

MINUTES
ADMINISTRATIVE COMMITTEE
IEEE POWER ELECTRONICS SOCIETY
NATIONAL UNIVERSITY OF IRELAND, GALWAY
GALWAY, IRELAND
18 June 2000

Officers	
President Operations V.P. Meetings V.P. Treasurer Senior Past President Junior Past President Division II Director	Philip Krein Thomas Habetler Kevin Fellhoelter Arthur Witulski Thomas Jahns Jerry Hudgins Barry Brusso

Members at Large (and terms)		
1998-1999-2000	1999-2000-2001	2000-2001-2002
Jaime Arau Arthur W. Kelley Francesco Profumo Rene Spee J. Daan van Wyk Thomas G. Wilson, Jr.	Hirofumi Akagi Dusan Borojevic William G. Dunford Mark Jacobs Keyue Ma Smedley Katsuichi Yotsumoto	Jan A. (Braham) Ferreira D. Grahame Holmes Jose Antenor Pomilio Seth R. Sanders F. Dong Tan Tore M. Undeland

Operations Committees			
Asian Liaison Automotive Power Awards Chapter Development Computers in PE Constitution/Bylaws Education Activities ETTC European Liaison Fellow Evaluation History	Tatsuo Sakai Randy Frank Chris Riddleberger Jaime Arau Steven Leeb Keyue M. Smedley Dean Patterson John DeCramer Javier Uceda J. Daan Van Wyk Laura Steffek	Intersociety Liaison Long-Range Planning Membership/Publicity Newsletter Power Packaging Publications Region 9 Liaison Standards Transactions Electronic Media	Jerry Hudgins Thomas M. Jahns Enrico Santi Gene Wester Douglas Hopkins Francesco Profumo Miguel Velez-Reyes Jason Lai Arthur W. Kelley Arthur W. Kelley

Meetings Committees			
Meetings	Kevin Fellhoelter	Telecomm Energy	Robert Jurewicz
PESC Steering	Thomas Habetler		Mark Jacobs

President's Committee	
Nominations	Jerry L. Hudgins

PELS Administrative Office	
Administrator	Robert Myers
PELS Office	Lee Myers
PELS Representatives	
TAB New Technologies Directions Committee	Seth Sanders
TAB Public Relations Committee	TBD
Society on Social Implications of Technology	William E. Sayle
IEEE Press Books	William Hazen
TAB Transactions Committee	Arthur W. Kelley
TAB Newsletters Committee	Gene Wester
IEEE Standards Board	Jin-Sheng (Jason) Lai
TAB Intelligent Transportation Committee	Dean Patterson , Seth Sanders
GOLD Program	James Kokernak
PACE Representative	Robert Bruce
APEC Steering Committee	C. Mullet, F. D. Tan.
Past Presidents	
William E. Burns III (Council 1984-86)	Fred C. Lee (1993-94)
John Kassakian (Council 1987, Society 1988)	Thomas M. Jahns (1995-96)
Pierre A. Thollot (1989-90)	Jerry L. Hudgins (1997-98)
Thomas G. Wilson, Sr. (1991-92)	

ACTIONS and MOTIONS

Enrico Santi of the University of South Carolina was appointed PELS Membership Chair.

Steve Leeb was appointed Society Treasurer, succeeding Art Witulski, and will take office late in the year; meantime, Phil Krein, Jerry Hudgins and Bob Myers will handle PELS finances.

A separate line item in the 2001 Society budget of \$25,000 was approved to cover expenses of the Telecommunications Energy Subgroup.

A budget for 2001 was approved specifying that basic member dues remain at \$5 including online reception with a \$15 surcharge for hardcopy Transactions (or a total of \$20), a non-member per-page rate of \$325, a Transactions page budget of 1,500 and four 12-page Newsletters.

A pre-audit financial report for PESC'99 was approved, along with budgets for PESC'2001 and 2002 and an advance loan of \$20,000 for PESC'2001.

ACTION ITEMS

Dean Patterson will contact authors presenting tutorials at Society conferences to submit tutorial summaries for the PELS Newsletter and the Society web page.

Krein, Myers and Key Smedley will develop wording for a Bylaws amendment to permit non-voting membership on the AdCom of former Society Presidents.

Krein and Santi will work to get a Member Survey draft from Borojevic as the basis for a 2001 survey.

Jaime Arau, in consultation with the Awards Committee, will develop a program for regional speakers before local chapters and sections and will recommend implementation at the next AdCom meeting.

President Phil Krein convened the meeting at 11:08 a.m. and led a round of self-introductions (Attachment A).

Krein introduced a new action item on regional speakers, based on suggestions discussed by the president and Jaime Arau.

The agenda as presented was adopted (Attachment B), along with approval of the minutes as submitted, on a motion by Dean Patterson and a second by Randy Frank.

Krein announced the appointment of Tatsuo Sakai as new Asian Region 9 liaison and Miguel Velez-Reyes as Region 9 Liaison. He said J. Daan van Wyk had agreed to become the new PELS representative to EPE, succeeding John Kassakian. Rick DeDoncker noted that he, Braham Ferreira and Tore Undeland are active in EPE. Krein agreed that van Wyk will be the American liaison with Ferreira as the European representative.

Krein said a new membership chairman is being sought and asked that AdCom members contact him with any suggestions. Later in the meeting, he proposed that Enrico Santi of the University of South Carolina be appointed membership chair and **MOTION: Hudgins moved the appointment**, Jahns seconded and the motion was approved.

Steve Leeb will take on the role of Treasurer for 2001 but cannot assume the job until later in the year. Jerry Hudgins agreed to help and Krein said he and Bob Myers will handle routine matters.

Other appointments included three new members of the nominations committee – Kevin Fellhoelter, Jose Pomilio and Keyue Smedley.

A MOTION was made to approve all these appointments, seconded, and approved.

Action Items from February Meeting:

President Krein will appoint a new Asian Liaison and Region 9 Liaison – done.

Krein will name three new members to the PELS Nominations Committee – done

Dusan Borojevic will supply Krein an electronic copy of a membership survey form – Krein asked AdCom members to research their files for a hardcopy of the form so it can be modified and circulated.

Activity chairs will advise Treasurer Witulski of changes in programs which may impact the Society budget in 2001 and provide the Treasurer with budget requests for the next year – In progress

Arthur Kelley will develop a form and cover letter articulating a Society policy against submitting a paper under consideration for the Transactions to another publication – Kelley said he has advised all authors submitting papers that they must agree to the single submission policy.

Krein will contact Dean Patterson and Atsuo Kawamura to initiate a program for responding to inquires about power electronics technology – Some initial planning has taken place but nothing definitive has been developed.

An initiative will be developed under the supervision of Patterson to encourage and promote publication of one tutorial article in each issue of the Newsletter – Tutorials have appeared in recent issues of the Newsletter and it was suggested that authors presenting tutorials at conferences be encouraged to prepare articles for the Newsletter and the website summarizing their tutorials. A summary may also be included in the Transactions.

Kay Smedley will research the Constitutional and Bylaws implications of including past presidents of the Society as ex officio and non-voting members of the AdCom and will recommend any necessary actions - Myers presented a report prepared by Smedley noting possible changes to the Bylaws to reflect the membership status of past presidents (Attachment C). Krein suggested that the matter be left as is and that he, Myers and Smedley will determine if a change is necessary and to make a recommendation to the AdCom at its next meeting.

President's Report (Attachment D)

Krein said an intersociety meeting will be held 24 June in Vancouver, British Columbia. The agenda includes a cooperation agreement between four societies, joint publication programs and possible group membership arrangements. The group membership question will be covered in the long-range planning report.

The president reported that the Society's growth rate of 5.8 percent puts PELS in the top five Societies in the rate of membership expansion.

He said preliminary figures show about 17 percent of PELS members have taken advantage of unbundling to receive the Transactions via electronic format and to discontinue hardcopy Transactions. However, with the change, there has not been a great change in the membership growth percentage with PELS maintaining a growth in the 5+ percent range.

Krein listed items of news from IEEE.

1. Electronic publications are the hot issue this year.

2. The flagship product line, IEEE Xplore, is up and running.
3. Single-article sales is a current issue.
4. Improved support and authoring tools for publications
5. Conference publications

The IEEE financial model was reviewed with these comments:

1. The societies are the major income source for IEEE and also are the major users of services.
2. The new model needs to balance income and expenses while encouraging responsible business practices by every IEEE group.
3. There are many vested interests among entities in IEEE and any new model will find detractors as well as supporters.

Krein said the planned Department of Energy Competition to develop an inverter design for fuel cell systems is moving ahead with new interest by schools (Attachment E). The department has made prize money available, and the \$50,000 first prize will be supplemented by \$25,000 from the Department of Defense for other awards. The Industrial Electronics Society has joined PELS as a co-sponsor and the Industry Applications Society is conducting a ballot and can be expected to approve the program. [Subsequent to the meeting, this approval was confirmed.] Rik DeDoncker asked if the competition should be expanded to a worldwide plan based on IEEE's role as a multinational organization. The issue also involves the ability of U. S. government agencies to make an international award, Krein said, but suggested that future competitions be specified as international in nature. The possibility of using PELS funds and encouraging funding support from other IEEE societies was discussed as one way to help support a follow-on international competition for 2002.

Responding to a review of the adopted motion at the February AdCom meeting specifying conditions for the competition plan, Krein said some conditions had been met and others are still under consideration. He added a workshop may be scheduled for involved schools to explain all ground rules and conditions. The possibility of PELS funding any program was described as questionable for 2001 because of the IEEE policies, approval process and criteria for the awarding of prizes.

A suggested plan for a regional speakers list for appearances at local chapter or section meetings, Krein said, would not involve any financial support and would serve chapter needs. He explained that the Distinguished Lecturer program is limited because of travel schedules and availability of individuals. The regional program would be less formal. DeDoncker said perhaps a chapter exchange speaker program could serve a purpose. Jahns said a more formal, structured program would be more effective. Franco Profumo proposed that a structured list of available and qualified speakers be developed for use throughout a region (e.g., Europe, Region 5, etc.). Krein recommended he and Jaime Arau work out a plan to include speakers who might be recommended by a chapter and/or might be a former Distinguished Lecturer. **ACTION: Arau will develop a program for regional speakers in consultation with the Awards Committee and will make a formal recommendation to the AdCom at its next meeting.**

Treasurer's Report

Krein reported for the resigned Art Witulski and recommended the following for the year 2001:

- No change in member dues rates (\$5 for regular members, \$15 for Transactions).
- A non-member per-page rate of \$325 for publications, an increase from \$295.
- The Newsletter budget will remain the same in 2001 with 1500 pages and the page count will stay at 12 pages each for four issues of the Newsletter.

Krein recommended a separate line item for the Telecommunications Energy Subgroup to cover items outside the scope of conference budgets and to be included as Subgroup expenses. Krein said PELS always has honored reasonable expenditures which are funded from the INTELEC surplus but approval of a line item will expedite any funding request. **MOTION: Hudgins moved adoption of a line item for the 2001 budget of \$25,000.** Habetler seconded and the motion received unanimous approval.

Krein introduced a budget program for 2001 based on 1999 performance and anticipated activities (Attachment F). He said as of February 29, PELS net worth was \$1,417,000, compared with \$1,256,000 a year earlier. The 2001 budget calls for income of about \$971,000 and expenses of approximately \$852,000, or a surplus of \$119,000. With this surplus, the Society has a net worth to cover 20 months of expenses. For 2000, the projected surplus will be \$138,200 but IEEE has said some activities are "at risk" because of potential expenses, leaving a potential new net of \$55,400. The projected 2001 budget suggests a surplus of \$118,000. The one change is a transfer of \$25,000 from AdCom expenses to the Telecommunications Energy Subgroup – as approved by the AdCom – instead of the \$12,000 listed as conference related.

MOTION: Jahns moved the approval of the budget as submitted with the change increasing the allocation to the Telecomm Energy Subgroup of \$25,000, as opposed to \$12,000. Patterson seconded. **MOTION: Hudgins moved the basic member dues for 2001 remain at \$5 including electronic reception of the Transactions, with a surcharge of \$15 for hardcopy Transactions, increasing non-member per-page rates of \$325 for publications and a Transactions page budget of 1,500 and four 12-page Newsletters.** Riddleberger seconded. Both motions were approved by unanimous vote.

Operations

Habetler introduced two motions recommended by the PESC Steering Committee for approval by the AdCom:

- Approval of a pre-audit financial report for PESC'99 (Attachment G).
- Approval of a preliminary budget for PESC'02 and an advance of seed money of \$20,000. (Attachment H)

The motions, coming from a standing committee and not requiring a second, were approved.

PESC'01 – Bill Dunford introduced a budget for the Vancouver conference and several changes were recommended (Attachment I). The budget won AdCom support with amendments included.

Long-Range Planning

Jahns talked of suggestions for changes in PELS services and programs. First, he proposed the possibility of a Power Electronics Letters as an electronic format publication with speedy turnaround of one-to-two months. The publication would be a first step in the conversion of the PELS Newsletter into a magazine, thus making both publications more appealing to members and prospective members. Habetler suggested that conversion to a magazine should be the preferred choice as opposed to an interim step. Krein said five IEEE journals are publishing power electronics papers in volume and IEE is producing Electronics Letters, with significant power electronics content. DeDoncker pointed out that other non-IEEE organizations also are involved in publishing power electronics materials.

Development of a magazine is an expensive proposition and needs to be carefully considered, Jahns said. He said the Society should look closely at the experience of the Industry Applications Society which began producing a magazine about five years ago. Krein wondered if a joint magazine on power electronics published by several societies (e.g., IAS, IES, PELS, perhaps PES) would be a preferable step. Hudgins said the key question would be cooperation by other societies, notably IAS. Questions involve content and approach and Hudgins said a power electronics magazine could include technical articles but that society news might remain in a Newsletter. Habetler disagreed, saying a magazine should replace the Newsletter. Randy Frank offered the idea of a magazine style publication in electronic format.

Krein said he will outline the idea of a power electronics magazine to the Intersociety Committee, meeting in Vancouver, British Columbia later in the week, to assess the interests of others. If there is enthusiastic response, a joint effort may be initiated. If response is lukewarm, he said PELS should move ahead on its own.

Jahns suggested that each program track at PESC evolve into a Society technical committee with the track chair serving as a TC committee chair for a term of only one year. Committee members would be available as reviewers for the Transactions, handling papers pertaining to a specific technical area. The plan covers review tasks but would be encouraged to expand their activities to include workshops or rap sessions or study groups. A question: Should committee chairs be appointed by the PESC chair or should they be elected by committee members? Habetler suggested that chairs be appointed as a start. Krein proposed selecting several topic areas and developing committees to establish model program.

Technical areas put forward by Jahns included controls, modeling and analysis, DC power supply systems, rectifiers and inverters, motor drives and motion control systems, power devices and components, transportation, telecommunications, electronic transformers, computers in power electronics, power electronics packaging and education. Frank noted an omission – portable power.

Krein said six technical committees already exist – transportation, telecommunications, computers in power electronics, power electronics packaging, electronic transformers and education. He recommended gearing up committees in controls, modeling and analysis, DC power supply systems and motor drives and motion control systems. Finally, he proposed that the Long-Range Planning Committee, meeting at the PESC conference in Galway, develop a plan with committee scope and seek logical chairs as a starting point. Jahns agreed, noting the initial committees will help establish procedures and programs. Krein said the program could make matters more official and to take advantage of structures in place.

Publications

Transactions – Arthur Kelley said he has updated the PESC database and is keeping all material in electronic format, even sending a standard-mail response assigning numbers and acknowledging receipt. He said he believes he has achieved 90 percent of the changes he has planned (Attachment J). For reviewers, he said he posts papers on the web in a password-protected file for easy and fast retrieval. He said he is encouraging submission submissions in pdf format – and although most papers still arrive in hardcopy format he anticipates a complete conversion to electronic submission in the next several years.

Three of the six 2000 issues have been published with a total of 600 pages against a page budget for the year of 1,500. With an increased efficiency in paper handling, Kelley anticipates the page budget should be feasible. He noted that in retrospect the Society made a mistake to increase the page count for the first year of an editor's tenure as there is a natural slowdown during an adjustment period.

Kelley said he has invited associate editors to accept specific papers and this seems to have encouraged AEs to take a range of papers instead of just favored topics.

He requested a separate e-mail address and ISP for the editor to avoid running through an organization's account. Krein suggested he contact IEEE to determine if the Institute can provide this needed support.

Krein said two publications issues face the Society as ongoing matters – paper quality and development of an expanded reviewer database to encourage member preference for the Transactions.

Kelly recommended a one-year overlap in the succession of Transactions editors, with the incoming editor beginning to process papers six months prior to taking over and the outgoing editor continuing to process pending papers six months after his official departure.

Newsletter – Gene Wester asked for contributions to book reviews, taking note of a review in the latest published issue. The editor noted a delay in hardcopy printing, saying bulk shipments to Myers and him arrived a month prior to members receiving their individual copies. He said he will contact IEEE to determine why the delay in Newsletter distribution.

Electronic Media – Kelley said he is maintaining the webpage with the Newsletter as it is published, the AdCom minutes and other items of interest. He plans to post the PELS

membership file on the web. Responding to a question, Kelley said he would welcome the appointment of a new electronic media editor as his Transactions load keeps him busy. Krein asked for suggestions for a new editor.

IEEE Press – Myers distributed a written report from Press Liaison Bill Hazen (Attachment K).

Awards

Chris Riddleberger said awards at the Friday PESC luncheon will be presented to winners of the William E. Newell, Distinguished Service, Richard Bass Outstanding Young Power Engineer, best papers in the Transactions, new Fellows, Millennium Medallion winners and the recipient of the best chapter award.

Chapters

Jaime Arau outlined developments in chapter activities, including new chapters in Croatia, Argentina and Spain and two planned student chapters in Mexico (attachment L). He said he is tracking interest with members to create PELS chapters or joint chapters with other societies.

Computers in Power Electronics

Steve Leeb said arrangements are in place for a July workshop at Virginia Polytechnic Institute in Blacksburg, VA. He said a committee has been formed to develop a proposal for a special issue of the Transactions.

Automotive Power Electronics

Frank said a workshop scheduled for the fall has the support of the Society of Automotive Engineers, MIT and the University of Michigan, Dearborn. Franks aid the SAE has developed interest in the 42-volt question and has made efforts to assume control of the issue. The MIT Consortium and IEEE have welcomed the participation of SAE but have resisted any takeover attempt.

Education

Patterson said a meeting is scheduled during the week at PESC to review topics ranging from the Department of Energy Challenge to new videotape activities.

He said Tore Undeland asked if PELS could provide some financial support for an E-TEM2 workshop scheduled 14-16 March, 2001, in Liege, Belgium. The workshop, with basic sponsorship by the European Power Electronics Association, deals with tomorrow's education in electrical engineering. Krein suggested the Society can provide technical sponsorship to provide program, publicity and publications support but not funding. He further suggested that PELS might supply some travel support for speakers.

MOTION: Patterson moved technical support of the workshop, Hudgins seconded and the motion was approved.

Intersociety Agreement

Krein reported an Intersociety Agreement among four societies - PELS, IAS, IES, PES – is under development and will be discussed at an Intersociety meeting in Vancouver the end of this week (Attachment M). Provisions of the agreement would include joint membership in all four societies, encouraging development of new chapters and joint chapters, online access to publications and similar activities. Krein said he was uncertain about one provision that implies merging of chapters sharing similar geographic boundaries.

Ferreira asked if a cooperative agreement could be a possibility between IEEE and EPE. Jahns encouraged movement toward that cooperation and Krein suggested that the Society's EPE representatives pursue the issue with that organization. The president said sister society courtesies and financial participation in conferences or workshops were two potential avenues to initiate cooperation.

Asian Liaison

New Asian Liaison Tatsuo Sakai was delayed in arriving in Ireland but presented a written report after the meeting (Attachment N).

PACE Report

Robert Bruce was absent but in an e-mail message asked that his report in the April PELS Newsletter be included in the minutes (Attachment O).

Next Meeting

The AdCom will hold its fall meeting Sunday, 10 September, at the Hyatt Regency Hotel in Phoenix. on the opening day of INTELEC. Preceding the AdCom will be a meeting of the PELS Meetings Committee.

Adjournment

The meeting was adjourned at 5:31 p.m.

Submitted,

Robert Myers
PELS Administrator