

## IEEE PELS

Meetings committee minutes -IAS 1999

Oct. 3, 1999 - PHOENIX, AZ (USA)

Hyatt Regency Phoenix Hotel At Civic Plaza

122 North Second Street

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8:25 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. Kevin Fellhoelter asked for a motion to modify the agenda such that IEEE closings were first. Tom H. made the requested motion and Phil Krein seconded it. The motion passed unanimously.

### 2. Review and Adoption of Agenda, and Approval of Minutes from October 3, 1999 Meeting

It was noted that in the second line of the first page, the conference notation was listed incorrectly as APEC instead of PESC. Tom H. put forth a motion to accept the amended minutes, and after a second by Phil Krein the motion passed.

### 3. IEEE Closings

Phil Krein began the general discussion and noted that IEEE mandates the books must be closed within 12 months of the meetings, and assessed a \$750/quarter penalty. By closing, it was noted that the financial report must be at IEEE headquarters and the audit must be finished. It was pointed out that PESC'96 is still open, and that this problem is exacerbated at overseas conferences. PELS is one of the few societies which has overseas conferences managed by overseas people. For audits, any conference which has a budget over \$250 k, is required to have an audit, while IEEE samples other conferences to audit.

Questions were raised about which conferences were still open, and a list of open conferences was read by Phil which include: PESC 1996 - Italy, PESC 1998 - Japan, 1998 Workshop on Computers in Power Electronics - Como, Italy, and INTELEC 1998. The PESC 1998 is done, but was still fined by IEEE. The APEC meetings were deemed to be in good shape. Chris Riddleberger commented that an IEEE conference organizing manual was available from IEEE headquarters. Chris also volunteered to appeal to IEEE in person. Finally, it was commented that the IEEE Workshop on Power Electronics in Transportation (Dearborn, MI - USA) was one of the conferences selected by IEEE for audit.

After discussion, the corrected minutes were approved.

### 4. PESC Status Reports - Tom Habetler

- a) No report was filed on PESC 1998.
- b) PESC 1999 reported that attendance was 360. There was a hotel dispute over the block size, but Site Services is negotiating with the hotel currently to resolve this. The expected surplus is \$3k to \$5k, and the small margin was blamed on



- cancellation and re-scheduling of the Wednesday evening banquet. An interim report is attached.
- c) For PESC 2000, a motion was made to approve the interim budget. The conference is projected to have \$217,000 in income, with \$192,400 in total expenses. This included \$52k in conference publication costs (665 copies of records / CD's). A \$20k advance has already been received, and a ~ \$25k surplus is expected. There have been 600 papers submitted, which is a 50% increase! Tom Jahns suggested increasing the number of attendees by 50 to reflect this. Phil Krein agreed, stating that the concern is to keep the surplus okay.
  - d) 2001 PESC - Handout from the Bill Dunford including budgetary information was distributed. A \$5200 advance was requested. Since there were numerous questions about the budget, a motion was made for AdCom to consider this request. This motion passed unanimously.
  - e) 2002 PESC - Australia. Draft budget was handed out. Total receipts were shown as \$280,550, with total outlays of \$245,139 resulting in a surplus of \$35,411.
  - f) 2003 PESC – Hyatt Regency, Acapulco (Mexico). No report filed.
  - g) 2004 PESC - Aachen, Germany. Rik DeDoncher reported on the conference site for PESC 2004. 600 people can be lodged within walking distance, and lunch is organized on-site. There are some timing issues with summer olympics, horse jumping events to be worked out. Phil Krein asked about EPE involvement. Technical co-sponsorship seemed to be the level of involvement for EPE. Tom H. stated at least 5% of PESC should be PELS sponsored.
  - h) 2005 PESC - Tom Habetler passed out the PESC steering committee meeting minutes from June 29 in Charleston. The 2005 PESC will be in North America, and sites are being solicited. Wisconsin is one possibility.

#### 4. INTELEC® and TELECSO® Reports

A handout giving the sites for future **INTELEC®** and **TELECSO®** Conferences was given. These sites were mapped out to 2011.

#### 5. Workshop Reports

At 9:32 AM Randy Frank discussed the Workshop on Power Electronics in Transportation. The conference is to be held in Dearborn, after the Convergence automotive conference in the year 2000. More help is needed in organizing, as this area is growing rapidly. The first 42 V automotive conference was held in Austria this year, and real opportunities exist here. Visteon (Ford subsidiary) has 50 to 60 engineers in this area, and it is recommended that professional help (Bob Myers, Courtesy Associates) be gotten for this workshop.

At 9:46 am, Jason Lai discussed the Call for papers for COMPEL 2000. This is the Workshop on Computers in Power Electronics. Projected participants include 30 students (at \$50 fee) and 65 full (\$265 fee) registrants. \$15,922 in projected expenses with \$18,725 in projected revenues should yield a \$2800 surplus. Phil Krein noted that this represents a doubling of this workshop. At 10:00 am a motion to approve the amended budget was passed unanimously.

Phil Krein mentioned that the Workshop on Computers and Packaging was supposed to be held in May 2000. Doug Hopkins is chair.



## **6. Conference Cooperation Requests - K. Fellhoelter**

At 10:02 AM, conference cooperation requests were discussed.

A national broad-area conference in Jordan requested cooperation. Power electronics is one of the focus areas, and IEEE PELS members in Jordan would be involved. Tom Jahns pointed out that this could represent liability in some cases since the conference could get access to PELS as bank or broker. A motion was then made for technical co-sponsorship and was approved at 10:36 AM.

## **10. Other Business**

In general discussion it was pointed out that the IEEE governing body (AdCom) needed to approve all budgets yearly until the conference took place.

## **11. Arrangements for Next Meeting and Adjournment**

The next meeting will be held at the APEC in New Orleans, LA to be held Feb. 6-10 2000. The meeting adjourned at 9:12AM.

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

## **ATTACHMENTS:**

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### **(1) ATTENDANCE LIST**

1. Jeff Casady - Secretary - Mississippi State University
2. Art Witulski - Treasurer - University of Arizona
3. Tom Jahns - Past President - University of Wisconsin-Madison
4. Philip Krein - President - University of Illinois
5. Kevin Fellhoelter - Vice President - Lucent Technologies
6. Dick Hoft - Retiring Transactions Editor - Retired
7. Chris Riddleberger - PELS Awards Chair - Consultant
8. Randy Frank - Auto Power Electronics - ON Semiconductor
9. Jason Lai - Chair, COMPEL 2000 - Virginia Tech
10. Tom Habetler - PESC Steering Chair - Georgia Tech
11. R. DeDoncher - PESC 2001 - Aachen Univ. of Tech.
12. F. Profumo - Publication Chair
13. Bob Myers

### **(2) PESC 1999 INTERIM REPORT**

### **(3) FAX FROM BILL DUNFORD INCLUDING A DRAFT OF SUMMARY FINANCIAL REPORT - PESC 2001**

### **(5) DRAFT SUMMARY FINANCIAL REPORT FOR PESC 2002**

### **(6) PESC'2003 HYATT REGENCY TAX LETTER**

### **(7) JUNE 29, 1999 PESC STEERING COMMITTEE MEETING MINUTES**

### **(8) INTELEC® & TELESCON® CONFERENCE LOCATION LIST**

