

Unapproved Minutes

3.0 Administrative Subcommittee – Ken Hanus

Chairman Ken Hanus covered the key points of the Administrative Subcommittee Meeting held on March 13, 2005. 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 13, 2005, at the Hilton Hotel in Jackson, Mississippi. The meeting started with introductions of members and guests.

The following members of the Subcommittee were present:

Gregory Anderson	Bill Chiu	Richard Dudley
Donald Fallon	Ramsis Girgis	Ken Hanus
Charles Johnson	Thomas Lundquist	Carl Niemann
Don Platts	Thomas Prevost	Jeewan Puri
H. Jin Sim	James Smith (Jim)	Loren Wagenaar
Dan Mulkey		

The following members were absent:

Frank Gryszkiewicz	Steve Antosz	Edward Smith (Ed)
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The following guests were present:

Jodi Haasz	Ron Stahara (representing Ed Smith, Distribution Transformer Subcommittee)
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3.2 Approval of the Las Vegas meeting minutes

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

3.3 Additions to and/or approval of the agenda

The Agenda provided by the Chair prior to the meeting was approved.

3.4 Meeting Arrangements, Host Reports, and Committee Finances – G.W. Anderson

3.4.1 Meetings Arrangements

The next meeting will be on October 23-27 in the Peobody Hotel in Memphis, Tennessee. This meeting will be hosted by Randy Williams and ABB. There will be three tours: ABB Alamo, Reinhasen and ERMCO. The spring meeting will be on March 19-23. A location was still not certain.

3.4.2 Finances

We took a hit financially in Las Vegas. The balance before the Fall 2004 meeting was \$18,062.74. The balance before this meeting is \$3,002.58.

3.4.3 AM System

So far we have received positive feedback on the AM system. We still need help to develop the proper reports. Greg was working on the attendance roster sheets.

3.5 IEEE Staff – Jodi Haasz

Jodi Haasz gave a presentation on the IEEE/IEC Dual Logo agreements concentrating on maintenance issues. Jodi presented a flowchart which details the process for revising a Dual-Logo document. A copy of this flowchart will be posted on the transformers committee webpage.

There was discussion in the group about whether the committee should propose additional dual logo documents. Bill Chiu made a motion that no additional documents should be submitted for Dual-Logo status until C57.135 is revised. Jin Sim seconded this motion. After considerable discussion the motion was withdrawn. This will be discussed further in the Standards subcommittee.

3.6 Committee Service Awards – H.J. Sim

Jin indicated that he has five awards to be given at this meeting. Gustav Preininger will be awarded the distinguished service award. Jin 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 stated that he will submit his report to be included in the main committee minutes.

3.8 Vice Chair's report – D.J. Fallon

Don's report was distributed prior to this meeting and is included in the main committee minutes. Don noted that we are late in revising the O&P manual. Task for an article submission for Power and Energy Magazine is still pending.

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. After review of the cost of producing and mailing the main committee minutes it was decided that the fee for this service will be increased to \$20.

3.9.1 Membership review. Six membership applications were submitted, reviewed and approved. These are:

- Giuseppe Termini PECO Energy User
- Ed teNyenhuis ABB Inc. Producer
- Thomas W. Bassett Power Equipment Specialists Producer
- Thomas W. Spitzer TXU Electric Delivery User

- Roger Verdolin SNC Lavalin ATP User
- John Crotty San Diego Gas& Electric User

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.

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 – Ed Smith

Nothing to Report.

3.11.2 Bushings - F. E. Elliott

No report.

3.11.3 HVDC Converter Transformers & Smoothing Reactors - Richard Dudley

Nothing to report.

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

Nothing to report.

3.11.7 Meetings & Planning - Greg Anderson

Anyone who will be coming to the transformers committee meeting must register, even if they only plan to attend one WG meeting.

3.11.8 Dielectric Tests - L. B. Wagenaar

- 3.11.8.1 Mark Perkins will resign as WG Chair of Low Frequency Dielectric Tests. Bertrand Poulin will take over as chair.
- 3.11.8.2 There is no need for a liaison with Performance Characteristics for the WG on Frequency Response Analysis.

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. Gryszkiewicz

Nothing to report.

3.11.12 Insulation Life – D. W. Platts

Nothing to report.

3.11.13 Power Transformers - E.G. Hager

Nothing to report.

3.12 Old Business

- 3.12.1 Minutes marked as “unapproved”. Don Fallon is checking on the proper format for meeting minutes.

3.13 New Business

3.13.1 Vice Chair or Co-Chair

After discussion it was decided that co-chairs will be allowed at the WG level. For subcommittees there needs to be a chair and a vice Chair is allowed.

13.13.2 Guides – Don Platts

Don commented that he has disapproved several ballots lately because guides do not provide enough “guidance”. He feels this needs to be addressed.

13.13.3 C57.12.00 and C57.12.90 – Don Platts

Don suggested that due to the importance of these documents that we provide more time and effort to handle the negatives and comments from the ballots.

13.13.4 Coordination of Gas Guide and Loading Guide- Don Fallon

Jerry Corkran has submitted documentation and test data that shows that coordination is needed between C57.104 (Gas Guide) and C57.91 (Loading Guide). After discussion it was decided that this needs to be addressed at the WG level.

3.14 Adjournment

Chairman Hanus adjourned the meeting at 5:32 p.m.

Respectfully submitted,
T.A.Prevost, Secretary