

IEEE PELS

Meetings committee minutes -APEC'99
June 27, 1999 - CHARLESTON, SC 29401 (USA)
CHARLESTON PLACE HOTEL - 120 Market Street

8:12 AM: Call to order by Kevin Fellhoelter.

1. Welcome and Attendee Introductions

After a brief welcome, followed by attendee introductions, the meeting commenced. A list of the attendees is attached.

2. Review and Adoption of Agenda, and Approval of Minutes from March 14, 1999 Meeting

At 8:15 AM, discussion on approval of minutes from the previous meeting held March 14, 1999 was begun. Tamotsu Ninomiya commented that he reported the financial details of the 1998 PESC, and not Rene Spee. The portion of the minutes from that meeting is corrected to read,

- a) 1998 PESC - Rene Spee presented a report on the 1998 PESC at 8:50 AM. He noted that several papers (about 5) were found to be very similar to those accepted, but not yet published, by APEC. This was pointed out as an issue to watch for in avoiding accepting original unpublished work. PESC 1998 financial data was handed out and is attached. A net surplus of \$15,332.73 was reported by Tamotsu Ninomiya.

After discussion, the corrected minutes were approved.

3. PESC Status Reports

- a) As no one was immediately available to give the 1999 PESC report, the 1998 PESC report was given by Tamotsu Ninomiya, General Chair of PESC'98. The report of the independent certified public accountants dated June 26, 1999 is attached. It was noted that total income is \$452,190.01, and after subtracting the total expenses of \$436,854.97, a \$15,335.04 surplus remained. This represents a very minor change (less than \$5.00) from the earlier unofficial report. Philip Krein and Kevin Fellhoelter noted that a \$350 fine had already been imposed by IEEE because of the late audit. This would be appealed to IEEE since the late audit was the only reason for the late (over 12 month) closing of the conference and was not the fault of the conference organizers.
- b) 2000 PESC – Report was filed by Gerard Hurley of the National University of Ireland. A budget was handed out and is attached. Of note is that student fees were raised slightly (to \$120.00 U.S.) based upon comments pointed out from previous PESC experiences. 305 is projected as the break-even attendance figure. The web site is on-line (<http://pesc00.nuigalway.ie/>) and detailed travel information can be obtained from that sight. Direct flights from New York JFK, Newark, Boston, Chicago, Los Angeles, and Atlanta are available. The conference is being held from 18-23 June. The web sight is also linked to the PELS web site. Tom Habetler made a motion to approve the budget, and Phil Krein seconded the motion. The motion passed unanimously at 8:29 AM.



- c) 2001 PESC report given by Bill Dunford. 350 is the attendance figure projected for the conference to be held in Vancouver. Projected budget numbers include \$71,500 in expenses, \$145,000 is income, and \$67,500 in surplus. It was noted that the expenses are not fully accounted for yet explaining the large surplus.
- d) 2002 PESC - Australia. Short report on the status of PESC 2002 was given by Dean Patterson. It was reported that the officers are now in place and are as follows:
 - 1. Local Finance Chair – Vic Gosbell
 - 2. Program Chair - G. Holmes
- e) 2003 PESC – Hyatt Regency, Acapulco (Mexico). Report was given by Jaime Arau. A letter from IEEE to the hotel requesting taxpayer identification was attached as part of the requirements needed for IEEE to made the advance payment on the hotel. The letter is attached.
- f) 2004 PESC - The PESC steering committee is accepting proposals for the 2004 PESC in Europe, and the committee will meet at 10:00 AM on the Tuesday following this meeting to vote and report back at the next meetings committee meeting. Tom Habetler reported that only one proposal had been received.

4. INTELEC® Reports

- a) 1999 - Meeting was held in Copenhagen from June 6-9. R.E. Jurewicz was absent so Chris Riddleberger filled in with a report. A copy of the preliminary data is attached, and revealed 660 full conference registrants, with a total participation of 1100. There were 30 technical sessions and 96 papers from 200 authors. 58 companies had exhibits as well.
- b) 2000 – A revised budget proposal (modified June 18, 1999) was received for INTELEC® 2000. It was reported that an additional \$20,000.00 in advances was needed. The \$10,000.00 advance had already been received. Exhibitor income should offset any additional advances needed. Tom Habetler moved that the remainder of advance (\$20k) be recommended for approval to ADCOM. The motion passed at 8:47 AM. A copy of the INTELEC® 2000 Phoenix budget estimates is attached.
- c) Future conferences: INTELEC® 2001 - Edinburgh, INTELEC® 2002 - Montreal, INTELEC® 2003 - Yokahama, INTELEC® 2004 - Chicago, INTELEC® 2005 - Berlin, INTELEC® 2006 - Washington, DC, INTELEC® 2007 - Rome, INTELEC® 2008 - Atlanta. PELS is a technical co-sponsor overseas, and a full financial sponsor in North America. No reports were filed on these future conferences.

5. APEC Status Reports

- a) 1999 APEC - D. Tan. March 14-18, 1999, in the Hyatt-Regency, Dallas, TX. No report filed.
- b) 2000 APEC - D. Torrey, APEC administrator. Conference will be held at the Fairmont Hotel in New Orleans, LA (USA). No report filed.
- c) 2001 APEC - D. Torrey. Disneyland hotel in Anaheim, CA. No report filed.
- d) Future conferences - D. Torrey. No reports filed.



6. Workshop Reports

At 8:48 AM, workshops were discussed. The Workshop on Power Electronics in Transportation, which is held every other year, is not being held this year. It is generally held in conjunction with Convergence, an automotive conference.

7. Conference Cooperation Requests - K. Fellhoelter

At 8:52 AM, conference cooperation requests were discussed.

2000 International Power Electronics Conference. A preliminary budget proposal was handed out for the International Power Electronics Congress-CIEP2000 to be held October 15-19, 2000 in Acapulco, Mexico by Jaime Arau. A projected surplus of \$5,250 (USD) was given, and a request for \$5,000 from PELS was submitted. PELS is a 50% co-sponsor of the conference with the National Council for Science and Technology. A call for papers was also handed out. Both handouts are attached. At 8:58 AM a motion to recommend to ADCOM that PELS support, fund request, and approve budget was made. After a brief discussion, the motion passed.

At this time, the previously scheduled PESC 1999 report was given, as the conference organizers (Jerry Hudgins and Rene Spee) were present to report. 301 were pre-registered including 40 students, and 130 were pre-registered for the tutorials. 367 papers were submitted and 7 papers were withdrawn, while 3 papers had authors unable to attend. 154 of the manuscripts were from academia, 16 from industry, and 22 were joint. 27 countries were represented. 57 papers were from the U.S., with Brazil the second largest contingent. Mark Nelms is treasurer.

Finally, Tom Habetler reported that a Mechanical Engineering Professor from Georgia Tech. wanted technical cooperation from PELS for a conference named Mechatronics to be held Sept. 13-15, 2000. At 9:12 AM the motion passed.

10. Other Business

Phil Krein encouraged INTELEC[®] steering committee to consider PELS as a full sponsor at any level when the conference is being held outside North America. Chris Riddleberger responded that overseas non-North American conferences usually have some informal input from IEEE anyway, and that they used their surplus to send people to conferences so support is not generally wanted at this time. Phil re-iterated that this was a friendly offer to increase the visibility within PELS, and that any level of support (5% to 100%) would be acceptable. Chris agreed to take the offer to the steering committee.

Finally, the 1998 Annual Report of Activities Meetings Committee (one page) was handed out and is attached.

11. Arrangements for Next Meeting and Adjournment

The next meeting will be held at the IAS in Phoenix, AZ, to be held October 1999. Tom Habetler agreed that at the next meeting there would be no individual reports on PESC, but rather a PESC report from the steering committee. At PESC the PESC steering committee should meet first followed by the meetings committee and then the ADCOM. The meeting adjourned at 9:39AM.



J.B. Casady, secretary of IEEE PELS meetings committee
Mississippi State University

ATTACHMENTS:

- (1) ATTENDANCE LIST
- (2) PESC' 1998 REPORT OF THE INDEPENDENT CPA'S
- (3) PESC' 2000 BUDGET
- (5) PESC' 2000 TRAVEL/SOCIAL PROGRAM/GUEST PROGRAM
- (6) PESC' 2003 HYATT REGENCY TAX LETTER
- (7) INTELEC® 1999 PRELIMINARY DATA
- (8) INTELEC® 1999 BUDGET PROPOSAL
- (9) IEEE 2000 INTERNATIONAL POWER ELEC. CONGRESS-CIEP2000 BUDGET PROPOSAL
- (10) IEEE 2000 INTERNATIONAL POWER ELEC. CONGRESS-CIEP2000 CALL FOR PAPERS
- (11) IEEE POWER ELECTRONICS SOCIETY 1998 ANNUAL REPORT OF ACTIVITIES MEETINGS COMMITTEE

