

Technical Advisory Board
Minutes
August 2000

1. Meeting called to order by Vil Arafles. Welcomed everyone and asked for introductions. Requested that sign-in sheet be passed and include addresses. Made adjustment to addenda: Replace presentation of conference officers with IEEE/NATRE MOU.
2. Corrections to 1999 TAC Meeting Minutes:
 - a. TC-8 Committee report was not presented by Brian Claes
 - b. TC-2 had a new topic for measurements above 1 GHz not 12 GHz
 - c. TC-7 had added ultra-wideband materials to its charter
3. Motion to approve minutes by Vil Arafles, second by Don Heirman
4. Kimball Williams requested that TC-1 EMC Management title be corrected for Montreal Program.
5. Vil Arafles asked for more volunteers.
6. Committee Reports
 - a. TC-1: Election passed, replaced with immediate past president Dan Hoolihan. Eighteen (18) papers reviewed for Washington Symposium. Pushed 5-yr. Plan. Trying to spread workloads.
 - b. TC-2: Don Heirman presented. Seven (7) attendees, 25 expressed interest, 18 e-mails bounced. Reviewed 82 papers and rejected 6. Last 9 symposiums provided workshop on Fridays. New area of interest is dishwashers verses computers and unusual measurement methods. May present >1 GHz at Montreal or Zurich 01.
 - c. TC-4: Robert Scully presented. 6 attendees at annual meeting. Reviewed membership list. 6 reviewers of 33 papers with 2 rejected. Organization meeting on Sunday night. Transfer impedance not discussed, workshop in Montreal on power line harmonics, and Richard Mohr stepped down. Officers changed. Website problems experienced.
 - d. TC-5: Bill Radasky (vice-chair) presented. Reorganizing. Attendance better this time. Revising charter in near future. Approved succession plan. Discussed upcoming conference; Intentional EMI has been presented at many international conferences and high-power EM transaction postponed. Web page updates are coming. Sixty (60) papers reviewed.
 - e. TC-6: Changed definition will be submitted. 5-yr. Plan was reviewed. Membership problems stated. Need to do something for membership. Need to bring officers up to speed. Papers reviewed, but many were misdirected. TC-6 was not consulted about special sessions for Washington DC. 2.4/5 GHz ISM band study, but will not be easy. Web page update will be given to TAC secretary.
 - f. TC-7: Bill Croisant presented. 5 attendees. Discussed 2000 Symposium activities. Seven (7) papers reviewed with 1 noted as better suited in another conference. No special session could be supported. Design competition finally ran. Sixteen (16) kits submitted/8 returned, North Dakota State winner. Appeared successful. Education committee will review for future years. 2001 activities: review and suggest sessions where possible, no workshops or tutorials. Web page has been supported by Dave Southworth.
 - g. Kimball discussed that Dave could not be in attendance.
 - h. Andy Drozd said a few words on web help.
 - i. TC-8: Murlin Marks presented. Will review activities. Reviewed 14 papers, only 8 recommended. 75 attended workshop. Monday evening meeting had 15 attendees. Succession plan executed. New Oregon chapter. Structure is evolving, steering committee has been

- formed. Comm. committee placed product safety newsletter in web site.
- j. TC-9: Franz Gisin presented. Attendees were 30-40. One workshop, 2 tutorials (computational models and numerical modeling), 2 special sessions. 2001 proposal for 2 tutorials, 2 special sessions. APS already does e-submissions. Homepage is good as is modeling web page.
 7. Discussion on special sessions. Don Heirman said it has worked out, but lost sight. Kimball Williams reported that there is more teeth. Hugh Denny stated that there is a workshop manual.
 8. Vil Arafiles requested coffee break.
 9. Education Committee. Experiments sponsored by committee, 24 over 3 days. Successful/integrated with technical areas. Adding a modeling and simulation demonstration. Student design contest, many activities, and a vol II experiments manual.
 10. Dr. Jose Perini spoke.
 11. RAC: Annual meeting combined with SAC. RAC had special session.
 12. Future TC-8 activities presented by Jack Burns. General product safety issues group. Majority who are product safety are not EMC, therefore, they wish to form something separate from EMC Society. Product safety session well attended. Steering Committee to look at suggestion and will present to the BOD at November meeting.
 13. Newsletter articles presented by Hugh Denny. Plans a series of articles for newsletter. TC chairs provide feedback on articles and assist in writing articles or what topics should be covered.
 14. Dr. Jose Perini, committee technical chair asked for top 10 papers and would have rejected 3 of those. Zurich has changed process, now requires abstract plus paper. Issue of who really wrote the paper discussed.
 15. NARTE/IEEE MOU presented by Russ Carstensen. Looking for feedback from TC's.
 16. Action Item:
 - a. Require draft of paper. Don Heirman asked for longer window, Bill Strauss asked for discussions sooner, William Croisant asked for clarification on summary/abstract. All future chairs should be included.
 17. Succession plan is in place for TAC, motion by Kimball, Jack Burns second, motion carried. New secretary motion by Vil, second by Strauss, motion carried. Dave Southworth to be new secretary if desired, Strauss motion, Kimball second, motion carried.
 18. Final comments: Denver had poster session, all IEEE meetings are open, and special sessions quality should improve.
 19. Kimball presented expenses.
 20. Vil adjourment motion, Kimball second, meeting adjourned.

New Action Items:

1. Correct Minutes - Bill Strauss
2. Do something for TC membership - Vil Arafiles
3. Require draft of papers. Don Heirman asked for longer window, Bill Strauss asked for discussions sooner, William Croisant asked for clarification on summary/abstract. All future chairs should be included.

Attendees:

Vil Arafles	TAC	301 688-0426	vparafles@aol.com
William Croisant	TC-7	217 373-3496	w.croisant@ieee.org
Don Heirman	TC-2	217 373-3496	d.heirman@worldnet.att.net
Hugh Denny	SETCOM	404 633-9363	hugh.denny@gtri.gatech.edu
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Bob Scully	TC-4	281 483-1499	robert.c.scully1@jsc.nasa.gov
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Bill Strauss	TAC/TC-3	412 420-5053	straussgw@navair.navy.mil