

# MINUTES OF THE ADMINISTRATIVE COMMITTEE MEETING OF THE IEEE POWER ELECTRONICS SOCIETY

Date: Sunday, October 6, 1996  
Location: Westin Hotel-Copley Place, Boston, Massachusetts USA  
Committee Membership (those attending in bold)

Officers	
President Administrative V.P. Technical V.P. Secretary Treasurer Past President Division II Director	<b>Thomas Jahns</b> <b>Arthur Kelley</b> <b>Jerry Hudgins</b> <b>Joseph Thottuvelil</b> Rene Spee <b>Fred Lee</b> Pierre Thollot

Members at Large (and terms)		
1993–1994–1995	1994–1995–1996	1995–1996–1997
Gerry Hurley Atsuo Kawamura <b>Arthur W. Kelley</b> Piero Maranesi <b>Dean Patterson</b> <b>Robert V. White</b>	<b>Milan Jovanovic</b> <b>Philip T. Krein</b> Martin F. Schlecht David Torrey Javier Uceda <b>J. Daan van Wyk</b>	Deepak Divan <b>Mark Jacobs</b> Balarama Murty <b>Tamotsu Ninomiya</b> <b>Chris Riddleberger</b> <b>Katsuichi Yotsumoto</b>

Administrative Committees			
Asian Liaison Awards Chapter Development Constitution/Bylaws European Liaison Fellow Evaluation Finance	<b>Tsutomu Ogata</b> <b>Thomas G. Wilson, Sr.</b> William G. Dunford <b>Keyue M. Smedley</b> Javier Uceda <b>John Kassakian</b> Rene Spee	History Intersociety Liaison Membership/Publicity Newsletter Publications Region 9 Liaison Transactions	Jerrold Foutz <b>Jerry Hudgins</b> <b>Dusan Borojevic</b> <b>Harry A. Owen, Jr.</b> <b>Philip T. Krein</b> <b>Jaime Arau</b> <b>Richard Hoft</b>

Technical Committees			
Automotive Power Computers In PE Education Activities Transformers	Randy Frank Seth Sanders Thomas Habetler Matt Wilkowski	Meetings Standards Telecomm Energy <b>Robert Jurewicz</b> Thomas Taylor	<b>Kevin Fellhoelter</b> <b>Jason Lai</b> <b>Mark Jacobs</b>

President's Committee	
Nominations	<b>Fred Lee</b>

PELS Administrative Office	
Administrator	<b>Robert Myers</b>
	PELS Office

PELS Representatives

TAB New Technologies Directions Committee **Jerry Hudgins**

TAB Public Relations Committee

Superconductivity Committee

Society on Social Implications of Technology

TAB IEEE Press Books

TAB Transactions Committee

TAB Magazines Committee

TAB Newsletters Committee

Engineering Skills Assessment Program

IEEE Standards Board

APEC Steering Committee

International Committee on Power Electronics Coop.

Electronic Media Editor

Kevin Hurst

**Dusan Borojevic**

M.H Kazimierczuk/M.H. Rashid

William E. Sayle

**William Hazen**

**Richard Hoft**

**Harry A. Owen, Jr.**

**Harry A. Owen, Jr.**

Thomas G. Habetler

**Jason Lai**

Charles Mullett/Gerhard Frank

**Joseph Thottuvelil**

**Guests: Alessandro Gandelli, Seiichi Muroyama, George Verghese.**

**KEY ACTIONS TAKEN:**

1. Chapters Development Chair Bill Dunford and Technical VP Jerry Hudgins will prepare a notice to faculty advisors on a student challenge competition with contest procedures and entry form for publication on the PELS Home Page. Dunford will chair a committee to supervise the contest.
2. Technical VP Jerry Hudgins will develop a model for technical committee operating guides. Hudgins will review responses to new Technical Interest Profile categories to select two prime interest areas for formation of new technical committees.
3. The AdCom approved an operating guide for the joint Power Packaging Technical Committee.
4. Constitution/Bylaws Chair Keyue Smedley will propose amendments to the Society Bylaws to cover possible non-members of PELS serving as committee chairs and as ex-officio AdCom members.
5. Meetings Committee Chair Kevin Fellhoelter will develop a policy for reviewing and acting on requests for PELS participation in conferences.
6. President Tom Jahns and Fellhoelter will seek a permanent site for Society archives.
7. The AdCom established a Transactions best paper award with three unranked papers selected each year.
8. The Technical Vice President was assigned responsibility for PELS liaison with the IEEE Portfolio of Emerging Technologies.

9. The Society 1997 budget was adopted with a provision that the Transactions page count will increase along with an increase in expenses. Publications Chair Phil Krein and Transactions Editor Dick Hoft will develop an analysis of future Transactions page requirements for presentation at the February meeting of the AdCom.
10. Budgets for PESC'98 and INTELEC'97 were approved.
11. All officers and activity chairs will submit annual reports to the Administrator's office by December 1.

## **I. WELCOME AND SELF INTRODUCTIONS**

President Tom Jahns called the meeting to order at 10:09 a.m. and led self-introductions of meeting attendees (Attachment A).

## **II. ADOPTION OF AGENDA**

**MOTION: Dean Patterson moved adoption of the agenda as presented.** Chris Riddleberger seconded and the agenda was approved (Attachment B).

## **III. APPROVAL OF MINUTES**

**MOTION: John Kassakian moved approval of the minutes of the June 23, 1996 meeting in Baveno, Italy.** Jerry Hudgins provided a second and the minutes were approved.

## **IV. ACTION ITEMS**

Items from the June 23 meeting:

1. *An ad-hoc committee of the Administrative VP, Technical VP, Chapters Development Chair and Educational Activities Chair will develop rules and procedures for a new Student Challenge Competition at PESC'97.*

Chapters Development Chair Bill Dunford has written procedures and they are available on the Society home page on the World Wide Web. The competition was announced in an advertisement in the summer issue of IEEE Potentials magazine, a publication aimed at students, and in the July issue of the PELS Newsletter. An update will be included in the October Newsletter. Tom Jahns invited suggestions to expand publicity on the competition. Jerry Hudgins recommended communicating via email with faculty advisers and providing a summary of the student event to be inaugurated at PESC'97. **ACTION: Dunford and Hudgins as Technical Vice President will prepare a notice to faculty advisers including an entry form with contest procedures and Dunford will**

**provide the similar notice for the home page. MOTION: Phil Krein moved the formation of a committee to be chaired by Dunford to supervise the new student contest to be introduced at PESC'97.** Borojevich seconded and the motion was approved by unanimous vote.

*2. Jerry Hudgins will prepare proposed goals for new PELS Technical Committees.*

Hudgins submitted a set of objectives for Society technical committees (Attachment C) and procedures for establishing committees. Initial discussion centered on the relationship between technical committees and PELS Transactions and whether, like some societies, committees should drive the content of the Transactions. The result: **ACTION: Hudgins will develop a model for committee operating guides.** Further, **ACTION: Hudgins will review responses to new Technical Interest Profile categories as a method of more accurately mirroring the technical composition of the Society and will identify two prime interest areas as an initial step to form committees in those areas.**

*3. Jerry Hudgins will work with Doug Hopkins to complete a Power Packaging Technical Committee guide for study by the AdCom and possible adoption at the October meeting.*

Hudgins said several typographical errors were discovered in the draft proposal and corrected (Attachment D). The question of appointment and sponsor approval of a committee chair was debated a length as regards Constitution and Bylaws issues (see Action Item 4). After Phil Krein asserted that committee work could be delayed because of Bylaws matters, **MOTION: Hudgins moved approval of the guide,** Daan van Wyk seconded and the motion was approved.

*4. Jerry Hudgins and Keyue Smedley will prepare proposed changes to the PELS Bylaws addressing chair appointments for jointly sponsored committees.*

Kay Smedley proposed changes to Section 10 of the Bylaws authorizing establishment of jointly sponsored committees and establishing a method for recommending, appointing and approving chairs (Attachment E). **MOTION: Smedley moved adoption of the amendments.** John Kassakian offered a second. Kassakian said the appointment procedure if adopted could allow a non-member of PELS to serve as chair and to be a member of the AdCom as the chair. Some provision should exist so only members of PELS would be allowed to vote on AdCom matters. He suggested the matter be returned to the Constitution and Bylaws committee for review and adjustment. Smedley was asked to consider two questions: 1. Whether all technical committee chairs should be voting members of PELS and 2. Should the Constitution and Bylaws specify that every Technical Committee chair be a member of PELS in order to

have a vote on the AdCom. Kassakian withdrew his second to the original motion for adoption of the submitted amendments and Fred Lee provided a substitute second. In a vote, the motion failed. **ACTION: Smedley and her committee will propose specific amendments to the Bylaws to accommodate a possible non-member of PELS serving on the AdCom.**

Later in the meeting, Smedley and George Verghese said the Society Constitution specifies that committee chairs serving on the AdCom in an ex-officio capacity do not have voting privileges if not PELS members. They recommended three changes to the Bylaws for submission to the next meeting of the AdCom:

1. The Chair of each PELS Technical Committee shall be appointed by the President with the advice and consent of the AdCom. The chair shall be an ex-officio member of the AdCom with vote.
2. The Chair of each jointly sponsored technical committee shall be recommended by the President and approved by the PELS AdCom. The Chair will be an ex-officio member of AdCom, with vote if he or she is a PELS member.
3. Members of technical committees shall be appointed with the consent of the AdCom on the recommendation of the committee Chair.

*5. Bill Dunford will submit a budget to cover travel expenses for the Distinguished Lecturer Program for 1997.*

In Dunford's absence from the meeting, the item was held over until the February meeting.

*6. A subcommittee of the Meetings Committee will recommend a policy for the Society reviewing and acting on sponsoring requests for conferences.*

Kevin Fellhoelter said the process involves conferences which are sponsored - i.e., with Society financial participation - and conferences in which PELS cooperates - i.e., no financial involvement. Jahns said the Society should have a formal process for evaluating requests for conference participation. **ACTION: Fellhoelter will develop a policy procedure for presentation at the February AdCom meeting.**

*7. Kevin Fellhoelter will search for a permanent site for PELS conference and workshop archival materials.*

Fellhoelter said he and Society Historian Jerry Foutz have been seeking an archival site without immediate success. Tom Wilson suggested the Center for the History of Electrical Engineering at Rutgers University but Alessandro Gandelli said personnel and administrative changes at the Center probably would preclude use of that facility. **ACTION: Jahns, Fellhoelter and Foutz will make a joint effort to secure a permanent site.**

*9. Tom Wilson, Phil Krein and Dick Hoft will prepare procedures for a PELS Transactions Best Paper Award.*

Wilson said his Awards Committee has recommended three best paper awards annually of equal rank selected by the editor and associate editors of the Transactions. Voting would be by mail ballot. Unresolved, Wilson said, were the type of prize and the nominating procedure. Bob White suggested nominations be open to the Society membership but Wilson said that could delay implementation of the program. Wilson asked that Society nominations be an option for the future. Wilson said approval of the best paper awards by TAB probably could take place at a TAB meeting early in 1997 and the first awards could be presented for papers published in 1996. **MOTION: Krein moved the best paper award be established and three unranked papers annually be selected with prizes of a certificate and \$250 cash award for each paper; specific procedures will be established by the Awards Committee in cooperation with the Editor of the Transactions and the Publications Committee.** Dick Hoft supplied a second and the motion was approved without dissent..

## **V. OFFICER REPORTS**

**A. President** - Tom Jahns opened his report by presenting a framed certificate to Alessandro Gandelli for his service as finance chair for PESC'96 in Italy. The presentation was greeted with applause.

Jahns said progress has been made - but work remains to be done - in five major objective areas of his presidency: 1. Streamlining the Transactions review process; 2. Reinvigorating Society awards activities 2. encouraging new technical committee activity, 4. strengthening membership activities and 5. Forming and supporting chapters. He praised the work of the chairs and committees involved in these areas for their accomplishments.

Referring to the reorganization of IEEE and TAB, Jahns said TAB is becoming a more independent body under an expected new organizational structure. A major issue, he said, is the respective weight and influence of societies, in essence, should larger societies have more say in TAB decisions? He noted that Division II Director and former PELS President Pierre Thollot is a candidate for IEEE Vice President for Technical Activities.

The Society will undergo a periodic review in 1997 and Jahns said it will be an opportunity to clarify its field of interest and technical interests.

Jahns displayed a brochure on the October 1996 workshop on Power Electronics in Transportation sponsored in part by PELS at Dearborn, Michigan (Attachment F).

**B. Division II Director** - In the absence of Pierre Thollot, there was no report.

**C. Technical Vice President** - Hudgins served as collection point for PELS-related material for the January New Technologies issue of *IEEE Spectrum* (Attachment G). He said he has represented the Society on the New Technologies Directions Committee which publishes a "Portfolio of Emerging Technologies" which appears on the World Wide Web (Attachment H). After noting that the "portfolio" is an important technical cog, Hudgins moved **MOTION: the Technical Vice President be responsible for Society liaison with the Portfolio.** Lee seconded and the motion was approved.

**D. Administrative Vice President** - Arthur Kelley said his prime focus has been 1. the student challenge competition which will be initiated at PESC'97 and 2. PESC'97 where he is Technical Program Chair.

**E. Secretary** - Joseph Thottuvelil said he had no report.

**F. Treasurer** - Reporting for Rene Spee, Hudgins said the net worth of the Society at the end of July was \$621,720, an increase of \$139,110 since the end of 1995 (Attachment I). He said the Society's 1997 budget must be approved. Krein said the an increase is needed in the number of Transactions pages next year to accommodate 20 papers left over from this year and an expected 20 additional papers next year. **ACTION: Hudgins moved approval of the Society budget with the understanding the Transactions page count will rise with a corresponding increase in expenses.** Hoft seconded and the motion was approved. Jahns said the increased page could would mean additional expenditures in 1997 of \$30,000-40,000 and would push the Society into the red. Chris Riddleberger noted the INTELEC budget for 1997 includes \$19,000 for administrative expenses and the amount, available from conference funds, was recommended for approval by the Meetings Committee. He said offshore INTELEC conferences - the 1997 INTELEC will be held in Australia - do not require IEEE funding and thus no advance seed money will be required. **MOTION: Hudgins moved approval of the INTELEC budget,** Krein seconded and the motion was adopted.

**G. Nominations** - Fred Lee announced results of the AdCom election for 1997, with 38 of 42 eligible voters casting ballots. Elected were:

President - Jerry Hudgins

Administrative Vice President - Arthur Kelley (re-elected)

Technical Vice President - Phil Krein

At-Large AdCom (3-year terms):

Tom Habetler

Gerry Hurley

Dean Patterson

Seth Sanders

Tore Undeland  
Bob White

## **V. HIGHLIGHTED COMMITTEES AND SPECIAL FUNCTIONS**

**A. Publications** - Krein said the Transactions paper review process has been improved remarkably but additional progress is needed to speed up turnaround time between requested changes to authors and receipt of resubmitted papers.

Krein said activity at IEEE Press has increased. Later, Bill Hazen said five books involving Society authors are in progress. At the AdCom's request **ACTION: Hazen will inquire if the IEEE Press publishes or plans to publish in languages other than English.** Fred Lee said he is heading up a second edition of the power electronics technology update which is expected to include 10 chapters with probably five papers per chapter. Papers will be selected from conference proceedings and other non-archival publications. Target publication date is the end of 1996.

**B. Transactions** - Dick Hoft introduced a detailed report on activities (Attachment J) and explained the increase in pages from 832 in 1996 to 1,082 in 1997 to accommodate 20 papers from 1996 and an anticipated 20 additional papers next year. In response to questions, Krein said the number of papers to be published is not expected to decrease next year. He said the increased page need was not identified until the deadline had passed for notifying IEEE of page counts for income purposes. **MOTION: White moved approval of the increased page count with accompanying impact on the Society budget.** Krein seconded and the motion was approved. Hudgins suggested page needs for 1998 be analyzed immediately to anticipate income and expense items for that year. **ACTION: Krein and Hoft will present an analysis of future page counts will be presented at the February AdCom meeting.**

**C. Meetings Committee** - Fellhoelter reported the Meetings Committee had recommended approval of a budget for PESC'98 in Japan with co-sponsorship by the IEICE of Japan and without a seed money requirement of PELS. **MOTION: Krein moved approval of the budget,** Wilson seconded and the budget was approved.

**D. Awards** - Wilson noted several corrections in the minutes regarding the Society Distinguished Lecturer program - there will be a total of five lecturers, not four as reported, with two lecturers each appointed in Europe/Africa and the Americas and one in Asia/Pacific. Appointed lecturers are Tore Undeland and Daan van Wyk in Europe/Africa, Bob Steigerwald and Fred Lee in the Americas and Koosuke Harada in Asia/Pacific. He said Bill Dunford, Chair of Chapter Development, will coordinate the program.



Wilson introduced a report (Attachment K) and noted a page saluting the 1996 winner of the Newell Award will appear in the November issue of the Transactions. The Outstanding Young Power Electronics Engineer Award was approved by TAB Awards and Recognition Committee in August and TAB will be asked for final approval in November. It is anticipated the first recipient will be selected next year and honored at PESC'97.

Wilson said the TAB Awards and Recognition Committee suggested a minor change in wording for the Society Distinguished Service Award to eliminate the word "rarely" as "there is an inherent inconsistency in giving an annual award for 'rare' achievement." He asked approval to make the change - authorized by consent - and he said the first presentation of the award is expected at PESC'97.

Fred Lee is heading the effort to promote Society members worthy of elevation to Fellow grade. A proposal to upgrade the Newell award to field level is led by Arthur Kelley, Wilson said.

**D. Chapter Development** - In the absence of Bill Dunford, there was no report.

**E. Membership/Publicity** - Dusan Borojevich introduced a chart showing a total of 5,371 active members in the Society as of July 31, the last reporting period, holding level for a three-month period ended March 31 but down 2.3% from the end of 1995 (Attachment L). He introduced an advertising promoting the Society which appeared in the IEEE student publication, *Potentials* in August (Attachment M).

**F. Administrator** - Bob Myers introduced a report of his office's activities the past several months (Attachment N). He emphasized that **ACTION: Annual reports from all officers and activity chairs are due in his office no later than December 1.**

## **VII. TECHNICAL COMMITTEES**

**A. Automotive Power Electronics** - The Power Electronics in Transportation workshop will be held October 24-25 in Michigan (see Attachment F).

**B. Computers in Power Electronics** - no report.

**C. Educational Activities** - no report.

**D. Electronics Transformers** - no report.

**E. Standards** - Jason Lai reported progress in developing a power electronics module interface standard. A meeting was held in September in Las Vegas and the committee will meet again at APEC next February.

## **VIII. TECHNICAL INTEREST GROUP**

**A. Telecommunications Power** - Riddleberger said the 1994 INTELEC final report has been submitted and the books closed. He said a final report on INTELEC'95 - an offshore conference in which IEEE does not have financial participation - was expected at INTELEC Conference Executive Committee and Advisory Committee meetings in the coming week.

## **IX. STANDING COMMITTEES**

**A. Constitution and Bylaws** - See Action Item 4.

**B. Fellow Evaluation** - Kassakian said his committee evaluated three nominations for Fellow Grade. Results will be known the end of the year.

**C. Finance** - The financial report was included in the earlier Treasurer's report.

**D. History** - no report.

**E. Intersociety Liaison** - no report.

**F. Asian Liaison** - Tsutomu Ogata reported organizing efforts are underway for PESC'98 in Fukuoka, Japan and material will be available at INTELEC (Attachment O). He said power electronics seminars are in the planning stages for PESC'96 and INTELEC'96.

**G. European Liaison** - no report.

**H. Region 9 Liaison** - Jaime Arau reviewed power electronics activities in Region 9 (Attachment P), noting conferences in Mexico and Brazil, chapter development including chapters in Mexico, Brazil and Venezuela, publications and distinguished lecturers. Among activities planned is an edition of a power electronics book in Spanish entitled "Power Electronics: Present Status and Future Technological Trends." He said royalties from the book will be used to promote PEELS in Region 9. Borojevic said Region 9 has the fastest membership growth of any area and said the increases reflected the it reflected Arau's dedication and determination.

**I. Newsletter** - Harry Owen reminded all members of the AdCom that the Newsletter reaches every member of the Society and is the ideal vehicle for promoting activities and programs.

## **X. COMMITTEE REPRESENTATIVES**

**A. Engineering Skills Assessment Program** - no report.

**B. IEEE Press Books** - See publications report.

**C. IEEE Standard Committee** - no report.

**D. New Technologies Direction Committee** - See Technical Vice President report.

**E. Society on Social Implications of Technology** - no report.

**F. Superconductivity** - no report.

## **XI. OTHER BUSINESS**

George Verghese asked that members leaving the AdCom or committee chairs be given the option of remaining on the AdCom mailing list. **ACTION: Myers will ask outgoing members if they wish to continue receiving AdCom material.**

## **XII. NEXT MEETING ANNOUNCEMENT AND ADJOURN**

The AdCom will hold three meetings in 1997:

February 23 - Atlanta (APEC'97)

June 22 - St. Louis (PESC'97)

October 5 - New Orleans (IAS Annual Meeting)

The meeting was adjourned at 3:48 p.m.

Submitted,

Robert Myers  
Thottuvelil  
PELS Administrator

Joseph