



DRAFT
Minutes to IEEE
TC1 EMC Management
Technical Committee Meeting



Place: Convention Centre, Montreal, Canada

Date: 15 August 2001

1. Welcome & Introductions: Meeting called to order at 0710 by Dan Hoolihan, Chair. Members and visitors introduced themselves.
2. Sign In Sheet: Attendance sheet passed around for signature.
3. Review of Draft Agenda: Draft agenda was changed to include "8.3 Electronic Communications" as requested by Kimball Williams.
4. Announcements: none.
5. Last Meeting's Minutes: Minutes from the last year's meeting at Washington DC were accepted without changes.
6. Action Items:
 - Action Item 2000-1. To remain open. No comments on the Management Handbook of EMC have been received by Bob Scully. Handbook will be redistributed to members. Receive comments from members by 30 Oct 2001.
 - Action Item 2000-2. No activity on this action item, to remain open. Scully and Southworth to check with Light on status of handbook. Email to members when latest version is on website ready for review and comment.
 - Action Item 2000-3. Closed.
 - Action Item 2000-4. Open. Witty saying input to newsletter to be done by Kimball. Hoolihan to submit TC1 descriptive article to newsletter and possibly add witty/humorous saying of the "Dilbert" variety. Hofmann to contact Brokson for possible cartoon sketches for newsletter. This will be considered a standing action item for everyone to submit information for an article to Hoolihan for each quarter.
 - Action Item 2000-5. Closed. Hoolihan has assumed chair position for TC1.
 - Action Item 2000-6. Closed. Action not required since Hoolihan accepted TC1 chair position.
 - Action Item 2000-7. Closed. Action not required.
 - Action Item 2000-8. Closed. Contact to Bogusz unsuccessful however no contact expected to be able to be completed.
 - Action Item 2000-9. Closed. Williams assumed chair position of EMC Management Tools Subcommittee.
 - Action Item 2000-10. Closed since this action was to bring new members to this meeting.
7. Old Business.
 - 7.1 Charter Sub-committee Report: Williams stated action has already been completed and this agenda item to be removed from future agendas.
 - 7.2 EMC Management Tools Sub-committee Report: Williams stated that he has proposed a standard agenda and minutes for all TC's thus making it easier to setup and run meetings. Robert Rules of Order has a general format that will be the basis. Deadline for draft agenda and minutes is 30 Nov 01.

7.3 Management Training Sub-committee Report: Scully, subcommittee Chair, mentioned due to his recent move there has not been much activity completed in the last several months. The SAE document that could be of assistance in generating the EMC Handbook was given to Janet O'Neil. Scully had gotten some feedback from Light. Kimball will become member of this subcommittee.

7.4 Commercialized MIL-HDBK-237B: Light, subcommittee Chair, was not able to attend this meeting. It was suggested that the version on the web page be double checked to be sure it is the latest version and that MIL-HDBK-237C be uploaded as reference material for the subcommittee. It was also agreed that this subcommittee would be merged with the Tools subcommittee (paragraph 7.2).

7.5 Web-Site Status: Williams asked that Southworth's PowerPoint presentation on the TC-1 web site status, that was given at this meeting, be posed on the web site.

7.6 Policy & Procedures (for TC1): Hofmann asked that the Policy & Procedures be posted on the TC1 web site and that all members provide review comments on the Policy & Procedures via email by 1 Feb 02.

7.7 Committee 5 year plan: Williams stated that the 5 year plan is a sliding plan that needs to be updated every year. It is posted on the TC1 web site. Chair has action to update by end of year.

7.8 Leadership Initiative: Williams indicated that leadership succession plans is a two year progression. The object is to train successor to take over by 5th or 6th year. The progression includes two years in each slot of secretary, vice-chair, then chair. The maximum time anyone should be in a specific slot would be 4 years. This progression keeps the creativity of everyone at maximum level and avoids the abyss of stale ideas stagnating the group. This progression to be formalized in Policy & Procedures.

8. New Business

8.1 Election of TC-1 Officers: The officers nominated and elected by unanimous vote of those present are: Chair: Dan Hoolihan, Vice-Chair: David Southworth, and Secretary: Bob Scully. Note: during the meeting contact was made to Art Light by Southworth, via email, and Art indicated that he would not be able to continue in an officer position (i.e. Vice-Chair) therefore Scully was nominated as secretary. Scully will also take on the TC1 web master duties.

8.2 Symposium 2002 plans:

EMC Management Technical Session: It is expected that the committee will need to review technical papers for inclusion in the Symposium. It was noted about 8 technical papers were reviewed for 2001.

EMC Management Workshop: Papers will be invited that address management of EMC test chambers. Dave Travor is manager of large test chamber and could provide that perspective. Travor mentioned that EMC Chamber management is difficult including; convince management of necessary support such as training, avoiding equipment damage by employee training, manage visitors to lab (e.g. to not use cell phones in chamber), etc. Other speakers with different focus will be sought so that they all aren't saying the same thing. Siu suggested based on his company's experience to include discussion that has focus on quality and software needs. Whitmore mentioned that compliance group is part of engineering and has difficulty competing with other groups. Travor mentioned that the cost per unit approach has not worked well. Two other possible speakers on 10 meter chambers who could discuss the setup and management of those facilities and also address how to operate, get funding, etc. Minimum of four papers with 5 to 6 papers desired for sessions to make up the workshop. A four hour time slot will be sought. Hofmann nominated Hoolihan as Workshop Chair, seconded by Kimball and passed unanimously. All were in favor of having this workshop.

EMC Management Tutorial: Hoolihan suggested that a tutorial on web page design and maintenance be developed for a Monday or Friday half day presentation. The tutorial should include how to develop a web page, where and how it is placed in the IEEE computer, its uses, and maintenance aspects of keeping the web page up to date. It was suggested that the computer society may have useful input to this workshop. It

was suggested that Monday could cover basics and then a Friday session could be an advanced level class, if appropriate speakers could be found. Scully nominated Southworth to chair the workshop, which was seconded by Kimball and passed by vote unanimously.

8.3 Electronic Conferencing: Williams suggested that at the request of higher level activities that TC1 provide an experiment of electronic conferencing. The options are email, bulletin-board/web site, and on-line conferencing. The experiment should focus on the on-line conference. This works best if single topic selected for conference to focus the simultaneous discussions. The experiment will begin with the use of MIRC shareware tool. This is an on-line chat package. Williams to send the software package to a few TC1 members for initial practice. It was mentioned that on-line chat does not work well if done with people whom you are not familiar with since you don't get body language clues during the audio discussion. Firewalls may prevent use with some Internet service providers. It is a tool to try to allow groups to interact more and not require travel. TC1 to try out software and pass on lessons learned with the first conference on Policies and Procedures.

New business: Southworth mentioned that his first involvement in TC1 was a result of a all-TC poster session at the Denver EMC Symposium and that this TC introductory poster session needs to be repeated. Williams mentioned that this idea had already been raised in other meetings and that there are initial plans in the works to do this in 2002.

The meeting was adjourned at 0851.

Minutes submitted by: Dave Southworth and Bob Scully, Recording Secretary, TC1
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Attendee List

Place: Convention Centre, Montreal, Canada

Date: Wednesday, 15 August 2001

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