

**Transformer Committee
Administrative SC Minutes
2:00pm, Sunday, March 11, 2007**

Called to order:

The Administrative Subcommittee was called to order by Don Fallon at 2:05PM

Introductions

Introductions were made by members and guests

Members & 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	Loren Wagenaar
Donald Platts	Thomas Prevost	Fred Elliott
Edward Smith (Ed)	Carl Niemann	Jeewan Puri
James Smith (Jim)		

The following members were absent:

Richard Ladroga

The following guests were present:

Jin Sim	Steve Shull	Sue McNally (for R. Ladroga)
Peter Balma	Jodi Haasz	Jennie Steinhagen

Meeting Minutes

Review and approval of the unapproved minutes from the Montreal Quebec, CANADA meeting:

The Montreal meeting minutes were approved as printed. The motion was made by Carl Niemann, seconded by Ken Hanus. The motion passed with no descending votes

Agenda Review

IEEE/PES TRANSFORMERS COMMITTEE
ADMINISTRATIVE SUBCOMMITTEE MEETING – AGENDA

Hilton Dallas Lincoln Centre Hotel; Dallas Texas, USA – Room Adams A/B
Sunday March 11, 2007 - Call to Order 2:00 pm

1. Introduction of Members and Guests (:05)
2. Approval of Montreal QC 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'07 – Dallas – KS Hanus (:05)
 - 4.2 - Meetings/Finances - GW Anderson (:10)
5. IEEE Staff – Jodi Haasz, Jennie Steinhagen (:20)
 - 5.1 - IEC Dual Logo concerns (references to IEEE documents)
 - 5.2 - MyProject update (PAR submittals, rosters)
 - 5.3 - IEEE Editorial Coordination Concerns (dialogue)
6. Chair's Report – DJ Fallon (:05)
7. Vice Chair's Report – T Prevost (:05)
8. Secretary's Report – Ed Smith (:05)
 - 8.1 - Membership Review (:10)
9. Standards Report - B Chiu (:30)
10. Break (:10)
11. New Business, Committee Planning (:40)
 - 11.1 - Document Issues: Retention; Figures; Surveys – P Balma
 - 11.2 - Financial Reporting Requirements – Establishment of Treasurer's position – D. Fallon
 - 11.3 - Proposed Revision of PES Standardization Strategy – D Fallon
 - 11.4 - Reduced registration fee for focused participation – discussion – D. Fallon
 - 11.5 - Other
12. Committee Service Awards – KS Hanus (:05)
13. Subcommittee Reports - Roundtable (:25)
14. Old Business (:20)
 - 14.1 - Coordination and Jurisdictional Issues (as needed, after status of PC57.142 reviewed)
 - 14.2 - Committee sponsorship of educational courses/training
 - 14.3 - Other

Adjourn

Meeting Arrangements SC

Meeting attendance (preliminary as of March 11, 2007) for Dallas is:

Attendance	396
Spouses	38

No Shows (registered and didn't attend)	10
Dallas "walk-up" registration's	2
Sunday Reception	306
Monday Standards Luncheon	119
Tuesday Speaker Luncheon	192
Wednesday Dinner Social	175
Sunday Event Museum Tour	28
Monday HVS Tour	59
Tuesday HVS Tour	57
Meeting Minutes	67

IEEE TC Web access key code is 8006784333

Meeting Finances:

Balance before the "Fall 2005" Memphis, TN meeting \$18,793.02
 Balance before the "Spring 2006" Costa Mesa, CA meeting \$1,729.81
 Balance before the "Fall 2006" Montreal, Canada, meeting \$17,014.33
 Balance before the "Spring 2007" Dallas, TX meeting \$17,751.00

Future Meetings:

F07 (October 14-18, 2007) – Minneapolis, MN, Hilton-Minneapolis hotel, hosted by Xcel Energy

S08 (March 16-20, 2007) – Charlotte, NC, Westin Hotel, hosted by Shaw Electric Delivery Services

F08 (October 5-9, 2008) - Porto, Portugal ... Sheraton Hotel

S09 (April 19-23, 2009) – Southern part of the US

Greg suggested and requested that we add two new membership groups to the types of memberships listed in our data base.

Interested Individual (current)

[Interested Individual – IEEE Life Member \(add\)](#)

Active Participants (current)

[Active Participants – IEEE Life Member \(add\)](#)

Committee Members (current)

Committee Members – IEEE Life Member (current)

Committee Member – Emeritus Member (current)

Committee Member – Corresponding Member (current)

MOTION

As a result of this request there was discussion about giving all IEEE life members ([the two suggested new groups](#)) the same registration discount afforded to Committee Members – IEEE Life Members (registration fee of

\$50). Greg made a motion, **“All IEEE Life Members get a registration discount the same as the current IEEE Life Members that are Committee Members of \$50.00”**. The motion was seconded by Ken Hanus a ballot was taken and the motion passed with 17 affirmative votes with no negatives

Everyone should encourage active participants to become a “Transformers Committee” member. Don strongly suggested that the Subcommittee chairs take an active roll in making sure that active members of their Working Groups are encouraged to become Transformer Committee members

IEEE Staff

Don Fallon announced that Angela Ortiz has chosen to leave the IEEE to pursue personal interests.

Don also announced that Sue Vogel has appointed Matt Ceglia as our IEEE Liaison.

Representing IEEE at the Administrative Subcommittee Meetings were
Jodi Haasz
Jennie Steinhagen

Jodi Haasz reviewed IEEE Issues

IEEE/IEC dual logo process has hit a snag regarding the referenced documents. This issue currently affects IEEE C57.12.123 (Guide for Transformer Loss Measurement). If these concerns, regarding the potential acceptance of reference documents within a Standard up for dual logo consideration are limiting factors then all future documents will also be affected. Don Has suggested that we might want to get some form of guidance from the IEEE staff regarding a direction.

Don Fallon expressed to the IEEE Staff the level of concern that our Working Group Chairs have for the tedious “editorial process” and focused on how we can make things better. Don specifically referenced Brian Klaponski and Richard Dudley’s Working Groups and the issues, frustrations and struggles they have been experiencing.

Jennie Steinhagen of the IEEE expressed the desire to work with us to improve the process. **ACTION ITEM:** Don Fallon appointed Bill Chiu the focal point for this issue and the IEEE.

Bill Chiu pointed out that the standards template was actually a good document format and he preferred to use it. He indicated that the principal

problem was that Engineers, Managers and Executives was not a good and effective use of our talent and resources for converting word documents to the template. Bill will work with Jennie and the IEEE to improve the process.

For additional IEEE Items please see "NEW BUSINESS"

Chairs Report:

Report from Don Fallon to be published in the Main Committee Minutes

Some of the highlights are as follows

TACB

Derek Foster, is the representative for our Committee on the TCAB

The Technical Committee Advisory Board (TCAB) was formed by PES President, John McDonald, with the intention of obtaining input from the Technical Committees regarding their views, needs and plans. The TCAB reports directly to the PES President and currently meets twice a year.

Some of the issues so far discussed by the TCAB are as follows:

- Technical paper handling, i.e. means by which papers are presented, poster sessions, panel sessions etc.
- Interest in, or support for a second general meeting each year.
- Closer liaison between working groups of different Technical Committees where there are areas of common interest.

PDCC

The PDCC developed PES Policy Statement on Energy and Environment has been modified with input from our Committee and others, and has been reviewed and unanimously approved by the IEEE Board of Governors.

POLICY STATEMENT ON ENERGY & ENVIRONMENT

(Prepared by the IEEE-PES Policy Development Coordinating Committee)

This policy statement is concerned with the increase in the production, delivery and use of electrical energy, and its effect on the environment.

The IEEE Power Engineering Society encourages governments to promote research, development, commercialization, and utilization of energy as parts of comprehensive, national energy strategies based on:

- Developing economic new sources of supply and innovative technologies
- Developing the delivery infrastructure to meet changes in demand and supply

- Improving energy efficiency and reliability in production, delivery, and customer end use
- Having due concern for the environmental impacts of energy developments.

Coordination and Liaison Activities

Joint discussion and cooperative effort has been ongoing involving Transformers Committee and Switchgear Committee members to move forward on PC57.142 - Guide to Describe the Occurrence and Mitigation of Switching Transients Induced by Transformer, Switching Device, and System Interaction. Work will continue to be guided by the Transformers Committee, as primary sponsor; and in recognition of the crucial and necessary role our colleagues from the Switchgear Committee play in assuring this document meets the needs of our industry, the PAR for this project lists the Switchgear Committee as our joint sponsor. A joint Task Force, with representatives of both Committees, will prepare the document for ballot

Concern was also brought up and discussed regarding C57.12.30 (Pole Mounted Equipment – Enclosure Integrity for Costal Environments) and C57.12.31 (Pole Mounted Equipment – Enclosure Integrity). The PAR's for these two standards have been submitted for co-sponsorship between Transformer and Switchgear Committees. (Don for reference, this would also apply to C57.12.28 (Pad Mounted Equipment – Enclosure Integrity), C57.12.29 (Pad Mounted Equipment – Enclosure Integrity for Costal Environments) and C57.12.32 (Submersible Equipment – Enclosure Integrity). The Switchgear Committee should also play a key roll in this group of standards, I discussed this with Bob Olen)

PC57.104 – Draft Guide for the Interpretation of Gases Generated in Oil-Immersed Transformers

Many of you are aware that C57.104-1991 has been officially withdrawn by IEEE based on recommendation by the Transformers Committee at the end of 2005. This was a difficult decision for the Transformer Committee, but it was necessary in order to move forward within the established policy and procedures of the IEEE SA standards development process. As this document is critically needed by our industry, a two step process is planned to restore it – first, to make minor changes to address some of the most pressing issues and to ballot to get the document back into print; and second, to then immediately begin revision to reflect additional advances in current knowledge, and to incorporate relevant material created during the previous effort at revision of the guide. A cover letter has been provided through the IEEE SA Invitation to

Ballot process explaining this intended path to restore this Guide to publication.

IEEE SA Template (Form L50-S)

Since last year, IEEE SA requires all “Standards Developing Groups” to complete annual financial reports submitted in an IEEE SA Template(Form L50-S). Greg Anderson has made the effort to modify the spreadsheet he developed for tracking the Committee’s budget to facilitate reporting per the L50-S form. The 2006 financial report will be ready for filing shortly. Based on the needs for financial reporting, I feel consideration of Treasurer’s position for the Committee is appropriate, and I’d like to discuss this at the meeting. [\(SEE ADDITIONAL ACTION UNDER “NEW BUSINESS”\)](#)

Proposed revision to the PES Standardization Strategy Comments

Jeff Nelson of the Switchgear Committee has sent a proposed revision to the PES Standardization Strategy to Technical Council. Comment from the Committee’s representative to Technical Council (our Chair) is due to Technical Council by the end of March. We don’t need to take much time at the Admin SC Meeting on this, but I am attaching the e-mail, together with its attached present and proposed revised strategy statements, for your review. We can discuss briefly at the meeting; if you have comments please forward them to me by March 20(latest).

Vice Chair’s Report

Report from Tom Prevost to be published in the Main Committee Minutes

[Some of the highlights are as follows](#)

Technical Paper Session at the 2006 PSCE

The IEEE PES Power Systems Conference and Exposition was held in Atlanta, Georgia on October 29-Nov 1, 2006. The venue for this conference was the Sheraton, Atlanta hotel

2007 General Meeting Tampa, Florida

The 2007 IEEE Power Engineering Society 2007 General Meeting will be held 24 – 28 June 2007 at the Tampa Convention Center and the Marriott Waterside Hotel in Tampa, Florida, USA.

The Transformers Committee is sponsoring two paper sessions with a total of thirteen technical papers. Due to the amount of papers presented at the meeting we have agreed to two sessions, however these will be longer sessions so that each presenter will have a thirty-minute allotment for presentation and questions. The

paper sessions will be on Wednesday June 27, 2007 in the morning and afternoon.

Committee Organization and Procedures Manual

The Transformers Committee O&P Manual revision is currently in process

Power & Energy Magazine Submission

The Transformers Committee needs to prepare an article for P&E magazine. The Vice-Chair will be looking for topics and volunteers to prepare this article. If you have any thoughts please contact the Vice-Chair

Secretary's Report

Report from Ed Smith to be published in the Main Committee Minutes

Some of the highlights are as follows

Membership Review

- Voting Members – 16 New Members were approved and added at the Montreal meeting:

Welcoming letters were sent to these new members. Again our aim is to encourage active participation in the work of the Committee, and encourage all participants to become members of the Committee.

The Committee notes with sadness that our good friend and colleague Frank Gryszkiewicz succumbed to his long illness and passed away on February 19, 2007.

Ron Stahara has received word from IEEE that his membership classification has been raised to Life Senior Member, effective January 1, 2007. We send our congratulations to Ron.

Membership, including changes made at the Montreal meeting now stands at:

Members	219
Life Members	19
Corresponding Members	1
Emeritus Members	7
Active Participants	271
Interested Individuals	435

1 New application for Committee Membership has been submitted for:

Marcel Fortin

Consultant/Hydro Quebec

User

Meeting Minutes

The minutes of the Montreal, Quebec CANADA Fall 2006 transformers committee meeting were posted to the committee website on Friday, January 19, 2007.

The minutes of the Montreal, Quebec CANADA Fall 2006 meeting were mailed on Friday, January 19, 2007

Subcommittee Chairs are requested to submit their SC Minutes for the Dallas, Texas Meeting by May 30, 2007.

Standards Report:

Refer to Standards Activity since the October 2006 Meeting (Montreal, Quebec, Canada) dated: March 11, 2007 published in the Main Meeting Minutes.

NEW Business

Document Issues: Retention: Figures: Surveys: - Peter Balma

Peter Balma delivered a power point presentation covering many issues and concerns he and others have regarding the standards development process. Slide topics and points are listed below:

Straw Ballots? or Surveys

- Good idea, but time consuming
- Does not include balloters beyond transformer committee
- Straw ballot, a working group, a subcommittee, or the Transformers Committee?
- Update a draft to include straw ballot comments and distribute
- Should straw ballots only be held for version of document just before formal ballot?
- A common process may be beneficial

Figures & Copyrights

- In many standards, the source of figures is unknown, therefore basis is unknown
- How can figures developed for standards be identified?
- When does a figure need copyright permission?
- Does previous IEEE material need copyright permission? Yes
- How much material requires copyright, a sentence, a modified figure, an individual equation? Answer: gray area
- See style guide for copyright permission letters

- Contact Kim Breitfelder, Manager Standards Editing and Production, IEEE. K.breitfelder@ieee.org

Negative Ballots

- Negative Ballots based on editorial comments
- How big of editorial change can be made without recirculation?
- Need to communicate to membership

Records Retention

- What documents have to be maintained in the development of a IEEE Guide or Standard?
- After completion of a standards project what material has to be maintained and for how long? Can everything be destroyed?
- If not where do you keep it? What responsibility does the Transformers Committee, or its members have?
- A tough issue, IEEE is working with their legal counsel on this and has almost completed their examination of this topic. Once complete, it will have to be determined how it applies to the IEEE-SA.

Recognition? Why would you ever want to do that???

- We have volunteers that contribute **100's** of hours each year, doesn't that warrant recognition?
- When is the last time the Transformers Committee had a fellow, when is the last time we had a nomination?
- Do we need a working group for awards and recognition, We already have a chair every two years?
- The reward for working hard at the Transformers Committee is more work, have you heard that before??????
- Its our committee, what do we want it to be??

Financial Reporting Requirements – Establishment of Treasurer's Position – Don Fallon

Don Fallon discussed the IEEE SA's requirement that all "Standards Developing Groups" must complete an annual financial report to be submitted on a specific IEEE SA Template (Form L50-S). Greg Anderson has made an effort to modify the spreadsheet he developed for tracking the Transformer Committee's budget to facilitate reporting per the L50-S form. The 2005 financial has been completed and submitted, the 2006 financial report will be ready for filing shortly. Based on these specific needs for financial reporting, There is a potential need for a Treasurer's position for the Committee.

- **MOTION**
A motion was made that **"The Transformers Committee**

establish a position of Treasurer” The motion was made by Don Fallon and seconded by Ken Hanus.

There was discussion regarding if there was a need for a stand alone position (i.e. “treasurer”) or dual roll position (i.e. “Meeting Planner/ Treasurer”) and if it should be an executive level position. It was felt if it was a executive level position it could dramatically affect the way our executive offices are structured. Jodi Haasz pointed out that it DID NOT have to an executive level Position and suggested that we table the motion and come up with a guide and outline for the position for consideration. After lengthy discussion it was agreed that the motion should be tabled and a position guide written to describe the details (Greg Anderson offered to structure the position guide).

The motion and second were withdrawn.

Proposed Revision of PES Standardization Strategy – Don Fallon

Don Fallon suggested that all members of the Administrative Subcommittee read through the “Proposed revision of the PES Standardization Guide” and provide him with their comments. He requested that everyone have their comments to him by March 24.

DON CHANGED THE DATE TO MARCH 20 TO AGREE WITH HIS PUBLISHED MINUTES.

Reduced Registration fees for focused participation - discussion – Don Fallon

This discussion centered around, if there should be reduced registration fees for “focused participation” or persons only attending a specific working group meeting or only a portion of our meeting.

Several specific examples were brought up as examples of these cases i.e. guest speakers, individuals with specific technical knowledge or expertise, coordinating co-sponsored standards participants, and coordinating co-sponsored Co Chairs.

It was pointed out that there are cost associated with anyone’s participation at our meetings. A point was also made that our registration fees are among the lowest of similar organizations. It was also brought up that our registration fees are such a small part of the total expense associated with attending our meetings when considering air fare, hotel cost, and meals.

It was pointed out that most of these specific cases were cases that individuals were “invited” and considered as “guests”

MOTION

After lengthy discussion, there was a motion made that: **“We establish a “by invitation only” criteria for guest attendance at a working group level meeting that must be approved by the responsible Subcommittee and submitted to the executive committee for final approval on a “case by case” basis”**. The motion was made by Tom Prevost and seconded by Tom Lundquist. A ballot was taken and the motion passed with 16 votes in favor of the motion with NO negative votes.

Committee Service Awards:

Report from Ken Hanus to be published in the Main Committee Minutes

Highlights

Certificates of Appreciation have been obtained for the following persons:

Name	Service Rendered
Ken Hanus	Host, Spring 2007 Meeting, Dallas
Richard Provost	Co-Chair WG on Thermal Evaluation of Dry Type Transformers
Roland James	Co-Chair, Completion of C57.140
Bill Bartley	Co-Chair, Completion of C57.140

Discussion was brought up a regarding a way to recognize “new Transformer Committee members” and the possibility of some form of retro recognition for existing Committee members (Award certificate, membership certificate, etc.).

Action Item: Don Fallon asked Ed Smith to get the following group together to discuss possibilities.

Don Fallon
Ken Hanus
Greg Anderson
Ed Smith

IEEE Fellow Program

During the discussion on recognition and awards, the IEEE Fellow Program and nominating process was discussed. I believe Ramsis asked if SC Chairs should encourage consideration of Fellow nominations at their SC Meetings. Don intends to make this appeal at the Main Committee Meeting. He has forwarded in separate e-mail several links and information from the IEEE Membership web pages on the Fellow Grade and the “Steps to becoming a Fellow”. **Action Item:** Don suggests, in response to Ramsis’ question, is that SC Chairs be aware of the process, encourage your SC members to be aware of the process, and

consider whether there may be nominees from within our Committee ranks for this honor.

Subcommittee Reports:

Carl Niemann	NO REPORT
Tom Lundquist	NO REPORT
Don Platts	NO REPORT
Fred Elliott	NO REPORT
Rick Ladroga	NO REPORT (by Sue McNelly)
Chuck Johnson	NO REPORT
Richard Dudley	NO REPORT
Ramsis Girgis	NO REPORT
Jeewan Puri	NO REPORT
Jim Smith	NO REPORT
Ken Hanus	NO REPORT
Loren Wagner	SEE BELOW

Dielectric Test Subcommittee Discussion

1. There was some discussion at SC meetings a couple of years ago about phase-phase and phase-ground clearances. I am resurrecting the subject at the Dallas meeting by providing historical perspectives concerning the phase-phase clearances placed in C57.12.00 some 20 years ago. It is my intent to set up a working group to address the new issues that have arisen, and now would be an appropriate time since Jack Harley's WG is almost finished with its work. I propose that this new WG take Jack's WG slot at some future meeting, whenever that WG's work is officially finished. **It was decided that the Administrative Subcommittee does NOT need to approve this request.**
2. Another topic originally brought to our attention back in 2002 is that of test levels for repaired transformers, and it kind of fell through the crack. Phil Hopkinson has proposed that this work belongs in his WG on Liquid-Filled Dielectric Test Tables, and I will be asking for agreement of the SC. I mention it to the AdCom since the proposal also includes thermal testing, which I think belongs in the Insulation Life SC.
3. The last item is mostly looking ahead. It is my opinion, through various usages of C57.12.00 and C57.12.90 over the years, that these two standards are discombobulated in their structure and organization. This is particularly frustrating to a utility engineer who knows that there is some guidance someplace in the standards but has to spend four hours looking for it. Sometimes he/she does not have time to spend four hours on finding something, for example, when he/she is witnessing tests or in the middle of a design review at the manufacturer's location.

For example, the definition of Class I and Class II transformers was originally established in C57.12.00-1987 to designate insulation classes, and that remains its main focus today. However, in those 20 years, Classes I and II have crept into measurements for auxiliary losses (Article 5.9 & Note 9 of Table 19), insulation resistance (Note 11 of Table 19), and no-load and excitation current (Note 16 of Table 19). My reference here is the 2000 revision of C57.12.00; I don't yet have a copy of the latest version. Hence, an engineer who was not around in the mid 80s when the Class definition was introduced may not know to look in Article 5.10, Insulation Levels, for the definitions of Class I and Class II transformers. In reality, while these classes were originally established for insulation classes, they have actually taken on a larger role in standards, and they should be defined in a more general location.

In a recent Dielectric Test Subcommittee survey, I therefore posed the following question, along with several other unrelated questions:

“Should the present information pertaining to dielectric testing, as presently given in C57.12.00 and C57.12.90, be reorganized so as to be presented in a more orderly, less confusing fashion?”

The response so far has been dismal with only about 25 % of the membership responding to date. However, of the 28 responses received, 75 % have responded with a “yes.” To be fair, we should wait for additional responses, but there is strong indication that several members of the Dielectric Test SC feel the same way I do.

I suggest that other SC chairs be asked to consider whether general revisions of these two standards, and in particular, C57.12.00, be started. I realize that such revisions will be a major task, with coordination involving several SCs. However, I think it is something that we should consider in the short range future. **Discussion centered around and there was agreement that these standards were “very large” and “unorganized.”**

OLD Business

There was not time for Old Business

Adjournment

Meeting was adjourned by Don Fallon at 5:54pm