

7.0 SECRETARY’S REPORT – BRUCE FORSYTH

7.1 MEMBERSHIP REVIEW

Voting Committee Members – At the Fall 2015 Administrative Subcommittee meeting in Memphis, seventeen new Committee Member applications were reviewed and approved and one reinstatement request from a Past Member (Scott Reed) was approved. The new members are listed in the following table.

Name	Affiliation	Sponsor #1	Sponsor #2	Sponsor #3	Membership Category
Tauhid Ansari	ABB Inc.	Ed teNyenhuis Performance Char. SC (3 yrs.)	Ramsis Girgis Audible Sound (3 yrs.)	Pierre Riffon Rev to Impulse Tests (3 yrs.)	Producer
Don Dorris	Nashville Electric Service	Jane Ann Verner WG Field Tests C57.152 (2 yrs.)	David Wallach IFSC (2 yrs.)	Tom Prevost IFSC Consolidation of oil guides (1 yr.)	User
Jeff Golarz	LumaSense Technologies	Tom Prevost Moisture in Insul. C57.162 (1.5 yrs.)	David Wallach DGA in LTC C57.139 (2+ yrs.)	Joe Watson Power TR SC (2 yrs.)	Producer
Robert Kinner	First Power Group	Giuseppe Termini C57.12.24 (2 yrs.)	Paul Boman C57.155 (3 yrs.)	David Wallach IFSC / DGA in LTC C57.139 (2 yrs.)	General Interest
Krzysztof Kulasek	ABB Inc.	Ed teNyenhuis Performance Char. SC (4 yrs.)	Peter Zhao WG PC57.156 (6 yrs.)	Enrique Betancourt WG PC57.158 (4 yrs.)	Producer
David B. Murray	TN Valley Authority	Mark Perkins WG Rev to Test Code C57.12.90 (4 yrs.)	Peter Zhao Bushing SC (5 yrs.)	Jane Ann Verner WG Field Tests C57.152 (4 yrs.)	User
Aniruddha Narawane	ABB Inc.	Hemchandra Shertukde DPV Grid TR PC57.159 (3 yrs.)	Phil Hopkinson DETC Funct. Life PC57.157 (3 yrs.)	Ed teNyenhuis Performance Char. SC (3 yrs.)	Producer
Dwight Parkinson	Cooper Power Systems by Eaton	Ron Stahara C57.12.34 (4 yrs.)	Jerry Murphy C57.12.36 (4 yrs.)	Stephen Shull Distribution SC (4 yrs.)	Producer
Sanjay Patel	SMIT TRs	Hemchandra Shertukde DPV Grid TR PC57.159 (3 yrs.)	Raj Ahuja 60076-57-1202 (3 yrs.)	Ed teNyenhuis Performance Char. SC (3 yrs.)	Producer
Jimmy Rasco	Ergon, Inc.	Bob Rasor Oil Guide C57.106 (4 yrs.)	C Patrick McShane C57.147 (4 yrs.)	David Wallach IFSC (4 yrs.)	Producer
Amitabh Sarkar	CG Power Systems	Hemchandra Shertukde DPV Grid TR PC57.159 (2+ yrs.)	Phil Hopkinson DETC Funct. Life PC57.157 (2+ yrs.)	Joe Watson Power TR SC (3 yrs.)	Producer

Name	Affiliation	Sponsor #1	Sponsor #2	Sponsor #3	Membership Category
Vijay B. Tendulkar	Onyx Power Inc.	Hemchandra Shertukde DPV Grid TR PC57.159 (3 yrs.)	Tim Holdway C57.12.01 (3 yrs.)	Phil Hopkinson 60076-16 (3 yrs.)	Producer
Mark Tostrud	Dynamic Ratings	Tom Jauch TR Paralleling Guide C57.153 (6 yrs.)	Hemchandra Shertukde DPV Grid TR PC57.159 (4+ yrs.)	Joe Watson Power TR SC (6 yrs.)	Producer
Kiran Vedante	ABB Inc.	Hemchandra Shertukde DPV Grid TR PC57.159 (2+ yrs.)	Jane Ann Verner WG GMD C57.163 (6 mo.)	Ed teNyenhuis Performance Char. SC (2 yrs.)	Producer
Krishnamurthy Vijayan	CG Power Systems	Richard Marek C57.154 (4 yrs.)	Ramsis Girgis Audible Noise Test Code (3 yrs.)	Peter Zhao Bushings SC (8 yrs.)	Producer
Sukhdev S. Walia	Brookfield Power	Hemchandra Shertukde DPV Grid TR PC57.159 (2+ yrs.)	Phil Hopkinson DETC Funct. Life PC57.157 (10 yrs.)	David Buckmaster 60076-16 (5+ yrs.)	User
Deanna Woods	Alliant Energy	Tom Prevost Moisture in Insul. C57.162 (2 yrs.)	Mike Lau Installation Guide C57.93 (2+ yrs.)	David Wallach IFSC (2+ yrs.)	User
Scott Reed	MVA Diagnostics	-	-	-	-

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**. 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. 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. 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 three general categories (CM totals do not include those requesting membership at this meeting).

Membership Status	Mar-13	Oct-13	Mar-14	Oct-14	Apr-15	Nov-15	Mar-16*
Interested Individual	1277	1376	1381	1386	1362	1462	1471
Interested Individual - IEEE Life Member	8	16	12	10	9	11	11
Total Interested Individuals	1285	1392	1393	1396	1371	1473	1482
Active Participant	173	178	192	201	205	240	242
Active Participant - IEEE Life Member	5	5	5	6	6	7	5
Total Active Participants	178	183	197	207	211	247	247
Committee Member	186	170	166	170	173	161	172
Committee Member – Emeritus	6	3	09	10	10	10	9
Committee Member - IEEE Life Member	31	25	21	20	22	23	25
Total Committee Members	223	198	196	200	205	194	206
Past Committee Member			15	18	19	28	32
Past Committee Member - IEEE Life Member			6	6	7	6	5
Total Past Committee Members			21	24	26	34	37
TOTAL IN AMS DATABASE	1686	1773	1810	1827	1813	1948	1972

*Mar-16 data is as of 3/15/2016

It is the responsibility of each individual to keep his/her profile updated (except for the category).

7.2 NEW MEMBER APPLICATIONS

Five new applications for Committee Membership have been received for consideration since the Fall 2015 meeting in Memphis. One membership application (Hakim) was rolled over from the Fall 2015 meeting for consideration pending receipt of additional information.

Name	Affiliation	Sponsor #1	Sponsor #2	Sponsor #3	Membership Category
Stephanie Denzer IEEE/PES/SA status confirmed	GE	Mike Lau C57.93 (2 yr.)	Charles Patrick McShane C57.147 (2 yr.)	David Wallach Insulating Fluids SC (2 yr.)	General Interest
Shamaun Hakim IEEE/PES/SA status NOT confirmed	CG Power Systems	Michael Franchek Dielectric Test SC (3 yr.)	Bertrand Poulin WG Rev. of Low Frequency Tests (3 yr.)	Pierre Riffon WG Ext Dielectric Clearances (3 yr.)	Producer
Ronald Hernandez IEEE/PES/SA status confirmed	Doble Engineering Company	Ali Naderian WG Dielectric Frequency Response (2 yr.)	Thomas Prevost WG PC57.162 (2 yr.)	Sheldon Kennedy Insulation Life SC (2 yr.)	Producer
Ryan Thompson IEEE/PES/SA status confirmed	Burns & McDonnell	David Wallach Insulating Fluid SC (3 yr.)	James Thompson C57.130 (3 yr.)	James Thompson C57.637 (2 yr.)	User
Ajith M. Varghese IEEE/PES/SA status confirmed	SPX Transformers Solutions	Michael Franchek Dielectric Test SC (5 yr.)	Bertrand Poulin WG Rev. of Low Frequency Tests (5 yr.)	Mark Perkins WG PCS Rev. to C57.12.90 (5 yr.)	Producer

Name	Affiliation	Sponsor #1	Sponsor #2	Sponsor #3	Membership Category
Zan Kiparizoski IEEE/PES/SA status confirmed	Howard Industries	Robert Rasor WG C57.106 (2 yr.)	Thomas Prevost WG PC57.162 (2 yr.)	David Wallach Insulating Fluids SC (2 yr.)	Producer

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. 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.

7.3 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. 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.

7.4 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 also be a member of the SC, IEEE, PES, and SA.

7.5 COMMITTEE MEMBERSHIP MAINTENANCE

The following two members were revised to the status of Past Committee Member: Don Cherry and Wes Patterson. Carlo Arpino was removed at his request. There are several other members who have not attended for several meetings. Notices have been sent and their status will be changed unless they respond with intentions of attending/participating in the Committee.

7.6 ESSENTIAL PATENT CLAIMS

The Transformers Committee asks each participant at the time of meeting registration if they are aware of an essential patent claim, and if so to provide details. An Essential Patent Claim is any Patent Claim the use of which was necessary to create a compliant implementation of the IEEE Standard when there was no commercially and technically feasible non-infringing alternative. In other words, if an IEEE Standard REQUIRES the use of a product or process that is already patented, then this could be an essential patent claim. If they did, they would be instructed to have the patent holder's legal team file a Letter of Assurance (LOA) with the IEEE-SA Standards Board Patent Committee. There is a link to this information on the transformerscommittee.org website under Patent Disclosure Requirements.

For the Spring 2016 meeting in Atlanta, most people answered “NO” to the Patent question. There were 8 people who answered “YES” that they were aware of an essential patent claim. Of these 5 provided no details and were therefore not considered any further. The remaining 3 were reviewed:

1. Referred to C57.139 – Letter of Assurance sent to IEEE Jan 2013.
2. Referred to PC57.147 and C57.155 – No LOA has been filed for patents related to Natural Ester fluids. The SEP holder Cooper Industries, now part of Eaton Corporation has U.S. patent 7524440 issued in 2007 for the formulation of Natural Ester Fluid described in C57.147-2008 and C57.155-2014, and it is needed for the implementation of these IEEE Guides. There may be other relevant patents including 7815821, 8081054, 8097187 and 8361357 that may allow the SEP holder to claim as relevant to this IEEE Guide. I support the position of the Officers of the TRC because they have gone as far as they can without appearing to coerce of the SEP holder. The TRC Officers should be duly advised that should PC57.147 be submitted to IEEE-SA RevCom that the RevCom Chair will take this issue to the PatCom Chair and potentially the IEEE SASB to make the ultimate decision to approve or disapprove the revision to PC57.147. I recommend a gentle reminder be provided to the WG Chair and the SEP holder regarding this issue.
3. Referred to PC57.147 and C57.155 – Work continues on C57.147 and C57.155 despite the lack of an LOA by Eaton Industries for claims under US Patent 6613250 (McShane, et. al.) As this patent contains claims that cover all applications of natural ester fluids in transformers, are IEEE members infringing on these patents by working on these guides?

7.7 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.”

7.8 MEETING MINUTES

The minutes of the Fall 2015 meeting in Memphis were posted to the committee website in February of 2016.

Subcommittee Chairs are asked to submit their respective subcommittee meeting minutes for the Atlanta meeting to the Committee Secretary no later than **May 20, 2016**. It is strongly recommended that meeting minutes be prepared soon after the meeting while the activities are still fresh in member’s minds. This helps ensure the minutes accurately reflect the activities and decisions made during the meeting.

Subcommittee meeting minutes should be submitted via e-mail to the Committee Secretary, Bruce Forsyth [bruce.forsyth@ieee.org], who will also make sure that they are posted 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
March 16, 2016