

Transformers Committee Standards Luncheon

Standards Development

Monday 26 March, 2018

**Speakers:
Malia Zaman
Jim Graham**

Standards Luncheon Topics

- I. Personal Data Protection - *Malia Zaman*
- II. WG Basics: Meeting Admin – Jim Graham

□ Q&A - all

**Submission Deadline for the
last Standards Board meeting in
2018 is Monday,**

October 15th

**Note: our next Committee Meeting is
October 14-18, 2018**

TODAY'S TOPICS

- I. WG Officer Duties
- II. WG Agenda Template
- III. AMS – Recording Attendance

- ☐ Q&A - all

WG Officer Duties - Chair

Working Group P&P Sec. 3.4.1

- Leading the activity
- Prioritizing work to best serve the Working Group goals
- Be objective – do not bias discussions
- Seeking consensus as a means of resolving issues
- Knowledgeable in IEEE stds processes and procedures
- Entertains, but does not make, motions from the floor.
- Forming study groups/task forces

WG Officer Duties – Vice Chair

Working Group P&P Sec. 3.4.3

- Same duties as the Chair
- Carries out the chair's duties when
 - ✓ the Chair recuses to express a technical opinion
 - ✓ the Chair is absent
 - ✓ the Chair delegates responsibilities

WG Officer Duties - Secretary

Working Group P&P Sec. 3.4.3

- Schedules meetings and distributes meeting notices
- Distributes the meeting agenda
- Records the minutes of each meeting
- Maintains lists of unresolved issues, action items, and assignments.
- Creates and maintains the membership roster
- Submits the roster to the Sponsor Secretary annually
- Records attendance of all attendees

MEETING MINUTES

Meeting minutes shall be recorded for

- In person meetings
- Webinar meetings
- Teleconference meetings

Meeting minutes shall be submitted with 15 days

MEETING MINUTES

Meeting minutes shall **ALWAYS** include:

- Name of group
- Date and location of meeting
- Officer presiding, including the name of the secretary who wrote the minutes
- Meeting participants, including affiliation
- Call to order, Chair's remarks
- Approval of minutes of previous meeting
- Approval of agenda

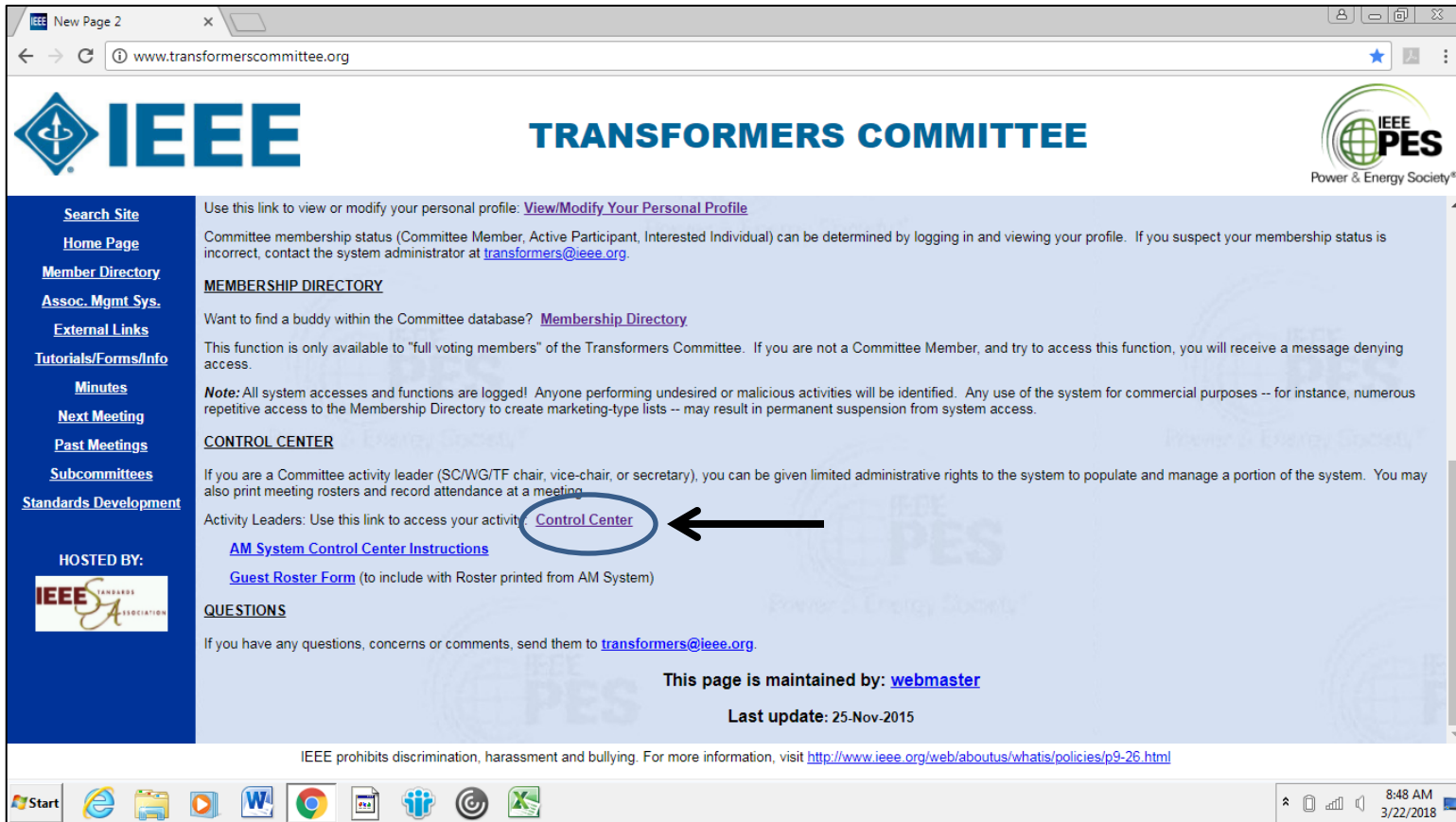
MEETING MINUTES

- **Technical topics**
 - ✓ Brief summary of discussion and conclusions
 - ✓ Motions exactly as they are stated, including the names of mover and seconder and the outcome of each motion
- **Action items**
- **Recesses and time of final adjournment**
- **Next meeting - date and location**

AGENDA (Typical)

- Call to order & Chair's remarks
- Recording/no recording announcement
- Attendance Roster Sign In / Quorum Checkup
- Approval of the Agenda
- Call for Essential Patents
- Approval of meeting minutes
- Task force reports
- Unfinished Business
 - ✓ Item 1
 - ✓ Item 2
- New Business
 - ✓ Item 1
 - ✓ Item 2
- Adjournment

AMS CONTROL CENTER



New Page 2 x


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IEEE

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Use this link to view or modify your personal profile: [View/Modify Your Personal Profile](#)

Committee membership status (Committee Member, Active Participant, Interested Individual) can be determined by logging in and viewing your profile. If you suspect your membership status is incorrect, contact the system administrator at transformers@ieee.org.

MEMBERSHIP DIRECTORY

Want to find a buddy within the Committee database? [Membership Directory](#)

This function is only available to "full voting members" of the Transformers Committee. If you are not a Committee Member, and try to access this function, you will receive a message denying access.

CONTROL CENTER

If you are a Committee activity leader (SC/WG/TF chair, vice-chair, or secretary), you can be given limited administrative rights to the system to populate and manage a portion of the system. You may also print meeting rosters and record attendance at a meeting.

Activity Leaders: Use this link to access your activity: [Control Center](#)

[AM System Control Center Instructions](#)

[Guest Roster Form](#) (to include with Roster printed from AM System)

QUESTIONS

If you have any questions, concerns or comments, send them to transformers@ieee.org.

This page is maintained by: [webmaster](#)

Last update: 25-Nov-2015

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Start | Internet Explorer | File Explorer | Windows Media Center | Word | Chrome | Outlook | OneDrive | Settings | Task View

8:48 AM
3/22/2018

AMS - MANAGE COMMITTEE

123Signup Control Center - Internet Explorer

https://s01.123signup.com/ALogin?sessionid=...

123Signup Control Center

ORGANIZATION | MEMBERSHIP | DONATIONS | EVENTS | REGISTRATION | MAILINGS | REPORTS

ORGANIZATION

Welcome to 123Signup Control Center. The Control Center is for your exclusive use and its use is covered under the [Terms of Service](#). Please do not share your sign in information with anyone else.

Please choose an appropriate tab.

Control Center Quick Help	
Organization	Use this tab to: <ul style="list-style-type: none"> Manage your organization profile Set up email confirmations
List Management (Membership)	Use this tab to: <ul style="list-style-type: none"> Manage your member/event attendee profile Manage your membership/mailling list
Events	Use this tab to: <ul style="list-style-type: none"> Create & modify event information Publish & close events See event history
Registration	Use this tab to: <ul style="list-style-type: none"> Enter off-line registrations Make registration changes & cancellations Manage pending payments
Mailing	Use this tab to send personalized & targeted mailings.
Reports	Use this tab to view, print, or download: <ul style="list-style-type: none"> Reports Badges Mailing labels

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8:52 AM
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AMS – SELECT SUBCOMMITTEE

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IEEE PES 100 TRANSFORMERS COMMITTEE 1918 - 2018 YEARS

ORGANIZATION MEMBERSHIP DONATIONS EVENTS REGISTRATION MAILINGS REPORTS

ORGANIZATION **Manage Committee**

Profile
Structure
Activity Log
Email Confirmations
Admin Management
 - Add Admin
 - Change Privileges
Committee
 - Add Committee
 - Manage Committee
Promotions
Service Configuration
 - Account Settings
 - Email Messages
 - Image Upload

Support
Sign Out

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Select a Committee name from the Search Results. Click the Edit button to modify the profile details for the Committee or click the Delete button to completely remove the Committee (and any child Committees). Click the name of the Committee to generate the list server mailbox address for this Committee.

Click the Add Participants button to add participants to the selected Committee or click the Manage Participants button to manage the individuals already in the Committee.

Click the Manage Children button to manage the child Committees of the Committee.

Click the New Meeting button to add a new meeting for the Committee or click the View Calendar button to view the meeting calendar of the Committee.

Manage Committees 16 - 20 of 22

Committee Name	Participant Count	Child Count	Participant Visibility
<input checked="" type="radio"/> *SC Standards	462	10	Member
<input type="radio"/> *SC Subsurface Transformers & Network Protectors	76	4	Member
<input type="radio"/> TF Step Voltage Regulators	52	0	Admin Only
<input type="radio"/> X-ASC C57 NEMA Delegation	0	0	Member
<input type="radio"/> X-EL&P Delegation	61	0	Member

First Prev Delete Edit Manage Participants Add Participants Manage Children View Calendar New Meeting Next Last

Too many results? Enter the name of the Committee and click on Search.

Search Criteria

AMS – SELECT WORKING GROUP

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IEEE PES 100 YEARS TRANSFORMERS COMMITTEE 1918 - 2018

ORGANIZATION MEMBERSHIP DONATIONS EVENTS REGISTRATION MAILINGS REPORTS

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Click the Done button to return to the previous level of Committees. Click the Add Child button to add a child Committee.

Manage Committees
 *SC Standards 1 - 5 of 10

Name	Participant Count	Child Count	Participant Visibility
<input type="radio"/> C57.12.00 WG Continuous Revision (Standards SC)	5	0	Member
<input type="radio"/> C57.12.70 WG Terminal Markings	35	0	Member
<input checked="" type="radio"/> C57.12.80 WG Std Terminology	34	0	Member
<input type="radio"/> C57.12.90 WG Continuous Revision (Standards SC)	7	0	Member
<input type="radio"/> C57.144 WG Metrification Guide	0	0	Member

First Prev Next Last

Too many results? Enter the name of the Committee and click on Search.

Search Criteria

AMS – SELECT TASK

- **App Participants**
- **Manage Participants**
- **New Meeting (create an event)**
- **View calendar**

AMS – ADD PARTICIPANTS

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IEEE PES 100 YEARS TRANSFORMERS COMMITTEE 1918 - 2018

ORGANIZATION MEMBERSHIP DONATIONS EVENTS REGISTRATION MAILINGS REPORTS

ORGANIZATION **Manage Committee**

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Manage Committees
***SC Standards**

1 - 5 of 10

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<input type="radio"/> C57.144 WG Metrification Guide	0	0	Member

First Prev Next Last

Too many results? Enter the name of the Committee and click on Search.

Search Criteria

Start e Mail W Chrome Firefox Target X

8:54 AM 3/22/2018

AMS – ADD PARTICIPANTS

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IEEE PES 100 YEARS TRANSFORMERS COMMITTEE 1918 - 2018

ORGANIZATION MEMBERSHIP DONATIONS EVENTS REGISTRATION MAILINGS REPORTS

ORGANIZATION Manage Committee

Profile
Structure
Activity Log
Email Confirmations
Admin Management
- Add Admin
- Change Privileges
Committee
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Service Configuration
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- Image Upload

Support
Sign Out

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To begin your search, complete one or more of the following Search Criteria fields. The combination of information you provide is used to search members. Click the Search button to view the list of members.

Search Criteria
Add Participant
C57.12.80 WG Std Terminology

First/Given Name:
Last/Family/Surname:
Company Name:
City:
State/Province:
Country:
Primary Email:
Secondary Email:
123Signup ID:

AMS – ADD PARTICIPANTS

The screenshot shows the 123Signup Control Center web application in Internet Explorer. The browser address bar displays the URL: <https://s01.123signup.com/ALogin?sessionid=>. The page title is "123Signup Control Center - Internet Explorer".

The application interface includes a top navigation bar with the following tabs: ORGANIZATION, MEMBERSHIP, DONATIONS, EVENTS, REGISTRATION, MAILINGS, and REPORTS. The "ORGANIZATION" tab is selected, and the sub-tab "Manage Committee" is active.

On the left side, there is a sidebar menu with the following sections:

- Profile**
- Structure**
- Activity Log**
- Email Confirmations**
- Admin Management**
 - Add Admin
 - Change Privileges
- Committee**
 - Add Committee
 - Manage Committee
- Promotions**
- Service Configuration**
 - Account Settings
 - Email Messages
 - Image Upload

At the bottom of the sidebar, there are buttons for "Support" and "Sign Out".

The main content area displays the "Add Participant" interface. It includes a search results table and a "New Search" button.

Search Results (1 - 1 of 1)

Add Participant

C57.12.80 WG Std Terminology

Last Name	First Name	Type	Role	Company	Renew Date
Bartley	William	Committee Member - IEEE Life Member	Guest	Retired	01/01/2030

Navigation links: |< First << Prev Next >> Last >

Buttons: [Edit Profile](#) [Add](#) [Done](#)

Search results unsuccessful? Click on New Search to search again.

[New Search](#)

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The taskbar at the bottom shows the Start button and several application icons, including Internet Explorer, File Explorer, and various utility programs. The system clock indicates 8:58 AM on 3/22/2018.

AMS – ADD PARTICIPANTS

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IEEE PES 100 YEARS TRANSFORMERS COMMITTEE 1918 - 2018

ORGANIZATION MEMBERSHIP DONATIONS EVENTS REGISTRATION MAILINGS REPORTS

ORGANIZATION Manage Committee

Select a name from the Search Results list, choose the role for that person, and click the Add button. Click the Done button when you have finished adding participants.

1 - 1 of 1

Search Results
Add Participant
C57.12.80 WG Std Terminology

Last Name	First Name	Type	Company	Renew Date
Bartley	William	Committee Member - IEEE Life Member	Retired	01/01/2030

Chair
Vice-Chair
Secretary
Member
Guest
Corresponding Member

1. Select status

2. Click Add

Search results unsuccessful? Click on New Search to search again.

New Search

Support Sign Out

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AMS – MANAGE PARTICIPANTS

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IEEE PES 100 YEARS TRANSFORMERS COMMITTEE 1918 - 2018

ORGANIZATION MEMBERSHIP DONATIONS EVENTS REGISTRATION MAILINGS REPORTS

ORGANIZATION **Manage Committee**

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Support
Sign Out

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Manage Committees
***SC Standards** 1 - 5 of 10

Name	Participant Count	Child Count	Participant Visibility
<input type="radio"/> C57.12.00 WG Continuous Revision (Standards SC)	5	0	Member
<input type="radio"/> C57.12.70 WG Terminal Markings	35	0	Member
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<input type="radio"/> C57.144 WG Metrifcation Guide	0	0	Member

First Prev Next Last

Too many results? Enter the name of the Committee and click on Search.

Search Criteria

Start

8:54 AM
3/22/2018

AMS – MANAGE PARTICIPANTS

123Signup Control Center - Internet Explorer

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123Signup Control Center

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IEEE PES 100 YEARS TRANSFORMERS COMMITTEE 1918 - 2018

ORGANIZATION MEMBERSHIP DONATIONS EVENTS REGISTRATION MAILINGS REPORTS

ORGANIZATION **Manage Committee**

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Search Results 1 - 1 of 1

Add Participant

C57.12.80 WG Std Terminology

Last Name	First Name	Type	Company	Renew Date
Bartley	William	Committee Member - IEEE Life Member	Retired	01/01/2030

Chair
Vice-Chair
Secretary
Member
Guest
Corresponding Member

First Prev Edit Profile Add Done

Search results unsuccessful? Click on New Search to search again.

New Search

Support Sign Out

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Start

8:58 AM 3/22/2018

Select new status

AMS – CREATE A NEW MEETING

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ORGANIZATION MEMBERSHIP DONATIONS EVENTS REGISTRATION MAILINGS REPORTS

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<input type="radio"/> C57.12.90 WG Continuous Revision (Standards SC)	7	0	Member
<input type="radio"/> C57.144 WG Metrifcation Guide	0	0	Member

First Prev Next Last

Too many results? Enter the name of the Committee and click on Search.

Search Criteria

8:34 AM 3/22/2018

AMS – CREATE A NEW MEETING

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IEEE PES 100 YEARS TRANSFORMERS COMMITTEE 1918 - 2018

ORGANIZATION MEMBERSHIP DONATIONS EVENTS REGISTRATION MAILINGS REPORTS

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Committee Meeting Information
C57.12.80 WG Std Terminology

Name: PC57.12.80 Terminology S2018
Location: Pittsburgh, PA
Date: Mar 27 2018
Description: Working Group meeting

Save Cancel

Start

9:15 AM
3/22/2018

AMS – RECORD ATTENDANCE MEETING

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IEEE PES 100 YEARS TRANSFORMERS COMMITTEE 1918 - 2018

ORGANIZATION MEMBERSHIP DONATIONS EVENTS REGISTRATION MAILINGS REPORTS

ORGANIZATION Manage Committee

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Support
Sign Out

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Click the Edit button to modify an existing meeting or click the Delete button to remove a meeting from the calendar. Click the Copy button to create a new meeting from an existing meeting. Click the Record Attendance button to capture individual attendance at the meeting.

C57.12.80 WG Std Terminology Meetings

Meeting Date	Name	Location	Total Attendee
<input type="radio"/> Mar 31, 2008	Initial Call for Action	CyberSpace	11
<input type="radio"/> Apr 04, 2017	C57.12.80 Terminology S2017	New Orleans, LA	11
<input type="radio"/> Oct 31, 2017	C57.12.80 Terminology F2017	Louisville, KY	10
<input checked="" type="radio"/> Mar 27, 2018	PC57.12.80 Terminology S2018	Pittsburgh, PA	0

Back Edit Copy Delete Record Attendance

1. Select Date

2. Click

Start

9:06 AM
3/22/2018

AMS – RECORD ATTENDANCE MEETING

The screenshot shows a web browser window with the URL <https://s01.123signup.com/ALoginjsessionid=EDB1B1B1928EB1159369928E9768CE22>. The page is titled "ORGANIZATION" and "Manage Committee". The left sidebar contains a navigation menu with links: Profile, Structure, Activity Log, Email Confirmations, Admin Management, Committee, Promotions, and Service Configuration. The main content area is titled "Search Criteria" and "Record Committee Meeting Attendance PC57.12.80 Terminology S2018". It contains a form with the following fields: First/Given Name, Last/Family/Surname, Company Name, City, State/Province, Country, Primary Email, Secondary Email, and 123Signup ID. The "Search" button is circled in blue, and a black arrow points to it. The "Done" button is also visible.

ORGANIZATION | MEMBERSHIP | DONATIONS | EVENTS | REGISTRATION | MAILINGS | REPORTS

ORGANIZATION **Manage Committee**

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Admin Management
 - Add Admin
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Search Criteria
Record Committee Meeting Attendance
PC57.12.80 Terminology S2018

First/Given Name:
 Last/Family/Surname:
 Company Name:
 City:
 State/Province:
 Country:
 Primary Email:
 Secondary Email:
 123Signup ID:

Search **Done**

<https://s01.123signup.com/ManageSubgroupsjsessionid=EDB1B1B1928EB1159369928E9768CE22>

Start | Internet Explorer | Firefox | Google Chrome | Microsoft Word | Microsoft Excel | Microsoft PowerPoint | Adobe Reader | Windows Taskbar

11:22 PM
 3/24/2018

AMS – RECORD ATTENDANCE MEETING

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IEEE PES 100 YEARS TRANSFORMERS COMMITTEE 1918 - 2018

ORGANIZATION MEMBERSHIP DONATIONS EVENTS REGISTRATION MAILINGS REPORTS

ORGANIZATION **Manage Committee**

Check the Attended box if the individual came to the meeting. Your changes will be saved whenever you move between pages or click the Save button. Click Undo if you have made changes on a page and want to view the page as it was before you made the changes.

Search Results 1 - 1 of 1

Record Committee Meeting Attendance
PC57.12.80 Terminology S2018

Attended	Last	First	Email	Company
<input checked="" type="checkbox"/>	Graham	James	jimgraham@ieee.org	Weidmann Electrical Technology

« First « Prev

Next » Last »

Done Save Undo

Search results unsuccessful? Click on New Search to search again.

New Search

1. Check the box

2. Click Save

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Start [Icons] 9:07 AM 3/22/2018

AMS – GENERATE ATTENDANCE REPORT

The screenshot displays a web browser window with the URL <https://s01.123signup.com/ALogin?sessionId=EDB1B181928EB1159369928E9768CE22>. The page is titled "IEEE / PES TRANSFORMERS COMMITTEE" and features a navigation bar with links: ORGANIZATION, MEMBERSHIP, DONATIONS, EVENTS, REGISTRATION, MAILINGS, and REPORTS. The "REPORTS" section is active, showing a "Reports Center" tab. On the left sidebar, under "Reports Center", there are links for "PDF Reports" (Recently Run Reports, Archived Reports), "My Reports", "Event Reports", "Membership Reports", "Finance Reports", "Subgroup Reports", and "Survey Reports". The "Subgroup Reports" section is expanded, showing two options: "Committee Roster" (List of subgroup participants in meeting roster format (landscape)) and "Meeting Attendance" (Provides a downloadable list of attendance by committee members at meetings held during a given time period). The "Meeting Attendance" link is circled in blue, and a black arrow points to it. At the bottom of the page, there is a copyright notice: "Copyright © 1998-2018 123Signup AWS, Inc. All rights reserved." and a taskbar showing the Start button, various application icons, and the system clock indicating 11:27 PM on 3/24/2018.

AMS – GENERATE ATTENDANCE REPORT

The screenshot shows a web browser window with the URL <https://s01.123signup.com/ALogin?sessionid=EDB1B181928EB1159369928E9768CE22>. The page is the IEEE Transformers Committee Reports Center. The left sidebar contains links to Reports Center, PDF Reports, My Reports, Event Reports, Membership Reports, Finance Reports, Subgroup Reports, and Survey Reports. The main content area displays a list of reports under the heading 'Reports Center'. The report 'C57.12.80 WG Std Terminology' is highlighted with a blue circle and an arrow pointing to it. A text overlay 'Select working group' is present next to the arrow.

Reports Center

PDF Reports

- Recently Run Reports
- Archived Reports

My Reports

Event Reports

Membership Reports

Finance Reports

Subgroup Reports

Survey Reports

Support

Sign Out

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REPORTS

Reports Center

- C57.12.01 WG Dry-Type General Requirements
- C57.12.23 WG 1-ph Submersible Distribution Transformers
- C57.12.34 WG 3-ph Padmount Distribution Transformers
- C57.12.37 WG Electronic Data Transmittal
- C57.12.40 WG Liquid-immersed Secondary Network Transformers
- C57.12.52 WG Sealed Dry-Type Power
- C57.12.80 WG Std Terminology**
- C57.12.90 WG Continuous Revision (Standard)
- C57.121 WG Guide for HMWH Fluids
- C57.125 WG Failure Analysis & Reporting
- C57.13.5 WG Test Require for HV Instrument Transformers
- C57.13.9 WG PLC Caps and CCVTs
- C57.135 WG Phase-Shifting Transf Application Guide
- C57.139 WG Guide for DGA in LTCs
- C57.143 WG Monitoring of Transformers
- C57.145 WG Thermal Duplicate Guide
- C57.149 WG Frequency Response Analysis (FRA)
- C57.152 WG Field Tests
- C57.155 WG DGA Natural & Synthetic Fluids
- C57.158 WG Tertiary/Stabilizing Windings
- C57.160 WG PD in Bushings & PT/CTs
- C57.163 WG Geomagnetic Disturbances
- C57.12.10 WG Revision
- C57.12.24 WG 3-Ph Submersible Transformers
- C57.12.35 WG for Bar Coding Distribution Transformers
- C57.12.38 WG 1-ph Padmount Distribution Transformers
- C57.12.44 WG Secondary Network Protectors
- C57.12.60 WG Thermal Evaluation
- C57.12.90 TF Continuous Revision Sound Measurement Clause 13
- C57.12.91 WG Dry-Type Test Code
- C57.123 WG Loss Tolerance and Measurement
- C57.127 WG Acoustic PD Measurements
- C57.13.7 WG Current Transformers with Milliamp Range
- C57.130 WG DGA Factory Temp Rise Tests
- C57.136 WG Sound Level Abatement Guide
- C57.140 WG Transformer Life Extension
- C57.144 WG Metric Conversion
- C57.147 WG Natural Ester-based Fluids
- C57.15 60076-21 WG Voltage Step Regulators
- C57.153 WG Transformer Paralleling Guide
- C57.156 Power Transf. Tank Rupture
- C57.159 WG DPV Grid Transformers
- C57.161 WG DFR Guide
- C57.164 WG Short Circuit Withstand
- C57.12.20 WG OH Distribution Transformers
- C57.12.28 WG Enclosure Integrity
- C57.12.36 WG Distribution Substation Transf
- C57.12.39 WG Tank Pressure Coordination
- C57.12.51 WG Ventilated Dry-Type Power
- C57.12.70 WG Terminal Markings
- C57.12.90 TF PCS Continuous Revision to Test
- C57.120 WG Loss Evaluation Guide
- C57.124 WG PD Detection in Dry Type Transf
- C57.13 WG Instrument Transformer Std Requ
- C57.13.8 WG Station Service Volt Transforme
- C57.133 and C57.12.90 Sect 12 WG Short Ci
- C57.138 WG Impulse Guide (Distribution)
- C57.142 WG Switching Transients Induced by
- C57.144 WG Metrifcation Guide
- C57.148 WG Standard for Control Cabinets
- C57.150 WG Transportation Issues
- C57.154 WG High Temp Transformers
- C57.157 WG Functional Life Tests on Switch
- C57.16 WG Dry Type Reactors
- C57.162 WG Moisture in Insulation Systems
- C57.165 WG Temp Measurement Guide

AMS – GENERATE ATTENDANCE REPORT

IEEE Standards Association | New Page 2 | 123Signup Control Center

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IEEE / PES
TRANSFORMERS COMMITTEE

ORGANIZATION | MEMBERSHIP | DONATIONS | EVENTS | REGISTRATION | MAILINGS | **REPORTS**

REPORTS | Reports Center

Reports Center
PDF Reports
- Recently Run Reports
- Archived Reports
My Reports
Event Reports
Membership Reports
Finance Reports
Subgroup Reports
Survey Reports

Support
Sign Out

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Select a time period for the report:

Date From: Mar 24 2018
Date To: Apr 24 2018

Download

1. Select dates

2. Click

Downloaded attendance, CSV file

Subgroup	123Member	Membersh	Role	Participat	Type	First Name	Last Name	4/4/2017	10/31/2017	3/27/2018
C57.12.80	959004	Active	Guest	Active	Committee	Donald	Fallon			
C57.12.80	960100	Active	Guest	Active	Committee	Thomas	Prevost			
C57.12.80	960853	Active	Guest	Active	Past Comr	Dennis	Marlow			
C57.12.80	963793	Active	Guest	Active	Committee	Donald	Platts			
C57.12.80	963803	Active	Guest	Active	Committee	H. Jin	Sim			
C57.12.80	963879	Active	Guest	Active	Past Comr	Timothy	Raymond			
C57.12.80	963933	Active	Guest	Active	Past Comr	Paulette	Powell			
C57.12.80	964014	Active	Guest	Active	Committee	Michael	Lau			
C57.12.80	964059	Active	Guest	Active	Committee	Steven	Snyder			
C57.12.80	964181	Active	Guest	Active	Committee	Bill	Chiu			
C57.12.80	964219	Active	Guest	Active	Past Comr	William	Henning			
C57.12.80	964287	Active	Member	Active	Committee	Lee	Matthews	X	X	
C57.12.80	967181	Active	Guest	Active	Committee	Peter	Balma			
C57.12.80	967260	Active	Guest	Active	Committee	Thomas	Lundquist			
C57.12.80	968726	Active	Guest	Active	Committee	Loren	Wagenaar			
C57.12.80	968738	Active	Guest	Terminated	Committee	Jeffrey	Ray			
C57.12.80	968761	Active	Guest	Active	Committee	Ramsis	Girgis			
C57.12.80	969877	Active	Chair	Active	Committee	C. Clair	Claiborne	X	X	
C57.12.80	970495	Active	Guest	Active	Committee	Jane Ann	Verner			
C57.12.80	972447	Active	Guest	Active	Committee	Richard	Marek		X	
C57.12.80	1005031	Active	Guest	Active	Committee	Gary	Hoffman		X	
C57.12.80	1008909	Active	Guest	Active	Committee	Charles P	McShane		X	
C57.12.80	1086506	Active	Guest	Active	Interested	John	Rossetti			
C57.12.80	1097458	Active	Member	Active	Interested	Rogelio	Martinez	X		
C57.12.80	1251333	Active	Vice-Chair	Active	Committee	James	Graham	X		
C57.12.80	2766670	Active	Member	Active	Committee	Shankar	Nambi	X	X	
C57.12.80	2836986	Active	Guest	Active	Active Parl	Charles	Morgan		X	
C57.12.80	4011389	Active	Guest	Active	Active Parl	Rhett	Chrysler	X		
C57.12.80	4101208	Active	Member	Active	Interested	Fredric	Friend	X		
C57.12.80	4554068	Active	Guest	Active	Interested	Kevin	Riordan		X	
C57.12.80	4619217	Active	Guest	Active	Active Parl	Sanket	Bolar	X		
C57.12.80	4764836	Active	Guest	Active	Interested	Margaret	Jasek	X		

Role	Last Name	First Name	4/4/2017	10/31/2017
Chair	Claiborne	C. Clair	X	X
Vice-Chair	Graham	James	X	
Member	Friend	Fredric	X	
Member	Martinez	Rogelio	X	
Member	Matthews	Lee	X	X
Member	Nambi	Shankar	X	X
Attendance			6	3
Role	Last Name	First Name	4/4/2017	10/31/2017
Guest	Balma	Peter		
Guest	Bolar	Sanket	X	
Guest	Cantu de Leon	Jorge	X	
Guest	Chiu	Bill		
Guest	Chrysler	Rhett	X	
Guest	Fallon	Donald		
Guest	Girgis	Ramsis		
Guest	Henning	William		
Guest	Hoffman	Gary		X
Guest	Jasek	Margaret	X	
Guest	Lau	Michael		
Guest	Lundquist	Thomas		
Guest	Marek	Richard		X
Guest	Marlow	Dennis		
Guest	McShane	Charles Patrick		X
Guest	Morgan	Charles		X
Guest	Platts	Donald		
Guest	Portillo	Homero	X	X
Guest	Powell	Paulette		
Guest	Prevost	Thomas		
Guest	Raymond	Timothy		
Guest	Riordan	Kevin		X
Guest	Rossetti	John		
Guest	Sim	H. Jin		
Guest	Snyder	Steven		
Guest	Verner	Jane Ann		
Guest	Wagenaar	Loren		
Guest	Zaman	Malia		X
Attendance			5	7
Total Attendance			11	10

Attendance Record, sorted & formatted

AMS – GENERATE ROSTER

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AMS – GENERATE ROSTER

IEEE Standards Association x New Page 2 x 123Signup Control Center x

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IEEE / PES
TRANSFORMERS COMMITTEE

ORGANIZATION | MEMBERSHIP | DONATIONS | EVENTS | REGISTRATION | MAILINGS | REPORTS

REPORTS Reports Center

Reports Center
PDF Reports
- Recently Run Reports
- Archived Reports
My Reports
Event Reports
Membership Reports
Finance Reports
Subgroup Reports
Survey Reports

Support
Sign Out

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- C57.12.01 WG Dry-Type General Requirements
- C57.12.23 WG 1-ph Submersible Distribution Transformers
- C57.12.34 WG 3-ph Padmount Distribution Transformers
- C57.12.37 WG Electronic Data Transmittal
- C57.12.40 WG Liquid-immersed Secondary Network Transformers
- C57.12.52 WG Sealed Dry-Type Power
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- C57.157 WG Functional Life Tests on Switch
- C57.16 WG Dry Type Reactors
- C57.162 WG Moisture in Insulation Systems
- C57.165 WG Temp Measurement Guide

Select working group

Start | Internet Explorer | File Explorer | Windows Media Center | Word | Google Chrome | PDF Reader | Skype | VLC | Firefox | Adobe Reader | PowerPoint

11:39 PM
3/24/2018

AMS – GENERATE ROSTER

IEEE Standards Association x New Page 2 x 123Signup Control Center x

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IEEE / PES
TRANSFORMERS COMMITTEE

ORGANIZATION | MEMBERSHIP | DONATIONS | EVENTS | REGISTRATION | MAILINGS | **REPORTS**

REPORTS Recently Run Reports

To view reports, they must have the status of Complete. Click the report name or View to display the report. The information will be displayed with the values separated by comma's. Click the Delete button to remove the report from the list.

Date	Report Name	Category	Author	Status
Mar 24, 9:07 P	Subgroup: Committee Roster	Subgroup	JamesGraham	Yellow
Mar 24, 12:15 P	Subgroup: Committee Roster	Subgroup	JoshuaVerdell	Green
Mar 24, 12:13 P	Subgroup: Committee Roster	Subgroup	JerryMurphy	Green
Mar 24, 11:41 A	Standards Subcommittee Roster	Subgroup	JerryMurphy	Green
Mar 24, 7:57 A	Subgroup: Committee Roster	Subgroup	Jean-FrancoisCollin	Green
Mar 24, 4:23 A	Subgroup: Committee Roster	Subgroup	ThomasSpitzer	Green
Mar 24, 2:50 A	Subgroup: Committee Roster	Subgroup	JasonVarnell	Green
Mar 23, 5:44 P	Subgroup: Committee Roster	Subgroup	MartinRave	Green
Mar 23, 2:59 P	Subgroup: Committee Roster	Subgroup	TauhidAnsari	Green
Mar 23, 2:36 P	Subgroup: Committee Roster	Subgroup	PhillipMcClure	Green

Note: All times listed are in PST.

Prev View **Delete** Refresh Next

Status Definition

- Green: This report has been completed and ready for view.
- Yellow: This report is being created.
- Red: This report has failed.

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12:07 AM 3/25/2018

Status Indicator

Click refresh until Status turns green

AMS – GENERATE A MAILING LIST

123Signup Control Center

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IEEE / PES
TRANSFORMERS COMMITTEE

ORGANIZATION | MEMBERSHIP | DONATIONS | EVENTS | REGISTRATION | MAILINGS | REPORTS

ORGANIZATION **Manage Committee**

Profile
Structure
Activity Log
Email Confirmations
Admin Management
- Add Admin
- Change Privileges
Committee
- Add Committee
- Manage Committee
Promotions
Service Configuration
- Account Settings
- Email Messages
- Image Upload

Support
Sign Out

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Select a Committee name from the Search Results. Click the Edit button to modify the profile details for the Committee or click the Delete button to completely remove the Committee (and any child Committees). Click the name of the Committee to generate the list server mailbox address for this Committee.

Click the Add Participants button to add participants to the selected Committee or click the Manage Participants button to manage the individuals already in the Committee.

Click the Manage Children button to manage the child Committees of the Committee.

Click the New Meeting button to add a new meeting for the Committee or click the View Calendar button to view the meeting calendar of the Committee.

Click the Done button to return to the previous level of Committees. Click the Add Child button to add a child Committee.

Manage Committees
***SC Standards** 1 - 5 of 10

Name	Participant Count	Child Count	Participant Visibility
C57.12.00 WG Continuous Revision (Standards SC)	5	0	Member
C57.12.20 WG Terminal Markings	40	0	Member
C57.12.80 WG Std Terminology	34	0	Member
C57.12.90 WG Continuous Revision (Standards SC)	7	0	Member
C57.144 WG Metrifcation Code	0	0	Member

First Prev Next Last

Delete Edit Manage Participants Add Participants Done Add Child Manage Children View Calendar New Meeting

Click on the underlined WG link

Too many results? Enter the name of the Committee and click on Search.

Search Criteria

AMS – GENERATE A MAILING LIST

ORGANIZATION | MEMBERSHIP | DONATIONS | EVENTS | REGISTRATION | MAILINGS | REPORTS

ORGANIZATION **Manage Committee**

Child Committee: 0
 Parent Name: *SC Standards
 Participant Visibility: Member

Allowed to Join: All
 Self Signup Allowed: None

List Server Address: list+StdTerms+ieee-transformers@123signup9.com
 (Copy this address exactly as shown, including the plus signs)

List Server Access: Chair, Vice-Chair, Secretary

An email may be sent to the parent Committee only or to everyone in the Committee including those in the child Committee(s). You may also choose to send the email only to certain participants based on their role. Choose the target role(s) and participation level, then click the Generate Addresses button. Copy the address(es) exactly as shown in the text box (including the + signs) into the To: window of your email client. You may only send email to this Committee if your role is listed above under List Server Access, and you may only send email from the email address on file with IEEE PES Transformers Committee.

Roles:

- ☐ Chair
- ☐ Vice-Chair
- ☐ Secretary
- ☐ Member
- ☐ Guest
- ☐ Corresponding Member
- ☒ All

Participants:

Select the email distribution – click on any combination of boxes or click on All

AMS – GENERATE A MAILING LIST

The screenshot shows the 123Signup Control Center interface. The top navigation bar includes links for ORGANIZATION, MEMBERSHIP, DONATIONS, EVENTS, REGISTRATION, MAILINGS, and REPORTS. The left sidebar contains a menu with options like Profile, Structure, Activity Log, Email Confirmations, Admin Management, Committee, Promotions, and Service Configuration. The main content area is titled 'Manage Committee' and contains instructions on how to generate a mailing list. A blue oval highlights the 'Generate Addresses' button, and an arrow points to the resulting email address: `list+active+StdTerms+ieee-transformers@123signup9.com`. The bottom of the screen shows a Windows taskbar with various application icons and a system clock indicating 2:20 PM on 4/2/2018.

Copy the link generated and paste it into your email To: line

Do not manually add other email addresses in the To line.

Any Questions?

James Graham, P.E.
Transformers Committee
Standards Coordinator
Email: jimgraham@ieee.org

