

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

Date: Sunday, February 23, 1997  
Location: Westin Peachtree Plaza Hotel, Atlanta, Georgia, USA  
Committee Membership (those attending in bold)

Officers	
President Administrative V.P. Technical V.P. Secretary Treasurer Past President Division II Director	<b>Jerry Hudgins</b> <b>Arthur Kelley</b> <b>Philip Krein</b> <b>Joseph Thottuvelil</b> <b>Rene Spee</b> <b>Fred Lee</b> Robert Voller

Members at Large (and terms)		
1994–1995–1996	1995–1996–1997	1996–1997–1998
<b>Milan Jovanovic</b> <b>Philip T. Krein</b> Martin F. Schlecht <b>David A. Torrey</b> <b>Javier Uceda</b> J. Daan van Wyk	<b>Deepak Divan</b> <b>Mark Jacobs</b> <b>Balarama Murty</b> <b>Tamotsu Ninomiya</b> <b>Chris Riddleberger</b> <b>Katsuichi Yotsumoto</b>	<b>Thomas G. Habetler</b> William Gerard Hurley <b>Dean Patterson</b> <b>Seth R. Sanders</b> <b>Tore M. Undeland</b> <b>Robert V. White</b>

Administrative Committees			
Asian Liaison	Tutomu Ogata	History	Stephen Freeland
Awards	<b>Thomas G. Wilson, Sr.</b>	Intersociety Liaison	<b>Philip T. Krein</b>
Chapter Development	William G. Dunford	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>Thomas G. Habetler</b>
Fellow Evaluation	<b>John Kassakian</b>	Region 9 Liaison	<b>Jaime Arau</b>
Finance	<b>Rene Spee</b>	Transactions	<b>Richard Hoft</b>

Technical Committees			
Automotive Power	<b>Randy Frank</b>	Meetings	<b>Kevin Fellhoelter</b>
Computers In PE	<b>Steven Leeb</b>	Standards	<b>Jason Lai</b>
Education Activities	<b>Dean Patterson</b>	Telecomm Energy	<b>Mark Jacobs</b>
Transformers	Robert Beers	Robert Jurewicz	
		Thomas Taylor	

President's Committee	
Nominations	<b>Thomas M. Jahns</b>

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

PELS Representatives

TAB New Technologies Directions Committee **Jerry Hudgins**

TAB Public Relations Committee

Superconductivity Committee

Society on Social Implications of Technology

TAB IEEE Press Books

TAB Transactions Committee

TAB Magazines Committee

TAB Newsletters Committee

Engineering Skills Assessment Program

IEEE Standards Board

APEC Steering Committee

International Committee on Power Electronics Coop.

Electronic Media Editor

**Dusan Borojevic**

TBD

William E. Sayle

**William Hazen**

**Richard Hoft**

**Harry A. Owen, Jr.**

**Harry A. Owen, Jr.**

TBD

**Jason Lai**

**Charles Mullett/Gerhard Frank**

**Joseph Thottuvelil**

**Glenn Skutt**

Guests:                   Seiichi Muroyama  
                                  Charlie Sullivan  
                                  Dong Tan

## **KEY ACTIONS TAKEN**

1. Concurred in officer and committee appointments for 1997 by President Hudgins.
2. Approved, pending publication and 30-day comment period, an amendment to the Society Bylaws covering non-members who may serve as chairs of joint committees and ex-officio AdCom members.
3. Authorized travel funds for Society representatives to attend editors' meeting and workshops for Treasurers and Chapters Development chair at IEEE Headquarters.
4. Reimbursed Courtesy Associates for expenses in connection with a site selection trip for APEC'2000, with IAS and PSMA each to be billed one-third share.
5. Advanced seed funds for APEC'98, PESC'99 and 1998 Computers in Power Electronics Workshop; approved technical cooperation requests from Brazilian Power Electronics Conference, PEDES'98 and EPE'97.
6. Increased amount of cash prizes for Transactions best paper award from \$250 to \$300 per winning paper.
7. Specified the Society Awards Committee must approve award concepts by all PELS-sponsored conferences and Society units.

## **ACTION ITEMS:**

1. AdCom members will study a proposal by Kevin Fellhoelter dealing with requests for Society sponsorship of conferences for review and action at the next AdCom meeting.
2. Tom Jahns, Kevin Fellhoelter and Jerry Freeland will seek a permanent site for Society

archives.

3. President Hudgins will disseminate detailed information on a request from the IEEE Applied §
4. An Ad Hoc committee chaired by Administrative VP Arthur Kelley and including as members Technical VP Phil Krein, Meetings Committee Chair Kevin Fellhoelter and Constitution/Bylaws Chair Keyue Smedley will develop recommendations regarding a possible restructuring or even elimination of the Administrative VP position and will report to the AdCom in June.
5. All committee chairs and activity leaders will submit 1998 budget needs and requests to the Society Treasurer by June 1.
6. INTELEC leaders and the PELS Treasurer will develop a mechanism for funding a student paper prize at INTELEC'96 and for dealing with any similar prizes at future INTELEC conferences.
7. John Kassakian will design a certificate for Society Distinguished Lecturers and will present a recommendation at the June meeting in hopes the initial presentations can be made at PESC'97.
8. Arthur Kelley will complete research into the upgrading of the Newell Award to IEEE Field Award Status and submit a report at the June meeting.

I. **Self-Introductions and Welcome**

President Jerry Hudgins convened the meeting at 8:04 a.m. and initiated a round of self-introductions (attachment A).

II. **Review and Adoption of Agenda**

By consent, the AdCom approved the agenda as presented (attachment B).

III. **Approval of Previous AdCom Meeting Minutes**

**MOTION: Tom Jahns moved acceptance of the minutes of the October 6, 1996 AdCom meeting in Boston, Dean Patterson seconded and by unanimous vote the minutes were adopted.**

IV. **Action Items**

A. Hudgins announced his series of appointments to committee chairs and as Society delegates and representatives to IEEE committees and activities (attachment C). Phil Krein **MOTION: moved AdCom concurrence in the appointments.** The motion was seconded by Jahns and approved by voice vote. Jahns suggested that Daan van Wyk be designated as the PELS Associate Chair of the Packaging Committee with Doug Hopkins as the committee chair.

**B. Review Action Items from Previous Meeting**

1. *Bill Dunford and Jerry Hudgins will prepare and disseminate formal procedures and rules for a Student Challenge Competition.* The Student Challenge program has been developed and

Dunford has organized a supervising committee. Rules have been published on the PELS Home Page.

2. *Jerry Hudgins will develop a model for Technical Committee Operating Guides.* A model guide based on the Packaging Committee Operating Guide with input from the Electronic Transformer Technical Committee Guide has been prepared and distributed. Hardcopy and disk versions of the model are available on request from Bob Myers' office.

3. *Keyue Smedley will propose amendments to the Society Bylaws to accommodate PELS non-members who may serve as joint committee chairs and as ex-officio AdCom members.* Smedley prepared an amendment (included in pre-meeting material and included in these minutes as attachment D). **MOTION: Jahns moved acceptance of the Bylaws amendment, pending publication and the proscribed 30-day comment period.** Patterson seconded the motion and it was approved.

4. *Kevin Fellhoelter will prepare a policy for reviewing and acting on requests for PELS sponsorship of conferences.* Fellhoelter presented a proposed procedure and plan for reviewing requests for sponsoring and co-sponsoring conferences with financial involvement (attachment E). The final policy will conform to IEEE guidelines. He said the basic form would apply to cooperation requests. **ACTION: Hudgins said the AdCom will be asked to take formal action on the plan at the next meeting and asked AdCom members to study the proposal and be prepared to act.**

5. *Tom Jahns and Kevin Fellhoelter will work with the Society Historian on options for securing a permanent site for Society archives.* Jahns reported that the project had been delayed because of the appointment of a new Historian, Steve Freeland. **ACTION: Jahns, Fellhoelter and Freeland will look for a site and will report progress at the next AdCom meeting.**

6. *Phil Krein and Dick Hoft will analyze future Transactions page requirements.* The review has been completed and results included in the Transactions Editor's report (see attachment T).

7. *All officers and activity chairs will submit annual reports.* All reports received by February 10 were included in the annual report (attachment F).

## **V. Officer Reports**

**a. President** - Jahns outlined five areas of concern as immediate Past President of PELS, noting membership, chapter development, minimizing turnaround time for Transactions papers, forming new technical committees and encouraging broader student activities (attachment G). He suggested that PELS study chapter development ideas developed by the Industry Applications Society, that IAS chapter activities had resulted in healthy membership gains in that Society. Phil Krein noted that 13,000 members of IEEE list power electronics as their principal technical interest (in Technical Interest Profile surveys), yet PELS membership is only 5,600. Chris Riddleberger wondered if the 7,400 non-Society members could be identified and contacted. Dushan Borojevic provided membership totals for 1996 and noted that although PELS advanced to 17th largest society (up from 18), total Society membership increased only 2.9%; overall IEEE membership declined 1.7% (attachment H). Hudgins said IEEE has experienced a sharp decline in student memberships in regions 1-6 (USA) - from 40,000 to 20,000 over the last six years - and is a major concern of the Institute. The Society is working to encourage student participation and has student chapters at Virginia Polytechnic Institute and Rensselaer Polytechnic Institute.

Jahns said the turnaround time for publishing of manuscripts in the Transactions has improved dramatically and he said he hopes the publishing span will be shortened even more in the coming year.

Hudgins, in his report (attachment I), announced TAB will conduct its five-year review of the Society at a June meeting in Cleveland. He said he will coordinate material requested of Society officers and chairs and will draft a preliminary report by May 1, to be submitted for AdCom comments. Suggestions will be due the President no later than June 1.

The President reviewed an overhaul of the IEEE Book Broker program and formation of an ad hoc committee to study Book Broker finances.

The AdCom authorized travel funds to attend an editors' meeting and a Treasurers' workshop, both in New Jersey in April and a membership workshop in New Jersey early next year.

**MOTION: Jahns moved allocations of \$700 each in travel funds for Newsletter and Transactions editors and Publications Chair, Treasurer and Chapter Development Chair.** Riddleberger seconded and the motion was approved.

Hudgins said he has received correspondence from the IEEE Applied Superconductivity Committee seeking support in its effort to become a Council. Rene Spee suggested more information is needed, including long-term intentions, financial implications and other considerations. **ACTION: Hudgins will seek to obtain and disseminate more information on the proposed Council to enable a decision at the AdCom meeting in June.**

**b. Division II Director** - A written report was submitted from Division II Director Bob Voller (attachment J).

**c. Administrative Vice President** - Hudgins said Arthur Kelley informally has suggested the Administrative Vice President position be eliminated or restructured. Discussion ranged from redefining the position and restructuring it to encompass meetings responsibility to merging the administrative and technical vice presidents, eliminating the position and elevating the Meetings Committee post to vice presidential status. **ACTION: A committee chaired by Kelley and including Smedley, Fellhoelter and Krein will develop recommendations for presentation to the AdCom** (attachment K).

**d. Technical Vice President** - Krein reported his two principal objectives as Technical VP during 1996 will be 1. helping existing technical committees establish separate operating guides and goals and 2. encouraging the formation of new technical committees in the Society.

**e. Secretary** - Joseph Thottuvelil said his emphasis will be expanding of e-mail in communicating with the AdCom.

**f. Treasurer** - Spee said the Society had a budget surplus of approximately 20% in income over expenses in 1996, lower than expected because of higher expenses associated with the Transactions (attachment L). The two largest financial areas - publications and conferences - generally are doing well, he said, noting that a worldwide healthy economy helps conference attendance and revenues. Weak economic conditions have an opposite effect, Spee said, and conference activities have to be monitored with the economy in mind.

Spee said for preparation of the 1998 Society budget he will need budget estimates the

beginning of June. **ACTION: All committee chairs and activity leaders are to submit 1998 budget needs and requests to Spee no later than June 1. Also needed are a firm page count budget for the Transactions, a budget for conferences in 1998 and all other cost estimates.**

Spee said he believed the Society dues of \$18 per year should remain at that level for 1998, but that non-member subscription rates for publications should be raised. Hudgins said he and Spee would study the non-member price history and make a recommendation with the budget plan in June.

**MOTION: Jahns moved that the Society reimburse Courtesy Associates for a site selection trip for APEC'2000, with one-third of the expenses to be billed by PELS to IAS and one-third to PSMA, as is standard procedure.** Dave Torrey provided a second and after Jahns explained that conference expenses are authorized by the AdCom, the motion was approved.

## **VI. Technical Committees**

**a. Automotive Power Electronics** - Chairman Randy Frank the 1996 IEEE Workshop on Power Electronics in Transportation held October 24-25 in Dearborn, Michigan, was successful, with more than 100 attendees (attachment M). He said his committee is working to develop an operating guide and hopes to have it ready for presentation later in the year. The group also plans to sponsor a session at APEC'99 in Anaheim.

**b. Computers in Power Electronics** - Steve Leeb, committee chairman, reviewed the status of past projects (attachment N) with emphasis on a workshop held in August in Portland, Oregon. He said all papers for the special issue on the Transactions on computers in power electronics have been submitted to Dick Hoft and publication is scheduled for May.

Plans for the committee include a workshop in 1998 in Milan or Lake Como, Italy, development of an operating guide and establishment of a website.

**c. Education Activities** - 1996 Chair Tom Habetler said the committee had begun an exploration into producing educational videos and the effort would be continued under new chair Dean Patterson. Habetler said IEEE views videotapes as a viable communications vehicle and is encouraging societies to develop capabilities in this area. He asked for input from the AdCom.

Jahns said educational videos might be used in the Distinguished Lecturer program where travel is difficult and/or where visits by visiting speakers are rare. Hudgins suggested tutorial information covered by videos could be included on the Society web page. Kassakian concurred with the web approach, noting that informal videos are of little value and professional videos are astronomically expensive.

**d. Electronic Transformers** - Myers reported the committee had held two days of meetings in the Chicago area last September and had scheduled a two-day meeting for Monday and Tuesday during the Atlanta APEC'97.

**e. Standards** - Jason Lai said his committee had gained approval during 1996 for two standards: 1461 on modular interface and 1464 on ITVT. He said Dong Tan is spearheading efforts on IEC-3002 on Reliability and maintenance improvements.

## VII. Technical Sub-Group

Chris Riddleberger reported for Bob Jurewicz and described the success of INTELEC'96 in Boston last October (attachment O). Conference full registration exceeded 700, up from 600 in 1995 when INTELEC was last held in North American (Vancouver, BC). He said the conference introduced Sunday tutorials in Boston and the concept was well received and proved a success.

Riddleberger said INTELEC'96 had designated a student paper prize to a student and his/her faculty adviser covering airfare, hotel and registration expenses at INTELEC'97 in Melbourne. Funding for the prize remained unresolved, he said, and **ACTION: Conference Chair Jurewicz and Society Treasurer Spee will set up a mechanism for funding this and possibly future prizes.** Tom Wilson asked that in the future concepts for any conference awards be submitted to the Society Awards Committee.

## VIII. Highlighted Committees

**a. Meetings** - (attachment P) Kevin Fellhoelter said three requests for conference /workshop advance funding were recommended by the Meetings Committee. **MOTION: Fellhoelter moved and Krein seconded a three-part motion to advance \$10,000 to APEC'98, \$20,000 to PESC'99 and \$3,000 to the 1998 Computers in Power Electronics Workshop.** The motion was approved by unanimous action. **MOTION: Fellhoelter moved and Krein seconded non-financial cooperative technical-participation support for the 4th Brazilian Power Electronics Conference December 2-5, 1997, IEEE PEDES'98 in November, 1998, 7th European Conference on Power Electronics and Applications in Norway in September and IEEE International Power Electronics Congress (CIEP'98).** By unanimous vote, the motion was approved.

**b. Chapter Development** - Illness prevented Bill Dunford from attending but he filed a written report (attachment Q).

**c. Awards** - Wilson reviewed activities of his committee (attachment R) and said the Society may present four categories of awards this year as a result of three new awards authorized or in final approval stages. Along with the long-established Newell Award, the Society has received approval for awards to an Outstanding Young Power Electronics Engineer and for Distinguished Service to PELS. A Transactions prize paper award grouping is up for approval by the TAB Awards and Recognition Committee in the spring and if accepted could result in all four awards being presented at PESC'97 in St. Louis in June. **MOTION: Wilson moved that the Awards Committee's proposal for the Power Electronics Society Transactions Paper Award (attachment S) of \$300 per paper - increased from a previously approved \$250 - be approved and the Committee be authorized to proceed to seek approval from the TAB Awards and Recognition Committee.** Dick Hoft provided a second and the motion was approved.

Kassakian, heading up the Society's Distinguished Lecturer program, suggested that active Lecturers be recognized with a certificate to be presented at the Society awards ceremony at PESC. **ACTION: Kassakian will design a certificate for submission for AdCom approval in June and perhaps for initial presentation at PESC'97.**

**ACTION: Arthur Kelley will complete his research this spring into upgrading the Newell Award to IEEE Field Award status and will submit a report to the AdCom in June.**

**MOTION: Wilson moved that all awards contemplated by any PELS-sponsored conference or other subset of PELS should be submitted for approval to the PELS Awards Committee before being announced. Further, the proposal for an award should indicate eligibility requirements, procedures for nomination and selection, and specifics of the award. No award should outshine an equivalent award presented by the Society as a whole.** A second was offered by Hoft. In discussion, it was agreed that awards proposed for jointly sponsored activities be approved by the appropriate committees of the individual sponsors and perhaps administered by a joint committee. The motion was adopted.

**d. Publications -**

**Transactions** - Dick Hoft introduced his report (attachment T), saying the number of the time for revision of papers requiring changes. Hoft added that he expects to add three additional Associate Editors to handle the volume of papers.

He said the Transactions can be expected to published the full 1,138 pages in the budget for 1997 and that the future will require even greater page budget. He said in his report that "it appears that in about the year 2000, we will need to publish the Transactions monthly (12 issues/year) with approaching 100 pages/issue."

**Press Books** - Bill Hazen said the IEEE Press decided not to publish a proposed book by Bob Erickson because of competitive reasons with other IEEE books and a cutback on co-publication works (attachment U). At the same time, he said, the Press is finalizing a proposal for a contract on another power electronics-related book.

**Technology Update** - Fred Lee said all material is in hand for a planned update and publication can be expected by midyear. This is later than he planned, he said, because of delays in submission of written materials by some authors.

**Newsletter** - Harry Owen introduced his schedule of planned Newsletter items for the year (attachment V) and asked for volunteers to provide material on conferences, technical committee activities and other Society-related events.

**e. Membership** - Borojevic referred to his input as part of Jahns' outgoing president's report. He said there was a significant increase in the number of student members during 1996 (6.1%).

**IX. Other Committees**

**a. European Liaison** - Javier Uceda reported the European Conference on Power Electronics and Applications is expanding and is absorbing some other European technical groups. He said



PELS should work closely and avoid any conflict with the EPE event on the Continent. Hudgins agreed and said the growth of EPE points up the need for greater cooperation between IEEE and organizations outside North America. Uceda said the IEEE must do more than just lend its name to conferences in other countries, that there must be a physical presence and organized activities. Tore Undeland suggested the expansion of e-mail technical networks. Glenn Skutt said a net is being developed for the Computers in Power Electronics Technical Committee and Myers said an e-mail net exists for the AdCom and Society committee chairs.

**b. Region 9 Liaison** - Jaime Arau reported his efforts in Latin America are aimed at 1. PELS membership and chapters development, emphasizing Brazil and Argentina, and e-mail contact with presidents of Region 9 sections, and 2. help and support for PELS conferences in the region (attachment W). Future plans include a Region 9 sections presidents meeting in Lima, Peru, in March and the compilation of e-mail addresses of PELS members in the region.

**c. Asian Liaison** - Seiichi Muroyama presented a summary of PELS activities in Asia in 1996 and plans for 1997 and 1998 (attachment X). He noted seminars featuring presentations from INTELEC'95 and PESC'96 were held in Tokyo and similar seminars are planned in 1997 for INTELEC'96 and PESC'96. Two Society-sponsored conferences will be held in Asia in the next 15 months - INTELEC'97 in Melbourne, Australia, next October and PESC'98 in Fukuoka, Japan, in May, 1998.

**c. Electronic Media** - Skutt said he will continue to serve as media liaison until a new electronic administrator can be identified. He said he is available to work with PELS committees in developing electronic transfer of information.

**X. Other Business**

None

**X. Next Meeting**

The AdCom will hold its next meeting in conjunction with PESC'97 on Sunday, June 22, at the Regal Riverfront Hotel in St. Louis, preceded by a Meetings Committee meeting the same day.

**XII. Adjournment**

The AdCom meeting was adjourned so members could participate in a joint caucus with the leadership of the Industry Applications Society.

Submitted,

Robert Myers  
PELS Administrator