

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 Spring 2016 Administrative Subcommittee meeting in Atlanta, six new committee member applications were reviewed and approved. The new members are listed in the following table.

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

7.1.2 New Member Applications

Eight new applications for Committee Membership have been received for consideration since the Spring 2016 meeting in Atlanta. 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
Saurabh Ghosh IEEE/PES/SA Status Confirmed	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 IEEE/PES/SA Status Confirmed	Siemens Oesterreich AG	Mike Franchek P1276 3+ yrs.	Jane Ann Verner C57.163 2 yrs.	Sheldon Kennedy Insulation Life SC 3+ yrs.	Producer
Shankar Nambi IEEE – YES PES – YES SA - NO	Bechtel	Casey Ballard PC57.12.01 2 yrs.	E. Betancourt PC57.158 2 yrs.	Joe Watson Power Transformers SC 5 yrs.	User
Nick Perjanik IEEE/PES/SA Status Confirmed	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 IEEE/PES/SA Status Confirmed	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 IEEE/PES/SA Status Confirmed	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 IEEE/PES/SA Status Confirmed	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
Matt Weisensee IEEE/PES/SA Status Confirmed	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

These applications will be reviewed at the Fall 2016 Administrative Subcommittee meeting in Vancouver.

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	Oct-13	Mar-14	Oct-14	Apr-15	Nov-15	Mar-16	Oct-16*
Interested Individual	1376	1381	1386	1362	1462	1471	1507
Interested Individual - IEEE Life Member	16	12	10	9	11	11	11
Total Interested Individuals	1392	1393	1396	1371	1473	1482	1520
Active Participant	178	192	201	205	240	242	258
Active Participant - IEEE Life Member	5	5	6	6	7	5	5
Total Active Participants	183	197	207	211	247	247	263
Committee Member	170	166	170	173	161	172	175
Committee Member – Emeritus	3	09	10	10	10	9	9
Committee Member - IEEE Life Member	25	21	20	22	23	25	27
Total Committee Members	198	196	200	205	194	206	211
Past Committee Member		15	18	19	28	32	31
Past Committee Member - IEEE Life Member		6	6	7	6	5	5
Total Past Committee Members		21	24	26	34	37	36
TOTAL IN AMS DATABASE	1773	1810	1827	1813	1948	1972	2028

*Oct-16 data is as of 10/18/2016

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

Since the spring 2016 meeting one member, Ned Brush, passed away and was removed from the membership list. 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 Fall 2016 meeting in Vancouver, most people answered "NO" to the Patent question. There were 10 people who answered "YES" that they were aware of an essential patent claim. Of these 7 provided no details and were therefore not considered any further. The remaining 3 were reviewed:

1. One registrant prefers to raise any EPC issues per the IEEE-SASB Operations Manual Clause 6.3.2 Call for Patents.
2. PC57.147 (Insulating Fluids SC) – There was a negative vote on the revision of PC57.147 in which the voter's comment stated the document may contain one or more potential standard essential patents for which no letter of assurance has been filed.
3. PC57.147 (Insulating Fluids SC) – A registrant referenced a patent and asked if there is some sort of agreement between IEEE and the patent holder in lieu of an LOA, and inquired as to the details of such an agreement.

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 2016 meeting in Atlanta were posted to the committee website in September of 2016.

Subcommittee Chairs are asked to submit their respective subcommittee meeting minutes for the Vancouver meeting to the Committee Secretary no later than **Dec. 4, 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 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
October 23, 2016