Minutes to IEEE
TC3 Electromagnetic Environment
Technical Committee Meeting

Place: Cobo Center Center (http://www.emc2008.org)
Date/Time: Wednesday, 20 August 2008, Noon – 2:00PM, Room O2-38 (Light lunch was provided)

1. **Welcome & Introductions**
    1.1. Dave Southworth, TC3 Vice-chair, announced that the chair, Bill Strauss, was not able to attend due to other work related commitments and so the vice-chair would chair this meeting. The secretary, John Archer, was involved in another TC, giving a presentation, so the vice-chair would act as secretary for this meeting as well.
    1.2. The sixteen (16) attendees (including meeting chair) introduced themselves and indicated their involvement in EM Environment activities. All indicated interest in active involvement in this committee including reviewing of papers and attendance in future TC meetings (i.e. next symposium) as schedules permit.

2. **Sign In Sheet**
    2.1. The sheet was routed and everyone signed in.

3. **Review of Draft Agenda**
    3.1. Two additions were made to the draft agenda that had been posted on the TC3 web site before the symposium: (1) "TC Basics" added under Announcements, and later in meeting (2) "Newsletter" added under New Business. David Hilton moved to accept the agenda and Sara Mansa seconded.

4. **Announcements**, there were no announcements other than TC Basics.
    4.1. TC Basics
    Southworth showed a presentation of the purpose of the TC taken from the TAC Handbook, Draft of Dec 2006, Section A, paragraph 1.2, titled "Scope of Technical Committees (TC's)" and also showed the TC3 Charter taken from the TC3 web site home page.

5. **Last Meeting Minutes**
    5.1. 2007 meeting minutes were reviewed with no changes. Mike Bail moved to accept the meeting minutes which was seconded by Chris Dilay.

6. **Outstanding Action Items**
    6.1. It was noted that there were no action items from the last meeting.

7. Old Business
    7.1.   2008 Paper Review Report
        7.1.1.   Southworth reported that TC3 reviewed 10 papers by 8 committee members. Only one paper was rejected.
    7.2.   TC3 Subcommittees Report
        7.2.1.   It was noted that there was one subcommittee, as listed on the TC3 web site, headed by Vil Arafiles. The purpose of the subcommittee was to review, comment and publish the IEEE 473 "Recommended Practice for an Electromagnetic Site Survey (10 kHz to 10 GHz)". The document is currently in revised draft status which will be emailed by Vil to all interested members of the TC3 for review and comment by the next TC3 meeting in Austin, TX. Southworth took action to verify via email which TC3 members were interested in being a member of the document review team. The draft document will be emailed out by Nov 2008.

    7.3.   TC3 Web Site Activity
        7.3.1.   Southworth noted that the web site is fairly up to date but that it was updated two weeks prior to the 2008 symposium. The goal is to have the web site updated within one month after the symposium to show activity from the TC3 meeting.

    7.4.   TC3 Committee 5 Year Plan
        7.4.1.   Southworth showed a proposed 5 year plan. Several changes were made based upon the group's comments. Dilay noted that a tutorial on the IEEE 473 would be a good proposal but that it should be done after the document has been published. It was noted by several that the document may not be published for 2 years. It was planned that the tutorial would be in 2010 but as a backup may be a workshop to gather comments from the community. It was noted that leadership succession would occur in 2010 with the election of a secretary while the chair and vice-chair were replaced by next lower officer. No student activities were planned at this time since the committee will need more time to come up with concepts (any plans will be coordinated with the education committee).

8. New Business
    8.1.   Symposium 2009 (Austin, TX: http://www.emc2009.org/)
        8.1.1.   EM Technical Session
            8.1.1.1. In 2009, a technical session will be held with the same title of "EM Environments".
        8.1.2.   EM Workshop
            8.1.2.1. In 2009, a workshop on "Measurement of Modern Urban EM Environments" will be held. Dave Southworth and Sara Mansa will co-chair the workshop. A draft proposal

was reviewed and several potential speakers were identified. The different environments were identified as: Residential, Industrial, Medical/hospital, Transportation, Public Common Areas, and Standardization. A draft proposal will be passed to the TAC and posted on the TC3 web site under Reports.

        8.1.3. EM Tutorial
                8.1.3.1. No tutorial is planned for 2009, however a tutorial is initially planned for 2010 to address IEEE 473. If the document is not sufficiently close to approval/publication then a workshop on the document may be held instead.

        8.1.4. Newsletter Article
                8.1.4.1. A newsletter article on the coming 2009 session and workshop on EM/Urban EM environments was assigned to the chair, Bill Strauss.

9. Review Meeting Action Items

Action	Assigned to:	Due:
1. Define TC3 Review committee for EM document Review and pass list to Vil Arafiles	Southworth	30 Sep 2008
2. Send out the original and Draft IEEE 473, "Recommended Practice for an Electromagnetic Site Survey (10 kHz to 10 GHz)" to TC3 for review and comment. Comments due date in email.	Vil Arafiles	1 Nov 2008
3. Pass old TC3 Minutes for posting on TC3 web site to Southworth	Vil Arafiles	30 Sep 2008
4. 2009 Newsletter article on Urban EM Workshop	Bill Strauss	As required

10. Adjourned at 1330
    10.1. Motion for Adjournment moved by Dick DeBroff and seconded by Mike Bail.

NOTE: TC-3 Officers: Chair, Bill Strauss <strauss_ieee@verizon.net>, Vice-Chair: Dave Southworth, <d.southworth @ieee.org>, Secretary: John Archer, <archerj@ieee.org>

Web site: http://www.ewh.ieee.org/soc/emcs/tc3