

April 19, 2009

### 3 Administrative Subcommittee – Tom A. Prevost

The meeting took place at the Hilton Hotel in downtown Miami on Sunday April 19, 2009. The meeting was call to order at 2 pm.

#### 3.1 Introductions

The attendees were asked to introduce themselves. The chair stressed the importance of each attendees to state his affiliation. If the person is a consultant, he MUST state if he is representing a company other than his own consulting interest. Introductions were made by members and guests.

##### 3.1.1 Attendance of Members & Guests

The following members of the Administrative Subcommittee were present:

Gregory Anderson	Charles Johnson	Jeewan Puri
William Bartley	Richard Ladroga	J. Edward Smith (Ed)
Bill Chiu	Thomas Lundquist	Jim Smith
Richard Dudley	Donald Platts	
Donald Fallon	Thomas Prevost	

##### The following members were absent:

Fred Elliott	Ken Hanus	Loren Wagenaar
Ramsis Girgis	Carl Niemann	

##### The following guests were present:

Steve Antosz (for Ramsis Girgis)	Jin Sim
Matt Ceglia (IEEE Staff)	Peter Zhao (for Fred Elliott)
Thang Hochanh (for Loren Wagenaar)	Steve Shull (for Ken Hanus)
Daniel Mulkey (for Carl Niemann)	

#### 3.2 Meeting Minutes

##### 3.2.1 Review and approval of the unapproved minutes from the Porto, Portugal meeting

The Chair asked for comments from the Porto Administrative Subcommittee meeting minutes. The motion was made by Bill Bartley to approve the minutes with these addition and seconded by Ed Smith. The motion passed with no descending votes.

#### 3.3 Additions to and/or Approval of the Agenda

The Chair reviewed the draft Agenda with the attendees. No additional agenda items were added. The agenda is included below for reference. A motion was made by Jeewan Puri and seconded by Ed Smith to approve the minutes as written. The minute was approved with no descending votes.

#### IEEE/PES TRANSFORMERS COMMITTEE ADMINISTRATIVE SUBCOMMITTEE MEETING – DRAFT AGENDA

Sunday April 19, 2009 - Call to Order 2:00 pm

1. Introduction of Members and Guests (:05)
2. Approval of Porto Admin SC Meeting Minutes
3. Additions to and/or Approval of the Agenda
4. Meeting Arrangements, Host Report, and Committee Finances
  - 4.1 - S'09 – Miami – GW Anderson (:05)

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- 4.2 - Meetings/Finances - GW Anderson (:10)
- 5. Chair's Report – Tom Prevost (:05)
- 6. Vice Chair's Report – Ed Smith (:05) Time Check 2:30 PM
- 7. Secretary's Report – Bill Chiu (:05)
  - 7.1 - Membership Review (:10)
- 8. Standards Report – Bill Bartley (:30)
- 9. Break (:10)
- 10. New Business, Committee Planning (:15) Time check – 3:45 PM
  - 10.1 -Other
- 11. Committee Service Awards – Don Fallon (:15)
- 12. Subcommittee Reports - Roundtable (:10) Time check - 4:00 PM
- 13. Old Business (1:30)
  - 13.1 -TX Committee O&P Manual – T Prevost (1:20)
  - 13.2 - Roberts Rules of Order – J Ed Smith (:05)
  - 13.3 - IEC Joint Development of Standards – T Prevost (:05) - Time Check – 5:30 PM

Adjourn