

7.0 SECRETARY’S REPORT – ED TENYENHUIS

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 2018 Administrative Subcommittee meeting, eight new committee member applications were reviewed. All eight of the applications were approved. The new members are listed in the following table.

Name	Affiliation	Sponsor #1	Sponsor #2	Sponsor #3	Membership Category
Myron Bell	Delta Star	Bill Griesacker Power Transformer SC 3 yr.	Tom Prevost WG PC57.162 1.5 yr.	Gary Hoffman C57.12.10 Revision 2+ yr.	Producer
Jermaine Clonts	Power Partners	Dan Mulkey Submersible Transformer SC 2 yr	Alan Traut WG PC57.12.23 3 yr.	Patrick McShane WG PC57.147 2 yr.	Producer
James Dorsten	Alabama Power Company	Dan Mulkey Submersible Transformer SC 2 yr	Brian Klaponski WG C57.12.40 2 yr.	Mark Faulkner WG C57.12.44 2 yr.	User
Hugo Flores	CG Power Systems	E. teNyenhuis Perf. Char. SC 5 yr.	Enrique Betancourt WG PC57.158 2.5 yr.	Phil Hopkinson WG P60076-16 3 yr.	Producer
Rakesh Rathi	Virginia Transformer	Ajith Varghese Dielectric Test SC 2 yr.	Ramsis Girigs TF Audible Sound 2 yr.	Joe Watson WG C57.148 2 yr.	Producer
Pugazhenth Selvaraj	Virginia Transformer	Ajith Varghese Dielectric Test SC 2 yr.	W. Binder WG PC57.125 3 yr.	Rogério Verdolin WG PC57.120 2 yr.	Producer
Alwyn VanderWalt	Public Service Company of New Mexico	Bill Griesacker Power Transformer SC 4 yr.	Mike Lau WG PC57.93 4 yr.	Claude Beauchemin WG PC57.104 4 yr.	User

Name	Affiliation	Sponsor #1	Sponsor #2	Sponsor #3	Membership Category
David Walker	MGM Transformer	Chuck Johnson Dry Transformer SC 3 yr	Casey Ballard WG PC57.12.01 3 yr.	Sheldon Kennedy WG C57.18.10 2 yr.	Producer

7.1.2 New Member Applications

Ten new applications for Committee Membership have been received for consideration since the last 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
Alan Sbravati IEEE – Yes PES – Yes SA – Yes	Cargill	Sheldon Kennedy Insulation Life SC 2 yr.	Patrick McShane WG PC57.147 2 yr.	Mike Lau WG PC57.93 2.5 yr.	Producer
Darren Brown IEEE – Yes PES – Yes SA – Yes	Howard Industries	Dan Mulkey Submersible Transformer SC 5 yr	Alan Traut WG PC57.12.20 8 yr.	Steve Shull WG PC57.19.02 3 yr.	Producer
Dave Stanks IEEE – Yes PES – Yes SA – Yes	3M	Chuck Johnson Dry Transformer SC 3 yr	Robert Ballard WG C57.12.01 2 yr.	Roger Wicks P-1276 5 yr.	General Interest
Israel Barrientos IEEE – Yes PES – Yes SA – Yes	Prolec GE	Dan Mulkey Submersible Transformer SC 2 yr	Enrique Betancourt WG PC57.158 2.5 yr.	Phil Hopkinson WG P60076-16 3 yr.	Producer
Jason Varnell IEEE – Yes PES – Yes SA – Yes	SPX Transformer Solutions	Ajith Varghese Dielectric Test SC 2 yr.	Steve Shull WG PC57.12.70 3 yr.	Vinay Mehrotra WG C57.109 3 yr.	Producer
Kris Zibert IEEE – Yes PES – Yes SA – Yes	Allgeier, Martin and Associates	Tammy Behrens Meetings SC 2 yr.	Sanjib Som WG PC57.12 2 yr.	Joe Watson WG C57.148 2 yr.	User
Leal Gustavo IEEE – Yes PES – Yes SA – Yes	Dominion Energy	Peter Zhao Bushing SC 5 yr.	Craig Colopy WG PC57.15 5 yr.	Mike Spurlock WG PC57.143 1.5 yr.	User
Thomas Dauzat IEEE – Yes PES – Yes SA – Yes	GE	Steve Shull Distribution Transformer SC 2 yr	Craig Colopy WG PC57.131/60214- 1&2 3 yr.	Craig Colopy WG PC57.15/60076- 21 3.5 yr.	Producer
Tim-Felix Mai IEEE – Yes PES – Yes SA – Yes	Siemens	Chuck Johnson Dry Transformer SC 3 yr	Roger Wicks WG PC57.158 3 yr.	David Walker WG C57.12.91 3 yr.	Producer

Name	Affiliation	Sponsor #1	Sponsor #2	Sponsor #3	Membership Category
Shankar Subramany IEEE – Yes PES – Yes SA – Yes	Kema	Ajith Varghese Dielectric Test SC 2 yr.	Vinay Mehrotra WG C57.109 2 yr.	Sanjay Patel WG C57.164 2 yr.	General Interest

These applications will be reviewed at the Fall 2018 Administrative Subcommittee meeting.

7.1.3 Association Management System (AMS) Database

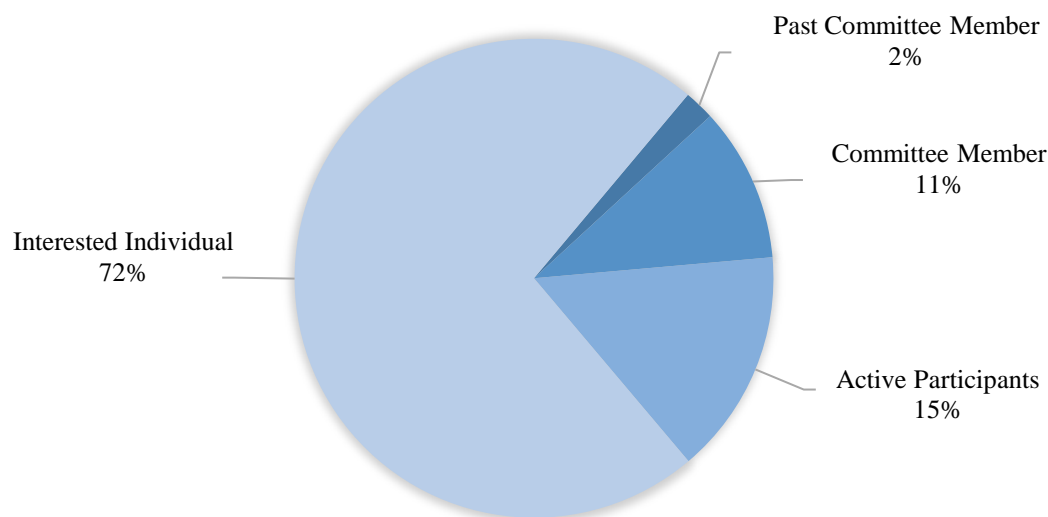
The Transformers Committee AMS database of people currently has three general categories of participation in our activities. These are: **Interested Individual**, **Active Participant**, and **Committee Member**. In addition, the Committee Secretary maintains a list of **Past Committee Members**. Anyone 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 or Members to be moved to Past Member Status).

Membership Status	F14	S15	F15	S16	F16	S17	F17	S18	F18*
Interested Individual	1386	1362	1462	1471	1507	1554	1550	1552	1551
Interested Individual - IEEE Life Member	10	9	11	11	11	11	11	13	12
Total Interested Individuals	1396	1371	1473	1482	1520	1565	1561	1565	1563
Active Participant	201	205	240	242	258	275	302	321	324
Active Participant - IEEE Life Member	6	6	7	5	5	5	5	5	5
Total Active Participants	207	211	247	247	263	280	307	326	329
Committee Member	170	173	161	172	175	180	169	175	181
Committee Member – Emeritus	10	10	10	9	9	9	9	10	10
Committee Member - IEEE Life Member	20	22	23	25	27	29	28	33	33
Total Committee Members	200	205	194	206	211	218	206	216	224
Past Committee Member	18	19	28	32	31	30	42	38	38
Past Committee Member - IEEE Life Member	6	7	6	5	5	5	7	6	6
Total Past Committee Members	24	26	34	37	36	35	49	44	44
TOTAL IN AMS DATABASE	1827	1813	1948	1972	2028	2098	2123	2151	2160

*S18 data is as of Sept 9, 2018

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-September 2018. As a result of the audit, the following 10 members who missed 4 or more Committee meetings in a row will be changed from Committee Member to Past Committee Member:

1. John Crouse
2. Dieter Dohnal
3. Pierre Feghali
4. John Graham
5. Timothy Holdway
6. Joe Melanson
7. Arthur Molden
8. Kirk Robbins
9. James Shekelton
10. Jennifer Yu

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

A new requirement for all meeting minutes (Task Force, Working Group and Subcommittee) is that it must now include a listing of the members of the group (as of the time of the meeting) with each member's affiliation (see Section 7.6). Note that this has nothing to do with the attendance of the meeting. This is to meet IEEE requirements where we need to have a fixed identification of a member's affiliation in the actual minutes. Although the AMS has the members listed, the affiliation may not necessarily stay up to date and changes are not tracked. A new roster sheet template has been created in the AMS that shows only name and affiliation. Please use this new roster sheet and ask the attendees to check the affiliation shown and correct as required on the sheet (and also go and correct in AMS). For the meeting minutes, a list of attending members can be generated from AMS and corrected for affiliation. It is suggested to put the list of attending members in 2 columns in the minutes to reduce space.

The minutes of the Spring 2018 meeting have been posted to the committee website. Thank you to everyone for submitting their minutes in a prompt fashion.

Subcommittee Chairs are asked to submit their respective subcommittee meeting minutes for the Jacksonville meeting to the Committee Secretary no later **Nov 29, 2018**, which is **6 weeks** after the completion of the meeting. It is strongly recommended that meeting minutes be prepared at or just 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, Ed teNyenhuis [edt@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,

Ed teNyenhuis
Secretary
IEEE/PES Transformers Committee
Sept 24, 2018