

**IEEE Power Electronics Society Adcom**

**June 23, 1996**

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**MINUTES  
THE ADMINISTRATIVE COMMITTEE MEETING  
IEEE POWER ELECTRONICS SOCIETY**

**Grand Hotel Dino**

**Baveno, Italy**

**June 23, 1996**

**Committee Membership (those attending in bold)**

Officers	
<b>President</b> <b>Administrative V.P.</b> <b>Technical V.P.</b> <b>Secretary</b> <b>Treasurer</b> <b>Past President</b> <b>Division II Director</b>	<b>Thomas Jahns</b> <b>Arthur Kelley</b> <b>Jerry Hudgins</b> <b>Joseph Thottuvelil</b> <b>Rene Spee</b> Fred Lee Pierre Thollot

Members at Large (and terms)		
1993-1994-1995	1994-1995-1996	1995-1996-1997
<b>Gerry Hurley</b> Atsuo Kawamura <b>Arthur W. Kelley</b> <b>Piero Maranesi</b> <b>Dean Patterson</b> Robert V. White	Milan Jovanovic <b>Philip T. Krein</b> Martin F. Schlecht <b>David Torrey</b> <b>Javier Uceda</b> <b>J. Daan van Wyk</b>	Deepak Divan Mark Jacobs Balarama Murty <b>Tamotsu Ninomiya</b> Chris Riddleberger <b>Katsuichi Yotsumoto</b>

Administrative Committees			
Asian Liaison	<b>Tsutomu Ogata</b>	History	Jerrold Foutz
Awards	<b>Thomas G. Wilson, Sr.</b>	Intersociety Liaison	<b>Jerry Hudgins</b>
Chapter Development	<b>William G. Dunford</b>	Membership/Publicity	<b>Dusan Borojevic</b>
Constitution/Bylaws	<b>Keyue M. Smedley</b>	Newsletter	<b>Harry A. Owen, Jr.</b>
European Liaison	<b>Javier Uceda</b>	Publications	<b>Philip T. Krein</b>
Fellow Evaluation	John Kassakian	Region 9 Liaison	<b>Jaime Arau</b>
Finance	<b>Rene Spee</b>	Transactions	Richard Hoft

Technical Committees			
Automotive Power	Randy Frank	Meetings	<b>Kevin Fellhoelter</b>
Computers In PE	<b>Seth Sanders</b>	Standards	Jin-Sheng Lai
Education Activities	<b>Thomas Habetler</b>	Telecomm Energy	Mark Jacobs
Transformers	Matt Wilkowski	Robert Jurewicz	
		Thomas Taylor	

President's Committee	
Nominations	Fred Lee

PELS Administrative Office	
Administrator	<b>Robert Myers</b>
	PELS Office

PELS Representatives	
TAB New Technologies Directions Committee	<b>Jerry Hudgins</b>
TAB Public Relations Committee	<b>Dusan Borojevic</b>
Superconductivity Committee	M. Rashid/M. Kazimierczuk
Society on Social Implications of Technology	William E. Sayle
TAB IEEE Press Books	Bill Hazen
TAB Transactions Committee	Richard Hoft
TAB Magazines Committee	<b>Harry A. Owen, Jr.</b>
TAB Newsletters Committee	<b>Harry A. Owen, Jr.</b>
TAB Committee on Design & Manufacturing Engineering	TBD

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IEEE Standards Board	J-S Lai
TAB Intelligent Transportation Systems Committee	TBD
APEC Steering Committee	Chuck Mullett/Gerhard Frank
USAB-PACE Rep	TBD
SAE Aerospace Liaison	TBD
International Committee on Power Electronics Coop.	TBD
Energy Committee	TBD

**Guests:** Masahito Shoyama, Glenn Skutt, Sandro Tenconi, George Verghese

### KEY ACTIONS TAKEN:

1. Established a Student Challenge competition to be initiated at PESC'97 and authorized reasonable costs of the first competition up to \$5,000.
2. Adopted new categories for the Society's Technical Interest Profile.
3. As of July 1, invested \$80,000 of PELS resources in the IEEE long-term investment fund.
4. Authorized the Awards Committee to proceed with implementation of a Distinguished Lecturer program with appointments of lecturers from Europe/Africa, Asia and the Americas.
5. Formed a subcommittee of the Meetings Committee to develop a policy and procedure for dealing with requests for sponsoring and co-sponsoring conferences.
6. Approved requests from other organizations to co-sponsor three conferences.
7. Adopted budgets for PESC'97, INTELEC'96 and the Automotive in Power Electronics Workshop scheduled in October.
8. Directed the Society to purchase or obtain copies of all pertinent publications of PELS conferences and workshops.
9. Authorized establishment of a Power Electronics Society Distinguished Service Award and the concept of a PELS Transactions Prize Paper Award.
10. Specified that a grant of \$500 available to chapters be used only within specific sections or councils of IEEE.
11. The Society will purchase a one-half page advertisement in a special summer 1996 graduation issue of IEEE Potentials magazine.

### ACTION ITEMS:

1. The Student Challenge Committee composed of the Administrative Vice President, Technical Vice President, Chapters Development Chair and Education Activities Chair will develop specific rules and procedures for the Student Challenge Competition.
2. Jerry Hudgins will notify technical committee chairs of potential volunteers and will request written functions and missions of their units in operating guides, with material to be submitted in time for the October meeting of the AdCom.

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prior to the next AdCom meeting. Jerry Hudgins and Keyue Smedley will prepare a Bylaws amendment covering recommendation of committee chair.

4. Bill Dunford will submit a plan in July for assignment and related matters dealing with Society Distinguished Lecturers.
5. A Subcommittee of the Meetings Committee will present a recommended policy for reviewing and acting on requests for conference sponsorship to the AdCom in October.
6. The Meetings Committee will supervise a search for a permanent site for conference archival materials.
7. The Awards Chair and Transactions Editor will prepare procedures for a PELS Transactions Prize Paper Award and present a recommendation at the AdCom meeting in October.

### I. WELCOME AND SELF INTRODUCTIONS

President Tom Jahns convened the meeting at 11:38 a.m. and initiated a round of self-introductions of those attending (Attachment A).

### II. ADOPTION OF AGENDA

One major item was added to the Meetings Section of the agenda - a proposed policy for reviewing and approving requests for co-sponsoring non-Society conferences.

**MOTION: Bill Dunford moved adoption of the agenda as amended** (Attachment B), Dean Patterson seconded and the motion was approved.

### III. APPROVAL OF MINUTES

**MOTION: Tom Wilson moved approval of the minutes of the March 3, 1996 meeting in San Jose, California.** Rene Spee provided a second and the minutes were approved.

### IV. ACTION ITEMS

#### Items from the March 3 AdCom Meeting

*1. A Student Challenge steering committee composed of the Administrative Vice President, Chapters Development Chair and Educational Activities Chair will work to organize the first PELS-sponsored event.*

Bill Dunford noted the success of various micro-mouse contests, notably that at the APEC conference, and introduced a plan (amended slightly after the meeting) for a student competition involving a "photovoltaic canon" contest to be initiated at PESC'97 in St. Louis (Attachment C). He said the activity combines elements of power electronics using energy to project a ball from a launching block.

**MOTION: Dunford moved, and Jerry Hudgins seconded, that the contest be introduced at PESC'97.** Discussion centered on 1. cost - cash awards, PESC student registrations included for competitors and video equipment for broad viewing of the contest at the conference - and 2.

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support - particularly that of the academic community encouraging students (a straw vote of academics at the meeting indicated wide support). Phil Krein recalled the original student challenge idea involved electric vehicles and he hoped future development of student programs would not ignore this field. Jahns said the planned contest does not preclude other activities which perhaps can be added later. Dusan Borjevic suggested the contest could be a vehicle to attract new members. Krein asked for the motion to be amended to include some costs and Dunford and Hudgins accepted an amendment **MOTION providing the Society will cover reasonable costs of the initial competition up to \$5,000.** The motion as amended was approved. **ACTION: The Student Challenge committee will develop specific rules and procedures for the competition.**

*2. Arthur Kelley and Jerry Hudgins will review results of a Newsletter survey of Members' technical interests. Dick Hoft will study responses for potential Transactions reviewers.*

Hudgins introduced a compilation of survey results (Attachment D) and noted strong interest among respondents to participate in technical committees. He said the results would be used at future Society conferences to encourage new participation - as authors or committee members or volunteers for administrative functions. **ACTION: Hudgins will contact technical committee chairs regarding potential volunteers and will ask chairs to define functions and missions of their units in separate operating guides for submission to the AdCom in October.**

Hudgins further introduced a new set of Technical Interest Profile categories for IEEE's annual survey of members, the new categories tying into conference topics, technical committees and interest areas of Transactions Associate Editors. **MOTION: Tom Habetler moved adoption of the new categories for submission to IEEE.** Javier Uceda offered a second and the motion was approved. Subsequent to the meeting, Bob Myers relayed the categories to IEEE Headquarters and was advised they will be included in the fall survey, although original categories superseded by the new list may still be included to cover those members who may prefer the old groupings (Attachment E).

*3. Bob Myers will arrange for PELS member survey forms to be available to attendees of APEC'96 and included in registration packets for PESC'96.*

Myers reported survey forms were posted at the PELS booth at APEC and the supply was depleted by attendees picking up the material. Forms were included in the registration packets for PESC (Attachment F) and arrangements will be made to include the item in the registration kit for INTELEC'96 in Boston.

*4. Dick Hoft will add information into the Transactions statement of paper submission procedures to inform authors that color is available in the Transactions at additional cost to the authors.*

Hoft's written report of June 23 (see Transactions report later in the minutes) specifies that "information on the use of color in the Transactions is to appear in the Information for Authors page.

*5. Tom Habetler will distribute information to Tutorial and Seminar Chairs for upcoming PELS-sponsored conferences regarding procedures for offering CEU credits to attendees.*

Habetler distributed copies of specifications for CEU units along with an application to obtain credits (Attachment G) and reported the material has been made available to Tutorial and Seminar chairs.

*6. Doug Hopkins and Keyue Smedley will review the proposed Operating Guide for the new*

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*Power Packaging Technical Committee to identify any PELS Constitution or Bylaws issues that may require resolution.*

Jahns reminded members that tentative approval for formation of the committee was voted by the AdCom in March. Smedley said she ranked the Operating Guide highly but had three suggestions (Attachment H): 1. Amend the Society Bylaws to cover joint sponsorship of committees, such as Power Packaging. The provision would authorize the Society President to "approve" the appointment of a Chair of a joint committee, rather than specifying that the President must "appoint" Chairs as is the case with wholly sponsored committees; 2. Request amendment of the Operating Guide to provide that all members must belong to PELS or the other co-sponsors, unless those sponsors permit non-members on their technical committees; and 3. Change the name of "Workshop A" in a list of technical subcommittees to "Committee for Workshops." **ACTION: Hopkins was requested to distribute to AdCom members prior to the next AdCom meeting a revised version of the Operating Guide reflecting changes recommended by Smedley, with the aim of final approval and adoption. ACTION: Hudgins will work with Smedley to prepare a Bylaws amendment for the next AdCom meeting.**

*7. Rene Spee will invest \$80,000 of PELS resources in the IEEE long-term investment fund at the next investment opportunity in July.*

Spee said the investment will be effective July 1, as specified for such fund transfers by IEEE.

*8. John Kassakian will lead efforts on behalf of the Awards Committee to nominate and select three new PELS Distinguished Lecturers with terms beginning this July 1.*

In Kassakian's absence, Tom Wilson said a new approach has been developed for selecting and encouraging appointment annually of Distinguished Lecturers in three geographic areas - 1. Europe and Africa, 2. Asia and 3. the Americas - with one Lecturer each residing in Europe/Africa and Asia and two living in the Americas. Lecturers will serve one-year terms, he said, with an option for reappointment. He said the plan calls for a new set of Lecturers will be selected each year regardless of reappointments. Kassakian relayed through Wilson a request that the Chapter Development Chair (Bill Dunford) work with the Awards Committee in the administration and mechanics of the Distinguished Lecturer program, including development of budgetary recommendations. Jahns suggested that the present budget level of \$5,000 be maintained but subject to re-examination if needs require. **ACTION: Dunford will submit a proposal in July dealing with assignments and requests for Lecturers (Attachment I) to be implemented with the appointment of new Lecturers in July.** Jahns asked if the Lecturer ranks shouldn't be expanded to include all previous William Newell Award recipients or would this overload the program and perhaps result in inactive Lecturers. Habetler and Dean Patterson said they preferred a smaller, more targeted group and consensus was to leave Lecturer participation at the option of a Newell recipient. **MOTION: Wilson moved authorization for the Awards Committee to proceed with the Distinguished Lecturer program on the basis of geographic representation.** Spee seconded and the motion was approved.

*9. Chris Riddleberger will investigate procedures, costs and possible strategies for registering PELS trademarks (INTELEC, PESC, APEC) in foreign countries.*

A written report from Riddleberger (Attachment J) outlined costs and procedures for registering conference trademarks in foreign countries -- the names and logos of all three conferences are registered in the United States, the latest, PESC, approved in April 1996 (Attachment K). Riddleberger said the INTELEC Advisory Board is proceeding to register INTELEC in Australia, Canada, the European Union, Hungary and Japan and TELESCON in Germany and Hungary.

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If PESC wishes to register abroad, he recommended Australia, Canada, the European Union, Japan and perhaps Korea and Mexico and for APEC Canada and Mexico.

Jahns encouraged the Society to develop a policy and formula for approving requests for co-sponsorship of conferences, noting a number of meetings worldwide have made requests for financial, technical and/or publicity support in recent years. Frameworks for sponsorship and co-sponsorship without financial commitment both are needed, he said, and suggested a subcommittee of the Meetings Committee develop guidelines. After discussion, Phil Krein moved **MOTION: a standing subcommittee of the Meetings Committee be appointed to draft a policy and procedure for reviewing and acting on requests to sponsor and co-sponsor conferences, with the subcommittee headed by Kevin Fellhoelter (Meetings Committee Chair) and including as members the Technical Vice President, Treasurer, Publications Chair and representatives of APEC, INTELEC and PESC.** Borojevic seconded and the motion was approved unanimously. **ACTION: The subcommittee will present a recommended policy to the AdCom in October, 1996.**

### V. OFFICER REPORTS

**A. President** - Jahns separated his report into three sections: 1. Review of 1996 Society Objectives, 2. Update on IEEE and TAB Reorganization and 3. IAS Annual Meeting in 2000.

Objectives (Attachment L) included an in-progress streamlining of the Transactions review process to reduce the time between submittal of papers to publication and a reinvigoration of the Society awards program. He also stated as an objective the strengthening of membership development activities and increasing efforts to form and support chapters.

Reorganization covered what he called the internal churning of IEEE to establish a mechanism to resolve any inter-society conflicts and resolution of a debate on the question of possible weighted votes on TAB of societies based on number of members. At the same time, he said there is sentiment for reducing the size of TAB along with ways of achieving that goal.

He announced that the annual meeting of the Industry Applications Society in the year 2000 will

**B. Division II Director** - Pierre Thollot was unable to attend the meeting but submitted a written report (Attachment M) dealing with IEEE's financial health ("very good"), restructuring ("initial direction is moving in the direction of total self governance") and a call for volunteers for the IEEE Environment, Health and Safety Committee.

**C. Administrative Vice President** - Arthur Kelley said he was involved with the Awards Committee in helping to upgrade the Newell Award to IEEE Field Award status. He also has been active with the Technical Vice President in redefining technical interest lists.

**D. Technical Vice President** - Hudgins referred to his earlier action item on expanding the TIP categories with 16 listings instead of the former 3 and the objective of linking TIP fields to Society conferences, technical committees and Transactions.

**E. Secretary** - Joseph Thottuvelil said he had no report.

**F. Treasurer** - Spee said the Society's net worth at April 30, 1996, computed from April IEEE Assets Analysis Report, was \$689,710, up from \$482,610 at 1995 yearend (Attachment N). He termed the financial position as "reasonable." The budget process for 1997 is under way, he said, with the Transactions page budget estimated to increase from 832 to 888 pages, while dues remain the same. The budget will be submitted to the AdCom in October for final approval - and Spee asked any financial input reach him by August 1.

The Treasurer cautioned that as technical committee activity expands, true budget procedures must be implemented. He said IEEE insists that the AdCom formally approve any budgets for sponsored conferences, that Meetings Committee approval is preliminary and in effect a recommendation to the AdCom. Finally, he asked that he receive copies of all conference financial reports and surplus distributions.

## VI. HIGHLIGHTED COMMITTEES AND SPECIAL FUNCTIONS

**A. Meetings - MOTION:** Fellhoelter moved the Society agreed to serve as a non-financial co-sponsor of three conferences: 1. Power Electronics and Motion Control Conference in Yokohama (my notes do not show a date), 2. Power Electronics and Drive Systems in Singapore, May 26-29, 1997, and 3. Power Conversion in Nagoaka, Japan, August 3-7, 1997. Hudgins seconded and the motion was approved. **MOTION:** Fellhoelter moved AdCom approval of previously submitted budgets for PESC'97, INTELEC'96 and the Automotive in Power Electronics Workshop in August, 1997. Patterson offered a second and the motion was adopted unanimously.

Fellhoelter introduced a request from Society Historian Jerry Foutz requesting formal **conferences and workshops. Further, the Society will actively seek a permanent archival location for these publications.** Borojevic seconded and the motion was approved. **ACTION: The Meetings Committee will oversee a search for a permanent archival site.** collector

**B. Publications** - Krein introduced a written report (Attachment P) outlining progress made in reducing the average time from submission of papers to the Transactions to publication. The ultimate objective, he said, is six months for papers with no required revisions to nine months for papers needing changes. He noted a larger group of Associate Editors and expansion of the reviewer base have helped speed the process.

The electronic media program is functioning well, Krein said, with a permanent server computer up and running and links through IEEE. The Society Newsletter is on line along with the Transactions table of contents. The address for the Society page is <http://www.ieee.org/society/pels>. Krein said the Society's commercial link policy approved at the last AdCom meeting was endorsed by IEEE which commented ". . .the disclaimer is above and beyond the call, but perhaps it should become standard policy for other IEEE sites." The official policy reads:

"Links to other locations are provided for the convenience of Power Electronics Society members. No endorsement of any linked information is implied, and information from



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outside parties is subject to change. We try to include those links that might be of general interest to our members. Your site can be considered if it offers useful engineering or professional development information in the field of power electronics. The Society Electronic Media Editor reserves final choice of linked sites, subject to IEEE policy and approval."

Glenn Skutt, who heads the PELS home page effort at Virginia Polytechnic Institute, requested more conference and meeting input into the page, with links between the page and individual conferences. He encouraged chapters to plug into the web system and to list activities on the page. Jahns praised Skutt and Electronic Media Editor Kevin Hurst for their innovation and progress in developing the web page.

**Newsletter** - Harry Owen said he has updated the Newsletter publishing software with the ability to produce html files. He issued his quarterly call for articles and material for the Newsletter.

**C. Transactions** - Dick Hoft's report (Attachment Q) outlined documented progress made in reducing time intervals between submission and publication of papers and the increase of the Society reviewer base. The report also announced the appointment of F.D. Tan as an Associate Editor to replace the resigned David Hamill.

**D. Awards** - Wilson's report (Attachment R) specified the 1996 Newell Award will be presented at the PESC'96 awards banquet June 26 (it was).

The Chair said the TAB Awards and Recognition Committee has been asked to approve procedures for the Outstanding Young Power Electronics Engineer Award and the selection process is under way for the Nomination Committee and Selection Committee for the award. Wilson said it is anticipated the award will be presented for the first time at PESC'97.

Wilson reviewed the Society's intention to establish a Distinguished Service Award and a Transactions Prize Paper Award and, as noted in the Attachment, specified details of the Distinguished Service honor, with approval needed by the TAB Awards and Recognition Committee. He said details of the Best Paper award need to be settled by the Publications Committee and the Transactions Committee. Both awards, he said, are hoped for implementation beginning in 1997. **MOTION: Wilson moved the Awards Committee proposal for the Power Electronics Society Distinguished Service Award be approved and the Committee authorized to proceed to seek approval from the TAB Awards and Recognition Committee.** Owen seconded and the motion was approved. **MOTION: Wilson moved that the Awards Committee be authorized to work with the Transactions Editor and the Chairman of the Publications Committee to establish a Power Electronics Society Transitions Prize Paper Award.** A second was offered by Krein and the motion received unanimous approval.

Wilson said Fred Lee is heading development of a program to identify, encourage and facilitate elevation of qualified PELS members to Fellow grade. He said he and Dick Hoft have agreed to create a one-page description of Society awards and recognition of accompanying honors.

**E. Chapter Development** - Dunford said the Society has added three new chapters - two in Canada and one in Australia. There is interest in chapter formation in Dallas, Austria, Switzerland, Boston and Brazil and in a student chapter at Rensselaer Polytechnic Institute. Dunford said no chapter has applied for the available \$500 grant and suggested

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specifications be developed covering qualification for the grant. **MOTION: Dunford moved that the annual \$500 grant be authorized only for PELS chapter activities within specific sections or councils of IEEE.** Spee seconded and the motion was adopted.

**F. Membership/Publicity** - Borojevic said although total active membership of PELS is slightly down from the end of 1995, the Society is ahead of the overall membership pace of IEEE, which has down a decline of 8% in membership since the end of the year (Attachment S). He noted growth in student membership in the Society is strong with an increase of 18% from December 31, 1995. Of the 490 new Society members this year, 42% are from the USA, 4% from Canada and 54% from the rest of the world. He referred to a GOLD Initiative (Graduates Of the Last Decade) designed to retain graduates and aid them in the transition from student to member grades and said a special advertising program was planned for a "graduation issue" of IEEE Potentials in August or September, 1996. **MOTION: Borojevic moved that the Society purchase a one-half page advertisement in color in the special issue for a cost of \$1,030 with the ad to be prepared in Borojevic's office.** Daan van Wyk seconded the motion and it was approved.

**Administrator** - Myers submitted a report (Attachment T) reviewing his office's activities on behalf of the Society during the past four months.

### VII. Technical Committees

**A. Automotive Power Electronics** - No report

**B. Computers in Power Electronics** - Seth Sanders said the committee's workshop in Portland,

**C. Education Activities** - Habetler said his report had been covered in his response to item 5 in the March 3 AdCom meeting action items.

**D. Electronics Transformers** - No report

**Standards** - No report

### VIII. Technical Interest Groups

**A. Telecommunications Power** - A report was included as part of a response to item 9 of the action items from the March 3 AdCom meeting.

### IX. Standing Committees

**A. Constitution and Bylaws** - Key Smedley presented her recommendations for Bylaws amendm

**B. Fellow Evaluation** - Jahns said so far as he knows, the Society has not reviewed any Fellow candidate this year.

**C. Finance** - Spee said his report was included with the Treasurer's segment.

**D. History** - Jerry Foutz' request for publications from all sponsored conferences was included

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**E. Intersociety Liaison** - No report.

**F. Asian Liaison** - Tsutoma Ogata said the first call for papers for PESC'98 in Fukouka, Japan, had been published and was being distributed at PESC'96, along with information about the conference site (Attachment U). The conference committee has been formed and meetings are taking place, he said. A power electronics seminar with papers from PESC'96 will be presented later in the year in Japan.

**G. European Liaison** - Uceda said his European effort has been concentrating on supporting PESC'96 in Baveno.

**H. Region 9 Liaison** - Jaime Arau noted several power electronics conferences in the Region 9 area in last 1995 and 1996 (Attachment V). He said he is working to help create new PELS chapters, with promotion through the Distinguished Lecturer Program and special mailings in countries with potential chapters. He listed 404 PELS members, about 60% students, in the region and offered a country-by-country breakdown:

Brazil (97), Mexico (91), Argentina (87), Colombia (24), Peru (19), Chile (16), Puerto Rico (12), Costa Rica (12), Bolivia (11), Salvador (8), Ecuador (4), Paraguay (3), Nicaragua (2), Barbados (2) and Rep. Dominicana (2).

**I. Newsletter** - Owen's report was covered in the Publications Committee segment.

**J. Nominations** - Jahns announced the Society Nominations Committee will meet Tuesday to review potential candidates for PELS officers and AdCom-at-Large members/

### X. Committee Representatives

**A. Engineering Skills Assessment Program** - No report

**B. IEEE Press Books** - Jahns said Fred Lee has been appointed editor of the planned Power Tr

**C. IEEE Standards Board** - No report

**D. New Technologies Direction Committee** - No report

**E. Society on Social Implications of Technology** - No report

**F. Superconductivity** - No report

### XI. Other Business - None

### XII. Next Meeting Announcement and Adjourn

The AdCom will meet Sunday, October 6, at the Westin at Copley Place Hotel, preceded by a brief Meetings Committee meeting to review proposals to host PESC'2002. Jahns said a "brainstorming" session might be held following the AdCom, similar to the one held in Orlando in October, 1995.

The meeting was adjourned at 5:25 p.m.

Submitted,

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Robert Myers  
PELS Administrator

Joseph Thottuvelil  
Secretary