

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

Date: Sunday, October 5, 1997
Hyatt Regency Hotel, New Orleans, Louisiana USA
Committee Membership (those attending in bold)

Officers	
President Administrative V.P. Technical V.P. Secretary Treasurer Senior Past President Junior Past President Division II Director	Jerry Hudgins Arthur Kelley Philip Krein Joseph Thottuvelil Rene Spee Fred Lee Thomas Jahns Robert Voller

Members at Large (and terms)		
1994–1995–1996	1995–1996–1997	1996–1997–1998
Milan Jovanovic Philip T. Krein Martin F. Schlecht David A. Torrey Javier Uceda J. Daan van Wyk	Deepak Divan Mark Jacobs Balarama Murty Tamotsu Ninomiya Chris Riddleberger Katsuichi Yotsumoto	Thomas G. Habetler William Gerard Hurley Dean Patterson Seth Sanders Tore M. Undeland Robert V. White

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

Technical Committees			
Automotive Power	Randy Frank	Meetings	Kevin Fellhoelter
Computers In PE	Steven Leeb	Standards	Jason Lai
Education Activities	Dean Patterson	Telecomm Energy	Mark Jacobs
Transformers	Robert Beers		Robert Jurewicz
			Thomas Taylor

President's Committee	
Nominations	Thomas M. Jahns

PELS Administrative Office	
Administrator Robert Myers	PELS Office Lee Myers

PELS Representatives	
TAB New Technologies Directions Committee	Jerry Hudgins
TAB Public Relations Committee	Dushan Boroyevic
Superconductivity Committee	TBD
Society on Social Implications of Technology	William E. Sayle
TAB IEEE Press Books	William Hazen
TAB Transactions Committee	Richard Hoft
TAB Magazines Committee	Harry A. Owen, Jr.
TAB Newsletters Committee	Harry A. Owen, Jr.
Engineering Skills Assessment Program	TBD
IEEE Energy Committee	Michael R. Jaske
IEEE Standards Board	Jason Lai
APEC Steering Committee	Thomas Wilson, Jr.
International Committee on Power Electronics Coop.	Joseph Thottuvelil
Electronic Media Editor	Glenn Skutt

Guests: Mary Ward-Callan, Managing Director, IEEE Technical Activities
Hirofumi Akagi, Okayama University
Adam Skorey, University of Quebec a Trois-Rivieres

ACTION ITEMS

- 1. Proposed amendments to the Society Bylaws regarding changes in the structure and names of the Vice President positions will be mailed to all members of the AdCom, to be followed 30 days later by a mail ballot seeking formal action.**
- 2. Dusan Borojevic will circulate via e-mail a draft of a membership survey and will incorporate resulting comments into a final questionnaire.**
- 3. The Society established a best chapter award and Bill Dunford will organize a subcommittee to develop award guidelines for submission to the Awards Committee and the AdCom.**
- 4. Arthur Kelley will establish a domain name for the Society web page; funds for domain registration were approved.**
- 5. Jerry Hudgins will seek to appoint new Society Historian to succeed Steve Freeland.**
- 6. Three Bylaws amendments will be prepared and circulated to the AdCom prior to the February meeting:**
 - 1. Hudgins and Kay Smedley will draft provisions authorizing the creation of a Long Range Planning Committee.**
 - 2. Hudgins, Smedley and Rene Spee will prepare an amendment eliminating the Finance Committee as a PELS Standing Committee and transferring its functions to the Society Treasurer or Long Range Planning Committee.**
 - 3. Hudgins and Smedley will propose an amendment authorizing establishment of an Intersociety Liaison Committee and the appointment of a committee chair.**

7. **Kay Smedley and Joseph Thottuvelil will prepare amendments to the Society Constitution and Bylaws to eliminate the position of Secretary and incorporate the role of an Administrator. These amendments will be circulated to the AdCom prior to the February meeting.**

I. INTRODUCTIONS AND WELCOME

President Jerry Hudgins convened the meeting at 11:02 a.m. with a quorum present (Attachment A). He led self-introductions and noted the presence of Mary Ward-Callan, Managing Director of IEEE Technical Activities and Bob Voller, Division II Director.

II. REVIEW AND ADOPTION OF AGENDA

By consent the agenda as presented prior to the meeting was approved.

III. APPROVAL OF MINUTES

Minutes of the June 22 AdCom meeting in St. Louis were accepted as submitted on a motion by Dusan Borojevic and a second by Dick Hoft and unanimous concurrence.

IV. ACTION ITEM REVIEW

1. TAB recommendations and actions regarding changes to the Book Broker and All Societies Periodicals Package programs. Hudgins deferred to Mary Ward-Callan's scheduled report to a joint PELS-IAS leadership meeting the following day.

2. Restructuring of the Society's vice president's positions and responsibilities to operations and meetings. Arthur Kelley reported an Ad Hoc committee had recommended that the two Society vice president posts be renamed Vice President for Operations and Vice President for Meetings. The VP for Operations would supervise all committees and activities except conferences and meetings. The VP for Meetings would be ex officio chair of the Meetings Committee and a member of steering committees for all Society sponsored conferences and workshops, a change from the existing procedure of appointment by the President. Kay Smedley introduced proposed changes to the Bylaws (Attachment B) and one provision specified the VP for Meetings would have responsibility for all Society conferences. Phil Krein said such wording would effectively eliminate the Meetings Committee and suggested instead that the VP for Meetings be designated chair of the Meetings Committee. Kelley said the changes would require amendment of the PELS Bylaws but not the Society Constitution. Action on the proposed amendments as modified by AdCom discussion was deferred because any Bylaws amendment requires a 30-day advance notice to the AdCom. The AdCom suggested additional changes to Bylaws specifying responsibilities for budget approval and prompt conference closings reports. **ACTION: A mail ballot on the proposed Bylaws amendments as modified in AdCom discussions will be mailed 30 days after distribution of amendments. ACTION: If approved, the amendments will be published in the PELS Newsletter in the first issue of 1998 and if there is no opposition from Society members within the specified notice period, the amendments will be submitted to TAB for recording.**

3. Recommendation for conference registration rates at PELS conferences for members of cooperating international organizations. Hudgins said IEEE Policies and Procedures, Sections 10.10 and 10.11 permit IEEE member rates to be extended to members of cooperating

organizations (Attachment C). There was general agreement that PELS conference committees can offer member rates to other organizations, if they wish.

4. Establishment of Long-Range Planning Committee. Hudgins addressed the issue in his President's report (see below).

5. Development of a PELS membership survey. Borojevic said he had drawn up a series of potential survey questions and in meetings with Tom Habetler and Bill Dunford will select 30 questions. Potential subject areas include 1. Demographics, 2. Reasons for joining, 3. Evaluation of products and services, 4. Opinions on current Society initiatives such as access to electronic communications, educational benefits, local and professional services and potential value of Transactions availability on the web. Bob White and Phil Krein suggested including a survey form in the registration package at APEC in Anaheim in February as a means of reaching some non-members. Tom Jahns noted that 80% of the IEEE members listing power electronics as their No. 1 interest area do not belong to the Society. **ACTION: Borojevic will send a draft of the planned survey to the AdCom via e-mail and incorporate any input in a final version.**

6. Creation of a best chapter award and guidelines for its implementation. Dunford proposed a best chapter award covering a year's activities with the first presentation covering 1997 and conferred at PESC'98 in Japan. Tom Wilson, saying the Awards Committee is overloaded, suggested that a subcommittee of the Chapters Development Committee be established to formulate award procedures. **MOTION: Dunford moved that PELS establish a best chapter award.** Dick Hoft seconded and the motion was approved. **ACTION: Dunford will form a subcommittee and submit potential guidelines for review by the Awards Committee and the AdCom for approval at its February meeting.**

7. Selection of a permanent location and operating plan for the Society web page. Kelley said Glenn Skutt in Virginia has uploaded the existing web page material into a computer at North Carolina State University and the web is on line. He said he is seeking a domain name easily identified with PELS rather than with the university. **ACTION: Kelley will establish a web domain name for the Society.** **MOTION Kelley moved that the AdCom fund up to \$100 for each of two years to support URL and registration for the PELS web site.** Krein seconded and the favorable vote was unanimous. Kelley said he has agreed to become electronic media editor for the Society, succeeding Skutt who will remain involved with the web page. He said he hoped to make early PESC proceedings available on the web, along with other Society archival material but without jeopardizing the IEEE Book Broker program.

8. Locating a permanent site for Society archives. Jahns said Historian Steve Freeland has the archival material in a filing cabinet in his office in California. Most of the items on file, Jahns said, are old papers and photographs. No mechanism exists for obtaining new materials and historical data. Jahns said Freeland does not plan to continue as historian. Ward-Callan said there is some archival files at IEEE Headquarters. **ACTION: Hudgins will seek a new Society Historian.**

9. Design of a certificate for Society Distinguished Lecturers. In the absence of John Kassakian, the issue was tabled until the February meeting.

10. Upgrading of the Newell Award to IEEE Field Status. Kelley said the award cannot be upgraded but it is possible to establish a new Field Award named for Newell. If such an effort were successful, the Society Newell Award could be phased out.

V. ELECTION RESULTS

Jahns, as Nominating Committee Chair, reported the results of the 1997 PELS officer and AdCom elections. Successful candidates were:

President - Jerry Hudgins
Vice President Administration - Kevin Fellhoelter
Vice President Technical - Phil Krein
AdCom At-Large Members - Jaime Arau, Arthur Kelley, Francesco Profumo, Rene Spee, J. Daan Van Wyk and Tom Wilson, Jr.

Jahns thanked all candidates for agreeing to stand for office and expressed his gratitude for a 36 of 43 eligible voters on the AdCom casting ballots.

VI. OFFICER REPORTS

a. TAB Managing Director Report - Ward-Callan said the goal of the IEEE Technical Activities Department is the support of societies in four areas: 1. Finance, 2. Administration, 3. IEL and 4. Communications and as they relate to conferences, proceedings, periodicals and membership. She said new activities include budgeting and forecasting, membership and product analysis, conferences (joint sponsorship, closings, Book Broker and section notification) chapter coordination support and general support formats.

b. Division Director - Bob Voller encouraged the Society to make every effort to file conference reports as soon as possible, and certainly within a year of a conference. In his written report (Attachment D) he said an IEEE strategic planning retreat a week earlier had drafted Institute objectives for the next five years with emphasis on value of the Institute, teamwork, unity and professionalism. The IEEE Board of Directors will review and consider formal action on the recommendations at a November meeting in Atlanta. Voller said reorganization of IEEE remains under study, including the unbundling of some activities and the rebundling of others.

c. President's Report - Hudgins reviewed the highlights of his written report (Attachment E):

- The President wrote the chairman of the IEEE Applied Superconductivity Committee withdrawing its membership affiliation with the group.
- A Long Range Planning Committee was proposed, with the Senior Past President serving as chair. Other committee members will be liaisons from regions 8, 9 and 10, the Society Treasurer and two Members-at-Large of the AdCom. Discussion centered on composition of the committee with a proposal to eliminate the Members-at-Large provision and to allow the chair to appoint two members, one of whom will be the Junior Past President. **ACTION: Proposed Bylaws changes allow creation of the committee will be distributed at least 30 days prior to the February AdCom meeting in anticipation of formal action on the changes.**
- Hudgins proposed elimination of the Finance Committee as a PELS Standing Committee because its functions are handled by the Society Treasurer or are more appropriate for the Long Range Planning Committee. **ACTION: A Bylaws revision will be circulated to the AdCom at least 30 days prior to the February meeting to**

permit action at that meeting.

- A Bylaws change was proposed by the President to permit establishment of an Intersociety Liaison Committee. A Bylaws change permitting the appointment by the President of a Liaison Committee chair will be required, Hudgins said, and **ACTION: will be included in proposals submitted prior to the February meeting in accordance with statutory provisions.**

d. Administrative Vice President's Report - Kelley said his report was covered in proposals for renaming Society Vice Presidents and subsequent assigning of responsibilities.

e. Technical Vice President's Report - Krein said a workshop presented by the Department of Energy and held the day after PESC'97 in St. Louis was successful with a total attendance of 85.

He said at the February meeting he will propose the formation of a new technical committee on converter systems.

f. Secretary's Report - Joseph Thottuvelil proposed eliminating the position of Society Secretary because all duties of that office are handled by the Society Administrator. It was agreed that the Administrator will report to the Society President. **ACTION: Thottuvelil and Smedley, with the help of Bob Myers, will develop amendments to the Society Constitution and Bylaws eliminating the job of Secretary and incorporating the post of Administrator. Issues to be resolved include whether the Administrator will be a voting member of AdCom and the handling of off-shore AdCom meetings.**

g. Treasurer's Report - Treasurer Rene Spee was unable to attend the meeting but submitted a written report (Attachment F). Hudgins said Spee requested that all financial matters be routed through the Treasurer and all budgets for 1998 be submitted to him promptly. Further, Hudgins said a concern of the Treasurer was that the PEDES'96 and the 1996 Computers in Power Electronics Workshop are overdue in filing final reports.

VII. Highlighted Committees

a. Meetings - Kevin Fellhoelter reported the Meetings Committee had recommended three actions by the AdCom and introduced motions covering each item:

1. MOTION: The Society shall establish a PESC Steering Committee reporting to the Meetings Committee and charged with supervisory responsibility for planning and budgeting, site selection and operating policy. Further, the members of the Steering Committee will be chosen by the Meetings Committee chair with the stipulation the chair of the Steering Committee will be a member of the Meetings Committee. Krein seconded the motion and it was approved.

2. MOTION: The Society will be a technical co-sponsor with IAS - and without

financial involvement - of a Future of Power Electronics Processing and Conversion to be held July 11-14, 1998 in South Africa. Daan Van Wyk seconded and the motion was adopted.

3. MOTION: PELS will become a co-sponsor with IAS and CPMT of the 1998 IEEE First International Workshop on Integrated Power Packaging (IWIPP) to be held in Chicago and will provide an advance loan of \$3,000. Van Wyk again seconded the motion and it was accepted.

b. Awards - Tom Wilson reviewed the new awards presented for the first time in 1997. They are the Distinguished Service Award (presented to Harry Owen, Jr.), the Outstanding Young Power Electronics Engineer Award (to Vlatko Vlatkovic) and Transactions Prize Paper Award (to M. Florez-Lizarraga and A.T. Witulski, D. Maksimovic, Y. Yang and R.W. Erickson, and F.Y. Shih, D.Y. Chen, Y.P. Wu and Y.T. Chen. All new awards, plus the William E. Newell award to Pierre Thollot, were presented at PESC'97. An article soliciting nominations for the Newell, Outstanding Young PE Engineer and Distinguished Service awards will appear in the fall issue of the Society Newsletter and a five-page recognition of 1997 recipients was submitted for the November issue of the *Transactions in Power Electronics* (Attachment G). Wilson emphasized PESC will take place in May in 1998 and the deadline for all award nominations has been moved up to January 20, 1998.

c. Chapter Development - Bill Dunford said he is in the process of asking IEEE TAB for an updated list of PELS chapter chairs. He reported he is developing a guide for chapter chairs and investigating the establishment of more joint chapters, particularly with IAS.

Citing some problems in regional entities, Dunford said chapters now are allowed to maintain separate bank accounts from their host sections.

d. Publications - Tom Habetler introduced specific editors:

1. Transactions - Dick Hoft distributed his report (Attachment H) and said he will study the IEEE OPeRA program for its potential impact on the Transactions.

Hoft said the current submission-to-publication span for Transactions manuscripts is slightly more than 21 months, placing PELS 48th out of 54 total 54 IEEE transactions in the submit-to-publish ratio. Jahns expressed concern that the publication time had not decreased appreciably and **ACTION: Habetler and Hoft will look into causes of delays and report at the February meeting of the AdCom.**

Hoft said the AdCom will be asked to approve the 1999 Transactions page budget at the February meeting.

2. Newsletter - Harry Owen reminded the AdCom of copy deadlines for upcoming issues of the Newsletter and asked that submissions on e-mail be made in ASCII text format.

3. IEEE Press Books - Habetler introduced a written report (Attachment I) from Bill Hazen who was unable to attend the meeting.

e. Membership - Dusan Borojevic reviewed a written report (Attachment J) and noted

the number of total active members of the Society is 5,481. He mentioned those countries with large membership rolls. The US has the greatest number of members, followed by Canada, Japan, Korea, Italy, Australia, Brazil and Spain. PELS has members in a total of 108 countries, Borojevic said.

VII. TECHNICAL COMMITTEES

a. Automotive Power Electronics - No report

b. Computers in Power Electronics - Thottuvelil, reporting on behalf of committee chair Steve Leeb introduced a **MOTION: to approve an operating guide for the committee** (Attachment K). Krein seconded the motion and it was approved unanimously.

c. Education Activities Committee - Dean Patterson said the Society has invested \$10,000 in a joint videotape project with the Industry Applications Society on motor drives. Completed videotapes will be sold for \$700 each, resulting in an estimated "profit" per tape sold of \$100. Copies of the videotape will be provided to Society chapters at no charge, he said, as meeting material and to encourage membership. Patterson said he is exploring the videotaping of EMI and EMC tutorials as a potentially low-cost project. Nevertheless, the expense of producing videotapes is expected to bring about a total cost for the program of \$25,000.

d. Electronic Transformers - No report.

e. Standards - Jason Lai's Standards Updates report centered in two areas (Attachment L):

1. The Society Standards Committee has submitted a new Project Authorization Request (PAR) to develop an IEEE recommended practice for electronic subsystems. The project, assigned number P1515 and entitled Recommended Practice for Electronics Power Subsystems: Parameter Definitions, Test Conditions and Test Methods, is scheduled to be heard by the IEEE Standards Committee in December.

2. The protest by the USNC of harmonic standard EN61000-3-2 has caused the formal enforcement date to be delayed until issues enumerated in the challenge are resolved. The USNC questioned the non-acceptance of some provisions by development committees, safety issues and economic and practical impacts on industry and the public. Lai said the USNC has proposed changes in the makeup of the working group responsible for the standard.

IX. TECHNICAL SUB-GROUP - TELECOMMUNICATIONS

There was no report in the absence of members of the sub-group responsible for INTELEC.

X. OTHER COMMITTEES

No reports were brought forward.

XI. OTHER BUSINESS

No additional business was introduced.

XII. NEXT MEETING(S)

The AdCom will meet on Sunday, February 15, at the Disneyland Hotel in Anaheim, California, site of APEC'98.

Members of the AdCom were encouraged by Hudgins to attend a joint PELS/IAS leadership meeting the following day to discuss cooperative efforts.

Hudgins announced that members of the AdCom will meet jointly with the leadership of IAS, Industrial Electronics Society and Power Engineering Society on Monday, February 16, in Anaheim.

XIII. ADJOURNMENT

The meeting was adjourned at 4:57 p.m.

Submitted,

Joseph Thottuvelil
Secretary

Robert Myers
PELS Administrator