

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)	\$1481.77	(78 @ \$13.60 ea. + \$357.17 postage)
Las Vegas (Fall '04)	\$1084.56	(60@ \$12.76 ea. + \$319.17 postage)

Jackson (Spring '05)	\$661.44	
Memphis (Fall '05)	\$643.07	(Mailing \$468.07 + Copy \$175)

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) 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.