not plan to shorten the meeting from the present four day format. There have been many comments and suggestions made in regards to changes to the Thursday main committee meeting. The officers will review and evaluate these suggestions and make appropriate changes to the meeting. This will be done for a couple of meetings and then be further evaluated.

Ramsis further commented that Task Forces should hold meetings between the transformers committee meetings. Steve Shull suggested that this could be done using web meetings as well. Greg Anderson stated that Wes Patterson will do a tutorial at the fall meeting on web meetings.

### **3.13 New Business**

#### **3.13.1 Recognition of New Members – P. Balma**

Peter suggested that the transformers committee should send a letter of recognition to the manager of a new member. He also suggested that a certificate be sent to the new member. Peter offered to draft a certificate and bring it to the next meeting. Don Fallon has drafted a letter for a member who has changed employers encouraging continued membership. Jin Sim suggested that we should make sure that the member is in agreement with the letter being sent to his manager. It was agreed that in the next revision of the O&P manual that the membership application form should be changed to include the manager's name and address as well as a check box to be marked if it OK to send a letter to this manager.

#### **3.13.2 Neutral Ground Connection – D. Platts**

.Don Platts will work with Jin Sim and Tom Prevost regarding suggestions for grounding transformers.

#### **3.13.3 Stabilized Standards – B. Chiu**

Standardized standards status has been approved at the last standards board meeting. Bill Chiu will give a report on stabilized standards at the next Administrative Subcommittee meeting.

#### **3.13.4 Coordination of Oil Characteristics – F. Gryszkiewicz**

Need to coordinate the oil values for IEEE 62, C57.104 and C57.106. All standards are in the revision process. The advantage is that now IEEE 62 falls under the transformers committee jurisdiction.

#### **3.13.5 Eddy So**

Greg Anderson informed the group that Eddy So recently suffered some medical problems. He encouraged members to e-mail Eddy to give regards. Also a card will be circulated during the meeting.

There were no other items of New Business for the Administrative SC.

### **3.14 Adjournment**

Chairman Hanus adjourned the meeting at 4:50 p.m.

Respectfully submitted,  
T.A.Prevost, Secretary