DRAFT
Minutes to IEEE
TC1 EMC Management
Technical Committee Meeting

Place: Minneapolis Convention Center, Minneapolis, Minnesota
Date: Wednesday, 21 August 2002, 0700

1. Welcome & Introductions: Meeting called to order at 0715 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 remove "8.1 Election of TC-1 Officers" as current Officer positions were expected to be good for the next two years. The existing topic "8.2 Symposium 2003" was renumbered to 8.1, and an additional topic was added, "8.2 Video Topics".

4. Announcements: none.

5. Last Meeting's Minutes: The committee was requested to respond with any changes to the previous years' minutes. Bob Hofmann noted a change in a contact name in Action Item 2000-4 (was: Brokson; now: Braxton). In addition, two more name changes were noted in the email addresses for Robert Bashford and David Traver. No further changes were brought forward, and Bob Scully moved the previous minutes be accepted as modified. Kimball Williams seconded the motion. Minutes from the previous year's meeting were accepted as modified.

6. Action Items:
   - Action Item 2000-1. Closed.
   - Action Item 2000-2. Closed.
   - Action Item 2000-4. Closed. 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 Braxton 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 2001-1. K Williams to bring forward concept of standard format for agenda and minutes to TAC; to be completed on 22 Aug, 2002 at TAC Meeting
   - Action Item 2001-2. D. Southworth & B. Scully to post copy of Mil-HDBK-237C on web site for reference; to be completed after 2002 Symposium
   - Action Item 2001-3. D. Southworth & B. Scully to post copy of TC1 web status presentation on web site for reference; B. Scully to double check status after 2002 Symposium
   - Action Item 2001-4. D. Southworth & B. Scully to post copy of Policy & Procedures on web site for reference and comment by all members; B. Scully to double check status after 2002 Symposium

7. Old Business.

   7.1. EMC Management Tools Sub-committee Report: K. Williams vowed to accomplish document review, with status report due in 6 months (14 Feb, 2003).

   7.2. Management Training Sub-committee Report: B. Scully, indicated some PowerPoint charts would be reviewed and placed on the web for review by end of Sept. Bob Hofmann to be notified first before other Committee members of posting.

7.3. TC1 Web Site Activity: D. Southworth & B. Scully will be jointly addressing this area henceforth.

7.4. TC1 Policy & Procedures: Committee members recommended no changes to standing policy.

7.5. TC1 Committee 5 Year Plan: Several changes to the 5 Year Plan were discussed, notably that a newsletter for Management Tools would be available in 2003, and a tutorial session on Management Tools would be sponsored in 2004. Also, creation of a "commercialized" version of Mil-HDBK-237 was dropped from the Plan as an activity.

7.6. Leadership Succession & Training: Not actively discussed, since all Officer positions were newly occupied the previous year.

8. New Business

8.1. Symposium 2003 plans:

8.1.1. EMC Management Technical Session
8.1.2. EMC Management Workshop
8.1.3. EMC Management Tutorial

All of the foregoing items were discussed in an open forum manner, with two distinct Action Items arising:
a) K. Williams to report at next full meeting the activities of the adjunct TC1 committee at the Istanbul Symposium
b) A milestone checkpoint for the entire committee on 30 Nov 2002 to check the progress of the committee as a whole and the tools sub-committee towards preparation for the scheduled workshop for Santa Clara

The committee also decided there should be a Technical Session in 2003, with possibly a Workshop on Monday or Friday.

Tutorials topics discussed included Management Tools and a Newsletter Item in 2003, with a tutorial session in 2004.

8.2. Video Topics
a) Dick Ford is the Official EMC Society photographer
b) Several videos have been developed over the years
        a. Approximately 4000 stills
        b. Approximately 250 video tapes (1/3 directly EMC related)

An open committee discussion ensued here regarding the "video issue" with no clear resolution. A subcommittee was formed, with the following members: B. Bashford, K. Williams, B. Scully, A. Light, D. Hoolihan, D. Ford (in absentia), B. Hofmann

The purpose of the subcommittee: To determine "the future of the videos".

9. K. Williams moved the meeting be adjourned. A. Light seconded, and the meeting was adjourned at 0900.

10. Minutes submitted by: B. Scully, Secretary, TC1 (robert.c.scully@nasa.gov)

11. Attendee List

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