APPROVED MINUTES

OF THE IEEE EMC SOCIETY BOARD OF DIRECTORS MEETING

Hyatt Regency Hotel
Santa Clara, CA
March 15, 2015

MEMBERS PRESENT (28)

B. Archambeault
H. Benitez
C. Brench
C. Bunting
R. Davis
A. Duffy
H. Garbe
E. Hare
K. Hatashita
D. Heirman
D. Hoolihan
I. Kasperovich
R. Koga
J. LaSalle
D. Lewis
W. Lumpkins
M. Montrose
J. Norgard
M. Oliver
J. O'Neil
G. Pettit
V. Rajamani
V. Rodriguez
F. Sabath
C. Sartori
C. Schuster
R. Scully
D. Sweeney

ABSENT (1)
F. Canavero

GUESTS (6)
J. Cerone
F. Heather
H.R. Hofmann
K. Williams
J. Ramie
C. Chan

1

1.0   THE PRESIDENT'S OPENING REMARKS

President Bob Scully called the meeting to order at 9:00 am. A round of introductions was made. He reviewed Board meeting protocol, the IEEE code of ethics, and upcoming activities (see President's Introductory Remarks). He reminded Board members of the material on the Board FTP site and asked that everyone remember to review this prior to the Board meetings (ftp://ewh.ieee.org).

2.0 CONSENT AGENDA MOTIONS

The meeting agenda was presented for review. (See Draft Agenda dated March 15 Rev B.) The consent agenda motions included the following items:

   a. Approve Awards for Santa Clara Symposium Committee
   b. Add ConferenceDirect to awards list for certificate of recognition for five years of symposium management
   c. Add Mark Montrose and Ken Wyatt to awards list for their efforts in presenting to the Young Professionals
   d. Approve March 2015 Meeting Agenda – Scully
   e. Approve Secretary's Report – November 2014 Meeting Minutes – O'Neil

Frank Sabath moved to approve the consent agenda as presented. The motion was seconded and approved.

3.0   PRESIDENT'S REPORT

Bob Scully reviewed the activity of the Excom meeting held the previous evening. The meeting addressed administrative points including the agenda review, motions to be presented, etc. All items discussed are included on the meeting agenda.   He noted the upcoming TAB meetings, reviewed voting procedures and how to count votes. (See President's Report.)

Regarding the status of electronic motions made since the last Board meeting in November, Bob Scully noted there was one wherein the Board approved extending the Klouda grant to also include graduate students. The Board also approved the Santa Clara awards listing for the consent agenda.

Bob Scully mentioned the remaining Board meetings for 2015 include Dresden the week of August 16 and Orlando over December 2-4. **He moved to approve the dates of December 2-4, 2015 and the location of Orlando for the final Board meeting of the year. The motion was seconded and approved.**

He reviewed the voting procedures and what constitutes a pass/no pass vote.

4.0   IMMEDIATE PAST PRESIDENT REPORT

Ghery Pettit discussed the election of directors at large for 2016-2018. (See IPP Report March 2015 Rev B.) The nomination committee includes Will Lumpkins, Don Heirman, Bruce Archambeault, Francesca Maradei, Kimball Williams and Bob Hofmann. **Ghery Pettit moved to approve the members of the nominating committee. The motion was seconded and approved.**

A call for nominations was distributed via email blast to all members. It will be published in the IEEE EMC Magazine. He reviewed the election schedule. The target is to have nine candidates on the ballot.

5.0 TREASURER'S REPORT

John LaSalle presented a report on EMC Society finances. (See Treasurer's Report.)   The latest available 2014 IEEE financials are for the period ending January, 2015 (FM13). The society is operating currently with an actual year-to-date of $35.0k. The planned budget is a deficit of $74.2k. Society finances overall finished strongly through FM13:   Committee/Other is $78.1k under budget; Meetings & Conferences are $55.1k above the forecasted budget; we had a deficit of -57.5k that was a result of IEEE Investments returns, Pension funding requirements, Spending Rule related expense, and the Interactive Content Project; Periodicals revenue is $39.9k above the forecasted budget.

John LaSalle presented five motions per his report.

John LaSalle moved to approve the 2016 budget parameter for committee and other budgeted expenses.   The motion was seconded and approved.

John LaSalle moved to approve the following 2016 Budget Parameter: 2016 Transactions on EMC page count not to exceed 1,800 pages, including indexing pages, and to allow the EMC-S FinCom to make appropriate adjustments in order to assure a balanced budget. The motion was seconded and approved.

John LaSalle moved to approve the following 2016 Budget Parameter: Optional member Transactions on EMC (print copy) fee price list in accordance with recommended prices as determined by IEEE for 2016 (2015 Transactions on EMC, $50). The motion was seconded and approved.

John LaSalle moved to approve the following 2016 Budget Parameter: EMC Society Membership fee of $31 (no change from previous year). The motion was seconded and approved.

John LaSalle moved to approve the following 2016 Budget Parameter: Committee and Other budgeted expenses not to exceed $303k (in accordance with EMC-27 1900 account line items; $303k budgeted in 2015), and to allow the EMC-S FinCom to make appropriate adjustments in order to assure a balanced budget. The motion was seconded and approved.

The report included a status of Angel fund expenditures, symposium finances, summary of travel expenses, as well as budget highlights and timeline.

6.0 CONFERENCE SERVICES

Bruce Archambeault presented his report. (See VP Conferences Report.)   The chairmanship of the Global Symposia Coordinator is passing from Frank Sabath to Alistair Duffy. Frank Sabath was thanked for his service in this role.   He noted the Denver 2013 symposium audit information was submitted to IEEE. For the Raleigh 2014 symposium, the financial books are under final review. The symposium is expected to net $221,639.00 or 29.8%.

His report includes a review of current activity for the Santa Clara and Dresden 2015 symposiums. Having two symposiums in 2015 has presented several challenges, but both are expected to be successful symposiums. A new personal schedule app from GES will debut at the Santa Clara symposium. Santa Clara also features the new "Industry Papers". These were abstract reviewed papers.   If abstracts were accepted, they will be presented. They did not go through a thorough paper review.

On the special issue of Transactions including symposium papers, 200 pages are allocated for this for publication this year from the Raleigh 2014 symposium.

Regarding EMC 2016 in Ottawa, an embedded SI/PI Conference is planned. Conference Direct (John Vanella) was selected for conference management. A $40K contribution agreement from the Ottawa Tourism Board has been finalized. The symposium has been registered with the IEEE.

Bruce Archambeault moved to approve a loan of $40,000 to EMC 2016 Ottawa symposium committee. The motion was seconded and approved.

The report includes a review of future symposiums EMC 2017 in Washington DC thru EMC 2019 in New Orleans. The dates for the New Orleans symposium are confirmed for July 21-26, 2019.

The report also includes information on technically co-sponsored symposia (TCS). Alistair Duffy noted there no current TCS requests. He is working on MOU for a five year TCS with the ESD Association and an MOU with APEMC for EMC 2018 Beijing.

The report concludes with a review of the activities of the exhibitor liaison and the regional conference coordinator.

7.0   COMMUNICATION SERVICES

Heyno Garbe presented the Communications report. (See Report of Communication Services.) He initiated discussion on a few new awards. **Heyno Garbe moved to create a Kanda Award for the most cited paper of the IEEE Transactions on EMC in the past five years. The motion was seconded and approved.**

Heyno Garbe moved to create a new award to recognize the most downloaded papers from the last year. The motion was seconded and approved. Don Sweeney asked to be recorded as an abstention on the vote for the most downloaded paper.

Heyno Garbe moved to appoint Antonio Orlandi as the new Editor-in-Chief for the IEEE Transactions on EMC for the period 2016-2018. The motion was seconded and approved.

On the Periodicals Review and Advisory Committee (PRAC), the last report was written in June 2010. A new report is due by May 11 to be reviewed at the IEEE TAB meeting series during a face-to-face meeting in June 2015.

Heyno Garbe noted that Ray Perez, IEEE Press Liaison, is working on an EMC "Small Books" initiative. For this project a *Small Book* has the following features: 1) no more than 150 pages, 2) single technical subject or application, 3) audience is a non-expert, 4) single author preferred, 5) fast turnaround: six months for writing + six months in production cycle. Authors are being sought.

Dan Hoolihan distributed a memory stick of IEEE EMC symposium records from 2000-2014. These will be distributed to members at no charge. This is part of the "EMC Legacy" initiative.

8.0   MEMBER SERVICES

Vignesh Rajamani, Vice-President for Member Services, presented his report. (See VP Member Services Report.) He thanked Dan Hoolihan, Bruce Archambeault and Henry Ott for their input on the EMC technical/career presentation slides he put together for the presentation at the Eta Kappa Nu event at the UC Berkeley Leadership Conference which will take place following the Santa Clara symposium. The EMC Society membership booth will be staffed at this conference as well.

Vignesh Rajamani noted we are wow at 83 Chapters globally. A Chapter training event will be held at the Santa Clara and Dresden symposiums, as well as at the APEMC conference in Taipei at the end of May 2015. A representative from IEEE Headquarters will attend the Santa Clara symposium and lead a senior member elevation event. Regarding the Sister Society efforts, he is seeking help to get a new EMC Chapter started in Mexico. Henry Benitez, as Section Coordinator, is also helping in this.

The Distinguished Lecturers for 2015-2016 include Ram Achar, Scott Piper, Jan Niehof and Marco Klingler.

Kimball Williams reported on IEEE PACE (Professional Activities Committees for Engineers). He suggested the EMC Society write a charter for PACE and created a matrix to show areas that could be addressed/need to be addressed. Mr. Williams moved that the EMC Society support the IEEE 2015 Ethics Symposium in an appropriate manner. The motion was seconded. Chuck Bunting moved to table the motion. The motion to table was seconded and approved.

The Board discussed having the iNARTE organization develop a certification in 'Signal Integrity', but no agreement was reached on this.

Kimball Williams moved that the EMCS Board of Directors develop a methodology for the rapid development and approval of "White Papers" covering technology policy and concerns. The motion was seconded. Bob Davis moved to table the motion. The motion to table was seconded and approved.

Mike Oliver presented on the Dresden award nominations. (See Dresden Awards Report Slides.) The committee includes Bruce Archambeault, Colin Brench, Sam Connor, Jun Fan, Irina Kasperovich, Mike Oliver (Chair), Christian Schuster and Tzong-Lin Wu.

It was moved, seconded and approved to award certificates at the Santa Clara IEEE EMC SI/PI Symposium for: Best Industry Paper, instructors for their efforts in presenting "EMI troubleshooting tips and hands-on session" for young professionals, Best EMC and SI/PI Paper, Best Student EMC and SI/PI Paper, and Best Student Design Award (see list of names on Santa awards consent agenda).

It was moved, seconded and approved to award the Dresden 2015 Joint IEEE International Symposium on Electromagnetic Compatibility and EMC Europe Committee members with the Certificates of Appreciation and Certificates of Recognition (see list of names on Dresden awards consent agenda).

Regarding the President's Memorial Award, several deceased members who had appeared in the Completed Careers section of the EMC Magazine in 2013 were suggested to receive this honor. **Mark Montrose moved to honor Ralph Showers with the President's Memorial Award in 2015.** The motion was seconded and approved. Don Heirman asked to be recorded and included in the minutes that he publicly thanked Ralph Showers for all the work Ralph did for Don over the years.

Chi-Kai Shen was selected as the student to be honored with the President's Memorial Award this year.

On the Hall of Fame Award, it was moved, seconded and approved to present this award this year to Andy Marvin.

On the Laurence G. Cumming Award, it was moved, seconded and approved to present this award this year to Francesca Maradei.

On the Honored Member Award, it was moved, seconded and approved to present this award this year to Robert J. Berkovits and Osamu Fujiwara.

On the Richard R. Stoddart award, four candidates were reviewed. It was moved, seconded and approved to present this award this year to Erping Li.

On the Technical Achievement Award, three candidates were reviewed. It was moved, seconded and approved to present this award to Arturo Mediano and Xiaoning Ye this year.

On the Sustained Service to the Society Award, it was moved, seconded and approved to present this award to Scott Lytle.

On the EMC 2014 Symposium Chair Award, it was moved, seconded and approved to present this award to Bruce Archambeault.

On Young Professionals activities, Chair Caroline Chan reported a social and technical event will be held at the Santa Clara and Dresden Symposiums, as well as at the APEMC conference in Taipei.

9.0   STANDARDS SERVICES

Don Heirman, Vice-President for Standards, presented his report. (See VP Standards Report.) Leadership of the Standards Development and Education Committee (SDECom) includes Alistair Duffy as Chair, Craig Fanning as Vice-chairman, and Ghery Pettit as Secretary. SDECom will be meeting in Santa Clara and in Dresden.

Regarding the Standards Advisory and Coordination Committee (SACCom), leadership includes John Norgard as Chairman, Andy Marvin as Vice-chairman and Don Heirman as Secretary. SACCom is also planning to meet in Santa Clara and Dresden.

Don Heirman noted there will be a joint luncheon of the Standards Committees with the Education and Student Activities Committee (ESAC) during the Santa Clara symposium. He talked about an EMC educational tab on the home page of the EMC Society web page.   Material that is scattered for ESAC on the EMC Society website as well as the standards education activity will be in this tab. This will also include key education links sponsored by the IEEE Education Activities Board and the Standards Association. He also showed a new poster that will be in the Standards Committee booth during the Santa Clara symposium.   The poster text invites people to attend the Standards Committee meetings and shows the date, time and location of the meeting. It also notes working group chair Ed Hare will hold a meeting on IEEE STD 377 – Recommended Practice on the Measurement of Spurious Emissions from Land Mobile Communications Transmitters during the symposium week. The related text invites people to attend this meeting about updating the standard. Don Heirman also provided information on how to join the P187 working group. Finally, he indicated that to attract more standards booth attention, there will be a raffle of a tablet PC on Wednesday where the winner has to be present—again to attract more booth traffic.

10.0   TECHNICAL SERVICES

Colin Brench, Vice President for Technical Services, presented his report. (See VP Technical Services Report.) He noted the Technical Advisory Committee (TAC) is very busy with both the Santa Clara and Dresden Symposiums. The TAC Officers include Jun Fan (Chair), Chuck Bunting (Vice-Chair), Xiaoning Ye (Secretary) and Bruce Archambeault (Past Chair). For the Santa Clara symposium, 86 papers will be presented. Over 400 papers were received for the Dresden symposium.

Regarding the Education and Student Activities Committee (ESAC), they have been meeting twice per month to get business done. The Global University (GU) in Santa Clara has an SI basis due to the very strong interest in that topic in this area. The GU in Dresden will be the more traditional version on EMC.   The one-day Fundamentals Tutorial is being offered in both symposium locations.   Committee leadership has gone through some employment changes that affected their progress this year.

On the University Grant Award, this involves a $10,000 cash award to help generate a new EMC course. The last time it was awarded, $5,000 was provided twice due to timing and 'new' IEEE rules. Mr. Brench recommends changing the submittal timing to early in the new year to allow the process to progress properly.

11.0 GUEST SPEAKER FROM IEEE

Jayne Cerone, IEEE's Sr. Director – Volunteer Engagement, Technical Activities Department, presented her report on IEEE & Governance. (See EMC 2015 v8.) She provided an overview of the nonprofit sector, discussed IEEE Technical Activities, Robert's Rules of Order, as well as fundamental processes and rules of governance. She provided an extensive list of volunteer resources for more information.

12.0 OLD BUSINESS

Technical Co-Sponsor Cost Share Status with EMC Europe – Sabath

Frank Sabath reported on the current status of the negotiation on technical co-sponsorship (TCS) cost share with EMC Europe. The Amendment to the multi-year MoU on TCS of the EMC Europe conferences is going to be signed at the EMC 2015 symposium in Dresden. Both parties agreed on the following TCS cost share:

  i.   The EMC Society bears the general fee of $1,000 USD per each EMC Europe Conference

  ii.   The International Steering Committee (ISC) for EMC Europe pays the EMC Society through the Local Organizing Committee per paper sent to Xplore® for

   −   EMC Europe 2016 $ 5 USD

   −   EMC Europe 2017 $ 6 USD

   −   EMC Europe 2018 $ 7 USD

   −   EMC Europe 2019 $ 8 USD

   −   Editions of EMC Europe in 2020 or later $ 9 USD

  iii. The EMC Society takes care of the difference between $ 15 USD per paper sent to Xplore® and the ISC portion of cost.

The EMC Society assured the ISC for EMC Europe that all other technically co-sponsored conferences, except APEMC, will receive more beneficial cost sharing terms.

13.0 NEW BUSINESS

Highlights from Strategic Planning Session – Frank Sabath, President Elect, reported on the results of the strategic planning meeting. With regard to Conference Services, the planning group has discussed continuing the recording of presentations and making them available for EMC chapters and members. The group suggests continuing with abstract reviewed papers, which might contribute to a special part of the EMC Magazine. In addition, the group discussed a conference related issue on how to get young professionals more involved in EMC events and conferences. Under the Technical Services, the implementation of a Technical Forum, a new presentation format at EMC conferences, was discussed. The Technical Forum consists of one or two short introductory talks followed by an open discussion on selected topics. In order to enhance the benefit for EMC Society members, the group discussed providing some free material on the web-page that shall draw the interest to more material in the member-only area. In general, we will provide more technical material, such as lectures, background material, etc., for members. The next Strategic Planning Session is planned in conjunction with the Dresden symposium on 15 August 2015 from 4:00PM to 6:00PM.

Discussion – Participation at ICCE Berlin - Bob Scully advised that the EMC Society was invited by S. Mozar, general chair of the ICCE-Berlin, to contribute a session, keynote or panel discussion to the technical program. The

5th IEEE International Conference on Consumer Electronics – Berlin ("ICCE-Berlin") will be held from the 6th to 9th September 2015 in Berlin in parallel with the IFA, the leading trade show for Consumer Electronics and Home Appliances. The ICCE-Berlin is the European sister conference of the IEEE Consumer Electronics Society's flagship conference "ICCE" held annually in Las Vegas in conjunction with the Consumer Electronics Show. Now in its 5th edition, ICCE-Berlin is well established and fully integrated in the IFA and continuously growing.

Bob Scully suggested sending the Region 8 membership booth to the exhibition of ICCE-Berlin and contributing a session consisting of invited talks on EMC related topics to the technical program of the ICCE- Berlin. Frank Sabath volunteered to take care on the booth and organize the session.

J. Black/J. Meyerhoff EMC Course Presentation - Jack Black, Chicago Chapter Chair, presented on the EMC course created by the Chicago EMC chapter. (See IEEE EMC BoD Meeting Funding Request – Chicago Chapter.) He noted Chapter member Louann Devine created and managed the course. Instructors included Jerry Meyerhoff, Bob Hofmann and Roy Leventhal. The Chicago Chapter would like to receive $29,750 from the EMC Society Board of Directors to continue their work and provide an "Introduction to Electromagnetics" course.   The Board appreciated the presentation but asked for more information on the funding required and target students to attend this course.

IEEE TV Status – Special Issue IEEE EMC Magazine - **Bruce Archambeault moved to dedicate a special issue of the IEEE EMC Magazine in 2016 to the industry papers presented at the Santa Clara symposium. The papers will be reviewed by TAC before submittal to the magazine. The motion was seconded and approved.**

14.0   ACTION ITEM REVIEW

Secretary O'Neil reviewed the action items discussed during the meeting. An updated, consolidated list of action items will be sent to the Board following the meeting.

15.0   ADJOURNMENT

The meeting adjourned at 5:00 pm.

Submitted by:

Janet O'Neil

Janet O'Neil - Secretary, EMC Society Board of Directors