

7.0 SECRETARY’S REPORT – BRUCE FORSYTH

7.1 MEMBERSHIP REVIEW

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. A link to the Membership Application form can be found on the TransformersCommittee.org homepage in the Committee Information Box. Subcommittee Chairs are encouraged to recommend new members and to communicate the process of attaining membership through **active participation** and **contribution** at the WG and SC level. 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.

7.1.1 New Committee Member Approvals

At the Spring 2017 Administrative Subcommittee meeting, seven new committee member applications were reviewed. Six of the applications were approved. One application by Mike Thibault was not approved because he had not met the 2 years of participation requirement. The new members are listed in the following table.

Name	Affiliation	Sponsor #1	Sponsor #2	Sponsor #3	Membership Category
Ryan Musgrove	Oklahoma Gas and Electric	Joe Watson Power Trans. SC 3 yr.	Gary Hoffman WG C57.12.10 1.5 yr.	Joe Watson WG C57.148 3 yr.	User
Ali Naderian	METSCO	Tauhid Ansari C57.12.00 4 yr.	Jane Ann Verner C57.163 1 yr.	Ajith Varghese Dielectric Test SC 4 yr.	User
Mathieu Sauzay	JST Transformers	Ed teNyenhuis Perf. Char. SC 8 yr.	Hemchandra Shertukde WG C57.159 8 yr.	Richard Marek WG C57.154 4 yr.	Producer
Hamid Sharifnia	STANTEC	Joe Watson Power Trans. SC 3 yr.	Alwyn Vanderwalt PC57.93 >2 yr.	Ali Naderian WG C57.161 >2 yr.	User
Mike Spurlock	AEP	Pierre Riffon WG Impulse Tests 2 yr.	Bill Griesacker TF RLFT 2+ yr.	Joe Watson Power Trans. SC 5+ yr.	User
Eric Weatherbee	PCORE	Peter Zhao Bushings SC 8 yr.	Scott Digby WG PC57.19.04 7.5 yr.	Shibao Zhang C57.19.01 7 yr.	Producer

7.1.2 New Member Applications

Twelve new applications for Committee Membership have been received for consideration since the Spring 2017 meeting. The following table lists the names of the applicants and a summary of their supporting eligibility information.

Name	Affiliation	Sponsor #1	Sponsor #2	Sponsor #3	Membership Category
Solomon Chiang IEEE – Yes PES – Yes SA – Yes	The Gund Company	Sheldon Kennedy Insulation Life SC 2 yr.	Tom Prevost WG PC57.162 3 yr.	Roger Wicks WG P1276 & PC57.12.60 2.5 yr,	Producer
Luiz Chiem IEEE – Yes PES – Yes SA – Yes	ABB Inc.	David Wallach Insulating Fluids SC 10 Yr.	Claude Beauchemin WG PC57.104 5 yr.	Tom Prevost WG PC57.162 4 yr.	Producer
Scott Digby IEEE – Yes PES – Yes SA – Yes	Duke Energy	Peter Zhao Bushings SC 5 yr.	Gary Hoffman C57.12.10 Revision 2+ yr.	Shibao Zhang C57.19.01 Revision 5 yr.	User
Marcos Ferreira IEEE – Yes PES – Yes SA – Yes	Advisian – WorleyParsons Group	Mike Lau WG PC57.93 5 yr.	Jerry Murphy Standards SC 5 yr.	Craig Colopy WG 602142 3 yr.	User
George Frimpong IEEE – Yes PES – Yes SA – Yes	ABB Inc	Sheldon Kennedy Insulation Life SC 10 yr.	Ali Naderian WG PC57.161 5 yr.	Tom Prevost WG PC57.162 4 yr.	Producer
John Herron IEEE – Yes PES – Yes SA – Yes	Raytech USA	Hakim Sahin WG/TF C57.12.90 5 yr.	D. Wallace WG PC57.13.8 3 yr.	E. teNyenhuis Perf. Char. SC 5 yr.	General Interest
John John IEEE – Yes PES – Yes SA – Yes	Virginia Transformer Corp.	Phil Hopkinson WG P60076-16 4 yr.	Rogério Verdolin WG PC57.105 2.5 yr.	Ajith Varghese Dielectric Test SC 2+ yr.	Producer
Kumar Mani IEEE – Yes PES – Yes SA – Yes	Duke Energy	Gary Hoffman WG PC57.12.10 2 yr.	Ali Naderian WG PC57.161 2 yr.	Ajith Varghese Dielectric Test SC 1.5 yr	User
Shankar Nambi IEEE – Yes PES – Yes SA – Yes	Bechtel	Casey Ballard WG PC57.12.01 2 yr.	Enrique Betancourt WG PC57.158 2 yr.	Joe Watson Power Trans. SC 5 yr.	User
Robert “Bud” Stinson IEEE – Yes PES – Yes SA – Yes	GE	Stephen Shull Dist. Trans. SC 2 yr.	Craig Colopy WG PC57.15 3 yr.	Brian Klaponski WG PC57.12.40 2.5 yr.	Producer
Mike Thibault IEEE – Yes PES – Yes SA – Yes	Pacific Gas and Electric	Al Traut WG C57.12.20 2 yr.	Ron Stahara WG C57.12.34 2 yr.	Dan Mulkey WG C57.12.28/etc. Fall '15 &16'/Spring 16'	User

Name	Affiliation	Sponsor #1	Sponsor #2	Sponsor #3	Membership Category
Joshua Verdell IEEE – Yes PES – Yes SA – Yes	ERMCO	Stephen Shull Dist. Trans. SC 3 yr.	Alan Traut WG PC57.12.20 5 yr.	Ali Ghafourian WG PC57.12.38 5 yr.	Producer

These applications will be reviewed at the Fall 2017 Administrative Subcommittee meeting.

7.1.3 Association Management System (AMS) Database

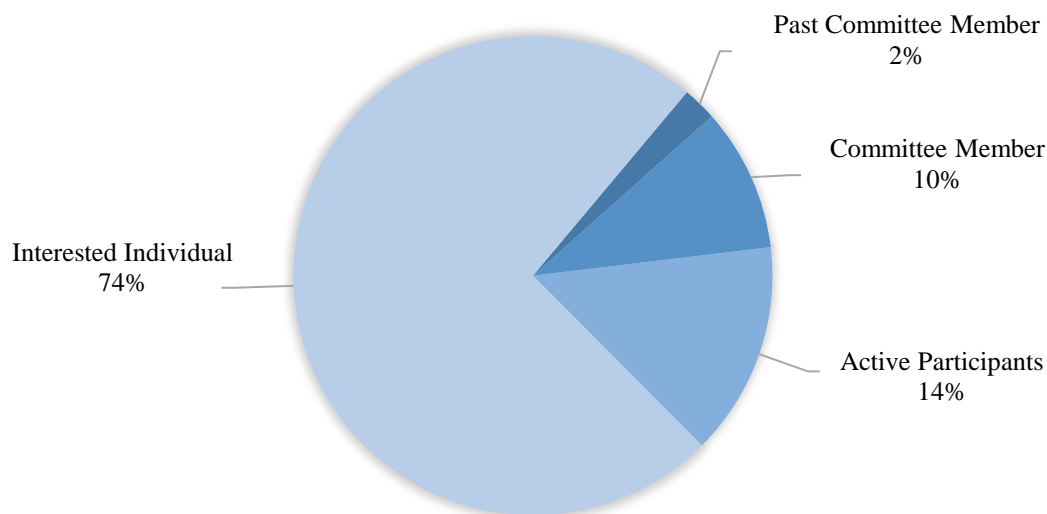
The Transformers Committee AMS database of people currently has three general categories of participation in our activities. These are: **Interested Individual**, **Active Participant**, and **Committee Member**. In addition, the Committee Secretary maintains a list of **Past Committee Members**. Anyone can join the 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. It is the responsibility of each individual to keep his/her profile updated (except for the participant status). 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 a minimum of three WG or SC chairmanships, at least one of which must be a SC Chair. Details of the application requirements and approval process by the Administrative Subcommittee are outlined in our O&P manual.

The following table contains a count of the participants grouped by the four general categories (CM totals do not include those requesting membership at this meeting).

Membership Status	F14	S15	F15	S16	F16	S17	F17*
Interested Individual	1386	1362	1462	1471	1507	1554	1550
Interested Individual - IEEE Life Member	10	9	11	11	11	11	11
Total Interested Individuals	1396	1371	1473	1482	1520	1565	1561
Active Participant	201	205	240	242	258	275	302
Active Participant - IEEE Life Member	6	6	7	5	5	5	5
Total Active Participants	207	211	247	247	263	280	307
Committee Member	170	173	161	172	175	180	169
Committee Member – Emeritus	10	10	10	9	9	9	9
Committee Member - IEEE Life Member	20	22	23	25	27	29	28
Total Committee Members	200	205	194	206	211	218	206
Past Committee Member	18	19	28	32	31	30	42
Past Committee Member - IEEE Life Member	6	7	6	5	5	5	7
Total Past Committee Members	24	26	34	37	36	35	49
TOTAL IN AMS DATABASE	1827	1813	1948	1972	2028	2098	2123

*F17 data is as of October 21, 2017

MEMBERSHIP SUMMARY



7.2 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. The 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 General Session meeting on Monday & Thursday. The data will be used to update participant's membership profile.

7.3 IEEE/PES AND IEEE/SA MEMBERSHIP REQUIREMENTS

As a reminder, all members of the Transformers Committee must also be members in good standing of the Power & Energy Society (IEEE/PES) and the Standards Association (IEEE/SA).

WG Chairs must be members in good standing of the sponsoring subcommittee SC as well as the Power & Energy Society (IEEE/PES) and the Standards Association (IEEE/SA).

7.4 COMMITTEE MEMBERSHIP MAINTENANCE

An attendance audit was performed in mid-October. As a result of the audit, the following 17 members who have missed 4 or more Committee meetings in a row were changed from Committee Member to Past Committee Member:

Robert Asano	David Buckmaster	Robert Degeneff
Don Duckett	Richard Ladroga	Michael R. Miller
Van Nhi Nguyen	Ray Nicholas	Klaus Papp
Tony Pink	John Progar	Dinesh Sankarakurup
Jin Sim	Subhash Tuli	David Woodcock
Shuzen Xu	Shidao Zhang	

In addition, Keith Ellis and Justin Pezzin have been moved to the Past Committee Member list. Keith has notified the Committee that he has retired and will no longer participate. Justin has changed industries and will no longer be able to participate.

Note that Past Committee Members can be reinstated to Committee Members if their status changes and they are able to regularly participate within two years of being changed to Past Committee Member.

7.5 ESSENTIAL PATENT CLAIMS

All registrants were asked to agree with the following statement:

“I have read the Patent Claim notice on the following webpage, and I understand that if I am aware of any Essential Patent Claim related to issues being discussed or considered for inclusion in standards being developed by one or more Working Groups of the Transformers Committee, it is my responsibility to inform the Chair of the Working Group affected by such claim.”

Working Group Chairs are asked to make a Call for Essential Patent at the beginning of each meeting and to record the results in the meeting minutes.

7.6 AFFILIATION

According to the IEEE Standards Board Bylaws, there is a requirement that participants of an IEEE meeting disclose their employer and affiliation. Consultants must state if they are sponsored or not. It is not sufficient to simply announce "My name is John Smith, and I'm a consultant." If a consultant is sponsored by a client, it must be disclosed. If the consultant does not have a sponsor, the proper introduction is something such as "My name is John Smith, I am a consultant, and I represent myself at this meeting."

7.7 MEETING MINUTES

The minutes of the Spring 2017 meeting have been posted to the committee website.

Subcommittee Chairs are asked to submit their respective subcommittee meeting minutes for the New Orleans meeting to the Committee Secretary no later **December 14, 2017**, which is **6 weeks** after the completion of the meeting. It is strongly recommended that meeting minutes be prepared soon after the meeting while the activities are still fresh in members' minds. Doing so will help to ensure the activities and decisions made during the meeting are accurately reflected in the minutes.

Subcommittee meeting minutes should be submitted via e-mail to the Committee Secretary, Bruce Forsyth [bruce.forsyth@ieee.org], who will forward them on to the webmaster for posting on the Committee website. The submittal file should be saved as a Word document formatted similar to this document. Attendance, indication of quorum, names of members making any motion, seconding any motion, and the result of any votes (affirmative and negative count) for each SC, WG, and TF meeting shall be included in all minutes.

Respectfully submitted,

Bruce Forsyth
Secretary
IEEE/PES Transformers Committee
October 24, 2017