

IEEE/PES TRANSFORMERS COMMITTEE

Fall 2016 Meeting; Atlanta Georgia

Administrative Subcommittee Agenda

Sunday, March 20, 2016

2:00 PM – 5:30 PM, Executive Boardroom

Chair: Stephen Antosz **Vice Chair:** Sue McNelly **Secretary:** Bruce Forsyth
Treasurer: Greg Anderson **Awards Chair/Past Chair:** Don Platts **Standards Coordinator:** Jim Graham

10 ADMINISTRATIVE SUBCOMMITTEE – STEPHEN ANTOSZ

10.1 Introduction of Members and Guests

The Chair called the meeting to order and asked attendees to introduce themselves and their affiliation. Consultants were asked to identify the company they were representing if they were not representing their own consulting interest. Introductions were made by members and guests.

Members Present:

Chair.....	Stephen Antosz
Vice Chair	Susan McNelly
Secretary	Bruce Forsyth
Treasurer/ Meetings Planning SC	Gregory Anderson
Standards Coordinator.....	Jim Graham
Awards/Past Chair	Donald Platts
Bushings	David Wallach for Peter Zhao
Dielectric Tests	Michael Franchek
Distribution Transformers	Stephen Shull
Dry Type Transformers	Chuck Johnson
HVDC Converter Transformers & Reactors	Michael Sharp
Instrument Transformers	Ross McTaggart
Insulating Fluids	David Wallach
Insulation Life	Sheldon Kennedy
Performance Characteristics	Ed teNyenhuis
Power Transformers	Joe Watson
Standards.....	Jerry Murphy
Underground Transformers & Network Protectors	Dan Mulkey
Guests.....	Peter Balma Matthew Ceglia, IEEE Christina Boyce, IEEE Greg Marchini, IEEE

10.2 Approval of Previous Meeting Minutes

The Chair asked for comments of the minutes from the Fall 2015 Administrative Subcommittee meeting in Memphis. There were no objections to unanimous approval, therefore the minutes were approved.

10.3 Additions to and/or Approval of the Agenda

The Chair reviewed the draft agenda and announced the addition of a new item under New Business – WG Chair Removal Criterion. There were no other agenda changes requested. There were no objections to unanimous approval of the agenda with the Chair’s addition therefore the agenda was approved.

Approved Agenda:

1. Introduction of Members and Guests (:05) All
2. Approval of Fall 2015 Minutes from Memphis (:03)..... Stephen Antosz
3. Additions to and/or Approval of the Agenda (:02) Stephen Antosz
4. Chair’s Report (:05) Stephen Antosz
5. Vice Chair’s Report (:05)..... Sue McNelly
6. Secretary’s Report & New Committee Membership Approval (:10)..... Bruce Forsyth
7. Treasurer’s Report (:05)..... Greg Anderson
8. Recognition & Awards Report (:05) Don Platts
9. Standards Report (:30) Jim Graham
10. IEEE Staff Update (:10) Erin Spiewak
11. Meeting Planning (:10) Greg Anderson
 - 11.1. Atlanta Meeting Update
 - 11.2. Future Meetings

Time Check (3:30 pm) & Break (20 min max)

12. Old Business
 - 12.1. WG Data – Confidentiality, Storage, Access, & Use (:10)..... Erin Spiewak
 - 12.2. Draft Transformers Committee O&P Manual (:10)..... S. Antosz/P. Balma
13. New Business
 - 13.1. IEEE Fellows Nominations (:05) Peter Balma
 - 13.2. New C57 Compilation CD (:05) E. Spiewak/P. Balma
 - 13.3. WG Chair Removal Criterion Stephan Antosz

Time Check – 4:20 PM

14. Subcommittee Reports – Roundtable (not intended to indicate order of reporting)
 - Bushings (:03) Peter Zhao
 - Dielectric Test (:03)..... Mike Franchek
 - Distribution Transformers (:03) Steve Shull
 - Dry Type Transformers (:03) Chuck Johnson
 - HVDC (:03)..... Mike Sharp
 - Instrument Transformers (:03) Ross McTaggart
 - Insulating Fluids (:03) David Wallach
 - Insulation Life (:03)..... Sheldon Kennedy
 - Performance Characteristics (:03) Ed teNyenhuis
 - Power Transformers (:03)..... Joe Watson
 - Standards (:03) Jerry Murphy
 - Underground Transformers & Network Protector (:03)..... Dan Mulkey
15. Adjourn

10.4 Chair’s Report – Stephen Antosz

Refer to Section 5.0 of the Main Minutes for a complete “Chair’s Report.”

Highlights:

Technical reports shall conform to the latest templates.

The officer progression resulted in a change for this meeting. The two new officers are Bruce Forsyth (Secretary) and Jim Graham (Standards Coordinator). Two new Subcommittee Chairs have also been appointed – Sheldon Kennedy (Insulation Life) and Jerry Murphy (Standards).

A new compilation CD will be available soon. Peter Balma will provide more details in his report.

The suggestion has been made to use major published documents as topics for tutorials.

The use of the AMS is not optional. It is required to comply with our record keeping obligations. Subcommittee Chairs are asked to reinforce this with their respective activity leaders.

The website password is not for public dissemination, but it is appropriate to share it with people who are directly involved with standard development. It is a benefit for use by attendees and their sponsoring organizations.

10.5 Vice Chair's Report – Sue McNelly

Refer to Section 6.0 of the Main Minutes for a complete "Vice Chair's Report."

Highlights:

There are two upcoming IEEE/PES calendar events – the T&D Conference in May in Dallas and the General Meeting in July in Boston.

PES encourages WGs to produce posters on their current activities in an effort to promote the work of our technical committees.

10.6 Secretary's Report – Bruce Forsyth

Refer to Section 7.0 of the Main Minutes for a complete "Secretary's Report."

Highlights:

There were six applications for Committee Membership to review. Five were submitted since the last meeting and one had been rolled over from the last meeting. IEEE membership for the rolled-over application (Shamaun Hakim) has not been verified, although Mr. Hakim has indicated to the Secretary by email that the memberships have recently been attained. All applications were approved, subject to verification of Mr. Hakim's membership status.

There were eight positive responses to the essential patent claim question on the registration form. Of those, only three provided any further detail and were noted in the full report.

10.7 Treasurer's Report – Gregory Anderson

Refer to Section 8.0 of the Main Minutes for a complete "Treasurer's Report."

Highlights:

Cash flow results in increases and decreases in account balance during the meeting planning and preparation process as reservation fees are received and deposits and expenses are paid.

Overall our funds are in good shape.

10.8 Recognition & Awards Report – Don Platts

Refer to Section 9.0 of the Main Minutes for a complete "Recognition & Award's Report."

Highlights:

During the Tuesday luncheon the host award will be presented, a new IEEE-SA Fellow will be recognized, and an IEEE-SA Distinguished Service Award recipient will be recognized.

A recipient of the Transformers Committee Outstanding Contributor has not been selected at this time. Any recommendations should be forwarded to the Don Platts for consideration.

Recommendations for the young engineering award sponsored by IEEE are requested.

Effective communication regarding awards is needed after the completion of a document to ensure awards are prepared and proper recognition takes place in a timely manner.

10.9 Standard's Report – Jim Graham

Refer to Section 11.0 of the Main Minutes for a complete “Standards Report.”

Highlights:

Since November 2015 the following approvals were received:

- 7 revisions were approved (C57.12.00, C57.12.90, C57.13, C57.32, C57.94, C57.106, C57.139)
- 4 PAR extensions were approved (PC57.12.24, PC57.12.36, PC57.19.04, PC57.156)
- 4 PAR modifications were approved (PC57.12.39, PC57.12.70-2011/Cor 1, PC57.15, PC57.147).
- 1 PAR for a new project was approved (PC57.19.02)
- 1 PAR for a corrigendum was approved (PC57.12.38-2014/Cor 1)
- 1 PAR request for revision of a standard was approved (PC57.16)

The deadline for submittal to REVCOM for Standards expiring in 2016 will be October 17, 2016.

10.10 IEEE Staff Update – Matthew Ceglia

A presentation on the new MyProject system will be made during the Monday luncheon.

10.11 Meeting Planning Report – Gregory Anderson

No written report provided.

Highlights:

Future meeting locations are shown on the main page of the Transformers Committee website.

Alan Traut from Power Partners, Inc. and host for the Atlanta meeting gave a brief update regarding the meeting so far.

Tour sign-up procedures were slightly different for the Atlanta meeting compared to previous meetings. Registrants were asked to express their desire to participate in certain activities, and this process seemed to work well.

The Fall 2016 meeting will be held in Vancouver, Canada on October 23-27, 2016. The meeting will be hosted by Paul Chisolm and IFD Corporation. Paul gave a brief presentation on the plans for the meetings and activities.

It was noted that the Vancouver meeting is an international meeting, so proper planning with respect to passports and travel visas will be required. US travelers who do not normally need to make special travel arrangements may need to do so for the Vancouver meeting.

10.12 Old Business

10.12.1 WG Data Confidentiality – Don Platts

Erin Spiewak is waiting for the Transformers Committee to tell the IEEE what is required with regard to data confidentiality.

There was some discussion regarding the need to be able to keep confidential data and information appropriately protected.

Mike Franchek noted resolution of this issue would be beneficial to several groups, including companies that have information of value to the Transformer Committee documents.

10.12.2 Draft Transformers Committee O&P Manual – Stephen Antosz & Peter Balma

A brief update on the background related to the documents governing our actions was presented by Peter Balma. The discussion included information on the Transformers Committee Policies and Procedures Manual (TC P&P) which is approved by IEEE, the Working Group Policies and Procedures Manual (WG P&P) which is developed by Transformers Committee but approved by IEEE, and the Transformers Committee Organization and Procedures Manual (TC O&P) which is developed by and approved by Transformers Committee. It was noted that the TC O&P Manual deals with day-to-day operations as opposed to the TC P&P Manual that deals with the standards writing processes. A few changes to the TC O&P Manual have been proposed and will be circulated for review.

Don Platts is gathering information related to Standards Subcommittee scopes and will provide that information to Peter Balma.

Tech Council will want to review any proposed changes before they are approved and put in place.

10.13 New Business

10.13.1 IEEE Fellows Nominations – Peter Balma

An overview of the IEEE Fellow nomination and evaluation process was presented. PES needs a Fellow Representative for 2016 to participate in reviewing the nominees and helping to identify those falling under the Transformers Committee, then ranking them based upon their accomplishments and endorsements.

Stephen Antosz will review the list of current Fellows and follow up later.

10.13.2 New C57 Compilation CD – Peter Balma

A new compilation CD should be ready for sale by mid-summer.

There was some discussion related to the sale and distribution for the CD at the Vancouver meeting. International issues could complicate sales and distribution outside of the USA. Stephen Antosz stated we do not want to distribute CDs in Vancouver.

There was further discussion related to the logistics involved in taking advance orders for the CD. Peter Balma will discuss with Erin Spiewak and Matt Ceglia in an effort to find an acceptable process.

10.13.3 WG Chair Removal Criterion – Stephen Antosz

The need for WG Chairs to be actively involved in the activities of their respective groups to be effective was discussed. The question regarding the best process to follow if a WG Chair has been ineffective was raised. The Subcommittee Chair is responsible for appointing WG Chairs, but it is unclear if the SC Chair can remove a WG Chair. It was noted that a procedure is described within the WG P&P Manual that allows the WG members to remove a sitting Chair by a 2/3 majority vote. Stephen Antosz suggested that what may be needed

is a process that allows a Subcommittee Chair a way to handle such issues in a more confidential, but open and professional manner before the issue gets to the point that the WG would feel the need to publicly vote a sitting Chair out of office.

After a long discussion, a motion was made by Jim Graham (seconded by Steve Schull) to form a Task Force to propose language for the WG P&P (Clause 3.3) to remove a WG Chair. The motion was passed unanimously.

Stephen Antosz appointed the following people to be on the Task Force: Jim Graham, Steve Schull, Chuck Johnson, Stephen Antosz, Sue McNelly, Erin Spiewak, Peter Balma, Don Platts. He asked that a proposal be presented not less than 30 days before the next AdCom meeting.

10.14 Subcommittee Reports

Subcommittee	Report/Hot Topic
Bushings – P. Zhao (reported by D. Wallach)	No pressing issues to report.
Dielectric Test – M. Francheck	C57.138 document has been balloted. The Ballot Resolution Group will be meeting to discuss issues.
Distribution Transformers – S. Shull	Some concern regarding DOE issues. First is a concern about loading levels, and second is the plan to expand to 10 MVA.
Dry Type Transformers – R. Ballard for C. Johnson	Casey Ballard has been appointed Chair of C57.12.01 and Roger Wicks has been appointed Chair of C57.12.60. There will be one off-schedule meeting for C57.16 on Monday at 1:45 PM.
HVDC – M. Sharp	The recent progress made regarding dual logo standards will be discussed during the SC meeting.
Instrument Transformers – R. McTaggart	The first meeting of the TF for CCVTs will take place during this week.
Insulating Fluids – D. Wallach	Focusing on activities that expire soon.
Insulation Life – S. Kennedy	Three activity groups will be meeting during this week (C57.162, IEEE 1276, C57.119 BRG).
Performance Characteristics – E. teNyenhuis	There are 15 active groups of which 4 have PARs expiring this year.
Power Transformers – J. Watson	All projects are on schedule and moving along well. C57.148 is starting up again during this week.
Standards SC – J. Murphy	A corrigendum is planned for C57.12.80 to address the definition of distribution transformers.
Underground Transformers & Network Protectors – D. Mulkey	There are 4 active WGs, one in ballot and one going to ballot soon.

Matt Ceglia asked SC Chairs to consider the total number of people actively working on a project during submission of a PAR or an extension of a PAR. He suggested considering the broader community who may contribute to the document.

Greg Anderson gave a brief update regarding the RFID system that will be used during this week's meetings.

10.15 Adjournment

The meeting was adjourned at 5:25 PM.

Submitted by:

Bruce Forsyth,
Secretary, Transformers Committee

May 15, 2016