

**Transformer Committee  
Administrative SC Minutes  
2:30pm, Sunday, March 19, 2006**

**Called to order:**

The Administrative Subcommittee was called to order by Don Fallon at 2:33PM

**Introductions**

Introductions were made by members and guests

**Meeting Minutes**

Review of the unapproved minutes from the Memphis meeting:  
Memphis meeting minutes were approved

**Agenda Review**

IEEE/PES TRANSFORMERS COMMITTEE  
ADMINISTRATIVE SUBCOMMITTEE MEETING - PRELIMINARY AGENDA

Hilton Costa Mesa Hotel, Costa Mesa CA – Room B-2 Emerald 1  
Sunday March 19, 2006 - Call to Order 2:30 pm

1. Introduction of Members and Guests (:05)
2. Approval of Memphis TN Admin SC Meeting Minutes (:05)
3. Additions to and/or Approval of the Agenda (:05)
4. Meeting Arrangements, Host Report, and Committee Finances
  - 4.1 - S'06 – Costa Mesa – Bill Chiu (:05)
  - 4.2 - Meetings/Finances - GW Anderson (:10)
5. IEEE Staff - Jodi Haasz, Christina Sahr, Angela Ortiz,
  - 5.1 - Update on IEEE Issues (:10)
  - 5.2 - - MyProject and Transf. Comm. Hierarchy in new PAR submittal process (:10)
6. Committee Service Awards – KS Hanus (:05)
7. Chair's Report – DJ Fallon (:05)
8. Vice Chair's Report – T Prevost (:05)
9. Secretary's Report – Ed Smith (:05)
  - 9.1 - Membership Review (:15)
10. Break (:10)
11. Standards Report - B Chiu (:35)

12.Subcommittee Reports - Roundtable (:25)

13.Old Business (:20)

13.1 - Meeting Scheduling Issues (Guidelines/Concerns)

13.2 - Facilitating Standards Development Process

13.3 - Other

14.New Business (:20)

14.1 - Coordination and Jurisdictional Issues (PC57.142, C57.16)

14.2 - Other

Adjourn

### **Meeting Arrangements SC**

Meeting attendance for Costa Mesa is in the 370 range

Monday luncheon registration is 112+

Internet access in the hotel rooms is complementary. Everyone should select the “pay \$9.95” selection

IEEE TC Web access key code is 8006784333

Reception is in the Catalina Ballroom In the lobby go to to the right

Meeting Finances:\$18,793 after Jackson, After Memphis is \$1729

Greg is requesting from the Exec Comm. For permission to apply for a debit card to our IEEE Checking account.

Future Meetings:

F06 (October 22-26) -- Montreal, Delta Centre Ville Hotel, contract in place, CAN\$189 (about US\$165)

S07 (March 11-15) -- 90% likely Dallas, Hilton hotel near airport, \$139/night, working on contract now, hosted by TXU and Ken Hanus

F07 (date TBD) -- Minneapolis, hosted by Sue McNelly (she recently got internal approval)

S08 (date TBD) -- southern US location (hopefully either Phoenix, San Antonio, Miami, or Charlotte)

F08 (probably early October) -- Porto, Portugal ... Sheraton Hotel, rate will be slightly less than US\$100

2012-2014 -- likely Korea

Greg to summarize and distribute to the Administrative SC his proposed locations.

Everyone should encourage active participants to become a “Transformers Committee” member.

## **IEEE Staff**

Comments from Jodi Haasz regarding new personnel at IEEE and procedures.

Christina Sahr reviewed the 4 levels of the “my Project” hierarchy:

- myProject 4 levels
  - SOC (Society)
  - SPN (Sponsoring Committee – PE/Transformers)
    - Roles include
      - Sponsor Chair (Don Fallon)
      - Standards Rep (aka. Standards Coordinator) (Bill Chiu)
  - Sub-Com/WG (Sub-Group with authority over the Project – Power Transformers SubComm)
    - Roles include
      - WG Chair (T Lundquist)
      - Vice Chair
  - PRJ (Group Responsible for the project PC 57.143)
    - Roles include
      - Ballot Designee (D Chu)
      - Alternate Ballot Designee (A Lux)
      - RevCom Designee (D Chu)
      - NesCom Designee (D Chu)

## **Committee Service Awards:**

Get electronic copy from Ken Hanus

## **Chairs Report:**

To follow from Don Fallon:

## **Vice Chair’s Report**

To follow from Tom Prevost:

## **3.10 Secretary's Report – J. Ed Smith**

### **3.10.1 Membership Review**

Voting Members –Seven new members were added at the last meeting in Memphis:

- |                         |                        |          |
|-------------------------|------------------------|----------|
| • David N. Makinson     | Intron Inc.            | Producer |
| • Aaron F. Snyder       | Intron Inc.            | Producer |
| • Lee Matthews          | Howard Industires Inc. | Producer |
| • Robert C. Olen        | Cooper Power Systems   | Producer |
| • Larry J. Davis        | Reuel Inc.             | Producer |
| • Richard Hollingsworth | Howard Industries Inc. | Producer |
| • Derek Foster          | Olsun Electrics Corp.  | 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.

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 Jackson meeting now stands at:

Members -	196
Active :	176
Life Members	12
Corresponding Members -	1
Emeritus Members -	7
Active Participants	245
Interested Individuals	331

The committee database is now fully converted to the 123sign-up committee AM system.

### **3.10.2 New Member Applications**

New applications for Committee Membership have been submitted for:

- |                 |                               |      |
|-----------------|-------------------------------|------|
| • David S. Blew | Public Service Electric & Gas | User |
| • Kipp J. Yule  | Bechtel Power                 | User |

- Craig Swinderman      Mitsubishi Electric Power Products      Producer
- John Graham              Trench UK Limited                              Producer

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 Memphis Fall 2005 transformers committee meeting were posted to the committee website on Tuesday, March 14, 2006.

The minutes of the Memphis Fall 2005 meeting were mailed on March 13, to those who ordered printed copies during meeting registration. 75 registrants ordered printed copies of the Minutes. The cost of previous minutes were:

Raleigh (Spring '03)	\$3946.82	
Pittsburgh (Fall '03)	\$714.27	
San Diego (Spring '04) postage)	\$1481.77	(78 @ \$13.60 ea. + \$357.17
Las Vegas (Fall '04) postage)	\$1084.56	(60@ \$12.76 ea. + \$319.17
Jackson (Spring '05)	\$661.44	
Memphis (Fall '05) \$175)	\$643.07	(Mailing \$468.07 + Copy

Subcommittee Chairs are requested to submit their SC Minutes for the Costa Mesa Meeting by June 15, 2006. Minutes should be submitted via e-mail to the Secretary (edsmith@ieee.org), with a copy to Susan McNelly ([sjmcnelly@ieee.org](mailto: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.

### **Standards Report:**

Refer to Standards Activity since the October 2005 Meeting (Memphis, TN) dated: March 10, 2006

Refer to the document published by Bill Chiu. He added 5 documents that were due to expire at the end of 2006 those are (Bill to provide)

### **Subcommittee Reports:**

<b>Bill Chui</b>	<b>NONE</b>
<b>Dan Mulkey</b>	<b>NONE</b>
<b>Richard Dudley</b>	<b>SEE REPORT</b>
<b>Greg Anderson</b>	<b>SEE REPORT</b>
<b>Tom Lundquist</b>	<b>GET REPORT</b>
<b>Don Platts</b>	<b>NONE</b>
<b>Carl Niemann</b>	<b>NOT PRESENT</b>
<b>Ken Hanus</b>	<b>NONE</b>
<b>Loren Wagner</b>	<b>NONE</b>
<b>Ramsis Girgis</b>	<b>GET REPORT</b>
<b>Frank Gryskiwicz/Rick Ladroga</b>	<b>NONE</b>
<b>Fred Elliott</b>	<b>GET REPORT</b>
<b>Chuck Johnson</b>	<b>NONE</b>

### **OLD Business**

#### Meetings Scheduling Issues

Don requested any scheduling concerns be relayed back to the Administrative SC for review and change consideration.

#### Facilitating Standards Development Process

The make-up of NESCOM changes somewhat and personal preferences are interjected into our Standards process. PAR's originally submitted with a specific title was rejected after new members joined NESCOM.

Christiana Sahr reviewed the reaffirmation process and the method to address and review negatives

#### SCC14 Issues

Don reviewed the past problems we have had with SSC14 with the Metrification issue (dual dimensional format) and the Terminology issue

#### **NEW Business**

##### Coordinator and Jurisdictional Issues

PC57.142 & C57.16 – How can we get jurisdiction on the standards process regarding coordination with other Coordination Committees i.e. Switchgear Committee **Business**

##### Attendance of WG Chairs

If a WG Chair missed two meetings the SC Chair should at least review the commitment of the WG Chair and the progress being made with in the

##### New WG Char for C57.12.90

Stephen Antosz was approved as Chairman of C57.12.90 by Don Fallon

Meeting was adjourned at 6:19pm