

IEEE POWER ELECTRONICS SOCIETY

October 8, 1995

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**MINUTES
IEEE POWER ELECTRONICS SOCIETY
ADMINISTRATIVE COMMITTEE**

Date: Sunday, October 8, 1995

Location: Grosvenor Resort, Orlando, Florida USA

Committee Membership (those attending in bold)

Officers

President Administrative V.P. Technical V.P. Secretary Treasurer Past President	Thomas Jahns Balarama V. Murty Deepak Divan Joseph Thottuvelil Jerry Hudgins Fred Lee
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Members at Large (and terms)

1993–1994–1995	1994–1995–1996	1995–1996–1997
Kevin Fellhoelter Tamotsu Ninomiya Chris Riddleberger William E. Sayle Nagataka Seki George C. Verghese	Gerry Hurley Atsuo Kawamura Arthur W. Kelley Piero Maranesi Dean Patterson Robert V. White	Milan Jovanovic Philip T. Krein Martin F. Schlecht David Torrey Javier Uceda Jacobus Daan van Wyk

Administrative Committees

Asian Liaison Awards Chapter Development Constitution/Bylaws European Liaison Fellow Evaluation Finance	Katsuichi Yotsumoto Thomas G. Wilson, Sr. William G. Dunford George C. Verghese Javier Uceda John Kassakian Jerry Hudgins	History Intersociety Liaison Membership/Publicity Newsletter Publications Transactions	Philip Hower Mehrdad Ehsani Dushan Boroyevich Harry A. Owen, Jr. Philip T. Krein Richard Hoft
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Technical Committees

Automotive Power Computers In PE Education Activities Transformers	Randy Frank Seth Sanders Thomas Habetler Rohn Grant	Meetings Standards Telecomm Energy Thomas Taylor	Thomas Latos Jin-Sheng Lai Mark Jacobs
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President's Committee

Nominations	Fred Lee
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PELS Representatives

USAB-PACE TAB New Technologies Directions Committee	Deepak Divan	TBD
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TAB Public Relations Committee	Dushan Boroyevich
Superconductivity Committee	M.H. Kazimierczuk/M.H. Rashid
Society on Social Implications of Technology	William E. Sayle
TAB IEEE Press Committee	Arthur Kelley
TAB Transactions Committee	Richard Hoft
TAB Magazines Committee	Harry A. Owen, Jr.
TAB Newsletters Committee	Harry A. Owen, Jr.
TAB Committee on Design & Manufacturing Engineering	Thomas G. Wilson , Jr.
Engineering Skills Assessment Program	Thomas G. Habetler
IEEE Standards Board	J-S Lai
SAE Aerospace Liaison	Philip Thibodeau
TAB Intelligent Transportation Systems Committee	Balarama Murty/Thomas Jahns
APEC Steering Committee	Thomas Latos/Gerhard Franz
International Committee on Power Electronics Coop.	TBD
Electronic Media Editor	Kevin Hurst

The meeting, with a quorum in attendance, was convened at 8:03 a.m. by President Tom Jahns. Minutes of the June 18 meeting in Atlanta were approved as submitted, as was the agenda for the present meeting.

MOTIONS

Approved a Society budget for 1996, including adding a \$2,000 line item for an unspecified student program and activities.

Approved an allocation of \$500 per chapter per year upon request.

ACTION ITEMS

- 1. A volunteer will be sought to represent the Society to the IEEE Center for the History of Electrical Engineering.**
- 2. Balarama Murty will spearhead development of a detailed student challenge proposal for the March AdCom meeting and will seek to recruit AdCom and other members.**
- 3. A new Technical Interest Profile survey will be published in the Newsletter, included in conference registration packages and mailed to new members.**
- 4. Jerry Hudgins will investigate options available to the Society in long-range investment policies and determine whether PELS can diversify any investments.**
- 5. Dick Hoft will look into the possibility of color in Transactions printing.**
- 6. Myers will report to IEEE the results of the election of PELS officers and AdCom members.**
- 7. Murty will ask Automotive Power Electronics Committee Chair Randy Frank to supply the PELS Newsletter a call for papers for a 1996 workshop.**

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8. Matt Wilkowski and Bob Beers were appointed Chair and Vice Chair, respectively, of the Electronic Transformers Technical Committee for 1996.

9. Pending concurrence of Awards Chair Tom Wilson, a Fellows search subcommittee was established as part of the Society Awards Committee.

10. Myers and Dushan Boroyevich will supply Jaime Arau membership materials for use in Region 9.

11. All AdCom members and chairs are to provide 1995 activity summaries and 1996 plans to Myers for the Society Annual Report by November 30.

Actions assigned at the Atlanta meeting were reviewed:

1. Deepak Divan was to work with Doug Hopkins and Daan van Wyk on forming a power electronics packaging technical committee and 2. Hopkins and van Wyk were to develop a formal proposal for such a committee - deferred until later in the meeting (see Technical Committee Reports).

3. Phil Krein will appoint an Electronic Media Editor to manage the Society's World Wide Web Home Page - Kevin Hurst of Georgia Tech was introduced and affirmed in the post.

4. John Kassakian was to be asked to look into Society support of the IEEE Center for the History of Electrical Engineering - Kassakian said commitments prevented his taking the assignment and Jahns said another representative would be sought.

5. Murty and Mehrdad Ehsani were to begin developing a detailed proposal for a PELS-sponsored student challenge contest - the project was put off until the next meeting and Jahns said others would be asked to participate with discussion centered via e-mail and on areas ranging from student paper contests to project contests like the long-popular micro-mouse competition.

MOTION: Krein moved that a \$2,000 line item be added to the 1996 Society budget to fund unspecified student activities, programs and projects. Fred Lee seconded the motion. George Verghese and Jerry Hudgins questioned whether there should be a formal proposal, then funding, rather than the other way around as proposed. Jahns directed the student effort, headed by Murty, to have a detailed proposal for the next AdCom meeting in March. The motion was approved 10-8.

6. Divan was to complete development of a Technical Interest Profile (TIP) survey - The survey form was circulated to the AdCom members attending for final comments and will be published in the Society Newsletter, included in registration packets at PELS-sponsored conferences and mailed to new members of the Society. The procedure will go into effective immediately.

7. Dushan Boroyevich will complete a new PELS membership brochure - The brochure is being printed. Boroyevich said it will be completed in time for INTELEC'95 in The Netherlands. The brochure will include a master IEEE membership application form as an insert. The brochure will be used at conferences, at events with potential members attending and in membership campaigns

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ETTC Operating Manual - An operating manual for the Electronic Transformers Technical Committee was submitted for approval. Jahns said he had reviewed a proposed document and returned it to the ETTC for action. Rohn Grant said the manual is going through some final "housekeeping" alterations and will be distributed to the AdCom in advance of next March's meeting for hoped-for approval (Attachment A).

Budget - Hudgins presented a final 1996 budget and **MOTION: moved for approval of the budget.** Grant seconded and the budget was approved (Attachment B).

OFFICER REPORTS

President

1. International Conference on Electric Machines and Drives - Jahns reviewed background of a proposed conference initiated by the Power Engineering Society. He described a meeting during PESC in Atlanta involving representatives of PELS, Industry Applications Society (IAS), Industrial Electronics Society (IES) and Power Engineering (PES) where, it was believed, a compromise was developed with a conference co-located in the same city and time as APEC. Co-location, he said, would permit some crossover between conferences. The Power Electronics Society rejected the compromise and announced plans for a first stand-alone machines and drives conference in 1997. IAS, PELS and IES withdrew and PES was asked to reconsider. A PES representative, Jim Oliver, will join discussions at motors and drives committee meetings at IAS during the forthcoming week.

2. IEEE Power Targeted Publications Package - Jahns explained that IEEE has begun bundling publications within specific technologies to sell to companies and other entities wanting particular subject areas. The president recommended participating in the program and there was general approval from the AdCom.

3. 1996 Appointments - **ACTION: Appointed chairs and officers are asked to notify President Jahns if they do NOT plan or wish to continue in office.** Silence will indicate willingness to continue, Jahns said.

4. Growth Brainstorm Session - Jahns announced an informal brainstorming session on the future of the Society immediately following the AdCom meeting in another room of the hotel. (The meeting generated a range of comments and suggestions covering technical committees to conferences, student programs to Transactions to AdCom structure (Attachment C).

Administrative Vice President

Murty said his activities had concentrated on organization and planning of the Power Electronics, Drives & Energy Systems for Industrial Growth Conference (PEDES'96) co-sponsored by the Society and scheduled for New Delhi, India, next January 8-11 (preliminary program is Attachment D).

Technical Vice President

Divan reported his thrust had been to align technical committees with specific topic areas and to select strategic subjects for development of future technical focus. He also has been heavily involved in PEDES'96 planning.

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Jahns, noting both Murty and Divan conclude their terms as vice presidents at the end of 1995, saluted their accomplishments and contributions and led a round of applause.

Secretary - No report

Treasurer

Hudgins introduced a financial position statement for the Society noting a net worth as of September 1, 1995 of \$474,410, compared with \$455,120 a year earlier (Attachment E). Discussion centered on the long-term investment policies of the Society and IEEE and **ACTION: Hudgins will contact IEEE to determine any options on investment programs and procedures, notably if the Society can diversify some of its investments, if it should wish.** With Hudgins stepping down as Treasurer after eight years in the job, Jahns made favorable note of his contributions and initiated applause.

COMMITTEES AND SPECIAL FUNCTIONS

Meetings

Tom Latos announced the Meetings Committee had awarded PESC'01 to the University of British Columbia in Vancouver. He said it took two ballots to collect a 75-percent return and he asked AdCom for guidance on what is a satisfactory return on mail votes. Consensus centered on a response of approximately 75 percent.

The 1995 conference year was a good one for the Society, Jahns reported, with APEC and PESC drawing positive turnouts and presenting strong programs. Both conferences anticipate financial surpluses. Prospects for INTELEC'96 in The Hague the end of October-first of November are equally excellent.

Publications

Krein reported the number of Associate Editors of the Transactions has increased to 12 and the number of reviewers also is up. Notices in the Newsletter and elsewhere have generated response and the Society lists 308 names on its reviewer list - more are needed, he said, to generate faster turnover of papers.

The chairman said there has been steady progress to reduce the backlog of manuscripts in the pipeline for review and publication.

The Society has an Electronic Media Editor to handle the new World Wide Web Home Page established by PELS. He is Kevin Hurst of Georgia Tech. The web page will concentrate on links to technical programs with material advertising and promoting the Society and membership, publications and membership services. Future expansion calls for conference abstracts, conference registration, electronic student programs and member lists, plus paths to the full range of available IEEE services and programs.

Transactions

Dick Hoft introduced his Transactions Editor report providing statistics on activities and progress since last summer (Attachment F). He said he had developed a new paper review form for the Transactions (Attachment G including the previous form).

Hoft said he has initiated a new policy of writing letters to authors six weeks after they have been notified of acceptance of their papers or acceptance with changes and

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advising them that if there is no response to requests in another six weeks the paper will be dropped. Results have been gratifying with a major increase in early responses.

The editor noted a letter in Attachment F from Bruce Eisenstein, IEEE Vice President of Technical Activities, encouraging IEEE-wide publication of more application papers.

Hoft said he was disappointed in the number of papers resulting from INTELEC but said a new Associate editor, Joe Suozzi, was generating some activity. Chris Riddleberger said the subject would be addressed at the INTELEC Conference Executive Committee and Advisory Committee meetings during INTELEC'95.

Krein and Hoft said the time lag between manuscript submission and publication is in the review process and the only way to correct that is to expand the reviewer list, which is under way. Hudgins commented that many industry members of the Society are not contributing to the Transactions and Krein said that circumstances could be corrected in part by technical committees generating papers. Verghese encouraged broad notification of authors at Society conferences and suggested conference program committees identify and pursue top paper candidates, most effectively through session chairs. Van Wyk said topic chairs involved in the review process should be asked to flag digests which offer potential Transactions material. Harry Owen said he would include information in the Newsletter, including a how-to-submit article. Noting that the Eisenstein letter (see Attachment F) encouraged the use of color printing, the AdCom asked Hoft to **ACTION: investigate the use of color in the Transactions.**

Awards

Owen, in the absence of Tom Wilson, said the Society Awards Committee met at PESC in Atlanta with Pierre Thollot, Fred Lee, Wilson and himself attending. A fifth member, John Kassakian, could not attend. Jahns suggested the Awards Committee assume responsibility for identifying new, potential Distinguished Lecturers.

Administrator

Bob Myers introduced an activity report (Attachment H) and drew attention to the new e-mail alias address on the Internet which allows one-message communication with all AdCom members on e-mail. He asked any member who has not supplied his individual e-mail address to provide the information so it can be added.

Nominations

Lee announced the results of the AdCom election:

President	Tom Jahns (re-elected)
Administrative Vice President	Arthur Kelley
Technical Vice President	Jerry Hudgins
At-Large AdCom members	Deepak Divan
	Mark Jacobs
	Balarama Murty
	Tamotsu Ninomiya
	Chris Riddleberger
	Katsuichi Yotsumoto

Myers said ballots were received from 89 percent of eligible voters. **ACTION: Myers**

will communicate results to IEEE Technical Activities.

TECHNICAL COMMITTEES

Automotive Power Electronics

ACTION: Murty will contact Randy Frank to obtain calls for papers for the 1996 Automotive Power Electronics Workshop October 24-25. One copy of the call will be provided the Society Newsletter.

Computers in Power Electronics

Jahns noted a special issue of the Transactions is under way spurred by papers presented at the 1994 workshop in Quebec. The next workshop is planned in the summer of 1996 in Portland, Oregon.

Education Activities

Tom Habetler said the IEEE has become a member of the International Association for Continuing Education and Training and has established a means to offer academic Continuing Education Units (CEU) for conferences and other educational meetings (Attachment I). There will be a charge of \$5 per person for those requesting credits at a conference. **ACTION: The CEU program at PELS conferences will be implemented under the guidance of the Meetings Committee.**

Electronic Transformers Technical Committee

Grant reported on standards activities in which the committee has been involved (see Attachment A), clicking off progress on submitted-for-balloting Standard 389 recommending practice for testing electronic transformers and inductors and progress toward a vote on Standard 449 ferroresonant voltage regulators. He said a revised PAR for Standard 393 covering test procedures for magnetic cores will be resubmitted to the IEEE Standards Board in December. Scheduled for consideration by the end of 1996 are revisions to Standard 436, IEEE guide for making Corona (partial discharge) measurements on electronics transformers, and to Standard 388 on transformers and inductors in electronic power conversions equipment.

Grant said he would complete a two-year term as committee chair - the maximum term by tradition - at the end of 1995. ETTC members have recommended Matt Wilkowski as the new chair and Bob Beers as vice chair. **ACTION: Jahns accepted the recommendations and appointed Wilkowski and Beers, effective January 1, 1996.**

Standards

Jason Lai said the only standards activity among Society committees has taken place in the ETTC. He said the Society needs to generate activity and Murty and Divan recommended efforts be undertaken to attract those with needs for standards (e.g., applications, design engineers). Divan suggested the Society may wish to appoint liaisons to standards-writing bodies in other organizations. Grant echoed the suggestion with a comment that cross-fertilization in standards work is vital for survival and participants must include representatives from regulatory agencies (e.g., UL, DoD) and grass roots groups as well as the engineering profession.

Packaging

Two action items on a packaging program from the June meeting and deferred from the

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start of this meeting were introduced, along with a proposed committee action and structure prepared by Doug Hopkins of the State University of New York, Binghamton (Attachment J). Jahns reviewed the Hopkins plan, noting it calls for a joint committee with the IEEE Components, Packaging and Manufacturing Technology Society and the Power Sources Manufacturers Association and saying CPMT already has approved the program and PSMA has given preliminary approval. Van Wyk said he had passed along his input to Hopkins and his views were included in the proposal. He added that the committee apparently will proceed with or without PELS blessing and he favored Society support.

During discussion, the suggestion was made to include devices along with circuits in the scope of the committee. Two other areas of concern emerged: 1. The AdCom preference for a single mission statement rather than separate statements for each sponsor and, 2. The proposed committee structure. An initial motion was offered by Divan: **MOTION: The Society approves a joint packaging committee concept with the Technical Vice President and van Wyk working with Hopkins.** Hoft seconded the motion. The motion was withdrawn and substituted with another proposed by Kassakian: **MOTION: The Society supports in principle a joint committee focusing on the technical topic of packaging and designates representatives of PELS to work with Hopkins and designated members of other sponsoring organizations to address issues of mission and organization.** The motion was seconded by Hoft and approved. Jahns appointed the Technical VP and van Wyk to participate in committee development.

TECHNICAL INTEREST GROUPS

Telecommunications Power

Riddleberger said the U.S. Patent Office has approved the registration of the INTELEC name and the specific symbol ® can be used with the name. Final action is pending on registering the INTELEC logo and a favorable result is expected soon.

Riddleberger said INTELEC'95 is on schedule for success with more than 400 technical papers received.

After a luncheon break, President Jahns introduced Barry Brusso, President of the Industry Applications Society, who welcomed AdCom members and invited them to participate in the IAS convention being held during the week.

Chapter Development

Bill Dunford said several new chapters are in organizational stages - Vancouver, Quebec and possibly Boston. Dean Patterson said steps are being taken to develop a chapter in Melbourne.

While funds are available to new chapters in stages of formation, Dunford said the Society should consider financial support to existing chapters. **MOTION: Dunford moved that up to \$500 per year be authorized for each existing PELS chapter upon receipt of applications documenting to need.** Kassakian seconded the motion. No specific projects or activities were included and Mehrdad Ehsani said requests should be judged by the Chapter Development Chair or a committee, if one exists.

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Money is available, Ehsani said, but Chapters must formally request it and funds cannot be used to replace rebates from sections.

Constitution/Bylaws - No report

Fellow Evaluation

Kassakian said he is awaiting results from a single 1995 Society-approved Fellow nomination to IEEE. He urged the Society adopt an aggressive stance in developing Fellow nominations and he and Jahns said several societies operate Fellow search committees. **MOTION: Lee moved the establishment of a PELS Fellows search committee.** The motion was seconded by Hoft. Kassakian recommended instead that the Awards Committee Chairman Tom Wilson be consulted first and that Fellows search be a subcommittee of the Awards Committee. Lee withdrew his motion with Hoft's concurrence and the AdCom by consent recommended a Fellows search subcommittee. **ACTION: Murty will advise Wilson of the AdCom action.**

History

No report. Owen suggested that Jerry Foutz, former Society Historian, succeed Phil Hower who had advised he will withdraw.

Intersociety Liaison

Ehsani reported no activity and said he understood his function to be a reactive one as required or advised by the AdCom. Verghese said the Bylaws specify the Technical Vice President as chair of the Intersociety Liaison Committee and recommended that future appointments reflect this provision or the Bylaws must be amended.

Asian Liaison - No report.

European Liaison - No report

Region 9 Liaison

Jaime Arau submitted a written report (Attachment K) and, in part, requested a list of PELS members in the region - **ACTION: Myers will ask IEEE to send Region 9 PELS members directly to Arau.** He also requested copies of the new PELS membership brochure and **ACTION: Dushan Boroyevich will supply him with 50 copies initially with more available on request.** He also asked expansion of a Society Distinguished Lecturer program to Latin America.

Membership and Publicity

Boroyevich's report (Attachment L) specified that membership statistics have not been available from IEEE because of computer problems. Habetler and Myers said they begun receiving member disks again after about a year's hiatus and **ACTION: Myers will send Boroyevich his current material and ask IEEE to send disks to Boroyevich rather than Habetler.**

Boroyevich said a quantity of 500 copies of the new membership brochure will be air shipped to The Hague this month for INTELEC'95 and several hundred copies will be sent to New Delhi later for the PEDES'96 conference in January. Five hundred copies will be shipped to Myers to support membership efforts.

Graphic materials for the Society display booth are still in preparation and will be ready

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for APEC'96 next March.

Boroyevich suggested the Newsletter publish an article on how to use the PELS World Wide Web Home Page. Owen said he would include an article in the winter issue.

Newsletter

Owen said the fall issue of the Newsletter is on the press and will be distributed this month. He encouraged AdCom members to send him any news of the Society and activities (he said he is using the PELS e-mail alias to request material).

COMMITTEE REPRESENTATIVES

Aerospace - No report

Design Manufacturing Engineering - No report

Engineering Skills Assessment Program - No report

IEEE Press Books

Bill Hazen, although absent, submitted a report (Attachment M) requesting the Society promote a new Press Book with a review in the Newsletter. Owen agreed to a review. To an inferred suggestion the Newsletter carry free advertising for the book, Owen said paid advertising was not accepted and another form of promotion might be more appropriate, such as the requested review or a news item announcing publication.

Standards

Lai reported IEEE Standards has announced the delivery of a standards process automation system (SPAsystem) designed to automate the standards development and delivery process (Attachment N). Through on-line process, he said, SPAsystem will 1. Enhance the standards development process and 2, allow IEEE societies to become part of an on-line database of standards.

New Technologies Directions Committee

Jahns emphasized the need to identify "hot" new technologies for submission to IEEE by a November 30 deadline.

Society of Social Implications of Technology

Bill Sayle did not attend but submitted a written report on the SSIT's activities in 1995 (Attachment O).

Superconductivity

Murty said he has arranged a contact between the Superconductivity Council President and Muhammed Rashid, one of the PELS representatives to the Council. He said a report would be submitted for the next AdCom meeting.

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OTHER BUSINESS

Annual Reports

All officers and committee chairs are asked to submit 1995 activity summaries and prospects for 1996 to Myers by November 30 so the Society Annual Report can be prepared by the end of the year. Reports can be filed by mail or fax or by e-mail, using the Society alias - pe.adcom@ieee.org or to Myers' e-mail: bob.myers@ieee.org

1996 AdCom Meeting Schedule

March 3, 1996	San Jose, California	APEC'96
June 23, 1996	Bavena, Italy	PESC'96
October 6, 1996	Boston, Massachusetts	INTELEC'96

ADJOURNMENT

The meeting was adjourned to the informal brainstorming session at 2:56 p.m.

Submitted,

Joseph Thottuvelil
Secretary

Robert Myers
PELS Administrator