

MINUTES
IEEE POWER ELECTRONICS SOCIETY
ADMINISTRATIVE COMMITTEE
CHARLESTON, SOUTH CAROLINA
JUNE 27, 1999

Officers	
President Operations V.P. Meetings V.P. Treasurer Senior Past President Junior Past President Division II Director	Philip Krein Thomas Habetler Kevin Fellhoelter Rene Spee Thomas Jahns Jerry Hudgins Barry Brusso

Members at Large (and terms)		
1997_1998_1999	1998_1999_2000	1999_2000_2001
Thomas G. Habetler William Gerard Hurley Dean Patterson Seth Sanders Tore M. Undeland Robert V. White	Jaime Arau Arthur W. Kelley Francesco Profumo Rene Spee J. Daan Van Wyk Thomas G. Wilson, Jr.	Hirofumi Akagi Dusan Borojevic William G. Dunford Mark Jacobs Keyue Smedley Katsuichi Yotsumoto

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

Meetings Committee	Kevin Fellhoelter
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President's Committee	
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Nominations	Jerry Hudgins	
PELS Administrative Office		
Administrator	Robert Myers	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	Richard Hoft
TAB Magazines Committee	Gene Wester
TAB Newsletters Committee	Gene Wester
IEEE Energy Committee	Michael R. Jaske
IEEE Standards Board	Jason Lai
TAB Intelligent Transportation Council	Dean Patterson, Seth Sanders
APEC Steering Committee	Bob Mammano, Chuck Mullett, F.
	Dong Tan
International Committee on Power Electronics Coop.	Joseph Thottuvelil

SUMMARY OF ACTION ITEMS

Bob Myers will contact IEEE Conference Services to ask that PELS be removed as a co-sponsor of a battery conference.

Chris Riddleberger and Arthur Kelley will prepare documentation for establishing the William E. Newell Award as a IEEE Technical Field Award.

The Society Publications Committee will study the possibility of establishing a Power Electronics Society magazine.

Phil Krein will research the feasibility, cost and other factors of Society-wide voting for AdCom member elections. Kay Smedley will study any Constitution or Bylaws implications.

MOTIONS

Approved the concept of a best chapter award with a monetary award, with specifics to be developed by the Chapter Development Chair and the Awards Committee. assed a Constitutional Amendment eliminating the position of Secretary.

Adopted an amendment to the Society Bylaws allowing a single candidate in an election for Division II Director.

Increased from \$500 to \$1,000 the maximum annual funding available to individual PELS chapters from the Society, based on a formal request and program proposals.

Extended PELS Distinguished Lecturer travel support to cover appearances before meetings organized by IEEE Sections.

Approved the appointments of Chuck Mullet and Bob Mammano as PELS

representatives to the APEC Steering Committee.

Authorized \$1,500 in expenses for the President's participation in the Joint U.S./Jordan workshop in power electronics education in Jordan in May.

Concurred in the expenditure of \$500 for a memorial fund for Dick Bass, as well as travel and other expenses and family to attend PESC events in Charleston. Also expressed its appreciation to IEEE for its cooperation in handling memorial activities.

Approved the appointment of a new Transactions Editor, Arthur Kelley, effective January 1, 2000, and a new Society Treasurer, Art Witulski, effective August 1, 1999.

Agreed to participate as a financial co-sponsor of the IEEE International Power Electronics Conference (CIEP2000) in Mexico in 2000; authorized \$20,000 in additional seed funds for INTELEC_2000 and agreed to cooperate with the Mechatronic Forum at Georgia Tech in 2000.

Increased the per-page charge for non-member subscribers to the PELS Transactions from \$250 to \$295,, as recommended by the IEEE staff.

Restated the 2000 projected budget to reflect a decrease in committee and other expenses from \$130,000 to \$100,000.

Specified that the PELS President be authorized on behalf of the Society to approve book projects with IEEE Press, with the IEEE Press Liaison the necessary second approving signatory.

Appointed Dean Patterson and Franco Profumo as at-large members of the Long-Range Planning Committee.

President Phil Krein convened the meeting at 10:35 a.m. with a quorum present (Attachment A) and reviewed a schedule of PELS ancillary meetings scheduled in connection with PESC (Attachment B).

After a review of the meeting agenda, Chris Riddleberger moved its approval, Tom Jahns seconded and the agenda was established. Krein led a round of self-introductions and asked for acceptance of minutes of the March 14 meeting in Dallas. Approval was moved and seconded and the minutes adopted.

ACTION ITEMS (March 14 meeting)

Dushan Borojevic will develop a membership survey draft. Krein reported Borojevic has prepared a draft and has promised to deliver the proposal on disk.

Jaime Arau will complete a best chapter award form. Arau offered recommended criteria for selecting an annual best chapter award (Attachment C). Tom Wilson said the best chapter plan should be submitted to the Awards Committee to determine the scope and nature of any prize or prizes. Bill Dunford reminded the AdCom that a preliminary review of chapter competition concluded a monetary award was not a central prize, other than a travel grant to attend the conference awards ceremony. Tom Habetler disagreed, asserting that a monetary award was appropriate. Wilson agreed that the award should be monetary to encourage excellence and a strong base of chapter activities.

Krein suggested the AdCom approve in principle a _best chapter award_ based on submissions by individual chapters covering their programs and activities. **MOTION: Randy Frank moved adoption of the concept of a best chapter award patterned on the model**

presented by Arau and providing a monetary award, the final plan to be developed by the Chapter Development Chair in conjunction with the Awards Committee. Wilson suggested the year 2000 as the first year for a chapter competition, based on 1999 activities.

Bob Myers will submit a proposed Constitutional Amendment eliminating the position of Secretary to TAB for review and approval. Myers reported TAB had approved the proposed amendment (Attachment D). **MOTION: The amendment was adopted by unanimous vote.** The amendment will be published in the Newsletter for any comments and will become effective after a waiting period if there no major objections.

Jerry Hudgins will seek information from IEEE technical activities regarding intellectual property matters. Krein said he will address the issue in his President_s report.

Fellhoelter will investigate society involvement in a battery conference which has listed PELS as a sponsor but has not contacted the Society. Fellhoelter asked that **ACTION: Myers contact IEEE Conference Services regarding the sponsorship question, sking that PELS be removed.**

Krein will explore the possibility of expanding an Eastern Europe Libraries Project to other areas. Krein said he would review the issue as part of his President_s report.

A formal vote on a Bylaws amendment governing the election of the society_s division directory will be placed before the AdCom in June. **MOTION: Fellhoelter moved that a new clause - 4.7 - be added to the bylaws reading, _The Society policy regarding nominations for the IEEE Division Director of 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 complaince with the requirements stated in IEEE Bylaw T-902.3._** Riddleberger seconded and the Bylaws amendment was approved, pending publication in the Society Newsletter and ratification by TAB.

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Arthur Kelley will circulate to the AdCom a proposal to change the Society_s William E. Newell Award to IEEE Field Award status. Kelley said giving the award IEEE field status, in effect, would create a new award although the name may stay the same. Krein said a proposal once developed would be submitted to the Awards Board for action and if approved will become an IEEE award. **ACTION: Riddleberger will determine the approval procedure and he and Kelley will prepare the necessary documentation..**

Tom Jahns will hold a meeting of the Long-Range planning committee at the June meeting. The meeting is scheduled Monday.

Jaime Arau will study Society programs to support chapters and develop recommendations. Arau suggested four improvements to support programs (Attachment E):

1. Increase the number of Distinguished Lecturers.
2. Establish a best chapter award program.
3. Establish a local _distinguished engineer_ award.
4. Increase annual monetary support to individual chapters.

Krein asked if the Society faced a problem by increasing annual maximum support from \$500 to \$1,000 per year per chapter. Arau said only a few chapters even request support funds and Bill Dunford said blanket funding doesn_t seem to be an answer. Habetler concurred and reiterated that best chapter awards would be the most meaningful method of support. **MOTION: Javier Uceda moved that annual chapter funding be increased from \$500 to \$1,000 per chapter, conditional upon a formal request and project description.** Riddleberger seconded and the motion was approved.

Dunford proposed that the Society consider covering all Distinguished Lecturer travel and local expenses for PELS chapter appearances, rather than just travel and Krein suggested in addition that Distinguished Lecturer travel be covered for PELS speakers invited by chapters of other societies. **MOTION: Frank moved that PELS Distinguished Lecturer support be extended to cover requests from full IEEE sections to include basic travel funding and local entities covering local expenses.** Uceda second and the motion passed.

Gerry Hurley said the Distinguished Lecturer program does not receive the publicity it warrants and recommended that the Newsletter publish news of Lecturer activities. Bob White encouraged chapters to participate in Newsletter publicity by sending the editor publishable reports after visits by lecturers.

ACTIONS SINCE MARCH MEETING

APEC Steering Committee appointments - Noting that Dong Tan remains on the APEC Steering Committee as Administrator. Krein reported he made interim appointments of Chuck Mullet and Bob Mammano to the Steering Committee. **MOTION: White moved formal approval of Mullet and Mammano,** Felhoelter seconded and the motion was approved.

Jordan Power Electronics Workshop - Krein reviewed his participation in a power electronics education workshop in Amman, Jordan, in May (Attachment F), specifying he made three presentations to the workshop audience, met with officials of Jordanian universities and advised them on the development of an IEEE Section in Jordan. In time, he said, he anticipates establishment of a joint chapter with PELS and IAS. He said AdCom in an email message was asked to approve a Society investment of \$1,500 to cover involvement of a PELS representative in the workshop, which he described as *very worthwhile.* Uceda said he, Franco Profumo and Tore Undeland participated in a similar workshop in Syria last year and had the same positive experience, a sentiment echoed by Profumo. **MOTION: Dean Patterson moved approve the expenditure of \$1,500 to reimburse partial travel costs for a PELS representative to attend the Jordan workshop.** Bill Hazen seconded and the motion passed.

Intersociety Meeting - Krein reported that presidents of four societies - IAS, PELS, PES, IES - met at lunch Saturday, June 26, during the IEEE Board of Directors meeting series in Boston. At a larger, previous meeting in Dallas in February, several minor changes were made in the operating agreement for the International Electric Machine and Drives Conference, mainly adding IES as a sponsor (Attachment G). Plans for a joint publication on power quality - probably a special issue of the IEEE Proceedings in the 2001 period - were pursued, along with coordination of a Distinguished Lecturer series program. Also, there was discussion of an IAS proposal to share an IEEE administrator, based at IEEE Headquarters at Piscataway.

The next meeting of the Intersociety group will take place at the IAS Annual Meeting at Phoenix in October. Invited will be up to six representatives of each society. Unresolved issues include joint membership and bundling of products. Also, there will be discussions on participation in publication access. - a member of one society could have electronic access to all four society publications - and an option on annual membership with a surcharge to obtain publications of all four societies. Of obvious paramount importance to joint activities is electronic publication access. Later, he said, other programs will follow.

Dick Bass Memorial - Krein reviewed memorial activities on behalf of Dick Bass, Society Treasurer who was killed in an auto accident in the spring:

1. The Outstanding Young Power Electronics Engineer Award has been renamed the Richard M. Bass Outstanding Young Power Electronics Engineer Award.
2. A memorial contribution of \$500 has been authorized.
3. Cathy Bass and family, including Dick Bass_ mother have been invited to

participate in PESC_99.

MOTION: Riddleberger moved the expenditure of \$500 for a memorial fund and expenses of Cathy Bass and family to attend PESC. Further, the Society noted its appreciation of IEEE_s support after the death of Dick Bass, including swift approval of the naming of the Young Power Engineer award (formally approved by TAB on June 26). Uceda seconded and the motion was unanimously approved.

Sections Congress - Krein asked that PELS representatives attend the biennial Sections Congress October 8-11, in Minneapolis. He reminded the AdCom that it had authorized matching funds - with like funding from chapters - up to \$1,200 for two persons to attend the Sections Congress.

OFFICER REPORTS

President_s report - Krein (Attachment H) announced the appointments of Arthur Kelley as Editor of the *IEEE Transactions on Power Electronics* for a term beginning January 1, 2000 and Arthur Witulski as Society Treasurer, effective August 1. **MOTION: White moved AdCom concurrence with the appointments.** Fellhoelter seconded and the motion was approved. Krein reported that the suggested arrangement with the new Editor is a three-year, once-renewable term. There was a consensus in favor of this informal arrangement.

State of the Society - The President reported finances continue to be strong and the Society is in a good position to meet TAB and IEEE mandates for financial improvements with no substantive changes in operations. He said he believes that PELS can expect to grow in members and produce excellent financial news as member unbundling takes place. He expressed concern about the Transactions as a leading power electronics publication and suggested there are opportunities to expand PELS_ roles in standards and continuing education. Conferences are strong, Krein said, and the impetus growing out of effective conferences can lead to improvement in publications and expanded interests.

The Society must address how the field is broadening, he said, in order to better address member interests and needs (Attachment I). White suggested that as power electronics expands there will be new specializations and the best role of the Society may be that of an umbrella organization. White asked: _How can PELS be the appropriate umbrella?_ Krein asserted that technical committees can be channels to deal with these specialties. The issue of more industrial participation was cited as an ongoing need, with White emphasizing standards work requires industry involvement.

Krein reminded members of the pending book, "Engineering Tomorrow_ to be published the first of next year. Books may be purchased at a reduced rate before September 1.

News from IEEE - Krein reviewed the three major thrusts of TAB in 1999 - *Branding* - a consistency of image and presentation; streamlining to achieve these objectives:

- a- making the best use of the professional staff (volunteers set policy and provide oversight but not legwork or obstructing operations)
- b- positioning statements by various entities of IEEE (need for consistency); TAB for one is working for a stance of globalization.
- c - a new financial model for restructuring the financial operations of IEEE for funding infrastructure and overhead, balancing general funds and those held by entities (e.g., societies) and assuring cost and income linkages promote good business practices

TAB, he said, suggested these steps to meet the financial objectives:

- a - deposit member dues into a general fund and do not pre-allocate to any entity
- b - place non-income producing areas into infrastructure

- c - use a single investment rate instead of separate short term and long term rates.
- d - where possible, assign actual IEEE services on a per-use basis.
- e - pay general infrastructure costs first from general funds and next by an overhead charge to all entities.
- f - require cost-cutting, evaluation of infrastructure costs and outsourcing activities when appropriate. In short, drive IEEE costs for an efficient business model.
- g - allow individual societies to operate as independent cost centers.

Krein said the program as outlined will cost societies more than they are charged today, although the full impact is not known. He concluded by noting that IEEE with \$100 million in investment assets needs to take a responsible approach to operations, particularly in conferences and publications.

Krein said a commercial operation has approached the Society and other IEEE units to convert all historical material prior to 1988 into digital archives compatible with IEEE online services. The President said he will check on costs and effectiveness and circulate information to the AdCom.

Krein said a number of IEEE-wide organizations are seeking new volunteer involvement, among them the relatively new Standards Association. He noted continuing and developing programs at all levels of IEEE:

- a - programs for students and recent graduates
- b - technical committee growth, with encouragement to develop standards and emphasis on an incentive to increase involvement and membership through technical activities.
- c - the use of conferences and workshops to increase participation.
- d - advancement of electronic publishing.
- e - implementation of intersociety activities.

Dunford asked about a Society magazine as a means of producing more industrial oriented materials. Habetler said a magazine is a popular feature with members, a sentiment echoed by Ira Pitel, President of the Industry Applications Society who attended the PELS AdCom meeting. Pitel said IAS began producing a magazine several years ago and it has resulted in a broadened interest in the society. White recommended that any publication recognize its competition is the commercial publishing world and produce magazines with that in mind. He cited tasking technical committees for specific articles and publishing applications articles from conferences. **ACTION: The Society Publications Committee will study the concept of a Power Electronics Society magazine and prepare a recommendation..**

Krein raised the issue of Society-wide elections with all members invited to vote for members of the AdCom, as opposed to the present practice of AdCom voting only. General support for the full membership voting was expressed and Myers reported TAB conducts Society-wide elections for 26 of the IEEE's 37 societies, plus several other entities. White proposed holding any such at-large election by email or other electronic means. **ACTION: Krein will research feasibility, cost and other factors in Society-wide voting. ACTION: Kay Smedley will explore Constitution or Bylaws issues.**

Vice President - Operations - Habetler said all items of operations had been covered in earlier reports and discussions.

Vice President - Meetings - Fellhoelter introduced three motions proposed by the Meetings Committee:

MOTION: PELS will become a 50-percent sponsor of the IEEE International Power Electronics Congress (CIEP2000) be held October 15-19, 2000, in Acapulco, Mexico, and will provide \$5,000 in advance loan funding (Attachment J). The motion was approved.

MOTION: The Society will provide an additional \$20,000 in advance loan funds to the INTELEC'2000 committee to cover costs of a management company and reservation of a convention facility, the funds to supplement \$10,000 advanced earlier to the conference to be held in Phoenix. The motion was approved.

MOTION: PELS will become a cooperating entity with a Mechatronics Forum organized and sponsored by the Georgia Tech Mechanical Engineering Department to be held on the Georgia Tech campus in Atlanta September 13-15, 2000. Sponsorship was approved.

Treasurer - Krein reviewed the financial status of the Society (Attachment K) and pointed to the 1998 budget which called for a surplus of \$6,600 whereas the actual surplus was \$182,700. For 1999, the budget specifies a surplus of \$48,900 and Krein said the Society appears to be on track for a greater amount, probably close to the 1998 surplus. For the 2000 budget, PELS has been asked to improve its bottom line by 3 percent of 1998 expenses - approximately \$30,000. Krein said this objective can be accomplished by more accurately stating expense estimates.

The President said at IEEE's request he approved a non-member per-page subscription price of \$295 for 2000, raising the AdCom-established level of \$250. He also authorized purchases of data processing equipment for electronic media and publications. **MOTION: Habetler moved an increase in the per-page non-member subscription price from \$250 to \$295 and adjustment of the 2000 budget to decrease committee and other expenses line item by approximately \$30,000 to \$100,000. The motion received a second and was approved.**

HIGHLIGHTED COMMITTEES

Publications

Transactions - Dick Hoft said some success has been achieved in reducing the time span from submittal of manuscript to publication but the effort needs to be intensified to become even more effective (Attachment L). Habetler complimented Hoft for what he called _dramatic reductions_ in the publication cycle. Hoft expressed the wish that the publication cycle remain a priority after he steps down as Transactions Editor the end of this year. A question was raised concerning the manuscript review process and the three standard assessments of a paper - 1) accept, 2) accept with changes and 3) reject - and Krein suggested any change in that procedure would have to be initiated by the Publications Committee.

Newsletter - Gene Wester reported his employer had approved his participation as editor. He asked for articles and ideas and inputs - _It is your newsletter. I put it together,_ he said.

IEEE Press - Bill Hazen reviewed PELS-related projects in process with the IEEE Press, citing 13 works in various stages of development, along with three proposals in review (Attachment M). He recommended PELS sponsorship for nine projects, explaining a sponsor participates in any surplus funds up to 3 percent of proceeds as a single sponsor and a proportionate percentage if there are multiple sponsors. **MOTION: Hazen moved that the PELS President be authorized to approve IEEE Press projects on behalf of the Society with the IEEE Press Liaison a necessary second signatory. White seconded and the motion was adopted.**

Education - Dean Patterson said \$10,000 invested in a videotape educational video, _Power Electronics and Motor Drives,_ returned royalties of \$6,633 in 1998 and \$2,949 so far in 1999 or a total return to date of \$9,582 (Attachment N). It is apparent, he said, that the project will more than cover its investment. Patterson noted the Education Committee will meet during the PESC conference to examine new videotape projects, probably dealing with electromagnetic

compatibility (EMC) and electromagnetic interference (EMI) issues.

Chapter Development - Arau reported that three new chapters are in the development stage - CENIDET student branch, Austria and Guanajuato, Mexico (see Attachment E). A new chapter in Germany is a joint endeavor with IAS and discussions are under way for a chapter in Santa Catarina, Brazil. Finally, Arau said, he has provided information to a group in Dallas contemplating a chapter.

Transportation in Power Electronics - Randy Frank said his committee is considering establishing a 42-volt standard. Jason Lai recommended that the committee develop a PAR and organize a standards working group to participate with others in standards development.

GOLD Program - Jim Kokernack reported the GOLD program is structured for a Chapter or Section level program and offers a greater challenge on a Society-wide footing (Attachment O). He said he will use the SEMIIEEE membership database maintained by IEEE to identify GOLD Members with the objective of staging events at APEC_2000 aimed at GOLD members and student members who soon may become GOLD program participants. Kokernack said he has approached IEEE to make available to the Society the same \$250 initiation incentive offered to sections. He asked AdCom members to provide ideas and comments to him via email (kokerj@rpi.edu).

OTHER COMMITTEES

Awards - Chris Riddleberger said major Society awards - the William E. Newell, Distinguished Service, Richard M. Bass Outstanding Young Power Electronics Engineer, Past President and one Fellow recognition - will be presented at the PESC awards luncheon Thursday. He said the awards program will include a special recognition of Cathy Bass and the family of Dick Bass.

Krein reported an IEEE proposed Millennium medal program was received with little enthusiasm by TAB, which recommended cancellation to the IEEE Board of Directors. The medal proposal is under study.

History - Laura Steffek could not attend. Krein said he has received all Society archival material from past history chairs.

Standards - Lai said a draft of a P1515 standard on electronic power specification is moving ahead with a balloting group formed and a ballot distributed. (Attachment P)

Fellhoelter suggested that Telecommunications Subgroup pick up standards work which is not being addressed within the industry. He said he has discussed the issue with Bob Jurewicz who told him he will study possible standards activity..

Membership - Atsuo Kawamura said he has spoken with Dushan Borojevic who developed a survey report a year ago. He suggested the effort may require a fresh start. Krein recommended that the earlier draft be studied and reworked into a new form.

Constitution/Bylaws - Kay Smedley said a Constitutional amendment deleting the position of Society Secretary was approved earlier in the meeting and will be published in the next Newsletter. The amendment already has been approved by TAB. A Bylaws amendment authorizing a single candidate for Division II Director was approved by Adcom during the action item period of the meeting and will be published in an early issue of the Newsletter.

Asian Liaison - no report

European Liaison - no report.

Region 9 Liaison - no report

Power Packaging - no report

Electronic Transformers - no report

Computers in Power Electronics - Steve Leeb submitted a report (Attachment Q) noting the 1998 workshop at Lake Como, Italy was successful and produced a surplus. The next workshop (Attachment R) will be July 16-18, 2000 at Virginia Polytechnic Institute.

Telecommunications Subgroup - no report

OTHER BUSINESS

Jahns reported the Long-Range planning Committee consists of himself as Senior Past President, Jerry Hudgins as Junior Past President, Phil Krein as President, Art Wilkuski as Treasurer, three liaisons - European Liaison Javier Uceda, Asian Liaison Tsutoma Ogata and Region 9 Liaison Jose Pomilio - and two at-large members. **MOTION: Jahns moved the appointment of Dean Patterson and Franco Profumo as at-large members.** Leeb seconded and the motion was approved.

NEXT MEETING

The AdCom will hold its fall meeting Sunday, October 3, at the Hyatt Regency Hotel in Phoenix. The Meetings Committee will meet at 8 a.m. and the AdCom from 10:30 a.m. until 3 p.m.

ADJOURNMENT

The meeting was adjourned at 5:07 p.m.

Submitted,

Robert Myers
PELS Administrator