

Minutes of the August 5, 1999 TAC meeting.

Chair: Andrew S. Podgorski a.podgorski@ieee.org
Vice Chair: Vil Arafiles (**vparafiles@ieee.org**)
Secretary: Bill Strauss (StraussGW@navair.navy.mil)

AGENDA ITEMS:

1. CALL TO ORDER/INTRODUCTIONS - Andrew Podgorski

Meeting called to order at 0700 by Dr. Podgorski.

a) Members' addresses/phone/fax/e-mail. During introductions, the 1998 contact information form was passed out for update by participants. Mr. Arafiles circulated an attendance sign-up list, the attendees in clock-wise order are listed in attached Excel file.

2. OLD BUSINESS

a) Minutes of 1998 TAC Meeting - from Bill Strauss. Bill Strauss was not able to attend due to a conflicting Session Speaker's breakfast he had to attend. Mr. Arafiles took notes, which will be forwarded to Bill Strauss for submission/circulation.

b) **Review TC Activities and Plans**

Each TC Chair/alternate presented their 1999 activities using the TAC Chair report as guide.

- 1999 Symposium Paper Review Reports - Everyone
- Five-Year Plan Update - Everyone
- Five-Year Budget Update - Everyone
- Membership Drive - Everyone

Exceptions/expansions from the TAC Chair report as discussed by TC Chairs are:

Technical Committee Reports

TC-1. Kimball Williams reported that the TC web pages are now operational, but are open for revision by individual TC webmasters. Dave Southworth developed the initial template and duplicated it for all TCs to use and modify. Contents are the minimum he would like to see, but it is not intended to stifle creativity. Kimball stressed that he encourages communications between the TAC and TCs. Other TC-1 projects to be covered later is the electronic Symposium paper review.

TC-2 Don Heirman reported that TC-2 continues to review a large number of papers, 90 for 1999. TC-2 sponsored a session and a workshop this year. For next year, TC-2 plans include a special, invited session on measurements above 1 GHz, and a two part workshop to cover EM emissions and EM immunity.

TC-3 Vil Arafiles reported the TC-3 implementation of their succession plan. After the 1999 symposium, the current chair steps down and Mr. Strauss will become Chair, while Mr. Gillilan becomes Vice Chair. Mr. Pascal Goux was selected as the new Secretary/webmaster. New officers will serve for 2 years. TC-3 also approved a new charter and Mr. Kimball asked that the TC-3 secretary send a letter to him so he can inform the EMC-S directors of the change. TC-3 plans to review papers for 2000, and organize a special session for 2001. Additional plan is to initiate the review of IEEE STD 473-1986, in cooperation with the EMC-S Standards Committee. TC-3 chaired session 6A, Environmental Effects.

TC-4 Bill Croisant represented TC-4. Annual meeting conducted by Chair Tuesday evening. Activities reflected on TC annual report matrix.

TC-5 Maqsood Mohd reported that TC-5 will sponsor a special session for the Wahington. They have completed a review of their 5-year plan and may change the TC-5 charter in generic terms. Other activities for 1999 are reflected in the TC report matrix. A new webmaster have been identified.

TC-6 Arto Chubukjian reported TC-6 activities included reviewing 6 papers for the 1999 Symposium. They also made a 2-year update of the TC-6 5-year plan, and have one new member. Future plans will include participation in a poster session and review of the committee charter.

TC-7 - Bill Croisant reported TC-7 completing the following:

- continuing review of charter with minor changes
- 5-year plan update
- renewed membership list
- updated web page
- reviewed/approved 1998 minutes
- Chaired session 3C.

Bill also mentioned that there were two sessions on EMC modeling sponsored by two TC this year, resulting in time conflicts TC-7 will sponsor a student paper session in 2000, sponsor a session of invited papers on time domain modeling.

TC-8 Murlin Marks reported that they included their newsletter in the new TC-8 website. He conducted their annual meeting which was attended by 7 members, representing different regions, except the NW region. The TC-3 charter and 5-year plan are current. TC-3 is validating memberships with 20-30 active, and about 1200 passive. Other discussions included investigating the possibility of developing a separate product safety society. Don Heirman and Kimball Williams commented that establishing a new IEEE society would be difficult.

TC-9 James Drewniak reported on the following items:

- Reviewed charter and does not now need revision
- For the long term, plans to continue on going activities, plus
 - ◆ develop a CEM newsletter
 - ◆ modeling study
 - ◆ special session on CEM
- Reviewed 26 papers for 1999 symposium, conducted a CEM workshop, and a special session on challenge paper studies
- A TC-9 webmaster designated and will pursue electronic review of papers, add a newsletter column on CEM.

TAC Issues - Andrew Podgorcki stressed the importance of TC Chairs help in updating the TC matrix report on a quarterly basis. He requested replies by the deadline so he can in turn report to the EMC-S BOD. He also showed a new 5-year plan matrix format that would be helpful for TCs to adopt. The new format will standardize planning efforts and will ensure all important functions are covered.

Web Pages

TAC Home Page - Dave Southworth

Individual TC's Web Pages - Dave Southworth

Dave briefed the attendees about the creation of the web pages as a means of "Technical Committee Electronic Communications." The effort was spearheaded by EMC Management TC-1, as a means to make it easier for the TAC and TCs to communicate easily. He developed a Majordomo E-mail Address list, a basic web page format, and had the HQ IEEE host the web pages. Dave also explained the purposes of a Majordomo list and how members could subscribe and access TC majordomo lists. I.e., TC-1 Majordomo is "ieee-emcs-tc1@majordomo.ieee.org". All draft web pages are completed and ready for updates by TC webmasters. The web pages he created are:

- <http://www.ewh.ieee.org/soc/emcs/tac>
- <http://www.ewh.ieee.org/soc/emcs/tc1>
- <http://www.ewh.ieee.org/soc/emcs/tc2>
- <http://www.ewh.ieee.org/soc/emcs/tc3>
- <http://www.ewh.ieee.org/soc/emcs/tc4>
- <http://www.ewh.ieee.org/soc/emcs/tc5>
- <http://www.ewh.ieee.org/soc/emcs/tc6>
- <http://www.ewh.ieee.org/soc/emcs/tc7>

<http://www.ewh.ieee.org/soc/emcs/tc8>

<http://www.ewh.ieee.org/soc/emcs/tc9>

The webpages contents are not fixed and not intended to stifle creativity. They are, however, the minimum information needed for TAC management purposes.

c) Automation of the Symposium Paper Review Process - Kimball Williams

Kimball briefed the group on the "Proposed Electronic Paper Review Process." His chart showed how an author could submit a paper in "Word 6 or PDF" format, and how the submission would trigger all the necessary steps for assignment to TCs and forwarded to individual reviewers. Inherent to the process is the feedback to the TCs and to the authors about the review process. It should also allow for the encouragement of authors to improve and re-submit rejected papers. This slide is available in the TAC web page.

3. NEW BUSINESS

a) Greet the 2000 Symposium Committee Officers - Andrew Podgorski

Jose Perini greeted the group and said he welcomes e-mails, help, and he is extremely enthusiastic about the electronic review process.

Dick Ford commented that the new electronic process is positive and may encourage a "double cycle review" which will allow authors time to revise a rejected paper and get it published in the current instead of the next symposium.

b) Proposed 2000 Symposium Activities - Everyone

■ Special Symposium Sessions

This item was covered in the TC Chair reports.

c) Technical Activities Integration - Kimball Williams

Kimball Williams indicated that nor report is available on this subject.

d) Membership Drive and Succession Plan - Everyone

Kimball encouraged everyone to create and implement officer succession plans to prevent the cessation of activities during unforeseen events, like the untimely demise or resignation of an officer. Succession promotes leadership training and continuity. TC membership has no time limit and should continue for as long as a member is willing and is active.

e) Newsletter TC's Reports/Articles - Andrew Podgorski

g) Assignment of Responsibilities - Andrew Podgorski

4. ADJOURNMENT

The meeting was adjourned at approximately 8:30 am.

TAC Meeting Attendance, August 5, 1999, 0700-0845

(Seating is clockwise as listed)

Name	Committee	Phone	e-mail
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