

SECRETARY'S REPORT – SPRING '05 – JACKSON, MS.

3.10 Secretary's Report – Tom Prevost

3.10.1 Membership Review

Voting Members – Six new members were added at the last meeting in Las Vegas:

- Peter Heinzig – Siemens- Producer
- Jack Hammers – Oklahoma Gas & Electric – User
- Jerry Murphy – Reedy Creek Energy Services – User
- Van Nhi Nguyen – Hydro-Quebec – User
- Davis Wallach – Duke Power Company – User
- Steven Schappell – Waukesha Electric Systems – Producer

Welcoming letters will be 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.

Committee membership review will take place after we have been satisfied that we have all of the contact information in the new AM system. 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.

Membership, including changes made at the San Diego meeting now stands at:

Members -		198
Classifications:	Producers -	69
	Users -	42
	General -	54
Life Members		11
Corresponding Members -		1
Emeritus Members -		21

The Committee database list has 750 names on it at this time. The database will be converted over to the AM system between now and the next meeting. It is expected that this conversion will “cull out” guests who no longer have an interest in attending committee meetings and that the database will have fewer names.

As per a request from the Las Vegas meeting I have sorted the data in the AM system by participant classification.

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COMMITTEE MEMBERS-ACTIVE

		Number	Ratio(%)
Producer	OEM - components, materials, etc.	14	
	OEM - Other	0	
	OEM - transformers, instrument transformers, etc.	55	
	sub-total	69	41.8
User	Industrial/Other	1	
	Utility - investor-owned	28	
	Utility - public-owned	13	
	sub-total	42	25.5
General Interest	Academic	2	
	Association/Professional/Other	2	
	Construction/Service/Testing Company	5	
	Consultant	45	
	sub-total	54	32.7
	Total	165	

ACTIVE PARTICIPANTS

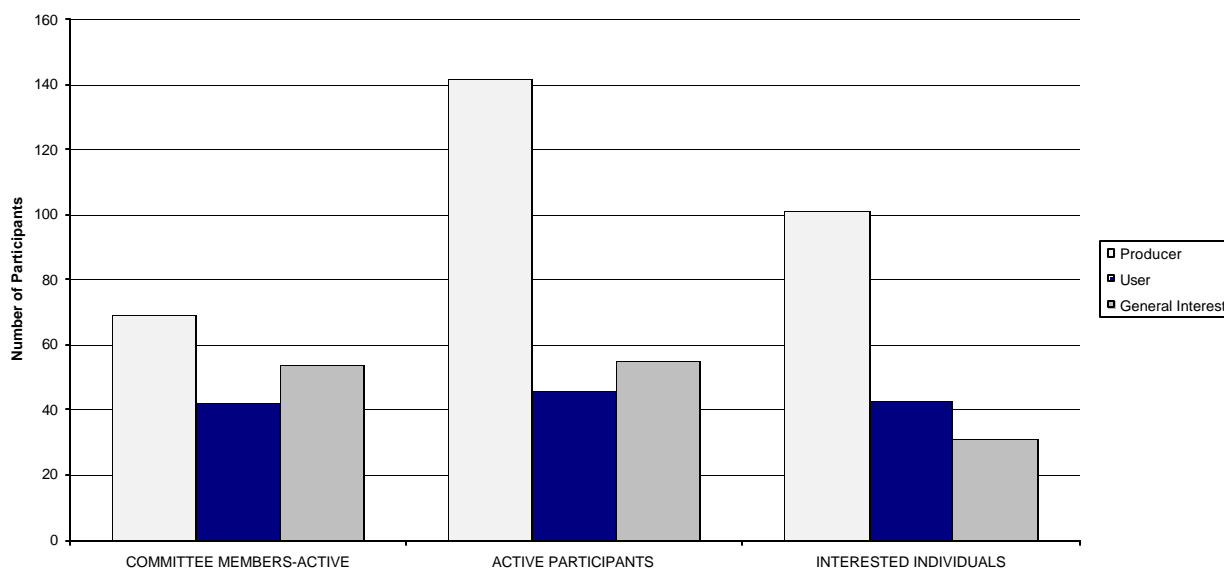
		Number	Ratio(%)
Producer	OEM - components, materials, etc.	28	
	OEM - Other	8	
	OEM - transformers, instrument transformers, etc.	106	
	sub-total	142	58.4
User	Industrial/Other	4	
	Utility - investor-owned	32	
	Utility - public-owned	10	
	sub-total	46	18.9
General Interest	Academic	1	
	Association/Professional/Other	8	
	Construction/Service/Testing Company	17	
	Consultant	29	
	sub-total	55	22.6
	Total	243	

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INTERESTED INDIVIDUALS

		<u>Number</u>	<u>Ratio(%)</u>
Producer	OEM - components, materials, etc.	22	
	OEM - Other	9	
	OEM - transformers, instrument transformers, etc.	<u>70</u>	
	sub-total	101	57.7
User	Industrial/Other	1	
	Utility - investor-owned	28	
	Utility - public-owned	<u>14</u>	
	sub-total	43	24.6
General Interest	Academic	3	
	Association/Professional/Other	7	
	Construction/Service/Testing Company	9	
	Consultant	<u>12</u>	
	sub-total	31	17.7
Total		175	

Interest Category of Transformer Committee



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3.10.2 New Member Applications

New applications for Committee Membership have been submitted for:

Giuseppe Termini	PECO Energy	User
Ed teNyenhuis	ABB Inc.	Producer
Thomas W. Bassett	Power Equipment Specialists	Producer
Thmas W. Spitzer	TXU Electric Delivery	User
Roger Verdolin	SNC Lavalin ATP	User

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

In order to provide indemnification to working group and subcommittee members it is crucial that membership lists be maintained. Fortunately the new AM system should make this simple to administer. It is important that each Subcommittee and working group chair keep the rosters updated so that this information can be provided to the IEEE SA.

3.10.4 Meeting Minutes

The minutes of the Las Vegas Fall 2004 transformers committee meeting were posted to the committee website on Monday March 7, 2005.

The minutes of the Las Vegas Fall 2004 meeting were mailed on March 7, 2005, to those who ordered printed copies during meeting registration. 57 registrants ordered printed copies of the Minutes. The Minutes were reproduced at a cost of \$765.39 for 60 copies and postage costs were \$319.17 for 57 mailings which averages \$5.60 per mailing. The net cost of Minutes printing and mailing was \$1084.56 for the Las Vegas Minutes.

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The cost of previous minutes were:

Raleigh (Spring '03)	\$3946.82	
Pittsburgh (Fall '03)	\$714.27	
San Diego (Spring '04)	\$1481.77	(78 @ \$13.60 ea. + \$357.17 postage)
Las Vegas (Fall '04)	\$1084.56	(60@ \$12.76 ea. + \$319.17 postage)

For San Diego the cost per person requesting minutes was $\$1481.77 / 78 = \19.00

For Las Vegas the cost per person requesting minutes was $\$1084.56 / 60 = \18.08

I recommend that we increase the cost for printed minutes to \$20.00.

Subcommittee Chairs are requested to submit their SC Minutes for the Jackson Meeting by June 20, 2005. 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.