

3.10 Secretary's Report – Don Platts

3.10.1 Membership Review

Voting Committee Members – Six new committee members were approved and added at the Toronto, ON Canada meeting as shown in the table below:

Name	Affiliation	Sponsor #1	Sponsor #2	Sponsor #3	Membership Category
Daniel Blaydon	Baltimore Gas & Electric	Tom Jauch PC57.153 (2 yrs)	Joe Watson PC57.148 WG (2 yrs)	Tom Lundquist Power Transf SC (2 yrs)	User
Alexander Kraetge	Omicron Electronics GmbH	Charles Sweetser C57.12.149 WG (4 yrs)	Greg Anderson C57.150 WG (4 yrs)	Tom Lundquist Power Transf SC (2 yrs)	Producer
Catherine Hurley	American Electric Power	Greg Anderson C57.150 WG (3 yrs)	Joe Watson PC57.148 WG (3 yrs)	Fred Elliott Bushing SC (3 yrs)	User
CJ Kalra	Southern California Edison	Roland James C57.140 WG (3 yrs)	Phil Hopkinson TF DETC Life Testing (2 yrs)	Hem Shertukde TF DPV Grid Transfs (2 yrs)	User
TV Oommen	Consultant - ABB	James Thompson PC57.106 (5 yrs)	James Thompson PC57.637 (1 ½ yrs)	Bruce Forsyth Insulation Life SC (8 yrs)	Producer
Shuzhen Xu	FM Global	H. J. Sim C57.135 PST WG (2 yrs)	Fredi Jakob C57.139 WG (5 yrs)	Susan McNelly Insulating Fluids SC (5 yrs)	General interest

The Transformers Committee currently has three general categories of participation in our activities. These are: **Interested Individual**, **Active Participant**, and **Committee Member**. Any one can join our AMS 123 system as the system is designed for self-registration. A new participant will automatically be assigned the role of Interested Individual when they first sign up. Based on the level of participation, the committee administrative staff will upgrade the participation status to "Active Participant" when appropriate. The Committee Member status however, can only be attained through a formal application with the sponsorship of minimum of three WG or SC chairmanships. Detail of the application requirements and approval process by the Administrative Subcommittee is outlined in our O&P manual.

The following table contains a recent count of the participants grouped by the three general categories.

	October 2010	April 2011
Interested Individual	843	997
Interested Individual - IEEE Life Member *	6	2
Total Interested Individuals	845	999
Active Participant	227	230
Active Participant - IEEE Life Member *	7	5
Total Active Participants	234	235
Committee Member	211	210
Committee Member - Emeritus Member *	8	1
Committee Member - IEEE Life Member *	26	31
Committee Member - Corresponding Member	1	1
Total Committee Members	246	250
TOTAL IN AMS DATABASE	1391	1484

* - indicates this member type receives a discounted registration fee.

The participant's profiles in our AMS 123 system should reflect the correct status. Here is the link to our AMS 123 system. (<http://www.123signup.com/servlet/com.signup.servlet.org.ALogin?Org=ieee-transformers&Restart=1>)

3.10.2 New Member Applications

Six new applications for Committee Membership have been received since our previous meeting in Toronto, ON. They will be submitted for approval at the San Diego, CA meeting. Details of the membership applications and sponsors are listed in the following table.

Name	Affiliation	Sponsor #1	Sponsor #2	Sponsor #3	Membership Category
Robert Ballard	ABB	Tim Holdway C57.12.01 (2 ½ yrs)	Sheldon Kennedy C57.12.52 (2 ½ yrs)	Chuck Johnson Dry Type SC (2 ½ yrs)	Producer
David Brender	Copper Development Association	Phil Hopkinson (3 yrs)	DR Foster C57.12.91 (4 yrs)	Jeewan Puri Aud Sound & Vib SC (15 yrs)	General interest
Edwin F Brush Jr	BBF& Associates	Phil Hopkinson (3 yrs)	DR Foster C57.12.91 (4 yrs)	Jeewan Puri Aud Sound & Vib SC (2 yrs)	General interest
Timothy Holdway	Intermountain electronics	Rick Marek C57.96 (1 yr)	DR Foster C57.12.91 (2 yrs)	Chuck Johnson Dry Type SC (2 yrs)	Producer
Gary King	Howard Industries	Guiseppe Termini C57.12.24 (5 yrs)	Lee Matthews C57.12.35 Bar Code (New WG)	Steve Schull Distribution Trn SC (2 yrs)	Producer
Mario Locarno	Doble Engineering	Phil Hopkinson TC-14 (3 yrs)	Jane Ann Verner C57.152 (3 yrs)	Tom Lundquist Power Transf SC (1 ½ yrs)	Producer? General interest
Justin Pezzin	IFD Corporation	Alan Traut Ovhd Trnsf C57.12.20 (2 ½ yrs)	Dan Mulkey Enclosure Integrity (2 ½ yrs)	Steve Schull Distribution Trn SC (2 yrs)	Producer
Klaus Pointner	Trench Austria GMBH	Richard Dudley WG Dry Type Reactors (2 yrs)	Steve Schappell PC57.32 (1/2 yrs)	Richard Dudley HVDC SC Xfrmr & Reactors (2 yrs)	Producer
Sanjib Som	Virginia Transformer	Tom Jauch PC57.153 (2 ½ yrs)	Bertrand Poulin Rev Low Freq Tests (2 yrs)	Bruce Forsyth Insulation Life SC (2 yrs)	Producer

These applications will be reviewed at the Spring 2011 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 the process of attaining membership through **active participation** and **contribution** 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 sponsorship 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 may be submitted to the Committee Secretary's attention at any time. Applications will be collected for review and approval in batches at each Administrative Subcommittee meeting. For an application to be reviewed at the next meeting, the application will need to be received by the Committee Secretary a minimum of one week prior to the start of the that meeting.

3.10.3 Committee, Subcommittees, and Working Group Rosters

In order to provide indemnification to working group and subcommittee members it is crucial that membership lists be maintained. Our AM system has these functions built-in to ease these administration tasks. 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.

A similar main committee roster has also been developed to track attendance for the Main Committee meeting on Thursdays. The data will be used to update participant's membership profile.

3.10.4 Meeting Minutes

The minutes of the Toronto, ON Spring, 2010 Transformers Committee meeting were posted to the committee website on March 5, 2011.

Subcommittee Chairs are requested to submit their SC Minutes from the San Diego, CA meeting by June 15, 2011. The minutes should be submitted via e-mail to the Committee Secretary at [donplatts@ieee.org], with a copy to Susan McNelly [sjmcnelly@ieee.org] for posting on the Committee website.

The submittal should be formatted in Word 2007 (or earlier versions) and should be formatted similar to this report, and as shown in the recent assembled Minutes. The numbering for your report should match the numbering as indicated in the 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 advise them of these details regarding the Minutes submittals. Please do all you can to get the minutes in as soon as possible. Collecting the minutes from each subcommittee is the most difficult and time consuming part of this job. Your full corporation and support in this matter is greatly appreciated.

Donald W. Platts

Secretary, IEEE PES Transformers Committee