

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. 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.

7.1.1 New Committee Member Approvals

At the Fall 2016 Administrative Subcommittee meeting in Vancouver, eight new committee member applications were reviewed. Seven of the applications were approved. The new members are listed in the following table. One application by Shankar Nambi was not approved because membership in SA could not be confirmed.

Name	Affiliation	Sponsor #1	Sponsor #2	Sponsor #3	Membership Category
Saurabh Ghosh	Essex Group	Gary Hoffman C57.12.10 2 yrs.	Joe Watson Power Transformers SC 4 yrs.	Mike Lau C57.93 3 yrs.	Producer
Kurt Kaineder	Siemens Oesterreich AG	Mike Franchek P1276 3+ yrs.	Jane Ann Verner C57.163 2 yrs.	Sheldon Kennedy Insulation Life SC 3+ yrs.	Producer
Nick Perjanik	Weidmann Electrical Technology	David Wallach Insulating Fluids SC 4 yrs.	Paul Boman DGA Guide for Ester Fluids 4 yrs	Bob Rasor C57.106 4 yrs.	Producer
Jeff Ray	JLR Consulting	Sheldon Kennedy Insulation Life SC several years	Bruce Forsyth ILS TF Metallic Parts several years	Gary Hoffman WG Guide to XFMRs Connected to Generators duration?	General Interest
Sam Sharpless	Rimkus Consulting Group	Rick Marek WG PC57.110 2 yrs.	Adam Bromley WG PC57.105 2 yrs.	Sheldon Kennedy Insulation Life SC 2 yrs.	User
Weijun Li	Braintree Electric Light Department	Joe Watson Power Transformers SC >2 yrs.	Gary Hoffman WG C57.12.10 ~2 yrs.	Shibao Zang WG C57.19.01 >2 yrs.	User

Name	Affiliation	Sponsor #1	Sponsor #2	Sponsor #3	Membership Category
Matt Weisensee	PacifiCorp	Sanjib Som WG C57.21 2 yrs.	Joe Watson Power Transformers SC 3 yrs.	Craig Colopy WG Tap Changer Guide 60214-2 2 yrs.	User

7.1.2 New Member Applications

Seven new applications for Committee Membership have been received for consideration since the Fall 2016 meeting in Vancouver. The following tables lists the names of the applicants and a summary of their supporting eligibility information.

Name	Affiliation	Sponsor #1	Sponsor #2	Sponsor #3	Membership Category
Ryan Musgrove IEEE – Yes PES – Yes SA – Yes	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 IEEE – Yes PES – Yes SA – Yes	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 IEEE – No PES – Yes SA – Yes	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 IEEE – Yes PES – Yes SA – Yes	STANTEC	Joe Watson Power Trans. SC 3 yr.	Alwyn Vanderwalt PC57.93 >2 yr.	Ali Naderian WG C57.161 >2 yr.	User
Mike Spurlock IEEE – Yes PES – Yes SA – Yes	AEP	Pierre Riffon WG Impulse Tests 2 yr.	Bill Griesacker TF RLFT 2+ yr.	Joe Watson Power Trans. SC 5+ yr.	User
Mike Thibault IEEE – Yes PES – Yes SA – Yes	Pacific Gas and Electric	Al Traut WG C57.12.20 Fall '15 &16'/Spring 16'	Ron Stahara WG C57.12.34 Fall '15 &16'/Spring 16'	Dan Mulkey WG C57.12.28/etc. Fall '15 &16'/Spring 16'	User
Eric Weatherbee IEEE – Yes PES – Yes SA – Yes	PCORE	Peter Zhao Bushings SC 8 yr.	Scott Digby WG PC57.19.04 7.5 yr.	Shibao Zhang C57.19.01 7 yr.	Producer

These applications will be reviewed at the Spring 2017 Administrative Subcommittee meeting in New Orleans.

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

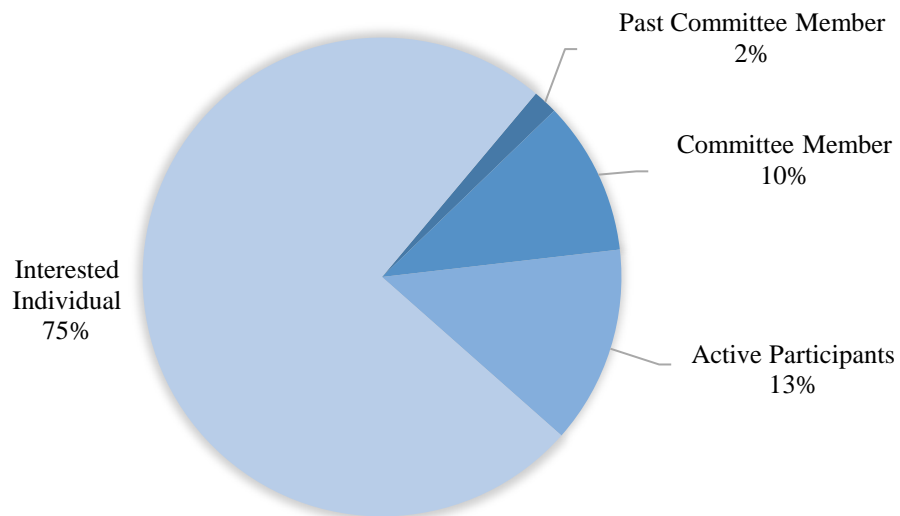
123 system as the system is designed for self-registration. A new participant will automatically be assigned the role of Interested Individual when they first sign up. Based on the level of participation, the committee administrative staff will upgrade the participation status to “Active Participant” 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 four general categories (CM totals do not include those requesting membership at this meeting).

Membership Status	Mar-14	Oct-14	Apr-15	Nov-15	Mar-16	Oct-16	Mar-17*
Interested Individual	1381	1386	1362	1462	1471	1507	1554
Interested Individual - IEEE Life Member	12	10	9	11	11	11	11
Total Interested Individuals	1393	1396	1371	1473	1482	1520	1565
Active Participant	192	201	205	240	242	258	275
Active Participant - IEEE Life Member	5	6	6	7	5	5	5
Total Active Participants	197	207	211	247	247	263	280
Committee Member	166	170	173	161	172	175	180
Committee Member – Emeritus	09	10	10	10	9	9	9
Committee Member - IEEE Life Member	21	20	22	23	25	27	29
Total Committee Members	196	200	205	194	206	211	218
Past Committee Member	15	18	19	28	32	31	30
Past Committee Member - IEEE Life Member	6	6	7	6	5	5	5
Total Past Committee Members	21	24	26	34	37	36	35
TOTAL IN AMS DATABASE	1810	1827	1813	1948	1972	2028	2098

*Mar-17 data is as of March 23, 2017

MEMBERSHIP SUMMARY



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

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

No changes to the membership list have taken place since the fall 2016 meeting. The membership list will be reviewed after the upcoming meeting and notices will be sent to members who appear to be inactive (based on attendance) to inquire about their intentions of attending/participating in the Committee.

7.5 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 2017 meeting in New Orleans, most people answered "NO" to the Patent question presented during the online registration process. As of March 24, 2017 there were 7 people who answered "YES" that they were aware of an essential patent claim. Of these, 4 provided no details and therefore will not be considered any further. The remaining 3 comments are as follows:

1. Patent 11/238,799: Multi-compartmental transformer and methods of maintenance therefor affecting C57.12.34 (3-phase pad-mount). Inventors: Thomas Callsen & Martin Rave - Exelon Already working with Steve Shull on securing the LOA.
2. C57.139 - Letter of Assurance signed - Jan 2013
3. Bruce, it was agreed at the Fall 16 AdCom meeting there would be a call for Patents at the start of each WG Meeting as required by Clause 6.3.2, Call for patents of the IEEE-SA Standards Board Operations Manual. Please ensure that all WG Chairs know their obligation to read the patent slide at the start of their WG meeting has not been superseded by having this statement on the registration page. The call shall occur in front of the WG and if someone voices knowledge of a potential essential patent in a draft standard for which no Letter of Assurance has been submitted the WG Chair

or their designee shall document this in the WG minutes as stated in the Op Man. This is not a punitive action by the IEEE-SASB but a means to identify potential essential patents being put into our Standards without an Letter of Assurance being submitted. You do understand that this has happened within this committee and we should do everything we can to prevent this bad behavior.

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 Fall 2016 meeting in Vancouver were posted to the committee website in March of 2017.

Subcommittee Chairs are asked to submit their respective subcommittee meeting minutes for the New Orleans meeting to the Committee Secretary no later **May 21, 2017**, which is 45 days 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 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
April 2, 2017