

**MINUTES**  
**IEEE POWER ELECTRONICS SOCIETY**  
**ADMINISTRATIVE COMMITTEE**  
**DALLAS, TEXAS**  
**MARCH 14, 1999**

Officers	
<b>President</b> <b>Operations V.P.</b> <b>Meetings V.P.</b> <b>Treasurer</b> <b>Senior Past President</b> <b>Junior Past President</b> <b>Division II Director</b>	<b>Philip Krein</b> <b>Thomas Habetler</b> <b>Kevin Fellhoelter</b> <b>Richard Bass</b> <b>Thomas Jahns</b> <b>Jerry Hudgins</b> <b>Barry Brusso</b>

Members at Large (and terms)		
1997↗1998↗1999	1998↗1999↗2000	1999↗2000↗2001
<b>Thomas G. Habetler</b> William Gerard Hurley Dean Patterson Seth Sanders <b>Tore M. Undeland</b> <b>Robert V. White</b>	<b>Jaime Arau</b> <b>Arthur W. Kelley</b> Francesco Profumo Rene Spee J. Daan Van Wyk <b>Thomas G. Wilson, Jr.</b>	Hirofumi Akagi Dusan Borojevic <b>William G. Dunford</b> Mark Jacobs Keyue Smedley Katsuichi Yotsumoto

Operations Committees			
Asian Liaison	Tsutomu Ogata	GOLD Program	<b>James Kokernak</b>
Automotive Power	<b>Randy Frank</b>	History	<b>Laura Steffek</b>
Awards	Christopher Riddleberger	Intersociety Liaison	Jerry Hudgins
Chapter Development	<b>Jaime Arau</b>	Membership/Publicity	Atsuo Kawamura
Computers in PE	Steven Leeb	Newsletter	<b>Harry A. Owen, Jr.</b>
Constitution/Bylaws	Keyue M.. Smedley	Power Packaging	<b>Doug Hopkins</b>
Education Activities	Dean Patterson	Publications	Francesco Profumo
Electronic Media	Arthur W. Kelley	Region 9 Liaison	<b>Jose Antenor Pomillo</b>
ETTC	Robert Beers	Standards	<b>Jason Lai</b>
European Liaison	<b>Javier Uceda</b>	Transactions	<b>Richard Hoft</b>
Fellow Evaluation	J. Daan Van Wyk	Telecomm Energy	Lars Bjordstrom
			<b>Robert Jurewicz</b>

Meetings Committee	<b>Kevin Fellhoelter</b>
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President's Committee	
Nominations	<b>Jerry Hudgins</b>

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

PELS Representatives	
TAB New Technologies Directions Committee	Seth Sanders
TAB Public Relations Committee	Dusan Borojevic
Society on Social Implications of Technology	William E. Sayle
IEEE Press Books	William Hazen
TAB Transactions Committee	<b>Richard Hoft</b>
TAB Magazines Committee	<b>Harry A. Owen, Jr.</b>
TAB Newsletters Committee	<b>Harry A. Owen, Jr.</b>
IEEE Energy Committee	Michael R. Jaske
IEEE Standards Board	<b>Jason Lai</b>
TAB Intelligent Transportation Council	Dean Patterson, Seth
Sanders	
APEC Steering Committee	Milan Jovanovic, Chuck Mullett, F.
	Dong Tan
International Committee on Power Electronics Coop.	Joseph Thottuvelil

## **ACTION ITEMS**

**The membership chair will prepare a membership survey for selected members and non-members of PELS and make a presentation at the June meeting.**

**Jaime Arau will complete a best chapter award form.**

**Bob Myers will submit a proposed Constitutional amendment to TAB for review and approval and then to the Newsletter for publication.**

**Jerry Hudgins will seek information from IEEE technical societies regarding intellectual property matters.**

**Kevin Fellhoelter will investigate Society involvement in a battery conference which lists PELS as a sponsor but has not contacted the Society.**

**Phil Krein will explore the possibility of expanding an Eastern Europe Libraries Project to other areas, mainly Region 9 and Asia.**

**A formal vote on a Bylaws amendment governing the election of the Society's Division Director will be placed before the AdCom at its June meeting.**

**Arthur Kelley will circulate to the AdCom a proposal to elevate the Society's William E. Newell Award to IEEE Field Award status.**

**Tom Jahns will hold a formal meeting of the Long-Range Planning Committee at the next AdCom meeting,**

## **APPROVED MOTIONS**

**Established a Graduates of the Last Decade (GOLD) representative on the AdCom and the Membership and Publicity Standing Committee.**

**Approved participation in a proposed joint publication to be sponsored by PELS, IAS, Power Engineering and Industrial Electronics Societies.**

**Authorized continuing participation in the Eastern Europe Libraries Project. Allocated matching funds of up to \$1,200 to help PELS chapter representatives attend the IEEE Sections Congress in Minneapolis.**

**Directed that travel expenses for the Newsletter editor to attend AdCom meetings be included in the Newsletter budget.**

**Approved funding to cover travel costs of the Society President to AdCom meetings and to reimburse AdCom members for transportation charges beyond \$700 up to \$3,000 to attend meetings.**

**Concurred in Presidential appointments to committee chairs and Society representatives.**

**Commended outgoing editors Dick Hoft (Transactions) and Harry Owen (Newsletter).**

**Allocated seed money to INTELEC-2000 (\$20,000) and PESC-03 (\$5,000).**

**Approved a preliminary operating agreement for the IEEE International Electric Machines and Drives Conference and authorized Kevin Fellhoelter, Jerry Hudgins and Phil Krein to negotiate a final agreement.**

**Empowered the Treasurer to transfer surplus funds beyond a given year's budget to long-term savings.**

**Established \$20 as a basis for Society dues and specified that amount would include printed copies of the Transactions. At the same time, unbundled the Transactions from basic Society membership dues and established a price of \$15 per year for printed Transactions. Finally, created a permanent PELS membership with a one-time charge of \$40 along with a one-year membership for \$5, both excluding printed Transactions.**

**Retained the price of \$250 per page for non-member subscriptions to the Transactions.**

**Adopted 1,500 pages as the page budget for the Transactions in 2000.**

**Eliminated voluntary excess page charges for Transactions publication.**

The meeting was convened at 10:47 a.m. with a quorum in attendance (Attachment A) and President Phil Krein led a round of self-introductions. Krein introduced additions to action items and discussion topics (Attachment B) and said they would be handled after a review of action assignments from the November AdCom meeting in San Francisco.

Minutes of the November meeting were approved as submitted.

#### **ACTION ITEMS FROM NOVEMBER MEETING**

**1. Dusan Borojevic will prepare a membership survey for designated members and non-members of PELS.** No action has taken place. The issue was referred to the new membership chair, Atsuo Kawamura, for a report at the June meeting.

**2. Bill Dunford will complete a best chapter award form.** The issue was deferred to the next meeting of the AdCom as an action for Chapters Chair Jaime Arau.

**3. Kay Smedley will prepare an amendment to the PELS Constitution eliminating the Society Secretary position.** Bob Myers, reporting for the absent Smedley, introduced a proposed amendment originally submitted last spring but never approved. **MOTION: Bob**

Jurewicz moved adoption of the amendment (Attachment C), Randy Frank seconded and the motion was approved. **ACTION: Myers will submit the proposed amendment to TAB for approval and then it will be published in the Society Newsletter. If there is no major overt action by the membership after 30 days, the amendment will be approved.**

**4. Borojevic and Dunford will survey Society Chapters for interest in translating the PELS membership brochure into languages other than English.** No action has been taken and Krein suggested that chapters interested in translations handle matters independently, with the support of the Society.

**5. Jerry Hudgins will seek information from IEEE technical societies regarding intellectual property issues.** No action was reported.

**6. Hudgins will contact Randy Frank regarding PELS participation in the new Intelligent Transportation Systems Council.** Krein said he and Frank had determined sufficient interest in the Council within PELS and Dean Patterson and Seth Sanders had been appointed as Society representatives to the Council, subject to AdCom confirmation later in the meeting (subsequently confirmed). **MOTION: Frank moved that the Society fund \$1,000 as its share of the annual financial sponsorship of the Intelligent Transportation Systems Council.** The motion was seconded by Bob Jurewicz and passed unanimously.

**7. Kevin Fellhoelter will contact IEEE regarding Society involvement in a battery conference which never has contacted PELS regarding sponsorship.** Krein, in the absence of Fellhoelter early in the meeting, said he had received no report.

**8. Laura Steffek will arrange to ship Society archival materials to the University of Illinois.** Steffek reported a first shipment of materials in her possession had been delivered to Krein's office and is in a storeroom there. A second shipment is being prepared by former Historian Jerry Foutz and will be transported to Illinois in the spring, she said.

**9. Steffek will invite a representative of the IEEE History Center to address the PELS AdCom or possibly a joint presentation before PELS and IAS leadership.** Steffek and Krein said the director of the Center will speak to the Intersociety meeting involving PELS, IAS, Power Engineering Society and Industrial Electronics Society the morning following the AdCom meeting.

## **NEW ACTION ITEMS**

1. Krein proposed creation of a Society representative to the GOLD (Graduates of the Last Decade) program who would serve on the AdCom and be an ex officio member of the Membership and Publicity Standing Committee. He noted some travel funding would be necessary with an amount to be determined. **MOTION: Dunford moved establishment of a GOLD representative,** Jurewicz seconded and the motion was approved with one nay vote recorded. Krein then appointed Jim Kokernak, who had attended a membership workshop at IEEE in February, to the position.

2. The President asked the AdCom to approve a concept growing from intersociety meetings for a joint publication sponsored by PELS, IAS, Power Engineering and Industrial Electronics, probably in the form of an expanded version of one Society's magazine to be sent to all members of participating societies. The suggested topic - power quality - would be treated in the special issue in a tutorial format, he said. Society officers, together with the Publications Committee and the Intersociety Liaison, were identified by Krein as those responsible for representing PELS in developing plans for a joint publication. **MOTION: Bob White moved**

**approval of the project** and Dick Bass seconded. The measure was approved by unanimous vote.

3. Continuation of PELS participation in the Eastern Europe Libraries Project to provide copies of Society transactions on microfiche was proposed by the President in a renewal of a program in effect the past three years. White suggested that the program be expanded to cover several other regions, notably parts of Region 9 and Asia and **ACTION: Krein will explore that possibility with the TAB Products Committee, of which he is a member. MOTION: Javier Uceda moved that the Society approve its participation in the Eastern Europe project (Attachment D).** The motion was seconded by Steffek and approved.

4.. Krein had planned to propose Society authorization of an awards forum at APEC - as a result of some questions about a Fellow award presentation at the conference - but noted APEC had settled on a procedure and no PELS action was required.

5. A proposed amendment to the Society Bylaws allowing for a single candidate for future Division II Director elections was introduced by Myers who said similar amendments are being proposed for all four Division II societies to avert a problem that occurred in 1998 resulting from the necessity to select a second ~~strawman~~ candidate for the director position. The amendment, as new item 4.7, would read: ~~The Society policy regarding nominations for the IEEE Division Director for the Power Electronics Society shall be in compliance with IEEE Bylaws. This policy shall allow for the submission of a single Division Director candidate to be placed on the Annual Election Ballot in compliance with the requirements stated in IEEE Bylaw T-902.3.~~ The concept was approved and **ACTION: A formal vote on the amendment will be held at the June AdCom meeting.**

6. Krein recommended the Society provide matching funds of up to approximately \$1,200 to support participation by Chapter representatives in the IEEE Sections Congress scheduled this summer in Minneapolis. **MOTION: Jurewicz moved allocation of the matching funds,** Frank seconded and the motion was approved.

7. Krein introduced a proposal to provide travel funds for the Newsletter editor to attend AdCom meetings in an amount not to exceed \$1,200 for an individual trip. White questioned if the funding should be extended to other AdCom members and discussion brought forth questions of policy precedents and a suggestion that travel funds could be authorized at the discretion of the Society President. **MOTION: White moved that travel expenses for the Newsletter editor be included in the Newsletter budget as opposed to separate funding.** Dunford seconded and the motion was approved.

8. Krein proposed a funding proposal to cover travel costs for the Society President to attend AdCom meetings. In addition, he suggested that some travel support, perhaps up to \$500 per trip, should be provided for AdCom members who travel overseas to AdCom meetings. Dunford raised the question of travel support for both domestic and foreign travel. Krein said his proposal was intended to help AdCom members in regions 8, 9 and 10. Tom Jahns said travel support could encourage more worldwide involvement and Hudgins suggested funding would encourage the AdCom to hold more meetings aboard. Comments advocating studies of other societies' policies and a temporary funding plan pending a study were voiced. The IAS policy, specifying reimbursement of transportation costs after the first \$700 and not exceeding \$3,000, was introduced. Dunford introduced a **MOTION: authorizing PELS funding to cover travel costs of the President to AdCom meetings, subject to IEEE travel expenses guidelines and based on reasonable transportation expenses and two nights of lodging. In addition, AdCom members can be reimbursed for transportation costs beyond \$700 up to \$3,000 to attend AdCom meetings, subject to IEEE travel policy.** Hudgins seconded. White moved that the President's travel funding authorization be stricken but the motion died for lack of a second. The original motion was approved with one nay vote.

9. An earlier proposal to seek elevation of the Society's William E. Newell Award to IEEE Field Award status was introduced by Krein and **ACTION: Arthur Kelley will circulate the standing proposal to members of the AdCom. A mail ballot will determine if the proposal is to move forward and be sent to TAB Awards.** Tom Habetler said elevation of Newell to a Field Award would eliminate Society jurisdiction and Krein agreed, but said PELS could create a new Society award recognizing achievement in power electronics if the AdCom so wished.

## OFFICERS REPORTS

### President

Krein introduced his proposed appointments to standing committees and other bodies:

- Awards - Chris Riddleberger
- Chapters - Jaime Arau
- Publications - Franco Profumo
- Newsletter - Gene Wester (tentative)
- Intersociety Liaison - Jerry Hudgins
- Membership - Atsuo Kawamura
- GOLD - Jim Kokernak
- Intelligent Transportation Systems Council - Dean Patterson and Seth Sanders
- New Technologies Directors Committee - Seth Sanders

**MOTION: White moved AdCom concurrence with the appointments.** Rene Spee seconded and the appointments were made official.

Krein reminded committee chairs that the Society budget for 2000 must be submitted to IEEE prior to the June AdCom meeting and asked that all proposals be forwarded to Treasurer Bass well in advance of June.

Jahns took note that Dick Hoft plans to retire the end of 1999 as editor of the Transactions and **MOTION: proposed a job well done action by the AdCom.** Spee seconded the motion and approval was accompanied by applause.

Krein outlined the state of the Society, specifying PELS is healthy and growing with strong publications and conferences and success in focusing on international issues as it seeks to expand activities on a global basis. Less successful, he said, has been the Society's efforts to attract and retain students and to eliminate all backlog problems with the Transactions, although progress has been made. He said PELS needs to move more positively into electronic publishing. Membership in PELS at the end of 1998 totaled 5,872, with more than 50 percent from outside the United States. One shortfall, he noted: fewer than 3 percent of PELS members are women.

The President said IEEE is seeking to correct inconsistencies in its image. A branding committee is studying Institute and Society presentations to create a stronger presence and graphic statement and to improve the perceived weak image of IEEE. Also under way is a streamlining effort to expand the responsibilities of IEEE's professional staff to handle most operational activities and to focus volunteers on policy making and supervisory roles. Finances also are under study with proposals introduced to improve funding of IEEE's infrastructure and improve business practices. All three efforts are in progress but there have been no decisions. IEEE is moving rapidly into electronic publishing and expects to have all publications available in electronic format by 2002. A number of details on access and pricing need to be determined, Krein said, adding that he hopes PELS will take a leadership role in electronic publishing. Dunford asked about online meetings and telecom meetings. Krein said they are possible but better tools need to be developed to make them totally effective. E-mail discussion groups are feasible and probably can be used, he said.

## Division II Director

Barry Brusso described the function of the Division Director and his role in IEEE (Attachment E). He spoke of the World Wide Web and its value to members, calling it the beginning of communications of the future. Issues facing IEEE and its web use include security matters and specific service to the engineering profession and its members in particular.

He said he is encouraging all four societies in Division II - Dielectrics and Electrical Insulation, Industry Applications, Instrumentation and Measurement and Power Electronics - to work together on one or two projects to improve cross-fertilization and expand their parallel interests. He pointed to the Intersociety meeting scheduled the day after the AdCom meeting as a step toward greater Society interface.

## Operations Vice President

Habetler said he faces two major tasks as he moves into Operations Vice President: 1. Find a new editor for the Transactions and 2. Encourage wider technical committee activity and new committees in the areas of DC power supply systems and inverter systems (Attachment F). He said he wants improve the activities of technical committees in standards development and in reviewing papers for publications.

## Meetings Vice President

Kevin Fellhoelter was not present for this portion of the meeting but Habetler presented motions recommended by the Meetings Committee. **MOTION: The Society will advance a seed money loan of \$10,000 for INTELEC 2000 (Attachment G).** The motion received unanimous approval. **MOTION: PELS will provide advance initial seed money of \$5,000 to PESC 2003 subject to review of the host hotel contract in Acapulco.** Again, passage was unanimous.

Habetler moved **MOTION: approval of an operating agreement for the IEEE International Electric Machines and Drives Conference as recommended by the Meetings Committee** (Attachment H). The conference is sponsored by the Power Engineering Society and IAS has become a co-sponsor. PELS and IES also have been asked to co-sponsor. Jahns said the operating agreement is modeled on the APEC operating agreement. The final operating agreement is subject to approval of all sponsors and **ACTION: Fellhoelter, Hudgins and Krein will be empowered to negotiate on behalf of the Society.** The motion met unanimous approval.

## Treasurer

Bass said the Book Broker program returned \$55,000 to the Society for 1997 and \$65,000 for 1998. The Society's financial surplus in 1998 totaled \$185,000, he said, with \$70,000-80,000 resulting from conferences.

Bass moved **MOTION: authorization for the Treasurer to transfer surplus funds that represent an overage beyond a given year's budget to long-term savings.** Habetler seconded and the motion was approved.

Bass introduced a preliminary planning budget for 2000 showing expenses totaling \$219,600 (Attachment I) and reiterated the statement by Krein earlier asking for budget proposals from committee chairs because proposals must be submitted to IEEE prior to the next AdCom meeting in June. He emphasized that figures can be adjusted at the AdCom meeting. Spee seconded the motion and the preliminary planning budget was approved.

The Treasurer said two societies have adopted a permanent membership with a one-time free and suggested the Society study the possibility. He presented three alternatives for membership

(Attachment Ja) and said any permanent fee would require unbundling of the transactions with printed copies available at an additional fee. It was agreed on a motion by Bass **MOTION: to retain a total annual membership with transactions at the \$20 level** and approved unanimously after a second by Doug Hopkins. Krein said the issue revolved about unbundling. Based on the earlier motion for a \$20 base, Bass moved to **MOTION establish a permanent membership for \$40 with a one-year membership at \$5 and a \$15 charge for printed Transactions.** Spee seconded the motion and it was approved.

**MOTION: Spee moved that the Society retain the Transactions non-member price at \$250 a page (Attachment Jb).** Steffek seconded the motion and it was approved with two members voting nay.

Bass asked the AdCom to approve a page count for Transactions in 2000 and suggested a count of 1,400 pages. Habetler proposed a count of 1,600. After discussion, **MOTION: Habetler moved the Society adopt a count of 1,500.** Jason Lai seconded and the count was approved with one nay vote.

## **LONG-RANGE PLANNING COMMITTEE**

Jahns outlined the charter of the new committee, explaining it will be a forum for future planning of Society activities and introduction of innovative services, including chapter programs, member services, electronic publishing and technical committee operations. **ACTION: Jahns will set up a formal meeting of the committee at the next AdCom meeting and invite selected committee chairs to discuss and review activities.**

## **HIGHLIGHTED COMMITTEES**

**Membership** - The membership chair did not attend the meeting. However, Jim Kokernak reported on the IEEE Membership Development Retreat held in New Jersey in February (Attachment K). He reported the retreat established three goals for the coming year:

1. Increase membership retention.
2. Increase membership in societies.
3. Structure IEEE to expand information technology and computer science professionals.

**Awards** - Harry Owen reported for Christ Riddleberger that a full Awards Committee is in place and selection processes are under way for four Society awards - Newell, Transactions Prize Papers, Distinguished Service and Outstanding Young Power Electronics Engineer (Attachment L). Ballot have been mailed to the Newell Award selection committee (composed of former winners of the award) and associate editors of the Transactions have been given a deadline of March 31 to submit nominations for paper papers. Nominations are open for the Distinguished Service Award and Owen reminded the AdCom that it is the nominating committee for the award and names should be submitted to Piero Maranesi who is chair of that function. Owen said final ballots for the young engineer award have been mailed. Concluding the report, he asks that any suggestions for Distinguished Lecturer candidates be directed to John Kassakian.

**Chapters** - Jaime Arau reported a new chapter has been formed in Russia, headed by Yuri Rosanov, and four chapter organization efforts are under way in Austria, Texas, Minas Gerais, Brazil and Rio de Janeiro. Start up funds of \$400 have been allocated for Austria with \$500 for France, Morelos, Mexico and Russia (Attachment M). Jahns asked if Rick DeDoncker had organized a joint chapter with IAS in Aachen and when encouraged Arau to work with DeDoncker to get the group up and running.

As part of his program to promote chapter activities, Arau said he plans to encourage wider use of Distinguished Lecturers, the PELS website, Newsletter and e-mail. He also plans to pursue a best chapter award and to encourage intersociety activities.



**Constitution and Bylaws** - Activity was covered earlier with introduction of a Constitutional amendment eliminating the position of Secretary and a Bylaw addition authorizing the nomination of a single candidate for Division Director.

**History** - Steffek requested funding of \$1,000 to purchase a digital camera to facilitate digital storage of Society archives. With funding in the budget, the request was approved.

**Standards** - Lai said his efforts are directed toward increasing standards work by technical committees. One way to stimulate interest, he said, is to provide standards literature to TC chairs. Lai said the P1461 committee formulating a power module interface plans a meeting two days after the AdCom with a new chair in place, Mark Harris of Satcon.

**Power Packaging** - Hopkins said a second power packaging workshop will be held in June or July, 2000, in the Boston area. He will serve as workshop chair and he is looking for a program chair and has asked packaging experts for recommendations. The first packaging workshop, held in Chicago last September, attracted 35 attendees and was a technical success but sustained a modest financial loss.

**ETTC** - No report.

**Power Electronics in Transportation** - Frank said the transportation workshop in Dearborn, Michigan, last October recorded 65 attendees - down from the approximately 100 attendance level of past workshops. A possible reason for the decline, he said, was moving the event from a hotel venue used for past events to an industrial facility. He said the Southeastern Michigan Section has participated heavily in workshop activities. A new chair is being sought for the 2000 workshop.

## **OTHER COMMITTEES**

**Asian Liaison** - No report.

**Computers in Power Electronics** - Lai said the COMPEL'2000 workshop scheduled in Blacksburg, Virginia, July 16-18 is only one month removed from PESC'2000 in Ireland. He said he will seek to move the workshop to a later date.

**European Liaison** - Uceda noted power-related conferences in Europe include and have included PEMC'98 in Prague, EPE'99 in Lausanne, the IES IECON'98 in Aachen and IECON'02 in Seville, along with the IAS Annual Meeting in Rome in 2000 (Attachment N). Uceda said EPE plays an important role in conferences in Europe but cannot compare to IEEE in the quality and range of publications. The report concluded with a recommendation from Uceda to take advantage of the so called local effect in organizing future PESC conferences in Germany and the UK.

**Region 9 Liaison** - Jose Pomilio reviewed 1998 activities in the region (Attachment O), including development of an electronic distribution network of about 40 members in Brazil. He said an attempt is under way to expand the network to elsewhere in the region.

The Morales (Mexico) chapter was active in helping organize the International Power Electronics Congress (CIEP'98) and developed two technical seminars. Efforts continue to organize new chapters, often as joint groups with other IEEE societies and non-IEEE technical organizations. Pomilio mentioned efforts in Brazil and Argentina in particular. Also, he said, preliminary discussions have taken place aimed at a cooperative organization agreement between PELS and the Brazilian Power Electronics Society.

Pomilio outlined five goals in Region 9 for 1999:

1. Expand the electronics distribution network.
2. Work to create new chapters.
3. Cooperate with COBEP-1999 and CIEP-2000 organizing efforts.
4. Seek to cooperate with the IAS-INDUSCON-2000 in Sao Paulo.
5. Stimulate the growth of PELS, particularly during the Brazilian COBEP-2000.

## **Publications**

**Transactions** - Hoft said his major challenge has been the effort to reduce the time from from submission of a manuscript to publication (Attachment P). Turnaround time for the last four issues has ranged from 14 to 30 months and Hoft said the longest delays fall into the review process with an average span of five to six months to complete this phase. He said electronic methods can speed the review process which Krein said should be reduced to six weeks.

**ACTION: Franco Profumo, Hoft and Habetler will study means of trimming the review process to six weeks and will propose procedures at the June AdCom meeting.**

**Newsletter** - Owen reviewed his more than 10 years as Newsletter editor and said he hoped to have his successor in place soon - the new editor-designate, Gene Westerm is awaiting final authorization from his organization. Owen reminded members to submit articles and reports on a regular basis and for conference committees to supply pre- and post-conference publicity, beginning with a call for papers. Arthur Kelley proposed a round of applause for Owen's service as Newsletter editor, with strong concurrence and applause from all members.

**Press Books** - Myers presented a report from Bill Hazen, unable to attend, noting eight IEEE Press projects, including one book published, one manuscript referred to the PELS Transactions and others under development.

**Telecommunications Energy (INTELEC)** - Jurewicz introduced a report (Attachment Q) of the technical group's activities and announced the financial surplus from INTELEC-1998 in San Francisco will amount to more than \$100,000, with accounting still in progress. Attendance at San Francisco totaled 1,308 registrations from 37 countries.

Jurewicz introduced a series of global guidelines for the TELESCon conference which was formed to introduce the INTELEC power engineering forum to emerging nations (Attachment R).

## **OTHER BUSINESS**

Krein offered several topics for review and discussion at future AdCom meetings:

1. Distinguished Lecture presentations on the Society web page.
2. Services and programs for students, recent graduates and new members.
3. Methods and means of Chapter support.
4. Development and expansion of intersociety programs.
5. Possible support for student project competition in transportation in association with the Society of Automotive Engineers (SAE).
6. Support for National Science Foundation outreach programs on power electronics education.
7. Overlength page charge policies.

**MOTION: White moved the elimination of volunteer excess page charges while retaining the mandatory overlength charges for papers exceeding seven pages in the Transactions.** The motion was seconded by Bass and approved.

## **NEXT MEETING**

The AdCom will hold its second meeting of 1999 in Charleston, SC on Sunday, June 27. The

meeting will begin at 10:30 a.m. after a Meetings Committee meeting.

**ADJOURN**

The AdCom meeting was adjourned at 5:23 p.m.

Submitted,

Robert Myers  
PELS Administrator