

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

Sunday, February 15, 1998
Disneyland Hotel, Anaheim, California USA
Committee Membership (those attending in bold)

Officers	
President VP for Operations VP for Meetings Secretary Treasurer Senior Past President Junior Past President Division II Director	Jerry Hudgins Philip Krein Kevin Fellhoelter Joseph Thottuvelil Dick Bass Fred Lee Thomas Jahns Robert Voller

Members at Large (and terms)		
1996–1997–1998	1997–1998–1999	1998–1999–2000
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	Jaime Arau Arthur Kelley Francesco Profumo Rene Spee J. Daan Van Wyk Thomas G. Wilson, Jr.

Administrative Committees			
Asian Liaison	Tsutomu Ogata	History	Laura Steffek
Awards	Thomas G. Wilson, Sr.	Intersociety Liaison	Joseph Thottuvelil
Chapter Development	William G. Dunford	Membership/Publicity	Dusan Boroyevic
Constitution/Bylaws	Keyue M. Smedley	Newsletter	Harry A. Owen, Jr.
European Liaison	Javier Uceda	Publications	Thomas G. Habetler
Fellow Evaluation	J. Daan Van Wyk	Region 9 Liaison	Jose Antenor Pomilio
Finance	Dick Bass	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	
Power Packaging	Doug Hopkins	Lars Bjorkstrom	

President's Committee	
Nominations	Thomas M. Jahns

IEEE PELS ADCOM

February 15, 1998

Page 2

PELS Administrative Office	
Administrator Robert Myers	PELS Office Lee Myers

PELS Representatives	
TAB New Technologies Directions Committee	Jerry Hudgins
TAB Public Relations Committee	Dusan Boroyevic
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	Arthur Kelley

Guests: Larry Gilbert, The Powerhouse
John Kassakian, MIT, Past Society President

ACTION ITEMS

1. Bylaws amendments changing the functions and titles of the Society's two vice presidents will be filed with IEEE Technical Activities.
2. Dusan Borojevic will draft a membership survey, circulate it to AdCom members and incorporate resulting suggestions into a final questionnaire.
3. The Awards Committee will study a proposal for a best chapter award and present recommendations to the AdCom in May.
4. Bylaws amendments relating to Society Standing Committees and Constitution and Bylaws amendments eliminating the PELS Secretary and transferring duties to the Administrator will be circulated in a mail ballot.
5. Rene Spee, Kevin Fellhoelter and Jerry Hudgins will seek closure of the PEDES'96 conference in New Delhi and Balarama Murty will draft a letter to the Indian Institute of Technology urging positive action in submitting a final report and distributing surplus.
6. Tom Habetler and Dick Bass will prepare a recommendation and cost analysis for electronic access to the PELS Transactions.
7. Borojevic will investigate the feasibility of translating the PELS membership brochure into specific, to-be-determined languages.

MOTIONS

IEEE PELS ADCOM

February 15, 1998

Page 3

1. **Approved special wording for copyrighting PESC'98 papers to permit translation reprint rights to the conference co-sponsor.**
2. **Authorized an additional \$10,000 loan to INTELEC'98 for web page and deposits.**
3. **Approved a budget for the 1998 Power Electronics in Transportation Workshop.**
4. **Agreed to become a co-sponsor of the IEEE International Electrical Machines and Drives Conference subject to approval by the President and Meetings Vice President of a suitable agreement.**
5. **Approved technical participation in conferences in Finland, Mexico and Spain in 1998 and 1999.**
6. **Authorized the preparation of dies of the PELS and IEEE logos for use with awards.**

I. INTRODUCTIONS AND WELCOME

President Jerry Hudgins convened the meeting at 11:06 a.m. and led a round of self-introductions of attendees (Attachment A)

**NOTE: The Society's 1997 Annual Report is included in these minutes as Attachment R.*

II. REVIEW AND ADOPTION OF AGENDA

Bill Hazen asked that a report from IEEE Press be added to the agenda in the publications section. Balarama Murty moved adoption of the agenda as amended (Attachment B), Dick Hoft seconded and the revised agenda was accepted.

III. APPROVAL OF MINUTES

Tom Jahns asked that the minutes of the October 5, 1997 meeting of the AdCom be amended to clarify membership of a proposed Long Range Planning Committee, suggesting that wording be changed from the submitted proposed appointment of "two members, one of whom will be the Junior Past President" to read "two members, plus the Junior Past President." Jahns then moved adoption of the minutes as amended, Hoft seconded and the minutes were approved.

IV. ACTION ITEM REVIEW

1. A ballot proposing amendments to the Society Bylaws changing the structure and titles of vice presidential positions will be submitted to the AdCom and Standing Committee Chairs.

Results of the vote showed 32 votes in favor of the measure and none against. The amendments were published in the January PELS Newsletter and in the absence of protest from Society members will be submitted to TAB.

2. Dusan Borojevic will draft a membership survey.

Borojevic said the survey has been delayed and will remain as an action item, to be resolved at the May meeting.

3. Guidelines for a best chapter award will be developed by Bill Dunford.

Dunford introduced a bill of particulars for a best chapter award (Attachment C) and said it would be submitted to the Awards Committee for review and later to the AdCom. Tom Wilson, Sr., recommended the award proposal be carried over to the next meeting of the Adcom in May so the Awards Committee can make a formal recommendation. If the award is approved, it can be submitted to the TAB Awards and Recognition Committee in time for its consideration in November. As a result of this schedule, Wilson said any implementation of the award will be delayed with the first presentation in the year 2000 based on a competition among chapters covering 1999 activities.

4. A domain name for the Society web page will be established.

Arthur Kelley reported the name - www.pels.org - is in place and operational.

5. A new Society historian will be appointed.

Hudgins said a selection process is in place. Subsequent to the meeting, Laura Steffek accepted appointment to the position.

6. Three Bylaws amendments affecting Society Standing Committees will be prepared and circulated to the AdCom.

Amendments were mailed 30 days in advance of the meeting to 1. Eliminate the Finance Committee as a Standing Committee and transfer its responsibilities to the Treasurer; 2. Establish a Long Range Planning Committee; and 3. Authorize an Intersociety Liaison Committee. Rewording of portions of the proposed amendments was suggested and **ACTION: Keyue Smedley will prepare new language for a revised ballot and AdCom vote on the amendments.**

7. Amendments to the PELS Constitution and Bylaws eliminating the position of Secretary and assigning responsibilities to the Administrator will be submitted to the AdCom for a formal vote.

ACTION: Smedley will revise language for amendments affecting the change and will submit a new mail ballot to AdCom members and Standing Committee Chairs. Discussion centered on procedures of the substitution of the Administrator for the Secretary and it was agreed to add clarifying language as appropriate.

IV. OFFICERS REPORTS

a. President - Hudgins reviewed a presentation to the TAB meeting in Los Angeles earlier in the week summarizing a marketing study of subscribers to the All Societies Periodicals Packages (ASPP). The study pointed to a transition of publications from print to the World Wide Web. He said the transition will bring some unbundling of publications and repackaging in more specific target categories with libraries, industry and other institutional customers offered wide choices in selection. The study described a growing pressure to move to the Web, Hudgins said, as other publishers switch to gain market share. Few are making money from Web

publications, he said, but are trying to position themselves for future gain.

The President outlined the major accomplishments of the Society in 1997:

1. 5-year Society Review - completed in June
2. Intersociety Activities - Joint meetings with IAS leadership at APEC in February and the IAS Annual Meeting in October; meetings with European societies and IAS in May; scheduled meeting with leaders of IAS, IES and Power Engineering Society at APEC the day following the AdCom Meeting.
3. Administrative Reorganization - Changes in the responsibilities and titles of the Society's two Vice Presidents, introduction of proposals to form a Long Range Planning Committee and Intersociety Liaison Committee and eliminate the position of Secretary with assignment of responsibilities to the PELS Administrator.

The most important challenge facing the Society is planning and controlling PELS' involvement in the Web, along with the resulting bundling of PELS' intellectual properties to gain maximum benefits from technical influence and financial impact. The need is to work together as a group within the Society and with other entities in IEEE, he said, adding "the new paradigm is producing materials in electronic form and considering print as an afterthought.

c. Meetings - Kevin Fellhoelter said his principal goal for 1998 is establishment of the PESC Steering Committee and its assumption of authority over PESC.

He introduced formal actions recommended by the Meetings Committee:

MOTION: That the AdCom approve special wording for the paper copyright for PESC'98 as submitted by IEEE's Manager of Copyrights and authorizing translation reprint rights to conference co-sponsor IEICE (Attachment D). The motion was approved.

MOTION: That the AdCom authorize an additional \$10,000 loan to INTELEC'98 to cover costs of establishing a web page and for deposits against additional expense. The motion received unanimous approval.

MOTION: That the AdCom approve a submitted budget for the Power Electronics in Transportation Workshop scheduled for October in Dearborn, Michigan (Attachment E). The motion was approved.

MOTION: That the AdCom approve Society participation as a co-sponsor of the IEEE International Electric Machines and Drives Conference. The conference presently is sponsored by the Power Engineering and Industrial Electronics Societies and PELS and the Industry Applications Society have been asked to be added to the sponsors (Attachment F). Fellhoelter said the Meetings Committee had recommended approval but Tom Jahns suggested the motion be modified to specify that sponsorship be dependent upon a suitable agreement

between PELS and the conference steering committee. He said the IAS Executive Committee had been asked to approve the same condition. The motion was amended to read: **MOTION: That the AdCom approve Society participation as a co-sponsor of the 1999 Electric Machines and Drives Conference (IEMDC) subject to approval by President Hudgins and Vice President Fellhoelter of a negotiated agreement.** Dick Hoft seconded the motion. Jahns reviewed the history of the conference and earlier decisions by PELS and IAS not to participate because of potential overlap of subjects with APEC (and in the case of PELS also PESC). Balarama Murty and Rene Spee expressed concern about potential conflicts with APEC and PESC. The 1999 drives conference is scheduled in early June, 1999, in Seattle, a month prior to PESC'99 in Charleston. Murty asked if the conference could be moved to odd-numbered years when PESC is offshore rather than even years when the conference takes place in North America. Jahns said the subject could be raised with the drives steering committee in PES but was an issue for the future. Jahns said a joint sponsorship could be advantageous to PELS, particularly if an agreement could be worked out similar to the APEC Operating Agreement which specifies that the three permanent sponsors - PELS, IAS and PSMA - are equal partners. With a call for vote, the substitute motion was approved with Murty and Spee casting negative ballots.

MOTION: That the AdCom approve technical participation (no financial involvement) in CIEP'98 in Mexico, NORPIE'98 in Finland and SDEMPED'99 in Spain (Attachment G). The motion was adopted.

c. Vice President Technical - Arthur Kelley reported for Phil Krein and urged all Society Technical Committees to participate in PELS-sponsored conferences by organizing technical sessions and encouraging paper submissions. He noted three workshops in the works for 1998 - Computers in Power Electronics in Lake Como, Italy, Integrated Power Packaging in Chicago and Power Electronics in Transportation in Dearborn, Michigan.

d. Secretary - No report, see Annual Report.

e. Treasurer - Spee reported as the outgoing Treasurer that the net worth of the Society at the end of November 1997 was \$574,860, and said the 97 year should produce a good surplus (Attachment H). He recommended that AdCom consider transferring small amounts of operating

funds to long-term investments in each investment period in order to maintain financial growth. Although net worth of the Society has increased from \$480,000 at the end of 1995, additional expenses in educational activities (videotape participation) and committee activities have caused increased expenses and Spee said it may be necessary in the future to have a small increase in dues.

Spee noted the concurrence of new Treasurer Dick Bass in alerting chairs of Society activities of the 1999 budget request submission dates:

- April, 1998, for committee requests
- May in advance of the Fukuoka AdCom meeting for Transactions page count and
- October for final 1999 approval.

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Spee said the PEDES'96 conference in New Delhi co-sponsored by the Society remains a

IEEE PELS ADCOM

February 15, 1998

Page 7

financial problem. Seed money has been returned but the PELS share of a conference surplus has not been paid and Spee said the conference chair has ignored the Treasurer's inquiries. Hudgins said the appropriate course may be to close the conference books. **MOTION: Patterson moved that the chair's employer, the Indian Institute of Technology, Delhi, be contacted if necessary and that Spee, Fellhoelter and Hudgins take steps to close the conference and resolve remaining financial questions.** Bass seconded and the motion was approved. **ACTION: Murty will draft a letter to the Director of the Indian Institute of Technology, Delhi, and Hudgins and Spee will concur in the text.** Tom Wilson, Sr. said he recalled the PEDES conference was approved by the AdCom without sufficient investigation and he urged that proper diligence be exercised in considering requests for future conference sponsorships.

f. Division Director - No report

VI. HIGHLIGHTED COMMITTEES

a. Constitution and Bylaws - See items 6 and 7, Action Item Review

b. Publications - Publications Chair Tom Habetler was unable to attend but Hudgins reported the chair had recommended placing PELS Transactions on the Web under the IEEE OpeRa program (Attachment I). **MOTION: Hudgins made a motion on behalf of Habetler to add PELS to the OpeRa package for 1998 for a price not to exceed \$12,500.** Hoft seconded and Hudgins explained the OpeRa program lists current transactions papers for several Societies for periods of three months to one year. Kelley questioned whether the life span of papers in OpeRa served any archival purpose and asked if papers could be moved to the PELS website after the OpeRa posting ends. Jahns said IAS has authorized a change in its Society membership specifications with OpeRa posting of IAS Transactions included in core membership dues but requiring a supplemental charge for hardcopy versions of the Transactions.

Hudgins suggested that rather than proceed with an OPeRa or other web-related project Habetler and Bass examine various options to provide archival access to PELS Transactions

electronically and to assess potential effect on member dues. **ACTION: Habetler and Bass will submit a written plan by mid-April to deal with the electronic access of Transactions and potential cost.**

Transactions (Attachment J) - Hoft reported the number of associate editors has grown to 26 to permit processing of more papers than in the past. The time span between submission of pages and publication has been improved but remains less than desirable. Hoft proposed that the four categories of reviewer ratings - A (accept), AS (accept with suggested changes), AM (accept with mandatory changes) and NA (reject) - be reduced to three by dropping AM. He explained the AM classification, in effect, means starting over with a long rewriting period and its elimination can reduce major time delays that affect the submission-to-publication span. Jahns countered with a suggestion the AM category be retained but that a tight time limit be enforced, suggesting a three-month maximum. He proposed that authors be advised their papers will be dropped if the time limit is exceeded. Jahns concluded by crediting Hoft for moving in the right direction in increasing the number of associate editors.

IEEE PELS ADCOM

February 15, 1998

Page 8

Newsletter - Harry Owen reminded members of the March 15 deadline for articles for the spring Newsletter. He announced he is seeking a successor as Newsletter Editor and asked that members contact Hudgins with any suggested names or idea. Owen said he is into his 10th year as editor and he hopes to have a successor in place by the end of 1998.

IEEE Press Books - Bill Hazen said three books in the power area are in the publications process (Attachment K):

1. - *Practical Design of Power Supplies* - printing in progress
2. - *Voltage Magnitude Events* - first draft completed
3. - *Power Conversion Applications Handbook* - proposal accepted

c. Awards (Attachment L) - Wilson noted that four pages in the November (1997) Newsletter were devoted to a recognition of 1997 Society award winners. The 1998 awards process will be condensed because PESC will take place in May, a month earlier than usual. For the second time, awards to be presented at PESC will include the Newell Award, Distinguished Service Award, Outstanding Young Power Electronics Engineer and three best Transactions paper awards. Wilson said that because some nominations have been cumbersome in length with attached affidavits, all Society awards nomination forms will require that individual nominations must be limited to 600 words including any attachments

Wilson said implementation of the Distinguished Lecturer program includes supervision of lecturer assignments by the Chapters Development Chair after lecturers themselves are selected by the Awards Committee. Hudgins recommended that the Chapters Development Chair maintain communications with other Societies so joint and complementary appearances can be arranged with accompanying benefits of reduced travel, time and expenses. Bill Dunford responded that he already is working with IAS in speaker assignments. John Kassakian said a design for a Distinguished Lecturer certificate has been completed and he proposed purchasing dies for the certificates and other awards. **MOTION: Owen moved that a maximum amount of \$400 be authorized to prepare dies of PELS and IEEE logos for awards.** Chris Riddleberger seconded and the motion was adopted by voice vote.

Wilson referred to his 1997 annual report noting 11 members of the Society were elevated to Fellow grade, with nine Fellow evaluations processed by PELS.

Kelley said he will pursue in 1998 the elevation of the Society's Newell Award to Field Award status.

d. Membership (Attachment M) - Dusan Borojevic said membership in PELS climbed to 5,751 at the end of 1997, a rise of 1.7%, compared to an overall increase of 1.8% for all of IEEE. Student membership in the Society grew by 11.3%, as against 6.2% for IEEE. Borojevic said the major growth areas for membership were Regions 8 and 10 (Europe, Africa and Asia) with slow growth in Region 9 (Latin America). Membership in Regions 1-7 (North America) declined by 10%.

Goals for 1998, Borojevic said, are 1. the membership survey and 2. a new membership brochure. He encouraged continued promotion of Society membership at conferences and workshops in which PELS is a full sponsor and where it is a technical and cooperative participant. Katsuichi Yotsumoto suggested the membership brochure be produced in other languages in addition to English and **ACTION: Borojevic said he will investigate the**

feasibility of translating the brochure and into which languages.

e. Chapter Development - Dunford said a new chapter has been organized in New England and will hold its first meeting in March. In another development, he said the videotape educational course on drives sponsored by PELS and IAS has been completed and two copies are in his possession. A version of the tape in PAL format is being obtained to serve PELS chapters outside of North America.

Dunford said a new program for a best chapter award will be presented at the May AdCom meeting with anticipated first presentation at the Society awards program at PESC'2000 based on activities in 1999.

Yotsumoto said the Tokyo PELS Chapter, with a total of 274 members) is being subdivided to better serve members living in other parts of Japan (Attachment N). New chapters are planned for Osaka (44 present members) and Fukuoka (34 members) as well as Tokyo (160). To serve members in Nakoga (27) and Sendai (9), joint chapters are being pursued.

VII. LIAISON REPORTS

a. Asian Liaison - No report, see Annual Report

b. European Liaison - Javier Uceda reported the relatively small PELS membership in Europe suggests the need to organize PELS events in Europe to create local interest and to invite more Europeans to participate in PELS conferences and PELS supported conferences (Attachment O). He cited as strategies the attraction of potential members from Eastern Europe and cooperation in joint activities with EPE. Uceda said the EPE conference in Trondheim, Norway, in late summer was successful with an attendance of 1,000 and heavy industrial participation in exhibits.

c. Region 9 Liaison - Jaime Arau, retiring Region 9 Liaison, and Jose Pomilio, the new Liaison, shared a report with Arau reviewing activities of 1997 (see annual report) and Pomilio outlining plans for 1999 (annual report). The major focal points are establish new PELS chapters, expand intersociety activities, improve communications through use of the Internet and publications and participate in the CIEP and COBEP conferences (Attachment P).

VIII. TECHNICAL COMMITTEE REPORTS

a. Power Electronics in Transportation Technical Committee - Randy Frank said plans for the 1998 workshop in Dearborn, Michigan, October 22-23 are on track and the event should equal expectations and achievements of earlier workshops. Hudgins added that the committee will expand its horizons to become involved with the IEEE TAB Committee on Intelligent Transportation Systems.

b. Computers in Power Electronics Committee - No report, see Annual Report

c. Educational Activities Committee - Patterson said the Society invested \$10,000 to sponsor and produce the educational videotapes on drives. He said a marketing campaign is under way with IEEE to sell the tapes to institutions while the Society is encouraging chapters borrowing PELS copies of the tape for chapter meetings.

d. Electronic Transformers Technical Committee - No report, see Annual Report

e. Power Packaging Committee - Doug Hopkins said the first independent activity of the committee will be the International Workshop on Integrated Power Packaging to be held in Chicago in September. He said the organizers are anticipating an attendance of 150. Calls for papers for the workshop have appeared in the PELS Newsletter and publications of co-sponsors IAS and Components, Manufacturing and Manufacturing Technology Society and participating sponsors Industrial Electronics Society and the Power Sources Manufacturers Association. The committee is involved in several sessions and meetings during APEC, Hopkins said.

f. Standards Committee (Attachment Q)- Jason Lai said a committee working on P144 - power electronics module interface - will hold meetings this year at APEC'98 (this week), Piscataway, NJ (spring/summer) and the IAS Annual Meeting in St. Louis (October). Standard P1515 - recommended practice for electronic power subsystems parameters, test conditions and methods - was approved by the IEEE Standards Board in December.

g. Technical Subgroup on Telecommunications (INTELEC) - Bob Jurewicz summarized final results of INTELEC'96 in Boston, 1997 Telescon in Budapest and comments on INTELEC'97 in Melbourne and reviewed goals and programs for 1997, as well as projecting goals for 1998 (see annual report). He said efforts continue to encourage authors of papers at INTELEC and TELESCon to submit their manuscripts to the PELS Transactions.

Jurewicz said INTELEC has targeted cities for the years through 2010 with 1998 scheduled in San Francisco, 1999 in Copenhagen, 2000 Phoenix, 2001 Edinburgh, 2002 Montreal, 2003 Yokohama, 2004 Chicago, 2005 Berlin, 2006 Washington, 2007 Rome, 2008 Atlanta, 2009 Korea, Holland, Belgium, Sweden or Switzerland and 2010 Singapore or Taiwan. Future TELESCons are set for Dresden in 2000 and Brazil in 2003.

IX. OTHER BUSINESS

None

X. NEXT MEETING ANNOUNCEMENT

The PELS AdCom will hold its spring meeting on Sunday, May 17, at the Sea Hawk Resort in Fukuoka, Japan. The AdCom session will be preceded by a meeting of the PESC Steering Committee.

XI. ADJOURNMENT

The first AdCom meeting of the year was adjourned at 5:05 p.m.

Submitted,

Robert Myers
PELS Administrator