

 Meeting Notes

**TC1 EMC Management Meeting**

 **Friday, January 12, 2024, 10:30 a.m. CDT (UTC-6)**

**Attendees: Daniel D Hoolihan, Kimball Williams, Steve Behm, Randy Jost, Tom Braxton (Chair), Balaji Gollapalli (Secretary)**

**AGENDA**

* Discussion on TC1 officer election.
	+ The meeting chair had reminded the attendees about the recently available vice chair position with the TC1 EMC management committee. Any interested candidates are encouraged to contact either the Chair or Secretary of TC1 to submit their candidature. This is an incredible opportunity to help contribute to the advance of the objectives of the EMC Management at the EMC Society.
* Update on EMC Engineer Certification Committee
	+ Ad hoc Committee:
		- The IEEE EMC Society’s ad hoc committee continues to make progress on the in-house EMC engineer certification process.
		- The committee meets regularly to help develop a complete package for the certification process. Currently activities such as outline of the topics, duration of certification, requirements for renewals and questions database collection are under development.
		- Next step is to identify an administrative partner amongst the three companies that responded to the request for proposals.
		- The committee plans to present the proposal to the IEEE EMC Society board during the board meeting in April. The presentation would include costs involved, necessary commitment, obligations, certification process, admin partner etc.,
	+ Exemplar Global – Industry advisory committee
		- As was discussed in previous meetings, the industry advisory committee that was instituted by exemplar global continues to deliberate on the future of INARTE certification process. However, there has not yet been significant progress on that front.
* 2024 Symposium workshop and paper submission deadlines
	+ **Risk Management workshop:** Keith Armstrong & Davy Pissoort are planning to organize a workshop/tutorial on Risk management.
	+ Deadline for special sessions was on January 16th whereas workshop deadline is on March 4th.
	+ **Ham radio workshop:** Kimball William is committed to organizing a workshop around Ham radio. Currently he’s working to mobilize interest amongst the society members to initiate planning for this workshop.
	+ **Intellectual property workshop:** Tom Braxton is working with Scott who is an expert in intellectual property and has delivered a 3-day workshop at multiple avenues. There’s a strong potential to organize a condensed version of that workshop in the EMC symposium. The modalities of how to organize this event are yet to be determined.
	+ **High-Level speakers:**  Kimball Williams is working to obtain commitment from high-level speakers in adjacent fields such as astronomy and space weather. The travel, necessary modalities and costs involved in organizing these speaking undertaking are yet to be determined.
	+ **Measuring Ambient environments:**  Potential workshop centered around measuring and characterizing ambient environments is currently under consideration. This could be organized under special collaboration between TC1 and TC3.
	+ **Soft Skills training:** Given that soft skills training was originally thought to be every other year activity. There is no soft skills training planned for 2024 symposium. This would be done in 2025.
		- Action: Kimball Williams has agreed to develop an article in the EMC magazine by leveraging the available material about soft skills. Moreover, IEEE EMC society’s social media coordinator Rachel Norrod & Magazine coordinator Janet encourage such valuable undertakings.
	+ **Prototype board demonstrations:** Randy Jost is working to deliver a series of prototype board demonstrations leveraging the cheaper, simplified & open-sourced materials to demonstrate EMC principles. Demonstrations such as this would help garner interest among the conference attendees and EMC community in general.
		- Action: Kimball Williams and Randy Jost to share the URL & manuals for the demonstrations that are currently developed and available.
* Proposal to hold a workshop on Intellectual Property law – Already Discussed
* Career training and education
	+ Prototype Boards - Already Discussed
* Proposal to add a Special Committee to TC3 on Communication EMC
	+ There has not been a significant update on this special committee for this meeting. TC3 meetings generally occur on the 1st Wednesday of every month.
		- Action: Randy Jost to send information about the TC3 committee to Kimball Williams
* Follow-up on new training ideas (Global University - Online/Hybrid Format, etc.)
	+ While organizing the global university using online means is attractive, the costs involved in setting up the online ecosystem makes it prohibitive. Hence for the time being the conference and the Global University continue to be strictly in-person.
* Update on 1848- MSSV, Medical, Railway Specific topics.
	+ Work on the medical, MSSV continue to progress very well.
* Other Topics
	+ - Armour Conferences
			* The necessary conference papers that were discussed in the previous meeting have been identified with the help of Tom Fagan at the Illinoi Institute of Technology’s library.
			* Action: Dan to share information about the library & the conference papers.
		- TC1 to reach out to other committees for speakers
			* No update on this topic. Tom Braxton has agreed to follow up on this topic.
		- EMC Standards – Educational Content – IEEE TV?
			* Tom Braxton had reached out to the representative from marketing Suzanne Paul who does podcasts. However there has not been any significant update on this topic.
		- YouTube as marketing/promotional platform
			* No update on this topic.
* Review of action items

Action Items:

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| **Owner** | **Action Item** | **Status** |
| Kimball Williams | Kimball Williams has agreed to develop an article in the EMC magazine by leveraging the available material about soft skills. Moreover, IEEE EMC society’s social media coordinator Rachel Norrod & Magazine coordinator Janet encourage such valuable undertakings | Open-New |
| Kimball Williams & Randy Jost | Kimball Williams and Randy Jost to share the URL & manuals for the demonstrations that are currently developed and available. | Open-New |
| Randy Jost | Randy Jost to send information about the TC3 committee to Kimball Williams | Open-New |
| Daniel Hoolihan  | Dan to share information about the Illinoi institute of technology library & the Armour conference papers | Open-New |
| Daniel D hoolihan | To talk to Ramona Saar if a session could be organized for the 2024 symposium | Open |
| Tom Braxton & Balaji | To follow up with Tom Fagan to seek a contact person for the SAEAE4 for any potential session. This could be a collaboration effort between TC1 and TC2. | Open |
| Tom Braxton | To work with Schott to develop the format of this workshop in coming days. | Open |
| Tom Braxton | To work on the proposal for a potential workshop about potential noise sources from power supplies & fixtures & inexpensive, poor-quality, and second-rate products. | Open |
| Tom Braxton | To follow up with Karen Burnham about idea about the measurement & characterizing EM environment. A potential collaborative effort between TC1 & TC3 might make this effective. | Open |
| Tom Braxton | To follow up on this idea about reaching out to other societies for speakers & presenters about the technological advancements in their areas of interest. | Open |
| Kimball Williams  | Inviting special speakers such as Director of SETI etc., for the EMC Symposium next year | Open |
| Dan Hoolihan | Speak with Bob DeLisi about a session about C63 in the conference next year. | Open |
| Tom Braxton | Tom to speak with Karen about potential avenues for Incentivizing presenters for the GU in the same vein as the discussion surrounding incentivizing the members within the standards development committees for their time and efforts. | Open |
| Tom Braxton & Balaji Gollapalli | To propose following ideas pertaining to GU to VigneshInstitute separate payment structure just to GU. Separate GU from the Symposium. Offer GU multiple times of the year. Dynamic pricing ideas: ONLY GU attendees may pay an extra price while symposium goers would get a discount on GU. | Open |
| Karen Burnham | To develop a preliminary abstract and title of an ambient EMC environment characterization workshop /tutorial/demo  | Open  |
| Tom Braxton | Tom to ask Davy Pissoort’ about EM resilience and how that’s being defined. As that will have an influence on how EMC affects communication  | Open  |
| Tom Braxton | Tom to speak with Mark Steffka to convey the feedback about the structure, content, and agenda of the Global University.  | Open  |
| Tom Braxton | Bring question to BoD on dual track | Open - Add a virtual component to Symposium; request BoD to poll members of EMCS. – Logistical |
| Kimball Williams | Ask Keith Frazier from Ford about speaking on testing variability | Open – Workshop coming up – In progress – Still viable and in progress |
| Tom Braxton | Work with Janet to publish available EMC courses/tutorials in EMC website cleared by TC1. As part of TC1's Mid-career training item.  | Open |
| Tom Braxton | Ask Janet to update the website with the details about the newly elected VPs and other members | Open – new website in progress |
| Kimball Williams & Randy Jost | Develop the idea about soft skills/team building and send to Tom. This could potentially be valuable to a newly appointed manager who needs to make a cohesive team with the people assigned to him/her | Open – In progress |
| Karen Burnham | To check about the standards relevant to ham radio operators. | Open |
| Louann Mlekodaj | Proto-board development | In-Process |
| Tom Braxton & K. Williams  | Work on angel support. | Open – prelim spreadsheet done – progress to close Communication with new chapter contact – In progress |
| Mark Steffka/ Tom Braxton | To find out whether these sessions are recorded and made available to the EMC society members later | Open  |
| Randy Jost | To distribute the drafts of the prototype boards presentation materials within the next 2-3 weeks to receive everyone’s feedback and comments. | Open |

Closed Action Items:

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| **Owner** | **Action Item** | **Status** |
| Kimball Williams  | To develop and send initial proposal for the special committee to Randy and others for feedback and suggestions. This would eventually be submitted to EMC society board. | Open – In progress – set to go to BOD soon. - CLOSED |
| Dom | To share the new EU directive about no uncertainty with the TC1 members | Closed |
| ~~Doug Kramer~~Tom Braxton | Talk to Rachel Norrod regarding Podcast and EMC Society promotion | Closed |
| Tom Braxton | To talk to Vignesh about IEEE withdrawal from iNARTE MoU and ask for a public announcement about it. | Closed |
| Tom Braxton | TC1 to review existing letters and draft a letter for engineers to use to get approval for attendance | Closed |
| Tom Braxton | To talk to Sarah and John Lasselle to propose that TC1 being a clearing house/directory of the training material available in the public domain. Instead of creating new training altogether.  | Closed  |
| Tom Braxton | To contact Karen Burnham about making a proposal on this topic.  | Closed |
| Keith | To explore opportunities to carry a demonstration kit to the 2023 symposium. | Closed – Done. |
| Tom Braxton | To send acknowledgements and status updates to the companies that have responded to our RFI submission.  | Closed - Done |
| Keith & Davy | Keith and Davy to discuss and determine whether combining both IEEE 1848 meetings at the 2023 Symposium would be more beneficial.  | Closed – Done – only 1 3 Hour meeting |
| Dan Hoolihan | To contact Janet about an event/workshop, news, and updates on activities on C63.  | Website has all info needed at [www.c63.org](http://www.c63.org)  |
| Kimball Williams | Recruit amateur radio volunteers for EMCS 2023 in Grand Rapids | Closed |

* Adjourn