

SDECom Minutes November 11, 2016

IEEE EMC Society Standards Development and Education Committee
Draft (SDECom) Minutes
November 11, 2016 8:30 am – 12:00 pm MDT
Phoenix, AZ USA

Chair: Alistair Duffy apd@dmu.ac.uk
Vice Chair: Craig Fanning cfanning@elitetest.com
Secretary: Ghery Pettit ghery@pettitemcconsulting.com

1. Attendees

SDECom members

Alistair Duffy	Ghery Pettit	Bob Scully	Ed Hare	Don Sweeney
Liuji R. Koga	Colin Brench	Mike Oliver	Don Heirman	Henry Benitez
John Norgard	Tom Braxton			

Excused

Dan Hoolihan Larry Cohen

Guests

Frank Sabath Joanna Hill Ross Carlton Jens Medler

2. Approval of Agenda

The meeting was called to order at 8:37 am and the proposed agenda was approved with no changes.

GENERAL ITEMS TO NOTE

3. Show IEEE Patent slides

Described to ensure that all attendees of the meeting are aware of obligations and expectations under IEEE rules.

ADMINISTRATIVE ITEMS FOR ACTION.

4. Minutes of the Previous Meeting

The minutes of the July 2016 meetings were approved.

5. Actions from the previous meeting

SDECom Minutes November 11, 2016

The ARs from the July meeting were discussed with the following outcomes:

AR 2016-10 Complete

AR 2016-11 Complete. All requests for changes to the web site should be made through Tom Braxton. All members are asked to review the web page for SDECom and note any needed changes or updates to Tom.

AR 2016-12 SACCom will discuss this in their meeting on November 11

AR 2016-13 A PAR is on the agenda for later in this meeting.

6. Policies and Procedures

The membership list was updated based on the P&P requirements. Ed Hare moved (and it was seconded) that the membership list as constituted be approved. The motion was approved.

7. Election of officers for 2017-2018

The P&P document requires that officers be elected for 2 year terms. The officers are:

Chair

Vice Chair

Treasurer

Secretary.

The Treasurer position may be held by one of the other officers and we have typically not had a Treasurer as we have no budget.

Section 3.1 of the P&P document defines the process for electing officers. An Election Officer runs the election and is appointed by the Sponsor Chair or by the IEEE EMCS BoD. As the current Secretary (Ghery Pettit) is not running for re-election, he has agreed to serve as the Election Officer, subject to approval of the Sponsor Chair (Alistair Duffy). Once approved he will send an email to the membership of SDECom looking for candidates who wish to run for the officer positions. 14 days will be allowed for these responses. Once the list is compiled a ballot will be emailed to the membership. 14 days will be allowed for responses. Approval voting is called for in the P&Ps and the candidate with the most votes will be declared the winner. It is expected that this process will be completed by the 1st of January, 2017.

8. To report on any Standards requiring management

3 PARs were discussed and voted on in the meeting.

The first relates to passive intermodulation test methods. The PAR was revised in the meeting. Bob Scully moved to approve the revised PAR (seconded) and the motion was approved.

The second PAR relates to unintentional stochastic radiators, which was presented in the July SDECom meeting by Professor Dave Thomas. This PAR was revised in the meeting. Don Heirman moved (and it was seconded) to approve the revised PAR. The motion was approved.

The third PAR was in a PDF file and was unable to be edited in the meeting. This PAR is for an update to Std 1128. Std 1128 deals with measuring absorbers mounted on metal surfaces and the PAR is for the purpose of amending the standard to increase the upper frequency limit from 5 GHz to 18 GHz. Don Heirman moved (and it was seconded) to approve this PAR and the motion was approved.

AR 2016-14 The Chairs of the working groups are to upload their PARs to MyProject.

SDECom Minutes November 11, 2016

9. **Reports from SDECom representation on other bodies**

To discuss items associated with C63

C63 met in Costa Mesa, CA on November 10. The meeting minutes will be circulated to SDECom when they become available.

Henry Benitez reported on his observations on C63 and a discussion ensued.

AR 2016-15 John Norgard, Don Heirman and Henry Benitez are to prepare a proposal on how to make our (SDECom) membership in C63 more effective.

To discuss items associated with joint work between Std 473 and C63.24

IEEE Std 473 deals with site surveys and C63.24 deals with in-situ immunity tests. Work is on-going to find common ground between these two standards.

IEEE SC2 WG2.16 (EMC Nuclear Standard P2425)

Mike Oliver reported on progress and problems associated with EMC in nuclear plant control systems (addressed in this standard).

10. **Reporting format for SDECom information to the BoD through the VP Standards**

Don Heirman reported on efforts to revise the format of reports to the BoD by the VP Standards. It may not be necessary to cover items that the BoD can't influence.

CLOSING ITEMS

11. **Any other business**

Don Heirman reported that a booth has been purchased and content for the booth has been prepared. Craig Fanning (current Vice Chair of SDECom) has the booth and materials. If it is needed for an event, contact Craig to have it shipped. Don Heirman has budget for the shipping expenses. Craig will need a point of contact and address for each event. Janet O'Neil will ask local organizers if they want the booth.

AR 2016-16 Craig Fanning to talk to the VP Conferences about plans for scheduling the booth.

12. **AR Review**

The ARs assigned in this meeting were reviewed and are listed here:

AR 2016-14 The Chairs of the working groups are to upload their PARs to MyProject.

AR 2016-15 John Norgard, Don Heirman and Henry Benitez are to prepare a proposal on how to make our (SDECom) membership in C63 more effective.

AR 2016-16 Craig Fanning to talk to the VP Conferences about plans for scheduling the booth.

13. The **next meeting** of the SDECom will be held on March 26, 2017 at 8:30am in Stuttgart, Germany

The meeting was adjourned at 12:02 pm (MST).