

APPROVED MINUTES
OF THE IEEE EMC SOCIETY
BOARD OF DIRECTORS MEETING

The Embassy Suites Hotel
Huntsville, AL
November 13, 2009

MEMBERS PRESENT (15)

H. Benitez
C. Brench
A. Drozd
F. Heather
D. Heirman
T. Hubing
E. Joffe
R. Jost (via telecom)
F. Maradei
J. Norgard
J. O'Neil
G. Pettit
D. Staggs
K. Williams
T. Yoshino

ABSENT (7)

R. Davis
R. Ford
R. Goldblum
J. LaSalle
W. Schaefer
R. Scully
D. Sweeney

GUESTS (5)

L. Cohen
M. Oliver
W. Williams
G. Shelby
J. Whitmire

1.0 THE PRESIDENT'S OPENING REMARKS

President Joffe called the meeting to order at 9:00 am. A round of introductions was made. President Joffe reviewed Board meeting protocol, the IEEE code of ethics, and upcoming activities (see President's Introductory Remarks). He acknowledged the recent award Takeo Yoshino received from the Emperor of Japan and noted he will continue his position as the Region 10 representative. He reminded Board members of the material on the Board FTP site and asked that everyone remember to review this prior to the Board meetings (<ftp://ewh.ieee.org>).

He welcomed guests present and congratulated Takeo Yoshino on the distinguished award he received from the government of Japan.

Mr. Joffe reviewed the activity of the Excom meeting held the previous evening. The meeting addressed administrative points including the agenda review, motions to be presented, etc. There was one item discussed in executive session. All other items discussed are included on the meeting agenda.

2.0 CONSENT AGENDA MOTIONS

The agenda was presented for review. (See Final Agenda.) The consent agenda (see Consent Agenda) includes: Approval of the November 2009 meeting agenda, approval of the August 2009 Board meeting minutes, approval of the Treasurer's report, and approval of administrative fees for EMCS administrator, EMCS Newsletter Editor and Technical Editor, and EMCS webmaster. **Ghery Pettit moved to approve the consent agenda as presented. The motion was seconded and approved.** The approved August 2009 Board minutes will be posted to the EMC Society website.

3.0 GLOBAL OUTREACH ACTIVITIES

Mr. Joffe gave a presentation on the outreach events at recent EMC conferences. (See Global Outreach.) This involved visits to EMC Chapters and IEEE Sections in Region 10, including Hyderabad, India over Sept 22-23, 2009 and a visit to South Africa over November 3-6. He visited several cities in South Africa including, Cape Town, Stellenbosch, Johannesburg, and Pretoria. His last meeting as President will be with the UKRI chapter on December 16.

4.0 PRESIDENT-ELECT REPORT

Francesca Maradei presented her report (see President-elect Report) which reviewed the schedule of meetings for 2010. Following is the schedule of meetings for 2010:

March 11-13, 2010

San Diego, CA (West Coast)

Thursday, March 11: Standards, ExCom, Chapter evening meeting

Friday, March 12: BoD meeting

Saturday, March 13 (morning): Strategic Planning (SP)

Main Objective: Chapter outreach visit

July 25 and 29, 2010

Fort Lauderdale, FL (East Coast)

Saturday, July 24: ExCom

Sunday, July 25: BoD meeting

Thursday, July 29: BoD dinner meeting

November, 12-14, 2010

Pittsburgh, PA (Mid-East)

Friday, November 12: Standards, SP, ExCom, Chapter meeting

Saturday, November 13: BoD meeting (Officer Elections)

Sunday, November 14: BoD meeting

Main Objective: Chapter outreach visit

On outreach activities, Ms. Maradei discussed continuing her outreach efforts to the global EMC community and Chapters as President-elect and President.

5.0 PAST PRESIDENT AND FINANCE COMMITTEE REPORT

Mr. Drozd reported that the Nominations Committee this year included Bruce Archambeault (US), Francesca Maradei (Europe), Henry Benitez (US), and Peter Leung (Asia). He welcomed the new Board members present and advised they have no voting rights today. On elections, he noted the new electronic ballot did not result in a significantly higher return. The percentage of returned ballots was 15%, approximately the same as when the ballot was sent as a paper copy. The area with the highest number of returned ballots was Region 8 (Europe). He reviewed the steps that IEEE will take to improve the return of ballots in future elections.

6.0 STANDARDS SERVICES

John Norgard, Vice-President for Standards, presented his report. (See VP Standards 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, the Vice-Chairman is Professor Johan Catrysse and the Secretary is Jinliang He. On SACCom, Werner Schaefer is the Chair; the Vice-Chairman position is open and Don Heirman is the secretary. The SDCom chair is Andy Drozd, Colin Brench is Vice-Chairman and Ed Hare is Secretary.

Andy Drozd reported as SDCom Chair. There were 19 members and guests present at the meeting held on November 12. He reviewed the active standards activity. Smart grid is the important high profile activity that will occupy much of the committee's attention this coming year. The committee is being audited by IEEE. The new Policy and Procedures (P&P) document was approved and a current version will be forwarded to the IEEE Standards Association Audit Committee by November 20, 2009. He acknowledged the work by Fred Heather, Don Sweeney, Joe Butler and others on the sponsor level P&P.

7.0 MEMBER SERVICES REPORT

Francesca Maradei presented the report of Bob Davis, Vice-President for Member Services, since he was not at the meeting. (See VP Member Services Report.)

She introduced Andy Drozd who spoke about the openness of the Excom meeting. (See Constitution and Bylaws – C&BL Report.) He led a discussion to Amend Clause 11 of the Bylaws and 8.3 of the Operations/Policy and Procedures Manual.

Kimball Williams moved to waive the 15 day advance notice for motions regarding Constitution and Bylaws changes. Don Heirman seconded the motion. The motion was approved.

Mr. Drozd moved to approve modifications on EMCS Excom operations and openness of its meetings. (See motion on slides 1-4). Mr. Hubing requested that the two motions be separated, i.e. the change in the bylaws which requires a 2/3 majority vote be independently voted on from the motion on the operations and openness of the Excom meetings. Mr. Drozd and Mr. Williams accepted this suggestion as a friendly amendment. Mr. Hubing asked that the wording related to “duly authorize” be deleted from the motion. Mr. Drozd and Mr. Williams accepted this suggestion as a friendly amendment. **The motion as amended was seconded and approved.**

Mr. Drozd moved to provide the associated updates to the policy and procedures manual. Mr. Williams seconded the motion. The motion was approved.

See the Addendum to the minutes for the exact wording of these approved motions.

NOTE: Andy Drozd will send the Bylaws wording changes to Janet O’Neil to post as required in the EMC Newsletter.

Next, Francesca presented the financial breakdown of monies spent for Member Services.

MEMBERSHIP

Colin Brench noted that the current total for EMC Society membership is 3,923 total members. Twenty-nine members were promoted to senior level membership in 2009. On EMCS Honorary Life Membership, only 12 are listed on our database, but 70 are listed on the awards website. He will check on this discrepancy as outlined in his report.

SURVEYS

Fred Heather reported on the exhibitor survey at EMC 2009. (See Survey Report.) Forty-one exhibitor surveys were returned. He will present the results of the membership survey at the March meeting. Further discussion of the survey will be held under the VP Conferences report. Mr. Joffe requested in the future that the membership survey info be presented under the VP Member Services report and that the exhibitor survey be presented under the VP Conferences report.

AWARDS

Lee Hill has resigned as chair. Bruce Archambeault has agreed to step in as interim chair until a replacement can be found. The 2010 call for awards nominations will be announced in mid January.

COMPLETED CAREERS

Don Heirman reported on the “Completed Careers” committee activity. There has been little activity recently as no deaths of EMCS members have been reported since the August Board meeting. Committee members included Bruce Archambeault, Andy Drozd, Bob Davis and Don Sweeney. The committee is working on providing letters of condolence for those individuals that were honored in the EMC Newsletter. A copy of the Newsletter will be sent with the letter. Mr. Heirman is seeking a replacement as chair of this committee due to his current workload. Interested individuals should contact him.

DISTINGUISHED LECTURER (DL) PROGRAM

Francesca reported for Bruce Archambeault on the DL program. The DLs for 2009-2010 include Ji Chen, Sergui Radu and Joungho Kim. The DLs for 2008-2009 include Eric Bogatin, Alistair Duffy, Stephan Frei, and Tzong-Lin Wu. The report includes detailed information on the number of DL presentations in 2008 and 2009 (to date) as well as financial information. As of November 2009, total of 695 attendees have heard DL presentations, with an average cost of \$ 33.00 per person to fund the DL speaker's travel. To date in 2009, there have been DL 15 presentations made in North America, seven in Europe and six in Asia.

RESPECTED SPEAKERS BUREAU

Bruce Archambeault noted in the report that this program was announced at the Chapter chair lunch at the Austin EMC Symposium. The plan is to have the program listed with names on the EMCS web site by the first part of 2010 and to have an article in the EMCS newsletter in early 2010.

FELLOW EVALUATION COMMITTEE

Todd Hubing reported that the EMC Society Fellow Evaluation Committee reviewed six Fellow Nomination Forms. The results of this review were forwarded to the IEEE Fellow Committee. Fellow selections will be reported after the November IEEE Board meeting.

REGION 8 MEMBERSHIP REPORT

Frank Sabath provided a detailed report for Region 8 which has 1,268 active EMC members (86 Arrears, 133 Inactive, and four Resigned). There are 12 EMC Chapters and six joint EMC Chapters in the area. Six Sections in Region 9 have more than 12 active members and do not have an EMC Chapter (Denmark, Greece, Iran, Nigeria, Romania, Serbia and Montenegro). His committee will address the formation of new chapters in these areas.

REGION 9 MEMBERSHIP REPORT

Maria Alejandra Mora reports that since her last membership report, EMC Society membership in Region 9 has been stable, with a slight increase in South Brazil, Argentina, and Venezuela. The top five sections in Region 9 include the largest being South Brazil, followed by Argentina, Columbia, Mexico and Venezuela.

REGION 10 MEMBERSHIP REPORT

Takeo Yoshino reported on Region 10 activity. He attended the 5th Asia-Pacific Conference on Environmental Electromagnetics (CEEM 2009) in Xi'an China, over September 16-19. He set up and staffed a desk for IEEE EMCS Membership Services to recruit new members. This was very successful from a PR perspective for EMCS member service activity with over 40 membership application being distributed. One issue is that most young people in China do not have credit cards or enough cash for the payment of the membership fee at the conference. He will discuss this with the Finance Committee to see what can be done.

CHAPTERS

Chapter Coordinator Francesca Maradei reported that the newest EMC Chapter is in Vancouver, British Columbia, Canada. She expects the petition for the new Shanghai EMC chapter to be approved by the end of this year. There are now 70 EMC chapters around the world. A joint EMC/MTT/AP South Africa was formed on June 12, 2009. The Chair is Dr. Riana Geschke of the University of Stellenbosch.

SISTER SOCIETIES

Chuck Bunting is the new Sister Society Coordinator replacing Randy Jost. Mr. Bunting has just started working in this new position. He has drafted an MOU for this work and is targeting non-IEEE EMC organizations in India, China and Japan. The target is reaching outside the US to IEEE and non-IEEE EMC entities, particularly in India, Japan and China. Don Heirman suggested targeting other EMC standards organizations.

8.0 COMMUNICATION SERVICES

Todd Hubing, Vice-President for Communication Services, presented his report. (See VP Communications Report.)

NEWSLETTER

The Summer 2009 issue is the second issue composed with the new IEEE process of outsourcing this work to a company in India. Overall, this was much better experience than the Spring 2009 issue which required several proof versions. Newsletter Editor Janet O'Neil and Todd Hubing are pursuing a course of action to take this composition work outside IEEE. It will be brought to the PSPB in 2010. Also supporting this movement is Hal Flescher, past president of the IEEE Nuclear and Plasma Sciences Society (NPS-S) and current TAB chair. Financially, the Summer 2009 issue of 88 pages cost \$17,684 for the printing and mailing of 4,726 Newsletters. There were 11 advertisers in the issue that generated \$15,066 in billed ad revenue, of which the EMC Society received a net of \$8,287. Regarding the general publication, Antonio Orlandi is the newest Associate Editor (AE), replacing Ray Perez who requested stepping down as the Book Review AE.

TRANSACTIONS

Editor in Chief Perry Wilson reports that as of November 5, 2009, 254 manuscripts have been submitted. A total of 292 papers are expected by the end of 2009. Both the May and August 2009 Issues were mailed on time, during their respective months. There is currently no backlog of unpublished papers. A luncheon for Associate Editors was held at the EMC 2009 symposium. A PCB and Signal Integrity Special Issue is planned for May 2010 with Joungho Kim and Erping Li as Guest Editors. Professor Heyno Garbe (EIC starting 2010) has been given access to the Managing Editor portal to get up to speed in January 2010.

HISTORY

Dan Hoolihan reported that Bill Duff sent his print collection of Transactions on EMC to the EMC Historian for safekeeping. The issues start in the 1960s and the set is nearly complete. A series of articles on the History of the EMC Society is being published in every issue of the EMCS Newsletter; it includes a "look-back" in the EMC-S History (50 years, 25 years, and 10 years) and other historical articles of interest.

IEEE PRESS

No report was received from Ray Perez.

PUBLIC RELATIONS

No report was received from Jim Blaha.

WEB

Mr. Hubing talked about improvements to the EMC Society website. In the past few months, he has worked on cleaning up, organizing and updating the website. In particular, the TC 1-TC 4 pages have been updated as well as those of the Education and Student Activities Committee.

9.0 CONFERENCE SERVICES

Ghery Pettit presented his report for Vice-President of Conferences. (See VP Conferences Report.) He noted he is looking for chapters to sponsor EMC 2014 and 2015. Elya Joffe will give a presentation on a proposal to hold the EMC 2015 International Symposium in Dresden, Germany later today.

Ghery moved to approve the motion on symposium record (CD) distribution policy. (See the Addendum to the minutes for the complete wording approved.) The motion was seconded and approved.

On the Region 10 Conference Coordinator, Mr. Pettit noted that Frank Sabath recommends Dr. Franz Schlagenhauser. **Mr. Pettit moved to approve the appointment of Dr. Franz Schlagenhauser as the new Region 10 Conference Coordinator. The motion was seconded and approved.**

Elya Joffe reported on his recent visit to Dresden to investigate the German EMC Chapter's proposal to host the 2015 IEEE International Symposium on EMC in Dresden. He reported on the local companies in the area and the general economy. He also noted that the EMC 2015 committee is open to being the international symposium during 2015 while there is a national symposium in the US.

Mr. Joffe reported on the recent COMCAS 2009 IEEE conference in Tel Aviv. This was a joint event organized by the MTT, AP, EMC, and Communications Societies. Over 800 people attended, 181 papers were presented, and 80 exhibitors occupied booth space. It was a very successful conference.

ANNUAL SYMPOSIUM UPDATE

The VP Conferences report includes a summary of activity for the 2009, 2010, 2011, and 2012 symposium committees.

10.0 TECHNICAL SERVICES

Bob Scully, Vice President for Technical Services, was not able to attend the meeting. John Norgard delivered his report. (See VP Technical Services Report.) He covered the three main committees, including ESAC, RAC and TAC.

Education and Student Activities Committee (ESAC)

Elya Joffe gave a verbal update on ESAC. He reported that ESAC will meet twice a year along with the TAC in the spring and the Board during the symposium. They would like to organize a student ethics competition. The committee is talking about a new EMC Academy to complement the Global EMC University. Todd Hubing added that four universities have submitted proposals for the University Grant Program.

Representative Advisory Committee (RAC)

Fred Heather said there was no significant activity by the committee since their meeting in August. He expects more activity from the committee when they have their March meeting. Mr. Joffe asked about how to increase the value of the RAC activities to EMCS members.

TECHNICAL ACTIVITIES COMMITTEE (TAC)

Bruce Archambeault, TAC Chair, is in the process of organizing the TCs to get ready for the paper review process for EMC 2010.

Dave Staggs reported on the MTT software used at EMC 2009. There were 58 papers that could not be uploaded to Xplore which required extra work and cost to the symposium committee. Bruce Archambeault is aware of this problem and is addressing this. Don Heirman said he is reviewing the software issues with Bruce to make improvements, especially where there are multiple reviewers.

Mr. Joffe discussed the reorganization of the technical committees. He noted that TC-7 will most likely be incorporated into TC-5, with TC-5 taking the lead and TC-7 perhaps becoming a working group under TC-5.

On the issue of “no shows”, Mr. Staggs reported there were nine “no shows” at EMC 2009. Of these, six were in the same poster session. Their papers were not included in the papers submitted to Xplore.

11.0 STRATEGIC AND LONG RANGE PLANNING

Elya Joffe presented an update on the LRP and planning for the session tomorrow, November 14. (See Strategic Planning Session.) **Francesca Maradei moved to approve the five strategic goals of the EMCS. Todd Hubing seconded the motion. The motion was seconded and approved.** (See Addendum to the minutes for the full text of the approved motion.)

12.0 OLD/UNFINISHED BUSINESS

The following items were discussed under old business:

Broad Financial Report on EMC Society 10-15 Years Ago – Ford (Interim Report). Mr. Ford was not present to give a report.

Committee Vacancies/Appointments – Mr. Joffe presented the open IEEE Representative Liaison Positions on the Representative Advisory Committee (RAC). The Society is seeking volunteers to fill in several of these vacancies, including:

- IEEE Women in Engineering Committee (WIEC)
- Government Relations Council of IEEE-USA (GR)
 - Energy Policy Committee
 - Committee on Communications Policy
 - Committee on Transportation and Aerospace Technology Policy
 - Medical Technology Policy Committee
 - Research & Development Policy Committee
 - Critical Infrastructure Protection Committee
 - Representative to the Committee on Career and Workforce Policy, Intellectual

Mr. Joffe noted that Kimball Williams has accepted the position as Liaison to the Social Implications of Technology Society Board of Governors

13.0 NEW BUSINESS

Mr. Joffe advised there was no new business to discuss.

Fred Heather led a discussion of ideas for EMC 2010, including holding a job fair session, poster paper visual presentation award. (See the ISEMC 2010 Comments Report.)

14.0 SUMMARY OF FINANCIAL IMPACT OF APPROVED MOTIONS

Andy Drozd advised there was no financial impact from the motions approved at the meeting.

15.0 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.

16.0 CLOSING REMARKS

President Joffe reviewed the last two years of his presidency and key accomplishments. He thanked Andy Drozd for his support as past president.

17.0 ADJOURNMENT

There being no further business, the meeting adjourned at 5:15 pm.

Submitted by:

Janet O'Neil
Secretary, EMC Society Board of Directors

ADDENDUM TO MINUTES

APPROVED MOTIONS – NOVEMBER 13, 2009

A. Motion to Approve Modifications on EMC-S ExCom Operations & Openness of its Meetings

Add Section 11.1 to the EMC-S Bylaws as follows:

- 11.1** The ExCom shall make such rules and regulations as from time to time it may deem proper for its own Governance (including policies for operations and openness of its meetings), as documented in the Society's Operations, Policy and Procedure Manual.

Add Sections 8.3.1 & 8.3.2 to the EMC-S Ops, Policy & Procedures Manual as follows:

8.3.1 ExCom Operations

The ExCom shall make such rules and regulations as from time to time it may deem proper for its own Governance and for the duly authorized transaction of business of the Society. In particular, the ExCom specifically will:

- a. act for the Board of Directors in urgent situations where time is not available to call a special electronic meeting of the Board of Directors and subject to the limitations of the subparagraphs below; and
- b. assist the President, as necessary.

8.3.1.1 *The Board may, by a majority of the votes cast at any meeting, overrule any act or decision of the ExCom.*

8.3.1.2 *The Board may direct any plan or action of the ExCom.*

8.3.2 ExCom Meetings and Openness

The ExCom shall meet at the call of the President or upon the request of any three (3) Members of the ExCom or any five (5) Members of the Board to conduct business by telephone communication and balloting.

8.3.2.1 *The ExCom shall meet in conjunction with the Board meetings, and as often as otherwise required to properly conduct the duly authorized business of the Society.*

8.3.2.2 *Board Members are welcome to attend and participate in ExCom business meetings, but cannot vote.*

8.3.2.3 *ExCom may hold all or a portion of any of its meetings in the form of an Executive Session. An Executive Session is a question of privilege, and therefore is adopted by a majority vote of only the ExCom members. Only members, special invitees, and such employees or staff members as ExCom or its rules may determine to be necessary shall be allowed to remain. Members of the Board not members of the ExCom, and sometimes non-members, may be invited by the Chair to attend, as necessary, but they are not entitled to attend. However, in any matters involving individual actions or behavior, the individual(s) involved shall be entitled to attend and participate in such discussions and to provide a defense if desired.*

8.3.2.4 *When the ExCom meets in an Executive Session, that will be indicated in the meeting agenda as approved. If such a session is required to be ad-hoc, it shall require approval by the ExCom as early as possible in the course of the meeting, based on justification provided.*

8.3.2.5 *The agendas and minutes of all ExCom meetings shall be provided to all Members of the Board when the agenda and minutes of the BoD meeting are distributed, respectively.*

8.3.2.6 *Items discussed in an ExCom Executive Session, due to their sensitive (e.g., personal or private) nature, shall not be included in the ExCom agenda and minutes which are released to the*

BoD. Executive Session minutes shall be taken, but shall be maintained separately. Such minutes are for ExCom review and use only, but may be requested by any person who is the direct subject of an ExCom Executive Session action covered by these minutes. Such requests may only be denied by a 2/3 vote of the entire ExCom. If the request is denied, the requestor will be provided all reasons

B. Motion to Approve a Symposium Record Distribution Policy

CD-ROMs and other copies of symposium papers and workshops will be available only as follows:

1. Registered attendees of the symposium will receive one copy with their registration and may purchase additional copies with their registration or on-site at the symposium
2. All members of the IEEE EMC Society will have one copy mailed to them at the conclusion of the Symposium at the address of record in the IEEE membership files.
3. Remaining copies of the CD-ROMs containing the symposium papers and workshop notes will be held by the IEEE EMC Society for distribution for promotional purposes only, but will not be offered for sale. Non-IEEE EMC Society members wishing copies of papers presented at the Symposium will be directed to IEEE Xplore to purchase copies for download. EMCS members may download these papers at no cost.

C. Motion to Approve the following Strategic Goals of the EMC Society:

- **STRATEGIC GOAL A: Provide Products of Value to EMC Researchers and Practitioners**
EMC Researchers and practitioners and their employers around the world will value the EMCS as a major resource on of highest quality information through E3 & EMC products to achieve success
- **STRATEGIC GOAL B: Global Technology Presence, Visibility and Excellence**
The EMCS shall be a publicly visible, global community of excellence, providing access to quality E3 & EMC Technical Information
- **STRATEGIC GOAL C: Engage young professionals in the EMC Society**
The EMCS will **Engage Young Professionals** by providing education and other activities targeted at students and young professionals that encourage them to join the EMCS and assume an active role in its activities.
- **STRATEGIC GOAL D: Improve EMCS membership development and retention**
The EMCS will identify and develop strategies that result in membership growth and retention
- **STRATEGIC GOAL E: Enhance community collaboration**
The EMCS will foster collaboration within and beyond the EMCS