

## SECRETARY'S REPORT – SPRING '04 – SAN DIEGO, CA

### 3.10 Secretary's Report – Tom Prevost

#### 3.10.1 Membership Review

Voting Members – Five new members were added at the last meeting in Pittsburgh:

- Barry Beaster, Howard Industries
- Eric Davis, Burns & McDonnell
- Tim Olson, Manitoba Hydro
- Tim Raymond, Power Delivery Consultants, Inc.
- Dirk Russwurm, HV Technologies, Inc.

Welcoming letters have been sent to these new members. Our aim is to encourage active participation in the work of the Committee, and encourage all participants to become members of the Committee.

Ray Allustiarti, Jim Templeton, and Georges Vaillancourt's status were changed to Emeritus membership, with the unanimous approval of the Administrative SC members present. A notification letter will be forwarded to these gentlemen, expressing the Committee's appreciation for their outstanding service.

Committee Membership review is proceeding. As reviewed at our last meeting, the classification Corresponding Member needs to be defined in the next update of the Committee O&P Manual. This classification should hold the same status as that of regular Member.

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

Members -		185
Classifications:	Producers -	96
	Users -	50
	General -	39
Life Members		2
Corresponding Members -		1
Emeritus Members -		20

The Committee database list has 651 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

New applications for Committee Membership have been submitted for:

- Ignacio Ares, Florida Power & Light
- Roy Colquitt, Jr., Georgia Power Company

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- Frank D'amico, Tamini Transformers
- Myron Gruber, Pauwels Transformers
- Thang Hochanh, Hydro-Quebec, Ireq
- Bill Darovny, VA-Tech

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 to applicants 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 membership and active participation for at least one year in the WG or SC they Chair. New member applications can be forwarded to the Secretary's attention at any time for review at the next AdsubCom meeting.

### **3.10.3 Committee and Subcommittee Directory Rosters**

Subcommittee Chairs are requested to keep the rosters updated as they change constantly. One goal for this secretary is the creation of 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. This information is required at the OES level on an annual basis as well.

### **3.10.4 Meeting Minutes**

Up to this time, printed Minutes have routinely been supplied to all Guests registered at a particular Meeting, and to all Members, regardless of attendance. Starting with the Pittsburgh Meeting printed Minutes will no longer routinely be supplied. Electronic posting on the Committee website (<http://www.transformerscommittee.org/>) will be the primary means of distribution. For the near future, at least, any Committee Member and any Meeting registrant will be able to pre-purchase a printed copy, if desired, through the on-line meeting registration process. These copies of the Minutes will be mailed prior to the subsequent meeting. Present purchase price has been set at \$15, as reduced printing volume is expected to increase per unit cost.

The Minutes of the Pittsburgh PA Fall '03 meeting were mailed on February 11, 2004, to those who ordered printed copies during meeting registration. 67 registrants ordered printed copies of the Minutes. Delivery to domestic US destinations was expected by February 17, and to international destinations by February 24. The Minutes were reproduced at a cost of \$404.37 for 75 copies and postage costs were \$309.90 for 67 mailings (55 within the US and another 12 worldwide), which averages \$10.66 per mailing. The net cost of Minutes printing and mailing was \$714.27 for the Pittsburgh Minutes, down significantly from \$3946.82 for the Raleigh Spring '03 Minutes – when Minutes were last mailed to all meeting attendees and all members.

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Moving to electronic posting as the primary means for communication of Minutes places greater emphasis on the need for timely submittal, assuring that all interested parties have access to Meeting information as soon as possible. Subcommittee Chairs are requested to submit their SC Minutes for the San Diego Meeting by April 30, 2004. Minutes should be submitted via e-mail to the Secretary (tprevost@ieee.org), with a copy to Susan McNelly (sjmcnelly@ieee.org) for posting on the Committee website. The submittal should be 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 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 let them know these details about Minutes submittals.