

DRAFT MINUTES
OF THE IEEE EMC SOCIETY
BOARD OF DIRECTORS MEETING

November 10, 2006
The Hilton Hotel
Houston, Texas

MEMBERS PRESENT (22)

B. Archambeault
H. Benitez
C. Brench
A. Drozd
R. Ford
B. Goldblum
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
R. Wallen
K. Williams
T. Yoshino

MEMBERS ABSENT (2)

W. Kesselman (participated via telecom)
D. Sweeney (participated via telecom)

GUESTS (3)

J. LaSalle
S. Long
P. Staecker

1.0 THE PRESIDENT'S OPENING REMARKS/CONSENT AGENDA

President Drozd called the meeting to order at 9:30 am. President Drozd noted that there was a full agenda. He asked that all VP reports include motions first and then discussion. He would like to keep all VP reports to 30 minutes. A round of introductions was made. Kimball Williams, Chair of the Nominating Committee, showed the ballot for the Board of Directors this year. Approximately 15% of the ballots were returned. Mr. Williams thanked everyone who allowed their name to be on the ballot. He congratulated the newly elected Board members present including Bob Scully, Bob Goldblum, Dave Staggs, Don Sweeney, Todd Hubing, and Takeo Yoshino.

President Drozd presented the agenda. (See Agenda dated November 10, 2006.) There were nine items on the consent agenda that were presented. **Ghery Pettit moved to approve the consent agenda as presented. The motion was seconded and approved.** The approved August 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.) He presented an overview of committee expenses during 2006 and listed the budget control variables related to income and expenses. He presented the five-year budget forecast and recommendations for evaluating the EMCS budget, including eliminating consideration of "Market Fluctuation" from financial planning, supporting experiments for diversifying our income sources, adding expense line items for the past president as well as the president-elect, and other items.

He referred to Treasurer Warren Kesselman's report, which was circulated to the Board prior to the meeting. (Reference Treasurer's Report.) Regarding 2006 operations, IEEE September 30 financial reports indicate that EMCS had a cumulative end of third quarter operating surplus of \$160,000. The end of the third quarter financial forecasting review projected the year-end net would be a surplus of approximately \$51,000.00, not including "market fluctuation" which is only reflected in the year-end closing. This projection was based on the 2006 symposium's budgeted surplus. The actual surplus will be much higher than budget. Hence, the EMCS's year-end surplus could be in the order of \$150,000. The 2007 budget will be approved and issued by IEEE in early December. The EMCS did not make any changes to the 2007 budget presented at the August Board meeting. The Treasurer's report was approved as part of the consent agenda noted above.

3.0 NOMINATIONS

Kimball Williams presented the slate for Board officer elections. He noted that past presidents Todd Hubing and Dan Hoolihan would count the ballots.

The first office open for election was the office of Treasurer. The two candidates were Warren Kesselman and John LaSalle. Both indicated a willingness to serve as Treasurer if elected. Mr. Kesselman indicated that he would continue as Treasurer, however, he would require financial assistance to attend Board meetings. Mr. Williams asked if there were any nominations from the floor. **Don Heirman moved that nominations be closed for the position of Treasurer. The motion was seconded and approved.**

Warren Kesselman reiterated his interest in being Treasurer, but noted he requires financial assistance to serve. Deliberations were held on both candidates. The Board cast their ballots. The vote resulted in Warren Kesselman being elected Treasurer and John LaSalle being appointed Assistant Treasurer.

Per the slate submitted by Mr. Williams, Mark Montrose, Elya Joffe, Barry Wallen, and Ghery Pettit were slated for the office of President-Elect. Mr. Williams asked if there were any nominations from the floor. **Don Heirman moved that nominations be closed for the position of President-Elect. The motion was seconded and approved.** Each candidate spoke to the Board about their views on being the Society's next President. The candidates addressed the Board in random order – namely, Joffe, Wallen, Pettit, and Montrose. The two top candidates were Elya Joffe and

Barry Wallen. A run off ballot was cast with these two candidates. The run off vote resulted in Elya Joffe being elected President-Elect.

Per the slate submitted by Mr. Williams, John Norgard was slated for the office of VP Technical Services. Mr. Williams asked if there were any nominations from the floor. **Janet O'Neil moved that nominations be closed for the position of VP Technical Services. The motion was seconded and approved.** Mr. Norgard was elected by acclamation.

Per the slate submitted by Mr. Williams, Mark Montrose and Dave Staggs were slated for the office of VP Member Services. Mr. Williams asked if there were any nominations from the floor. **Don Heirman moved that nominations be closed for the position of VP Member Services. The motion was seconded and approved.** Each candidate spoke to the Board about their views on being the Society's next VP for Membership. The vote resulted in Dave Staggs being elected Membership VP.

Per the slate submitted by Mr. Williams, Barry Wallen and Mark Montrose were slated for the office of VP Conference Services. Mr. Williams asked if there were any nominations from the floor. **Don Heirman moved that nominations be closed for the position of VP Conferences. The motion was seconded and approved.** Each candidate spoke to the Board about their views on being the Society's next VP of Conferences. The vote resulted in Barry Wallen being elected VP Conference Services.

Per the slate submitted by Mr. Williams, Mark Montrose, Francescaromana Maradei, and Ghery Pettit were slated for the office of Communications. Mr. Williams asked if there were any nominations from the floor. **Don Heirman moved that nominations be closed for the position of VP Communications. The motion was seconded and approved.** Each candidate spoke to the Board about their views on being the Society's next VP of Communications. The vote resulted in Ghery Pettit being elected VP of Communications.

4.0 COMMUNICATION SERVICES

Ghery Pettit, Vice-President for Communication Services, presented his report. (Reference VP Communications report.) He presented the following motion related to the new Technical Editor of the EMC Newsletter. **Mr. Pettit moved to approve a \$3,000 honorarium per year to Flavio Canavero for his work as the Newsletter's new Technical Editor starting in 2007. The motion was seconded and approved.**

NEWSLETTER

Janet O'Neil, Newsletter Editor, advised that the Summer issue was 84 pages. It featured a unique cover story contributed by Research Associates for Defense Conversion, thanks to the suggestion of Andy Drozd. This cover complemented the material on waveform diversity, an emerging technology for EMC, contributed by Andy Drozd and colleagues. I received several e-mails with compliments on the issue and the dramatic cover. Regarding the Fall 2006 issue, it is still under production. Ken Wyatt, Society Photographer, contributed several great photo options for the cover. Ken has also provided a CD of all the award winners as well as symposium highlights to feature in the photo centerfold. He is also contributing a "thanks for the memories" photo collage for the end of the issue as he's done in the past for the Fall Symposium issue. Many of the standard articles are included. There are two practical papers in this issue; the first is entitled "Verification and Validation of Computational Electromagnetics Software," by Edmund K. Miller and the second paper is entitled, "Transmission Line Fault Analysis Using a Matlab-Based Virtual Time Domain Reflectometer Tool," by Levent Sevgi. Regarding the Portland Symposium, we have an ESAC article by Bob Nelson, the photo spread, the awards spread, and a general symposium overview article (with recognition of in kind donors) by Henry Benitez. New material in the issue is the announcement of an EMC Aviator's Club by Andy Marvin and a tribute to the late Al Smith from his brother (more personal) also by Bob German (showing his involvement in EMC). Also new is a summary of EMC Europe in Barcelona. We will include a new NARTE ad and a new ad on the EMC Europe Workshop in Paris next June. Bob Olsen continues his transition of Technical Editor responsibilities to Flavio Canavero. The Fall 2006 issue is Bob's last one as Technical Editor. Flavio will take over

with the Winter 2007 issue. Ms. O’Neil will continue to work with incoming Transactions Editor Perry Wilson to liaison on the evaluation of material suitable for the Newsletter or Transactions. She will also 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.

TRANSACTIONS ON EMC

Flavio Canavero, Editor in Chief, advised that 254 new manuscripts have been submitted in 2006. This figure is much greater than the number of submissions last year, due to 75 manuscripts submitted in February 2006 for the special issue related to the EMC Symposium in Singapore. However, even deducting these 75 papers, the number of submissions for the first ten months of 2006 is greater than the corresponding number in previous years. The following table compares the recent history of the month-by-month submissions. The record months are evidenced in bold font; note that 2006 has more record months than previous years.

	2003	2004	2005	2006
January	11	10	19	18
February	13	20	11	79 (*)
March	13	12	16	14
April	13	14	16	17
May	19	20	14	20
June	11	23	21	21
July	29	15	23	15
August	15	16	11	28
September	19	17	17	20
October	16	17	11	22
November	9	9	16	0
December	10	14	12	0
Total	178	187	187	254 (**)

(*) Including 75 manuscripts for the special issue on EMC Singapore

(**) The total is 179 if the 75 special-issue papers are not considered

Transactions Issues – The publication of the February 2006 issue was delayed by approximately 20 days. This was due to a misunderstanding on the deadline for sending the material to the IEEE Publication Department and to the delayed response of several authors to the galley proof checks of their own papers. In March, a new Editor (Mr. Christopher Perry) was assigned to our journal by the IEEE Publication Department. Since then, the handling of manuscripts has gone very smoothly and the May and August issues were on time. The November issue is in preparation by the Publication Department and the publication is expected to be on time by the end of November 2006. The November issue will contain a Special Section with seven papers from EMC Singapore of six pages each. The guest editors for this section are R. Vahldieck, E. Li, and T. Hubing. Of the 75 papers submitted for the Special Section, seven were accepted with minor changes, which were implemented before going into production. An additional ten papers received positive comments, but they failed to present enough new material relative to the conference papers. These paper were rejected with “Revise and Resubmit” encouraging the authors to a second try, after having done more work. The remaining 58 papers were rejected altogether. My personal comment is that the operation of this Special Section was quite inefficient, since it took a lot of time for the Guest Editors to handle the 75 papers, with a final result of an acceptance being one out of ten papers submitted. Also, a huge number of reviewers were employed, in most cases to review papers of poor quality or duplications of conference submissions, with a negative impact on future availability of reviewers. Should a similar operation (special section based on extended contributions of conference papers) be repeated in the future, my suggestion is to limit the submission by a pre-selection of a limited number of contributions to be invited; this does not mean to grant publication to the selected authors, but it largely reduces the effort and focuses on those contributions having the greatest chance of success.

Professor Canavero closed his report noting that during the EMC Symposium in Portland, he met with Dr. Perry Wilson, the future EiC, who will start his term on January 1st, 2007. He had the chance to share his experience with Dr. Perry and to discuss with him possible future actions to improve the Transactions and the paper review process.

WEBSITE

Shannon Archambeault and Mr. Pettit are working to resolve broken links and other issues with the website.

IEEE PRESS

Ray Perez reported on royalties received during 2005. A total of \$1,046.76 was received from the sales of 1,147 books. Books in progress include Elya Joffe/Kai Sang Lock (Israel/Singapore): *The Grounds for Grounding - Grounding from Circuits to Systems*. The book is being written. Twelve chapters of the book have been received and already independently reviewed. Prospective reviewers for each of the chapters have already been allocated. There are no books in production at this point in time. The advertisement for IEEE Press authors resulted in two serious inquiries. Dr. Perez is in contact with these two prospective authors.

PUBLIC RELATIONS

Dave Staggs reported that the EMCS promotional DVD video titled "...EMC Challenge ..." was distributed to all Chapter Chairs and BoD members at the Chapter Chair Luncheon on August 17, 2006 at the Portland EMC symposium. Additional copies will be mailed to each Chapter Chair that did not attend the Chapter Chair Luncheon in Portland. The 50th Anniversary lapel pin was ordered in August. 4,000 lapel pins arrived at IEEE HQ in October for inclusion with the Portland symposium technical paper CD mailing. Another 1,000 are being retained by the Public Relations Committee for shipment to the Hawaii symposium next summer.

HISTORY

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

5.0 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. The SDCom continues to be chaired by Stephen Berger.

Mr. Heirman noted the committee met on Thursday, November 9. He acknowledged some new government work that has been brought to the committee via Dick Ford. His goal is to work much more collaboratively with our "sister" societies in IEEE Division IV. There is considerable activity related to Software Defined Radio Conformity, as well as RF filter performance, computational EM and intentional EMI. Broadband Power Line (BPL) Communications (P1775), which is sponsored with the Power Engineering Society (PES), is a major area of EMC Standards activity as well. The EMC Society asked the PES to be more involved in this standards work as there are several technical issues related to EMC. Comments and questions on the BPL standard have not been fully addressed to the satisfaction of the EMC Standards Development Committee. Ghery Pettit will write a formal response to the PES from the EMC SDCom. Mr. Heirman's report included a summary of the status of various EMC standards.

Elya Joffe prepared a report on the latest activity of the SACCom. (See SACCom Report.) Included are updates from activity in CISPR A, H, I, IEC TC77, IEC TC 47 Subcommittee A, working groups 2 and 9, and SAE AE-4.

6.0 MEMBER SERVICES REPORT

Elya Joffe presented the report on Membership Service. (See VP Member Services Report.) He noted that following an action item from a previous Board meeting, a draft customized EMCS membership application form and brochure were developed. The form was distributed to the BoD members for review and few comments were received. The form was also submitted to IEEE for review and all of their comments were incorporated. Once the form is approved it will be uploaded to the EMCS web site and printed brochures will be available for distribution at various conferences and symposiums.

AWARDS

Bruce Archambeault, Awards Chair, noted that all 2006 award certificates and plaques have been distributed. The majority of the 2006 award checks have been distributed, the exceptions being the Chapter of the Year and Most Improved Chapter Awards as well as the Richard Schultz Transactions Prize Paper Award. Checks are pending for these awards. Regarding future awards, TAB approved the increase in cash awards to Best Chapter and Most Improved Chapter. TAB also approved the new Chapter Founder Award. The call for Award Nominations is scheduled for January 2007. Dr. Archambeault proposed adding more capability (capacity) to the web site to make nominations on-line. The Communications VP will explore this.

MEMBERSHIP DEVELOPMENT

Dave Staggs reported on membership statistics. As of September 2006, the total number of active EMCS members was 4,034, down 2.9% from this same time in 2005. The most current on-line SAMIEEE membership database shows that the EMCS has 4,073 active members, of whom 3,861 are higher grade Members, 170 are Student Members, and 3 are Affiliates. Total IEEE membership is 353,102 as of September 2006, +0.8% over 2005 numbers. In his report, Mr. Staggs presented a membership breakdown by category pie chart. Mr. Joffe wrote an article on Senior Membership for publication in the Newsletter. As of May 2006, 43 EMCS members were elevated to Senior Member. Hopefully this number will increase following publication of Mr. Joffe's article.

DISTINGUISHED LECTURER (DL) PROGRAM

Elya advised that the new Chair is Jim Drewniak. Mr. Drewniak has proposed three candidates for new Distinguished Lecturers, including Dr. Franz Schlagenhauer of Australia, Jun Fan of NCR in San Diego, California, and Erping Li. Mr. Joffe presented resumes and endorsements for each candidate. **Mr. Joffe moved to approve the appointment of Dr. Erping Li, Singapore, as DL for the term 2007-2008.** Dick Ford moved to table the motion. It was seconded. The motion to table failed. Mr. Drozd called for a vote. **The motion passed.** Lee Hill and Bruce Archambeault abstained from voting. **Mr. Joffe moved to approve the appointment of Jun Fan of San Diego as DL for the term 2007-2008. The motion was seconded and approved.** Mr. Joffe moved to approve the appointment of Dr. Franz Schlagenhauer as DL for the term 2007-2008. Janet O'Neil moved to table the motion. This was seconded and approved. **Fred Heather moved that the Membership Services team actively seek out new DL candidates based in the US. The motion was seconded and approved.** Jim Drewniak was solicited to call on the speakerphone and address the Board about Dr. Franz Schlagenhauer. After discussion, **Mr. Joffe moved to approve the appointment of Dr. Franz Schlagenhauer as DL for the term 2007-2008. The motion was seconded and approved.** Mr. Joffe's report includes a list of challenges to address in the future for the DL program, including increased globalization of the DL service and of the DL speakers.

CHAPTER ACTIVITIES

Chapter Coordinator Francesca Maradei reported on the status of the Chapters and the Angels. (See Chapter

Coordinator report.) Following is the breakdown of chapters by IEEE Region:

- Regions 1-6 (US): 31 Chapters
- Region 7 (Canada): 3 Chapters
- Region 8 (Europe): 18 Chapters
- Region 9 (Mexico and South America): 1 Chapter
- Region 10 (Asia): 10 Chapters

The two new chapters are located in the Czech Republic and Hong Kong. A chapter inauguration was held on September 13, 2006 in Victoria (Australia). Her report includes a list of chapters “under construction” and prospective new chapters. Only one request from the Mohawk Chapter for Angel funds was received since the last Board meeting. The Angel form was distributed to all Chapter chairs and Chapter Angels. The Angel Manual has been distributed to all Angels to provide guidance in distribution of the Angel funds. The Chapter Handbook has been updated and distributed to all Chapter Chairs and Board Officers. It will soon be available on the EMCS website. The Chapter web page is being updated. A Region 8 Chapter Chair retreat was held on September 7, 2006 in Barcelona in conjunction with the EMC Europe symposium. The first Region 1-7 retreat is scheduled for Hawaii in conjunction with EMC 2007. Chapter reporting is now required twice yearly to help determine if chapters are at risk and potential dissolution.

FELLOW ASSISTANCE/EVALUATION COMMITTEE

Chair Heyno Garbe reviewed the charter of the Fellow Nomination Support Committee. There are four Fellow Candidates for the Class of 2008, with one from the USA, one from Region 8 (Europe) and two from Region 10 (Asia). More nominations are desired from Regions 1 to 6. Plans are under way to replace the current Fellow Search Committee with a Fellow/Nomination Support/Committee (FNSC). The following persons have agreed to serve on the FNSC: Heyno Garbe (Europe), Bob Goldblum (USA) and Shuichi Nitta (Asia). One more person is required from the US. Any interested committee members should contact Professor Garbe.

SURVEY

Fred Heather is working on a revised survey form for 2007, keeping in mind not to make too many changes and implementing an “on line” version.

PHOTOGRAPHY

Ken Wyatt is the EMCS photographer. He has completed several drafts for the next newsletter cover design. He has e-mailed all the award pictures to the recipients and plans to print 8x10s for the major awardees. He completed a second set of IEEE booth display prints and sent these to Elya Joffe for use in the Region 8 Membership Booth. He delivered CDs containing selected images from the symposium to Janet O’Neil and Henry Benitez for their respective newsletter articles. Ken wasn’t happy with the backdrop used for the award pictures in Portland and will think about a strategy for improvement next year, including a new backdrop and better lighting.

PACE

Chair Bill McGinnis prepared an article about a PACE pilot program that assists EMCS members in their re-employment in the EMC community. This article will appear in the Fall 2006 issue of the EMC Newsletter.

REGIONS 8-10 REPORT

Regarding Region 8 Membership Development, Mr. Joffe advised that the EMCS membership booth was present at EMC Wroclaw, June 2006 in Wroclaw, Poland. He was unable to attend this symposium, but EMCS material was present and a delegation was sent to represent the EMC Society. No new members were recruited by the BoD delegation. The booth was also present at EMC Europe 2006 in Barcelona, Spain.

Regarding Region 9 Membership Development, María Alejandra reports that there is an increase in EMC research and investigation in Latin America. This involves several university programs. In Colombia, many researchers and engineers are helping to develop the EMC investigation and have motivated the creation of an EMC Chapter in 2007. Most of the Colombian EMCS members are Graduate Engineers working on their Master or Doctoral studies and, thus, hold a "Student" grade membership status. The creation of the IEEE EMC Colombia Chapter is being lead by Francisco Roman Campos <fjromanc@unal.edu.co>.

Regarding Region 10 Membership Development, Mr. Joffe advised that no report was received from Takeo Yoshino. Mr. Joffe stated that this is one of the fastest growing regions of IEEE. He recommends the Board concentrate their efforts on membership development in Region 10.

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.

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. Randy Jost has been appointed as the "Sister Society Committee Chair." This committee activity involves development of the charter and MOU templates. More will be reported at the March Board meeting.

CONSTITUTION AND BYLAWS

Kimball Williams presented the report he prepared on EMCS Governance documents along with the assistance of Mark Montrose. (Reference EMCS Governance: Constitution and Bylaws and Field of Interest Report.) Mr. Williams noted that IEEE recently completed a review of the revisions he submitted of the EMC Society Constitution and Bylaws. All of the revisions outlined have been reviewed and found to be in good order. Because the revisions to the EMCS Constitution are of an administrative/editorial nature, they have been approved by Celia Desmond in accordance with the authority delegated to her as 2006 TAB Chair by the IEEE Board of Directors and the Technical Activities Board. In accordance with the EMC Constitution, Article X - Amendments, once approved by the Society Board of Directors, the proposed amendments to the Constitution shall take effect after being publicized in the Society Newsletter, unless 10% of the members object within 30 days of publication. Further, IEEE advised all "Must Haves" have been incorporated into the EMCS documents. IEEE will also report this to TAB as they are providing periodic reports to the Board regarding compliance. Regarding the EMCS Field of Interest (FOI) Statement, this has been accepted by all Society Presidents as confirmed during an October 23, 2006 teleconference with the TAB secretary and Andy Drozd. The FOI will also be published in the EMC Newsletter.

7.0 TECHNICAL SERVICES

John Norgard, Vice President for Technical Services, presented his report. (See VP Technical Services Report.) Mr. Norgard discussed the recent videotaping of Clayton Paul's lecture for the IEEE Atlanta Section and Atlanta EMC Chapter. **Mr. Norgard moved that the Board approved the distribution plans for the Clayton Paul video as**

shown in his report. The motion was seconded and approved. Mr. Norgard also announced that Carl Baum is the recipient of the 2008 IEEE Electromagnetics Field Award. Dr. Baum has elected to receive this award at the EMC 2007 symposium.

TECHNICAL ACTIVITIES COMMITTEE (TAC)

The Chair of the Technical Advisory Committee (TAC) is Bob Scully. It was noted that papers and workshop/tutorial proposals for EMC 2007 are due on December 15, 2006. All authors are encouraged to submit their papers/proposals by this date. Paper acceptance/rejection letters will be distributed on February 15. Final papers are due April 15.

Regarding the software for evaluating the papers for the annual symposium, Mr. Norgard advised that they are exploring options for upgrading the existing software or purchasing new software. IEEE's Ann Burgmeyer is the point of contact on the IEEE "Conference Explorer" software. The committee is also investigating the software used by the MTT Society, "Technical Paper Management System"; the point of contact on this is Jeff Pond.

Mr. Norgard noted that a new Technical Committee is under consideration. It involves new or emerging technologies related to EMC, such as nano-technology and waveform diversity, to name a few. The Board's input was solicited on this new potential TC-11, Emerging Technologies Committee (ETC).

REPRESENTATIVE ADVISORY COMMITTEE (RAC)

Fred Heather gave his report. Open positions are the Society on Social Implications of Technology (SSIT) and the IEEE-USA Energy Policy Committee.

EDUCATION AND STUDENT ACTIVITIES COMMITTEE (ESAC)

Chair Bob Nelson has advised that they have three candidates for the University Grant award. They expect to award one grant of \$10,000 and one grant of \$5,000 in 2007. The Student Paper Contest and Student Design Competition are being promoted via the EMC Newsletter and on the EMCS website. The committee is starting to line up speakers and topics for the workshops at EMC 2007. Randy Jost and Ed Wheeler are working on an EMC outreach workshop that deals with "Teaching EMC." They are also coordinating their Fundamentals of EMC workshop so that the material presented complements the Global EMC University program presented at EMC 2007.

7.0 CONFERENCE SERVICES

Barry Wallen presented his report. (See VP Conferences Report.) Mr. Wallen introduced Bruce Archambeault, chair of the Symposium Site Selection Committee. The two proposed venues for the 2011 Symposium are Long Beach, CA and Pittsburgh, PA. The Board saw presentations on these two venues at the August Board meeting. Dr. Archambeault prepared a matrix to compare the two venues. (See IEEE/EMC Conference Site Selection Questionnaire 2011.) **A ballot vote was taken to select Long Beach or Pittsburgh as the location for the 2011 IEEE International Symposium on EMC. The ballot vote resulted in Long Beach being selected as the location for the 2011 IEEE International Symposium on EMC.** Mr. Wallen thanked Dr. Archambeault for the considerable work done on the venue evaluation. Mr. Wallen then provided the following update on EMCS Symposiums:

EMC 2006 Portland, OR (Chair: Henry Benitez)

The actual surplus is \$325,000; the forecasted surplus was \$225,325. Expenses were considerably under budget for the symposium, largely due to a savings on audiovisual equipment loaned to the committee and the fact that sales tax, while budgeted, is not collected in Oregon. There was no tax charged on any expenses.

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

Janet O'Neil reported that since the last Board meeting in August, activity has focused on marketing, coordinating the website, distributing the Call for Papers, Call for Workshops/Tutorials, and filling open positions on the

committee. On Marketing, Jim Blaha (Publicity Chair) 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. Jim sent the marketing packages to all the chapter chairs to distribute at their respective chapter meetings this fall. Jim coordinated the EMC 2007 booth during EMC 2006 and related promotional activities with IEEE and the Hawaii CVB. He did a fantastic job and all agreed it was a great launch for EMC 2007. An EMC 2007 Calendar has been printed to showcase Hawaii and provide key dates related to the symposium and to the 50th anniversary of the EMCS. Several ads were solicited which paid for the production of the calendars. 6,000 calendars have been printed and will be mailed this month to all members of the EMC Society as well as to all non-members who attended the Portland EMC Symposium. Included will be the anniversary pin on a bookmark and the Portland symposium CD. Regarding the host hotel for EMC 2007, the contract with the Hilton Hawaiian Village contains a clause for room block adjustment following the Portland symposium. Based upon the enthusiastic response to the EMC 2007 promotion in Portland, we tried to obtain more rooms at our great rate of \$189.00 garden view room/\$205.00 partial ocean view room/\$219 full ocean view. Prices are 2007 contracted rates, plus tax. These are excellent rates for Hawaii in high season. Unfortunately, although as expected, we cannot add more rooms to our block at these rates. Therefore, Board members and other attendees are encouraged to make their room reservations early to secure our great rates. Committee members have already made their reservations! Under the Technical Program, the website began accepting papers on November 1. There have been a few glitches and these are being addressed. IEEE President Leah Jamieson is still considering our invitation to attend and present the keynote speech as well as present the 2007 IEEE Electromagnetics Award to Carl Baum and the 2007 IEEE Undergraduate Teaching Award to Clayton Paul. Todd Hubing, Don Heirman and John Norgard are working together to determine the best way to acknowledge these gentlemen within the technical program. Publications is supporting the technical program with a November mailing of 10,000 post cards to EMCS members and targeted members of related Societies (residing in Region 10 and/or who ticked "EMC" as an interest area under their IEEE member profile). Exhibitors are booking booth space. As of October 16, there are 100 booths reserved; this compares to 111 booths reserved for the Portland Symposium at this same date. We are trailing slightly behind Portland at this point. We had conversations with Fred Heather about creating islands of exhibitors at the Convention Center and with Dan Hoolihan about having a "museum" of "antique or significant" EMC test and measurement equipment and memorabilia in the exhibit hall to attract attendance. Longtime exhibitors will contribute some of this equipment. Frank Krozel has agreed to help Dan with special exhibitor awards to present at the anniversary luncheon on July 13 as well as with this museum concept. Hospitality is pursuing the social programs working alongside with IEEE. Record companion attendance is expected in Hawaii. Benoit Nadeau continues to monitor the budget and expenses to date. The committee held a very productive meeting in Portland and on November 8, prior to the Board and Standards meetings in Houston.

EMC 2008 Detroit, MI (Chair: Kimball Williams)

All committee positions have been filled. The committee is holding monthly telecom meetings. The host hotel is the Renaissance Marriott Detroit; the contract has been signed. The venue is Cobo Hall and the contract has been signed.

EMC 2009 Austin, TX (Chair: David Staggs)

Dave Staggs reports that IEEE Insurance and Information Schedule forms are complete and submitted to IEEE Conference Management Services (CMS). The contract between the IEEE and the Austin Convention Center has been signed. The contract with the host hotel has been signed. The contract between IEEE CMS and Central Texas Chapter of EMCS is still under negotiation.

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 Symposium 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. Potential host hotels are being evaluated. The convention center contract has been signed.

EXHIBITOR LIAISON

Janet O’Neil reported that the exhibitors breakfast in Portland went very well. There was record attendance; perhaps it was the Hawaiian dancers that greeted the exhibitors upon arrival and had their photos taken with them following the breakfast. Several important presentations were made at the breakfast, including one by GES on shipping/exhibiting in Hawaii and how to trim expenses, one by Jim Blaha on the unique marketing being done for EMC 2007, and one by Barry Wallen on EMC global conferences in general, the site selection process, standardizing the committee, and more. Janet O’Neil gave a presentation on the EMC 2007 committee’s outreach goals to Asia (Region 10 of the IEEE), one of the fastest growing regions in terms of recruiting new IEEE and EMC members. Hawaii will present the first time in decades that the symposium has been located so close to this rapidly emerging market. Henry Benitez reported on the Portland Symposium registration numbers and other highlights. Four comment cards were received from the breakfast with good suggestions for improving the exhibitor experience at EMC 2007. The Patron Program remains a challenge in finding the right pricing structure versus promotional opportunities that are a win-win for the exhibitors and the symposium budget. No significant feedback was received from the exhibitors at the breakfast on the Patron Program. Fred Heather does have some novel ideas to explore for EMC 2007.

REGIONAL CONFERENCES

Regarding regional conferences in Regions 1-7, Janet O’Neil reported that the only tabletop show since the August Board meeting was a joint event with the Atlanta Section and the Atlanta EMC Chapter held at the Georgia Tech Global Distance Learning Center on October 10. It was well supported by attendees and exhibitors and reported a good surplus after all expenses were paid. This was a unique event designed to attract students in the area; accordingly, the registration fees were half what they typically are for a tabletop show. Dr. Paul reported it was a well-organized event. His presentation was taped at this event (funded by EMCS) and the Education and Student Activities Committee will report separately on this effort.

Regarding Region 8, there was no report since the last meeting from Frank Sabath

Regarding Region 9, Janet O’Neil reported that there are no plans for an event for the balance of 2006, and no plans are in place for one in 2007.

Regarding Region 10, there was no report since the last meeting from Shuichi Nitta.

PROPOSED CONFERENCE STRATEGY

Mr. Wallen led a discussion on conference strategy. In short, he proposed having two conferences per year, one in Regions 1-7 and one in Region 8, 9, and/or 10. There would be reduced revenue and surplus requirements from conferences held in Regions 8-10. However, conferences held in Regions 8-10 would return a larger part of the overall conference surplus for membership development. This effort would require an expansion of the Site Selection Committee personnel and functions. Mr. Wallen would also like to develop a database for future symposium sites, based upon input from the Board, membership, and exhibitors.

IEEE RADIO AND WIRELESS (RWS 2007) SYMPOSIUM: WORKSHOP ON CELLULAR/WIRELESS

Mr. Wallen advised that Dan Hoolihan and Andy Drozd would speak at the subject symposium over January 9-11 in Long Beach, California. Mr. Hoolihan has organized a workshop on cellular and wireless technology, utilizing speakers and topics presented at the Portland EMC Symposium. This symposium is affiliated with the MTT Society. The EMC Society workshop is offered as part of the Board's outreach attempts to other Societies. Visit www.radiowireless.org for more information. Mr. Hoolihan will update the Board on this workshop at the March Board meeting.

8.0 IEEE INFRASTRUCTURE ISSUES AND SOCIETY IMPACT

Peter Staecker presented the history of the IEEE infrastructure charges and outlined IEEE budgeting policy. He presented the principles of a new approach to address IEEE infrastructure charges. The proposal would cover expenses of indirect infrastructure and pay for major IEEE developmental items, not ongoing operational expenses. This would be funded by 20% of the packaged product income. IEEE would modify their business practices to live within the constraints of 20% of the packaged product income for 2010 and beyond.

9.0 EMC SOCIETY 50TH ANNIVERSARY COMMITTEE

Dan Hoolihan presented his report. (See 50th Anniversary Report.) The committee met on Friday, August 18 in Portland. A preliminary display of the Past-Presidents of the EMC Society and the Covers of the Past Symposium Records was on display at the Portland Convention Center. This display will be improved and finalized, based on comments received, for Hawaii in 2007. The 50th Anniversary pin was purchased and distributed to EMCS members. 12 Oral interviews have been completed on EMC founders and early Presidents of the EMC 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. The first draft will be available on December 1. 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. In the EMC Newsletter, an article on EMCS History has been submitted for each issue. These started in 2006 and will continue through the 2007 issues. 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 power point presentation is approximately 2/3 complete and was previewed to the anniversary committee at the Portland meeting. Mr. Hoolihan's report includes a list of other special anniversary recognition items such as an exhibit of the EMC Society at IEEE headquarters, an "EMC Museum" on the exhibit floor at EMC 2007, special plaques for pioneer technical papers, and a luncheon for the founders and past presidents of the Society during EMC 2007, among other items.

10.0 DIVISION IV DIRECTOR'S REPORT

Stuart Long, IEEE Division IV Director, gave a presentation on the activities of the Societies within his division. (See Division Director's Report.) He noted there are 44 IEEE Societies and Councils including eight in Division IV: Antennas and Propagation Society, Broadcast Technology Society, Consumer Electronics Society, Electromagnetic Compatibility Society, Magnetics Society, Microwave Theory and Techniques Society, Nuclear and Plasma Sciences Society, and the Superconductivity Council. IEEE publishes more quality content than ever; a list of the top 20 technical journals showed an ISI citation index with IEEE having 18 of the top 20 journals in its field. Concerning IEEE conferences, there are 150,000 participants at more than 300 IEEE meetings annually. For more information, visit <http://www.ieee.org/conferencesearch>. The report included a breakdown of IEEE membership among various grades. In all countries, the largest number of IEEE members is in the USA, followed by India, Canada, and Japan. He noted that individual Society membership is down; less than 50% of IEEE

members also belong to one or more Societies. 19% of IEEE income comes from membership; the majority of income comes for the sales of publications and conference revenue. IEEE Xplore continues to grow; an average of 5.3 million articles are retrieved per month. IEEE plans to open an office in China to compete with Elsevier who has initiated a cooperative agreement with Tshing Hua University in Beijing.

11.0 OLD BUSINESS

- A. **Policy on Charitable Contributions** – Kimball Williams reviewed IEEE policy on charitable contributions. (See Policy on Charitable Contributions.) President Drozd asked the Board to review the policy, as this will be voted upon at the March Board meeting.
- B. **LRP Revisions/Review Meeting** – President Drozd advised that the Long Range Planning Committee meeting would be held on Saturday, November 11 from 8:30 am to 1:00 pm.
- C. **Policy for Invitees/President’s Memorial Award Committee** – Bruce Archambeault noted that Dan Hoolihan drafted clarification on the reimbursement of family member travel to attend the symposium when the President’s Memorial Award is presented. Bruce will forward this to the VP of Member Services who will then review this. Upon favorable review, this material will be included on the website related to Awards.
- D. **Revised IEEE Policy for e-Vote** – Mark Montrose advised that IEEE has changed its policy on e-voting. Previously, 100% of the Board had to vote on electronic motions in order for the vote to be valid. Now, per Rosanne Loyal at IEEE, only a simple majority of the Board must vote in order for this to be valid.

12.0 NEW BUSINESS

- A. **2008 IEEE Electromagnetics Award** – John Norgard advised that he has two candidates in mind for the subject award. Bruce Archambeault moved that nominations for this award be closed by November 24. The motion was seconded and approved. Any additional candidates for this award should be forwarded to Mr. Norgard by November 24. There will be an e-vote on these candidates following November 24.
- B. **BoD Policy Archives (Process - History - Rational)** This archive will augment our governance documents with a time line and subject based history of BOD policy decisions along with their rationale. This will allow future BOD members to follow the logic leading to past decisions. The intent is to prevent “re-inventing the wheel” along with providing a base for future actions where conditions have changed, or providing guidance to BOD members when dealing with a related subject.
- C. **Document Configuration & Management** – Kimball Williams and Mark Montrose continue their efforts to update and bring EMCS documents in compliance with IEEE guidelines.
- D. **BoD Job Descriptions/Duties** – Kimball Williams reported on the “Job Descriptions Task Force”. Members include Barry Wallen, Don Heirman, Elya Joffe, and Mark Montrose. Their goal is to create a set of job descriptions, including skill sets, time/travel required, etc. This will create implications for “how we do business” and result in changes in officer selection/criteria. The final format will be discussed at the March Board meeting.
- E. **Officer Commitments** - A complete description of the duties and responsibilities of BOD officers will help future candidates for office understand their responsibilities and duties prior to finding themselves in the office and in the midst of its activities. This document set will also provide advice to prospective candidates as to the background and experience and skill sets recommended for a successful term in each office.
- F. **Past Presidents E-Mail Listserver** – Ghery Pettit will create an IEEE Listserver for all EMCS past presidents.
- G. **2007 Meetings – The following meeting dates and locations were confirmed:**
 - 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 – includes IEEE presentations
 - July 7 and 12, 2007 in Honolulu, Hawaii** – In conjunction with the annual symposium
 - November 8-10, 2007 in Melbourne, Florida.**

13.0 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.

14.0 ADJOURNMENT

There being no further business, the meeting adjourned at 5:10 pm. The next series of meetings will be held in New Jersey over March 14-16, 2007 as noted above.

Submitted by:

Janet O'Neil
Secretary, EMC Society Board of Directors