

APPROVED MINUTES
OF THE IEEE EMC SOCIETY
BOARD OF DIRECTORS MEETING

August 13, 2006
The Hilton Hotel
Portland, Oregon

MEMBERS PRESENT (21)

B. Archambeault
H. Benitez
C. Brench
A. Drozd
R. Ford
F. Heather
D. Heirman
L. Hill
D. Hoolihan
E. Joffe
F. Maradei
M. Montrose
J. O'Neil
S. Nitta
J. Norgard
G. Pettit
R. Scully
D. Staggs
D. Sweeney
R. Wallen
K. Williams

MEMBERS ABSENT (1)

W. Kesselman

GUESTS (12)

D. Arnold
A. Chubukjian
R. Davis
J. Drewniak
H. Garbe
R. Goldblum
R. Hofmann
R. Jost
G. Kilshaw
J. LaSalle
B. Strauss
K. Wyatt

1.0 THE PRESIDENT'S OPENING REMARKS/CONSENT AGENDA

President Drozd called the meeting to order at 9:30 am. A round of introductions was made. President Drozd thanked the Portland Symposium Committee for their assistance in setting up the meetings this week. President Drozd presented the agenda. (See Agenda dated August 13, 2006.) There were four items on the consent agenda that were presented. The motion on serving alcohol was pulled from the consent agenda and moved to "Old Business." **Kimball Williams moved to approve the consent agenda as modified. The motion was seconded and approved.** The approved May Board minutes will be posted to the EMC Society website.

2.0 FINANCE COMMITTEE REPORT

Kimball Williams presented the finance committee report. (Reference Finance Report.) The graphs show that the income and expenses are concentrated on the annual symposium. Mr. Williams suggested that additional trainings and workshops, perhaps an additional conference, be scheduled each year to add to the Society's income base as well as recruit new membership.

He referred to Treasurer Warren Kesselman's report, which was circulated to the Board prior to the meeting. (Reference Treasurer's Report.) Regarding 2005 operations, IEEE 2005 post-closing, pre-audit financials indicate that EMCS had a positive 2005 operations net of \$175,200. EMCS's December 31, 2005 "Net Worth" was \$1,692,000. Regarding 2006 operations, the EMCS had a cumulative first-half year operating surplus of \$272,000. The end of the second quarter financial forecasting review projected the year-end net would be a deficit of approximately \$20,000 (not including "market fluctuation"). The 2007 second pass budget review projects a \$49,600 deficit, within IEEE deficit budgeting policy. The Treasurer's report was approved as part of the consent agenda noted above.

3.0 COMMUNICATION SERVICES

Ghery Pettit, Vice-President for Communication Services, presented his report. (Reference VP Communications report.) He summarized the activities under Communication Services as follows:

NEWSLETTER

Janet O'Neil, Newsletter Editor, advised that the Spring 2006 issue was our longest issue to date with 116 pages. It was the special issue with 37 pages devoted solely to coverage of the Portland Symposium. As you may recall, this was created in lieu of an advance program this year to save money. Since this issue had a much wider distribution of 11,508 print copies (it was sent to all past symposium attendees as the advance program was traditionally sent and to various tabletop shows to promote the symposium) than previous issues, and the page count was higher given the Portland Symposium content, the cost was considerably higher than last year's spring issue. See cost information below:

	Spring 2005	Spring 2006
Number of Copies	5,239	11,508
Total Pages	60	116 (37 pages for symposium information)
Total Cost (printing and postage)	\$16,244	\$33,558
Total Ad Revenue (Net to Society)	<u>\$11,636</u>	<u>\$19,401</u>
Net Newsletter Cost	\$4,608	\$14,157

Barry Wallen will address some of the execution issues for sending the EMC 2007 symposium information next year in his VP Conferences report. He will also cover EMC 2006 symposium committee versus Newsletter budget issues related to this Spring 2006 issue in his report.

Regarding Summer 2006, this issue is still under production. We got a late start on this issue with much of the material being sent to the editor at the end of July. The cover story reflects two inside articles from the Waveform Diversity Conference. Andy Drozd coordinated and reviewed this material for publication. There are also the obituaries for Jose Perini, Joe Fisher, and Andy Hish in this issue. There are two practical papers; one paper is entitled “PDN Design Strategies: III. Planes and Materials – Are They Important Factors in Power Bus Design?” and the second paper is entitled, “Photonic Crystal Power Substrate for Wideband Suppression of Power/Ground Bounce Noise and Radiated Emission in High-Speed Packages.” This issue will debut Elya’s suggestion for a “Design Tip” section of the Newsletter. Bruce Archambeault agreed to be the Associate Editor for this section and provided the first article to give readers an idea of what to submit for future issues. Mark Montrose’s book for IEEE Press is reviewed in this issue by guest editor Larry G. Campbell (sent in via Ray Perez, Associate Editor for Book Reviews). Don Heirman provided an overview of the Standards workshop in Germany. Barry Wallen provided a summary of EMC Wroclaw. Warren Kesselman provided the annual EMCS financial summary article. Dan Hoolihan contributed a History article on “Secretaries of the Society.” And, Todd Robinson of Chapter Chatter provided his usual lengthy contribution. Ken Wyatt worked with Andy Drozd and the Waveform Diversity community to provide a dramatic cover for this issue. Many thanks to all of the contributors to the EMC Newsletter.

Regarding general Newsletter information, Bob Olsen continues his transition of Technical Editor responsibilities to Flavio Canavero. This is Bob’s last year as Technical Editor. Flavio will take over with the Winter 2007 issue. I will continue to work with incoming Transactions Editor Perry Wilson to liaison on the evaluation of material suitable for the Newsletter or Transactions. I will work with Barry Wallen, the EMC 2006 committee, and the EMC 2007 committee, along with IEEE, to determine the best strategy for next year’s symposium advance program. It concerns me that we pay \$500 per issue of the Newsletter to have this available on line. To date (August 2006) the Spring 2006 issue, which was available at the end of May 2006, is still not posted to the EMCS website. This needs to be done in a more timely fashion.

Ms. O’Neil then discussed an opportunity to videotape Clayton Paul while he is speaking at an Atlanta Section and EMC Chapter event being held at the Georgia Tech Global Learning Center on October 10. **Ms. O’Neil moved to tape Clayton Paul at a cost not to exceed \$2,500. The motion was seconded and approved. Elya Joffe and Don Sweeney abstained from voting.**

TRANSACTIONS ON EMC

Mr. Pettit noted there was no formal report provided by Flavio Canavero, Transactions on EMC Editor in Chief. However, the subject of papers from the EMC Zurich in Singapore symposium was discussed further. We are looking at a special section in the November Transactions (about 50 pages, 8 to 10 papers) to highlight the best papers. While these papers will cover the same topics as were presented in Singapore they will have substantial new content. This is not to say that a paper will be considered “new” simply by adding a few figures or re-arranging the content. Flavio proposes that “...The idea is to measure the value of the new paper not by the amount of material that was changed, but by the introduction of something really new. Nobody is more adequate to certify the “bit” of originality that makes the difference, than the Reviewers (and the Editors), because they are supposed (and required!) to know the state of the art.

Therefore, it should be required that only those papers for which the Reviewers provide a clear statement of originality pass the selection phase and be considered for publication.” Given that the Singapore papers will be posted on the IEEE Xplore database, it is all the more important that these papers be truly new. Mr. Pettit is inclined to allow Flavio and Perry Wilson (and their staff) to use their editorial and professional judgment in accepting papers for this special section in the November Transactions without further interference from himself or the Board.

WEB

Mr. Pettit advised that work is underway to update the EMCS site. Nigel Carter is now the web site manager and has hired Draconis Designs to perform the web maintenance function. President Drozd asked Mr. Pettit to prioritize the actions required to update the site, such as repair the broken links, etc., so the work can proceed in a systematic way.

IEEE PRESS

Ray Perez presented his report noting there is no outlay of royalties received by the EMCS in this status report. Regarding new potential books, in the Winter 2006 issue of the EMC Newsletter, the first ad concerning a call for authors appeared. The ad was repeated in the Spring issue of the Newsletter. Three potential authors have responded to these ads, one from Italy, Germany, and the UK. He has changed his recruitment approach to be more personal and to solicit single author books as well as multiple author books. For single author books, dedicated topics could be transients, measurements versus testing requirements, high power, and EMC standards (novice guide). For multiple author books, topics could be nanotechnology, aerospace, systems EMC, EMC management, personal wireless and telecommunications, and medical EMC, to name a few. Mr. Perez noted that reviewers are needed for these books. He is also following procedures mandated by the Board at its March 17, 2006 meeting that all EMCS sponsored books must go through the Technical Activities Committee to assign reviewers.

PUBLIC RELATIONS

Dave Staggs presented the design and pricing of the new EMCS lapel pin using the 50th Anniversary logo. The Board discussed the pros and cons of distributing the pins and who would receive these and when. Mr. Staggs will get pricing on additional quantities and will report on this at the next Board meeting on Thursday evening.

HISTORY

Dan Hoolihan’s History report is covered in his report on planning for the 2007 symposium.

4.0 STANDARDS SERVICES

Don Heirman, Vice-President for Standards, presented his report. (See VP Standards Services Report.) Standards activity covers three major areas: The Standards Education and Training Committee (SETCom), the Standards Advisory and Coordination Committee (SACCom), and the Standards Development Committee (SDCom). The SETCom chair is Qiubo Ye and the vice-chair is Professor Johan Catrysse. The SACCom Chair is Dave Guzman of RF Tek in Raleigh, North Carolina who is replacing Elya Joffe who asked to step down due to other Board commitments. The SDCom continues to be chaired by Stephen Berger.

Mr. Heirman reviewed the Standards Committee activity for the symposium week. Several working groups will be meeting. Mr. Heirman noted that Nigel Cater, chair of the revision of Std 1309 (probe calibration) unfortunately would not attend the symposium, due to recent travel restrictions from the UK. All meetings are open to anyone with an interest to attend.

Mr. Heirman noted current difficulties related to collaborative work on the BPL (Broadband Powerline Communications) standard (P1775) with the Power Engineering Society including getting a draft of the standard. Also, concerning P1900 (Interference/co-existence-Software Defined Radio), this may possibly proceed under an IEEE SA Standards Coordinating Committee which would be comprised of multiple society interests rather than sharing activity with the Communications Society. A full Standards Report will be covered at the Thursday evening Board meeting.

5.0 MEMBER SERVICES REPORT

Elya Joffe presented the report on Membership Service. This includes a report on the budget for Membership Services. (See VP Member Services Report.)

AWARDS

Bruce Archambeault gave a report on the EMCS Awards. (See Awards Report.) All awards were voted on at the May meeting in Germany. New this year are posters of the top award winners, which will be placed near the registration desk to give these winners more exposure. Dr. Archambeault noted that there are some award issues to discuss related to the Beranek Travel Grant and the Best Student Paper and Best Student Design. **Dr. Archambeault moved to create an ad hoc committee to evaluate some of the problems with the awards program. The motion was seconded. Dan Hoolihan moved to table the motion. The motion to table was seconded and approved.**

Dr. Archambeault moved that the Board establish a policy that the cash award for the best student paper award be evenly split among all student authors. The motion was seconded and approved.

Dr. Archambeault moved that the Board establish a policy that the cash award for the best student design contest award be evenly split among all student designers. The motion was seconded and approved.

Dr. Archambeault moved that the Best Student Paper Award winner be removed from consideration of the Best Symposium Paper Award considerations. The motion was seconded. Don Heirman moved to amend the motion to develop a policy on this in conjunction with the TAC. The motion as amended was seconded and approved.

Dr. Archambeault moved that the Board establish a policy that the cash award for the Leo L. Beranek Anechoic Chamber Travel Grant be awarded to the student authors of the second place winner in the Best Symposium Student Paper contest and student team members winning second place in the Best Symposium Student Design contest. One \$1,000 award will be split among all the student authors of the selected paper and one \$1,000 award will be split among the team members of the chosen design. The motion was seconded and approved.

Dr. Archambeault reviewed the President's Memorial Award and family member travel to attend the luncheon. A policy should be created to address expenses and procedures associated with this award. Dan Hoolihan and Dick Ford volunteered to work with Dr. Archambeault on this policy.

MEMBERSHIP DEVELOPMENT

Dave Staggs reported on membership statistics. As of June 2006, the total number of active EMCS members was 3,922, down 3.8% from this same time in 2005. The most current on-line SAMIEEE membership database shows that the EMCS has 3,971 active members, of whom 481 are Senior Members, 168 are Student Members, and 72 are Fellows. Total IEEE membership is 337,888 as of June 2006, down 1.8% over 2005 numbers. In his report, Mr. Staggs presented a membership breakdown by category pie chart.

Mr. Joffe noted there were 288 EMC Society members that retained their IEEE membership, but let their EMC Society membership lapse. He contacted these lapsed members to inquire about their reasons for not renewing their EMCS membership and received a few replies. Mr. Joffe also noted that 31 EMCS members elevated to Senior grade in 2006.

DISTINGUISHED LECTURER (DL) PROGRAM

Elya advised that Chair Lee Hill is stepping down as the DL Chair. The Board thanked him for his years of service. The new DL Chair as recommended by Mr. Hill is Jim Drewniak of the University of Missouri-Rolla. Mr. Joffe noted that several challenges are foreseen, including increased globalization of the DL service and increased globalization of the DLs themselves. These and other challenges are included in his report.

CHAPTER ACTIVITIES

Chapter Coordinator Francesca Maradei reported on the status of Chapters and Angels. (See Chapter Coordinator's report included within the Membership Services report.) No new chapters have formed since the last Board meeting in May. Bob Scully has submitted a petition to the IEEE Galveston Bay and Houston Sections for a new joint chapter there. John Osburn has initiated the reformation of the Fort Worth, Texas EMC Chapter. Contacts have been established in Dayton, Ohio about re-activating the dissolved EMC Chapter there. This may be a joint EMC-PSE chapter. Efforts continue on a new Chapter in Vancouver/British Columbia, Canada, and in the Czech Republic, a joint EMC/MTT/AP/ED chapter. New EMC chapter activity continues in Mexico, Argentina, Bogotá, Thailand, Hong Kong, Bangalore, Hyderabad, and Algeria. The Chapters will be required to submit reports on a quarterly basis. The Benelux Chapter is on the watch list since no meetings were held in 2005. Ms. Maradei is working to update the Chapter Guide/Handbook and to create a new "Angel Manual." Regarding Chapter Retreats, Mr. Joffe noted that Frank Sabath is helping organize a retreat on September 11 during EMC Europe 2006 in Barcelona. The objectives of the Chapter Retreats are primarily focused on the exchange of information and experience between Chapter officers, discussion of current problems, coordination between different chapters, and providing advice /assistance for less active and new potential chapters.

FELLOW ASSISTANCE/EVALUATION COMMITTEE

Chair Heyno Garbe reviewed the charter of the Fellow Nomination Support Committee. Members include Bruce Archambeault, Bill Duff, Heyno Garbe, and Bob Goldblum. The overall goal is to support the Fellow

nomination process and have the successful nomination of four members per year. The support committee does not identify Fellow candidates. As such, he would like to change the name of the committee to the Fellow Assistance Committee. Professor Garbe asked that the policy be that the EMC Board of Directors approves the chair and members of this Fellow Assistance Committee. Regarding the Fellow Evaluation Committee, chair Bill Duff reported that there were nine Fellow nominations evaluated by his committee this year, a record number of qualified candidates.

SURVEY

Fred Heather submitted a detailed report on the attendee survey conducted in Santa Clara (2004) and Chicago (2005) at the May Board meeting. He is working on a revised survey form for 2006, keeping in mind not to make too many changes and implementing an “on line” version.

PHOTOGRAPHY

Ken Wyatt is the EMCS photographer. He continues to assist the Newsletter editor in providing photos and cover artwork. He is working with Membership Services on a new process to provide photos for award recipients (either digital files or framed prints). He is working with the History committee to create an historical archive of images. Mr. Wyatt announced he would retire from Agilent effective December 2007. He would like to remain as the EMC Society photographer; however, he will need financial assistance to do so. Please send all suggestions or comments related to photography to Ken Wyatt at ken_wyatt@agilent.com

PACE

Chair Bill McGinnis is working on a resume review assistance program that will debut at the Portland symposium. He plans to prepare an article for publication in the EMC Newsletter.

REGIONS 8-10 REPORT

Mr. Joffe’s report shows that membership development activities will be carried out in conjunction with the following symposia: EMC Europe 2006 in Barcelona, and possibly the 4th Workshop on Biological Effects of EM Fields, October 2006, Crete, Greece. He was unable to attend EMC Wroclaw in June, but John Norgard and Barry Wallen represented the Board. The new Region 9 representative, replacing Carlos Sartori, is Maria Alejandra from Bogotá, Columbia. In Region 10, no report was received from Takeo Yoshino. As this is one of the fastest growing regions in the IEEE and EMCS, Mr. Joffe recommends concentrated effort to spur EMC activity in this area.

TRAVEL ASSISTANCE SUPPORT PROGRAM

Fred Heather was not able to distribute these funds due to not receiving a list of candidates in a timely manner. Hopefully, this will be rectified for next year’s symposium.

MEMBERSHIP DEVELOPMENT TASK FORCE

Mr. Joffe’s report notes that an update on this activity will be provided at the November Board meeting.

SISTER SOCIETY PROPOSAL

Mr. Joffe noted that work has begun to identify candidate "sister societies". Such organizations exist in Australia, China, Japan, Malaysia, Israel, and several other countries. Work for development of the charter for the position of "Sister Society Coordinator" and MOU templates is under way.

CONSTITUTION AND BYLAWS

Mark Montrose reviewed the IEEE and EMCS governance documents. (Reference C&BL Must Haves Report.) He discussed the EMCS Operating Procedures and Policy document. This effort to update these documents is ongoing. **Don Heirman moved that the annual meeting be changed from the November to the August meeting. The motion was seconded. Five voted for the motion, seven voted against the motion, four people abstained. The motion failed. Janet O'Neil, Mark Montrose, Kimball Williams, and Colin Brench abstained from voting.**

6.0 TECHNICAL SERVICES

John Norgard, Vice President for Technical Services, presented his report. (See VP Technical Services Report.)

TECHNICAL ACTIVITIES COMMITTEE (TAC)

The Chair of the Technical Advisory Committee (TAC) is Bill Strauss. Vice-Chair is Arto Chubukjian, and Secretary is Robert Scully.

Regarding the software for evaluating the papers for the annual symposium, Mr. Norgard advised that they are exploring options for upgrading existing software or purchasing new software. He noted that the new TAC chair would be involved in the software decision-making. Don Heirman noted that since there are more papers expected for Hawaii, he suggests delaying any major software changes until after the 2007 symposium.

REPRESENTATIVE ADVISORY COMMITTEE (RAC)

Fred Heather gave his report. The RAC/SACCom annual luncheon plans for August are underway. The open positions on the committee include representation on the IEEE-USA Energy Policy Committee and the IEEE Society on Social Implications of Technology (SSIT).

EDUCATION AND STUDENT ACTIVITIES COMMITTEE (ESAC)

Chair Maqsood Mohd is stepping down. The current Vice Chair Bob Nelson is interested in being the chair and the current Secretary Randy Jost is interested in being the being the Vice-chair. **Mr. Norgard moved to approve the appointment of Bob Nelson as the new Education Committee Chair and Randy Jost as the new Education Committee Vice-Chair. The motion was seconded and approved.** Mr. Norgard's report lists the subcommittees under the ESAC. He noted that the secretary position is open on this committee.

7.0 CONFERENCE SERVICES

Barry Wallen presented his report. (See VP Conferences Report.) He provided the following update on EMCS Symposiums:

EMC'2005 Chicago, IL (Chair: Tom Braxton)

The final un-audited financial report for the 2005 Chicago EMC Symposium has been received and the Revenue/Expense/Surplus numbers are listed below. This conference has not been closed and this exceeds the 6-month closure rule. After discussions with Vita Feuerstein and Peter Curtis of the IEEE, it was discovered the problem rests with the IEEE CMS and Audit groups. Vita has stated that the EMC Society is in no way to blame nor will any fines be levied for this delayed closing. *VP Note: The final audit report has been received (8/10/2006). No anomalies were noted and the results are as listed below. The conference can be considered closed.* Revenue was shown as \$1,024,817.26 (103.15% of budget), expenses were \$852,335.93 (101.11% of budget), for a net surplus of \$172,481.33 (114.58% of budget, 16.8% of revenue).

EMC 2006 Portland, OR (Chair: Henry Benitez)

Chair Henry Benitez reported that Symposium preparations are proceeding as planned. Registrations among members are down by approximately 60 from 2005. Non-member registrations are up by more than 20. The Newsletter replaced the Advanced Program for 2006. This experiment is currently being evaluated. Initial results look encouraging. Arrangements for the keynote speaker have been completed. Dr. Bernard Amadei has agreed to be the keynote speaker and he will be speaking on "Engineers without borders". Exhibit sales are on track with Chicago with 162 Exhibitors and 219 booths as of 7/28/2006. Chicago was 162 and 223. Work on the Exhibitor's Showcase and Forum is progressing.

EMC 2007 Honolulu, HI 50th Anniversary Symposium (Chair: Janet O'Neil)

Janet O'Neil reported that there has not been a change in status since the May 2006 report. Recent committee activity has focused on marketing, coordinating the website, preparing the Call for Papers, Call for Workshops/Tutorials, and filling open positions on the committee. On marketing, Jim Blaha (Publicity Chair) has created a brochure and posters on EMC 2007 for distribution in Portland and at non-IEEE conferences globally that highlight the special symposium and anniversary activities. PR reps (members of the IEEE EMC community) are being asked to take these to various EMC related conferences they attend in their respective areas internationally. The EMC 2007 booth during EMC 2006 and related promotional activities has been coordinated with IEEE and the Hawaii CVB. An EMC 2007 calendar has been created to showcase Hawaii and provide key dates related to the symposium and to the 50th anniversary of the EMCS. Dan Hoolihan and his anniversary committee provided the dates related to EMCS history. Marti and Barry Wallen selected the photos. IEEE Media solicited 12 companies to each purchase a month of the calendar and feature their ad and logo. 5,000 calendars will be printed for distribution in Portland and at EMC conferences, tabletop shows, chapter meetings, etc. throughout 2006/2007. Also related to marketing, Janet drafted an e-mail to send to all EMC symposium exhibitors that promoted exhibiting in Hawaii and signing up for next year's exhibit space during EMC 2006. Janet submitted an application to IEEE for the Global EMC University course created by Clayton Paul and Flavio Canavero so that CEUs may be applied to the course. This may help boost attendance. Regarding the host hotel for EMC 2007, the contact with the Hilton Hawaiian Village has guest rooms priced at: \$189.00 garden view room rate /\$205.00 Partial Ocean view room rate /\$219 Full Ocean view rate. Prices are 2007 contracted rates, plus tax. These are excellent rates for Hawaii in high season. These rates are also in line with previous symposium hotels located in a major city including Boston 2003: \$159

Hilton/\$189 Sheraton (host hotel), Santa Clara 2004: \$159 Marriott (host hotel)/\$189 Westin, and Chicago 2005: \$159 Sheraton (host hotel)/\$169 Hyatt. IEEE will revisit the contract with the hotel in September following EMC 2006 so the actual room block filled in Portland can be evaluated against the contracted room block secured at the Hilton Hawaiian Village. There may be a need to increase the room block for next year; hopefully this can be done at the contracted rates. IEEE CMS reports that space is on hold for the Wednesday gala luau at the Royal Hawaiian and at the Marriott Turtle Bay Resort for the Friday anniversary celebration.

EMC 2008 Detroit, MI (Chair: Kimball Williams)

All committee positions have been filled. The committee is holding monthly telecom meetings. Regarding the budget, updated revisions based upon the Chicago budget have been put in place, with \$10K received from EMC Society and \$500 expended to finance the development of the 2008 logo. The host hotel will be the Renaissance Marriott Detroit; the contract has been signed. The venue is Cobo Hall and the contract has been signed. The various EMC 2008 team members will be 'shadowing' their Portland counterparts in order to learn their role and understand the full requirements of their respective positions.

EMC 2009 Austin, TX (Chair: David Staggs)

Dave Staggs reports that IEEE Insurance and Information Schedule forms are complete and submitted to IEEE CMS. The contract between the IEEE and the Austin Convention Center has been signed. A \$1,000 deposit has been provided to the Convention Center. This \$1,000 is a loan from the EMCS to the Central Texas Chapter. The contract with the host hotel has been signed. The contract between IEEE Conference Management Services (CMS) and Central Texas Chapter of EMCS is being developed. The IEEE CMS contract should be signed in the near future pending a review of 2007, 2008, and 2009 contract pricing comparisons by the VP of Conferences. They are working on a preliminary budget based on a template from VP Conference Services.

EMC'2010: Fort Lauderdale (Chair: Fred Heather)

The committee is working on an operating manual to describe committee member's activities and schedule of events. They have received an updated proposal from Fort Lauderdale and have reserved the convention facility. No financial obligations at this time. Mr. Wallen is working on a request for proposal for CMS and budget for this symposium. He plans to have an informal committee meeting at the Portland EMC Symposium with CMS about this symposium. The current listing of the Symposia Committee includes: General Chairman – Fred Heather, Vice Chairman – Open, Secretary – Open, Treasurer – Long Island Chapter, Technical Program – Larry Cohen, Exhibits/New Product Presentations – Andrew Drozd, Publicity (Public Relations) – Ron Brewer, Local Arrangements: Bob Goldblum. The budget will be developed in 2007. Preliminary budget work is underway. The host hotels are being evaluated. The convention center contract has been signed.

EMC 2011: Location TBD

This will be discussed under the Symposium Site Selection Committee report later in the meeting.

EXHIBITOR LIAISON

Janet O'Neil has been working with Bruce Archambeault and the site selection committee for 2011. She has assisted the Los Angeles Chapter Chair, Ray Adams, in locating a suitable venue in Southern California. As noted above for EMC 2007, she sent an e-mail to all exhibitors reminding them about EMC 2006 in

Portland, provided an updated on EMC 2007 and shipping to Hawaii. Sue Kingston reported that several exhibitors responded favorably to this e-mail. A special promotion is being planned to encourage exhibitors to sign up for EMC 2007 exhibit space during EMC 2006. Plans are underway for the exhibitors' breakfast in Portland.

GLOBAL EMC SYMPOSIA

Dr. Nigel Carter, the Global Symposia Coordinator, provided updated data regarding forthcoming Global Symposia and Conferences, which are (or proposed to be) Technically Co-Sponsored by the EMCS. Only two new requests for Technical Co-Sponsorship have been received since the last Board Meeting. The list of conferences is included in the Conferences Report.

REGIONAL CONFERENCES

Regarding regional conferences in Regions 1-7, Janet O'Neil reported that the following tabletop shows took place since the last Board meeting: May 16, Chicago, Illinois, 8th Annual Mini-Symposium with multiple speakers; June 6, Waldorf, Maryland, a Tri-Chapter EMC Event on "Fundamental and Advanced Topics in EMC"; July 11, Huntsville, Alabama, "The Fundamentals of EMC" presented by Clayton R. Paul, Mercer University; July 13, Dallas, Texas, "The Bruce Lee Show" - EMC Design Concepts and Applications for the Real World presented by Bruce Archambeault, IBM and Lee Hill, Silent Solutions; July 21, Denver, Colorado, "Practical Measurement Techniques and Facilities for RF Testing" with multiple speakers. The Chicago, Dallas, and Denver shows were well attended with some 60+ people at each event. In Huntsville, this show was exceptionally well attended with 156 people coming to see Clayton Paul. This high attendance is likely due to the appeal of the speaker and the local military market that is very eager for EMC education. The show in Waldorf attracted some 25 people; this may be attributed to the suburban location as well as the parallel sessions. Each of these shows was successful financially and did not incur a loss.

Frank Sabath reported on activities in Region 8. Regarding cooperation with EMC Europe, he sent an e-mail to Johan Catrysse briefing him on the results of the May meeting between EMCS and EMC Zurich. Generally, Johan welcomes a closer cooperation between EMCS, EMC Europe, and EMC Zurich. As chair of the ISC of EMC Europe, he sees a good chance for establishing a joint review board serving EMC Europe and EMC Zurich. Johan is looking forward to a meeting between representatives of EMCS, EMC Europe, and EMC Zurich in conjunction with EMC Europe 2006, Barcelona. Mr. Wallen's report shows a list of EMC related conferences scheduled for 2006 and 2007 in Region 8. Currently there are no new workshops planned for Region 8.

Regarding Region 9, Janet O'Neil reported that a two-day tabletop show with multiple local speakers as well as Andy Drozd and Bob Olsen was held on June 27-28, 2006 in Mexico City. A potential new chapter is under development in this area and the event was a good catalyst to get the activity started. This was held at IPN (Instituto Politecnico Nacional) in Mexico City; Dr. Linares was our contact there. There were problems with the local section and the handling of finances for registration, catering on site at the venue, etc. Presentations were given in Spanish and in English. As such, Ms. O'Neil recommends that unless the EMC Society directly is willing to organize these events and handle the finances (such as for the EMC Brazil 2002 event), future tabletop shows in this region should not be held. Since Carlos Sartori is no longer available to be a regional liaison for these events, it is not practical to organize these tabletop shows from the US due to language barriers, cultural nuances, etc.

Regarding Region 10, Shuichi Nitta advised there was no new activity to report on since the May Board meeting. Mr. Wallen noted there is currently activity on a conference in Xiamen, China. The TCS application has been submitted directly to him via Dr. Wu. This is being forwarded to Bill Strauss for review and at the same time we are pursuing the possibility of making this a Beijing Chapter regional event. If you have any questions regarding this issue please contact Barry Wallen.

INSTITUTIONALIZATION OF EMC CONFERENCES – PUBLICITY

Mr. Wallen showed the current organizational chart for the structure of the EMC Conferences Group. Jim Blaha is the newest member for Marketing and Publicity as approved at the May meeting. He is primarily working on EMC 2007 publicity at this point, but this work can be used for the subsequent symposiums. He has had discussions with Gary Uyeda of the Hawaii Convention Center, which led to a team approach in promoting EMC 2007 in Portland. The EMC 2007 Promotion Campaign is almost complete. The goal is to recruit worldwide all EMC Chapter Chairs to promote EMC 2007. This will provide an instant sales force of 61 EMC 2007 “Sales Reps”. As an EMC Chapter Chair, their responsibilities will be defined and easily implemented. He will do a presentation on this at the Chapter Chairs Luncheon. After Portland, Mr. Blaha plans on developing an EMCS Promotion Handbook on Key Events, Timelines, and Activities. This Handbook will be based on his past six months of activities.

SITE SELECTION COMMITTEE

Bruce Archambeault reported on the two venues proposed for the 2010 Symposium, Long Beach and Pittsburgh. A representative from each city then gave a presentation to promote their respective venues. The chair of the Los Angeles EMC Chapter, Ray Adams, then spoke to the Long Beach location. Michael Oliver, Chair of the Pittsburgh EMC Chapter followed with comments on the merits of the Pittsburgh location. Mr. Archambeault noted the committee is developing a process to identify a number of ‘pre-qualified’ cities where we might hold future symposiums. Once we have this list, we can work with the local chapter to develop a plan for that venue.

SYMPOSIUM FINANCE

Bob Hofmann reported on the current status of this committee’s activity. They are reviewing and developing a strategy to deal with the new budget tool received from the 2006 IEEE Panel of Conference Organizers. This will require incorporating all of our previous modifications to the budget template. I have reviewed this tool, as have Barry and Marti Wallen and Benoît Nadeau.

ADVANCE PROGRAM VERSUS NEWSLETTER SYMPOSIUM SECTION

Mr. Wallen reviewed the experiment wherein the traditional advance program for the symposium was eliminated in favor of including symposium highlights within a special section of the Newsletter. This occurred with the publication of the Spring 2006 Newsletter. Revenue and cost information on this issue versus the Spring 2005 issue is shown in the Newsletter report above. In short, while the experiment certainly saved the Society several thousand dollars, it may have impacted symposium attendance, as members did not notice the special section of the Newsletter, which contained the Portland symposium information. Lessons learned will be evaluated for this effort with EMC 2007.

8.0 EMC SOCIETY 50TH ANNIVERSARY COMMITTEE

Dan Hoolihan presented his report. (See History/Anniversary Report.) The committee will meet on Friday, August 18. 12 Oral interviews have been completed on EMC founders and early Presidents of the Electromagnetic Compatibility Society. These are all available on line at http://www.ieee.org/organizations/history_center/oral_histories.html. The IEEE History Center continues to research materials for a 24-page booklet on the history of the EMC Society. Ghery Pettit, Flavio Canavero, and Perry Wilson will create a special issue of the Transactions in 2007 to commemorate the 50th Anniversary. This will be similar to the EMC Society's Silver Anniversary Special Issue (Volume EMC-25 – No. 3) published in August 1983. The committee will benefit from the IEEE's recent efforts in digitizing all Transactions and past EMC Symposia records prior to 1988 and placing them in the electronic library to be accessed via Xplore. Hard copies of the EMCS Transactions from 1957-1987 were sent to IEEE for digitization. The committee has budgeted \$15,000 in 2006 for digitizing the EMCS symposia records. The committee is discussing coordination of the costs for putting all 50 years of the EMCS Transactions and symposia records on a DVD with the IEEE as part of this "digitization" project. Mr. Hoolihan's report includes a list of other special anniversary recognition items such as lapel pins, special plaques for pioneer technical papers, the power point presentation, and a luncheon for the founders and past presidents of the Society, among other items. Mr. Hoolihan acknowledged Fred Heather's efforts in using the 50th anniversary logo on promotional items to be displayed for sale at the Portland Symposium.

9.0 OLD BUSINESS

- A. BoD and Excom Share Point Sites** – President Drozd asked Mr. Pettit to check into Share Point Sites for uploading VP PowerPoint Presentations. This is important for facilitating Board business.
- B. IEEE Legacy Digitization Project Phase 2 (Symposium Records)**
- C. LRP Revisions/Review** – President Drozd advised that this planning would be addressed before the November meeting.
- D. Motion on Chapter Database Service Agreement** – Francesca Maradei will lead this discussion at the Thursday evening Board meeting.

10.0 NEW BUSINESS

- A. Web and Teleconference at the Board Meeting** – The Board discussed having the capability for web and teleconference capabilities at each Board meeting. The consensus was not to have this capability at the annual Board meeting held during the symposium, but to have it available at the other Board meetings.
- B. Policy on Charitable Contributions** – President Drozd noted that the Board has donated to the Hurricane Katrina relief charity. Since then, the Society has been approached to make donations. Also, when a prominent member of the EMC Society dies, should a donation be made in that person's memory to the family's specified charity. President Drozd asked Mr. Williams to draft a policy on this for inclusion in the Board's policy manual.
- C. Terms of Office/Officer Succession Plans** – President Drozd suggested that job descriptions be created for leadership positions and that these be used to recruit new volunteers for Board positions via e-mail notices. In addition to skill sets required for the position, travel, and time requirements should

be included. President Drozd noted that officer elections are coming up in November. Every officer should have a replacement in mind so that succession is ensured. This is part of our long range planning.

D. 2006/2007 Meetings – The following meeting dates and locations were confirmed:

November 9-11, 2006 in Houston – November 9: Standards during the day, Chapter meeting in evening; November 10 Board meeting followed by annual dinner; November 11 Excom long range planning meeting.

March 14-16, 2007 at IEEE in Piscataway, NJ. March 14: Long range planning in the morning, Standards in afternoon, Excom in evening, March 15-16: Two-day Board meeting

July 7 and 12, 2007 in Honolulu, Hawaii – In conjunction with the annual symposium

November 8-10, 2007 in Melbourne, Florida

E. Conference Delegates

President Drozd showed the list of upcoming future EMC conferences of which the EMC Society is a technical co-sponsor. He asked if any Board members were planning to attend these conferences. He would like to see the Board represented at these conferences. Following is a list of the conferences discussed and who from the Board is planning to attend. If anyone is planning to attend the latter two conferences, please let President Drozd know.

EMC Europe in Barcelona – John Norgard, Barry Wallen, Elya Joffe, Kimball Williams, Francesca Maradei

Biological Effect Conference, Crete, 16-20 October 2006 – Elya Joffe

EMC UK 2006, Newbury, UK, 17-18 October – No one defined as yet

EMC/China 2006, Shanghai 15-17 November 2006 – No one defined as yet

11.0 ACTION ITEM REVIEW

Secretary O’Neil reviewed the action items discussed during the meeting. An updated, consolidated list of action items will be sent to the Board following the meeting.

12.0 ADJOURNMENT

There being no further business, the meeting adjourned at 5:10 pm. The next series of meetings will be held in Houston, Texas over November 9-11 as noted above.

The Board reconvened for a working dinner meeting on Thursday, August 17, 2006.

The Call to Order occurred at 6:20 pm

The Society VPs gave the following updated reports:

MEMBERSHIP SERVICES

Options presented for 50th anniversary pins – Ghery Pettit presented cost information on the anniversary pins at increased quantities. Mr. Pettit suggested selecting the pin shown and ordering 4,000 pins. Don Heirman suggested ordering 5,000 pins so that the 2007 committee has flexibility to use the 1,000 pins on site at the symposium. The motion as amended was seconded and approved.

Ghery Pettit moved that the Board authorize the purchase of 5,000 50th anniversary pins at a cost not to exceed \$4,640.00. The motion was seconded and approved.

STANDARDS SERVICES

Don Heirman noted that there were eleven standards meetings held during the symposium, including a Special Broadband Powerline Access meeting. Following is a status report of the various standards: EM site survey (Std. 473) - New chair sought, 80% or so completed; RF absorber evaluation (Std. 1128) - reaffirmation done; VDT emissions (Std. 1140) - reaffirmation done; Gasket character. (Std. 1302) - September ballot; Probe calibration (Std. 1309 amd) - 2007 report due; RF filter performance (P1560) - current; Computational EM (P1597.1) - ballot by October; Intentional EMI to computers (1642) - December ballot; Software Defined Radio Conform. (P1900.2) - awaiting invitation to ballot; Line replaceable module (P1688) - readying first draft; TV emission measurements (Std. 187) - needs reaffirmation or revision; Shielding effectiveness (Std. 299.1) – started; Impulse bandwidth (Std. 376) - out of date; ISM measurements (Std. 139) - reaffirmation completed. Other topics discussed included broadband power line (BPL) communications (1775) and sponsorship of radio coexistence/interference (P1900). The SETCom set their goals, including: 1. Prepare and conduct seminars for Working Groups on the development, coordination, balloting, and support of IEEE EMC standards, and 2. Enhance the awareness of IEEE EMC standards throughout the EMC community and demonstrate how these standards can be effectively applied to the development, production, and use of equipment and systems. The SACCom held a luncheon with RAC. Reports were presented and Dave Guzman, Vice-Chair, was introduced to “soon take over as chair.” The next Standards Committee meetings will be held on November 9, before the Board meeting in Houston, Texas.

MEMBERSHIP SERVICES

Elya Joffe reported a new chapter was in formation in Salt Lake City thanks to the efforts of Randy Jost.

Elya proposed an update to the "Angel Funds" Financial Policy.

Mr. Joffe moved that the Board approve the proposed changes to the "Bob Haislmaier Angel Fund" Financial Policy:

- **The funding provided is intended to allow chapters to host technical programs for their members that they would otherwise not be able to afford or have difficulty in funding,**
- **Activities which may intended to be funded by other means (e.g., Distinguished Lecturer Program or registration participation fees) are not eligible for Angel Fund financing. However, participation fees may offset other costs in a program, such as food, when the speaker is an invited guest.**
- **Requests for support from an EMC-S Chapter program should be submitted by the Chapter Chairperson to the Chapter Angel for approval at the beginning of the Chapter's program year using the appropriate application form. Sufficient information should be**

provided to the "Angel" to allow determination of the applicability the "Angel" to evaluate of the request.

- **Upon approval of the requested planned event, the "Angel" will forward the request to the Society Treasurer and with a copy to the VP for Member Services for final approval of the funding.**
- **After approval, upon both approvals, the EMCS Treasurer will have IEEE headquarters issue a check or bank transfer for the approved amount to the chapter.**

The motion was seconded and approved.

Mr. Joffe moved to increase the "Bob Haislmaier Angel Fund" to \$600 USD per year. The motion was seconded and approved.

Francesca Maradei moved to approve the activation of the chapter database construction service agreement. The motion was seconded. (The background for this motion is included in the Membership Services report.) President Drozd advised that he spoke with Khanh Luu's boss to confirm this work conducted by Mr. Luu would not be a conflict of interest for him with the IEEE. President Drozd moved to amend the motion to add "upon approval by the Human Resources Dept. of IEEE." The motion as amended was seconded and approved.

Heyno Garbe moved to approve a new charter for the fellow nomination support committee as outlined in the Membership Services report. The motion was seconded and approved. Mr. Joffe noted that this is a standing committee.

Mr. Joffe moved to approve the new IEEE EMCS membership application form. This motion was seconded and approved.

Kimball Williams, Chair of the Nominations and Bylaws Committee advised that there are nine candidates for the Board election for the term 2007-2009, including Bob Goldblum, David Hockanson, Todd Hubing, Irina Kasperovich, John LaSalle, Robert Scully, David Staggs, Donald Sweeney, and Takeo Yoshino.

Mr. Joffe discussed the Distinguished Lecturer Program and changes to policy related to this program.

Mr. Joffe moved that the Board accept the following proposed changes to the DL Travel Policy:

- **The VP for Member Services may approve an increased funding for Intra-Region, international DL travel (or in other special cases, not covered by the current DL Travel Policy), not to exceed a total of US\$1,500 per engagement.**
- **Requests for increased funding shall be provided by the DL including due justification and the recommendation of the DL committee chair.**
- **Requests for increased funding must be submitted at least 30 days prior to the said engagement.**
- **The approval of the VP for Member Services must be obtained prior to finalizing lecture arrangements.**
- **The VP for Member Services shall report to the BoD in any such case no later than the following BoD meeting.**

The motion was seconded and approved.

TECHNICAL SERVICES

John Norgard presented the new officer list for the ESAC. The new chair is Bob Nelson, Vice-Chair is Randy Jost, and Secretary is Larry Cohen. John moved to approve this slate of new officers. The motion was seconded and approved.

Regarding the Education and Student Activities Committee (ESAC), Randy Jost presented the org chart for the ESAC organization. Tom Jerse is taking over the University Grant program. Jim Whalen and Aziz Inan will chair the Student Paper contest. Daryl Beetner of UMR will chair tutorials. Mr. Jost reviewed the 2007 Teaching Workshop the ESAC are planning. Mr. Archambeault suggested giving an out of cycle University Grant Award this year and presenting it ceremoniously at EMC 2007.

John Norgard advised that there is a change in leadership on the TAC. **Mr. Norgard moved to approve a new slate of TAC officers consisting of Bob Scully for Chair and Arto Chubukjian as Vice-Chair.** The list showed TAC leadership in general and chairs for TC-2, TC-5, TC-9, and TC-11. **The motion was seconded and approved. Bob Scully abstained from voting.**

Bill Strauss presented a list of conferences that have requested EMCS Technical Co-Sponsorship. He reviewed the list and made recommendations.

CONFERENCE SERVICES

Barry Wallen introduced Symposium Chair Henry Benitez to speak about EMC 2006. Mr. Benitez recognized and thanked his outstanding committee who put on the symposium. Dan Arnold, Treasurer, presented the financial information. Initial projections indicate the budgeted financial surplus goals will be met.

Mr. Wallen advised he has received a few requests for EMCS technical co-sponsorships. These are being brought directly to the BOD due to these applications being deemed, by the TAC, not to comply with current TAC policies (submission 18 months prior to the event and completion of the required TAC paperwork).

Mr. Wallen moved to approve EMCS technical co-sponsorship of the following conferences. The motion was seconded and approved.

2007 International Waveform Diversity & Design Conference

Pisa, Italy – June 8 – 8, 2007

Technically Co-Sponsored – 2005

Other Sponsors

IEEE

IEEE Antennas and Propagation Society (APS)

IEEE Aerospace and Electronics Systems Society (AEISS)

Defense Advanced Research Projects Agency (DARPA)

The European Association for Signal & Image Processing (EURASIP)

Research Associates for Defense Conversions

ICONIC 2007 Conference on Near Field Characteristics & Imaging

St. Louis – June 27 – 29, 2007

Technically Co-Sponsored – New for EMCS

Other Sponsors

IEEE

IEEE Antennas and Propagation Society (APS)

IEEE Instrumentation and Measurement Society (IMS)

Air Force Research Lab

2007 DySPAN Conference

Dublin – April 18 – 20, 2007

Technically Co-Sponsored – 2005

Other Sponsors

IEEE

IEEE Communications Society (ComSoc)

The Federal Communications Bar Association

The DySPAN conferences are closely coordinated with the MoA between the EMCS and ComSoc, which formed the 1900 effort

Mr. Wallen moved to approve the following policy statement regarding the distribution of alcoholic beverages at EMC Society sponsored symposia and conferences: The distribution of alcoholic beverages on the floor of the technical exhibition (Exhibits) is prohibited unless it is coupled with a Society sponsored event such as the evening reception and has received prior approval from the VP of Conference Services. Proposals must be received no later than 60 days prior to the event. The motion was seconded and approved.

NEW BUSINESS

Bob Hofmann advised that the Chicago chapter would initiate a scholarship for students. He requested that anyone who might have information on granting scholarships contact him.

There being no further business, the meeting adjourned at 9:15 pm.

Submitted by:

Janet O'Neil

Secretary, EMC Society Board of Directors