

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

Date: Sunday, June 22, 1997

**Location: Regal Riverfront Hotel, St. Louis, Missouri USA
Committee Membership (those attending in bold)**

Officers	
President Administrative V.P. Technical V.P. Secretary Treasurer Senior Past President Junior Past President Division II Director	Jerry Hudgins Arthur Kelley Philip Krein Joseph Thottuvelil Rene Spee Fred Lee Thomas Jahns Robert Voller

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

Administrative Committees			
Asian Liaison Awards Chapter Development Constitution/Bylaws European Liaison Fellow Evaluation Finance	Tsutomu Ogata Thomas G. Wilson, Sr. William G. Dunford Keyue M. Smedley Javier Uceda John Kassakian Rene Spee	History Intersociety Liaison Membership/Publicity Newsletter Publications Region 9 Liaison Transactions	Stephen Freeland Philip T. Krein Dushan Boroyevic Harry A. Owen, Jr. Thomas G. Habetler Jaime Arau Richard Hoft

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

President's Committee	
Nominations	Thomas M. Jahns

PELS Administrative Office	
Administrator Robert Myers	PELS Office Lee Myers

PELS Representatives	
TAB New Technologies Directions Committee	Jerry Hudgins
TAB Public Relations Committee	Dushan Boroyevic

Superconductivity Committee	TBD
Society on Social Implications of Technology	William E. Sayle
TAB IEEE Press Books	William Hazen
TAB Transactions Committee	Richard Hoft
TAB Magazines Committee	Harry A. Owen, Jr.
TAB Newsletters Committee	Harry A. Owen, Jr.
Engineering Skills Assessment Program	TBD
IEEE Standards Board	Jason Lai
APEC Steering Committee	Thomas Wilson, Jr.
International Committee on Power Electronics Coop.	Joseph Thottuvelil
Electronic Media Editor	Glenn Skutt

Guests - Hirofumi Akagi, Okayama University; Jeff Casady, Northrop Grumman; F. Dong Tan, TRW; Toshiyuki Sugiura, NTT Power and Building Facilities; Takashi Yamashita, NTT; Atsuo Kawamura, Yokohama National University.

ACTIONS

- 1. The Society adopted guidelines for methods and procedures to be followed by organizations seeking PELS sponsorship of conferences.**
- 2. PELS agreed to withdraw as a sponsor of the IEEE Superconductivity Committee but expressed support for the committee's proposal to become a council and asked President Hudgins to vote in favor of the plan if circumstances warrant.**
- 3. A committee was tasked with coming up with a detailed draft of changes needed to the PELS Society Constitution and Bylaws to allow restructuring of the Society's two vice president positions. The proposed changes are to group all meetings activities under a Vice President-Meetings and all other vice-presidential activities under a Vice President-Operations.**
- 4. The AdCom authorized formation of a Long Range Planning Committee as a new standing committee to analyze future Society directions, activities and objectives.**
- 5. A new award for the best chapter was authorized by the AdCom pending adoption of a specific plan dealing with scope, procedures, timing and other aspects.**
- 6. An advance of \$20,000 as seed money for INTELEC'98 to be held in San Francisco was approved, along with a preliminary budget.**
- 7. The AdCom approved a budget for APEC'98 in Anaheim.**
- 8. The Society agreed to be a technical sponsor of the Optimization of Electrical and Electronics Equipment conference to be held in Romania in 1998.**
- 9. A revised budget for the 1998 Computers in Power Electronics Workshop at Lake Como, Italy, was approved.**
- 10. An allocation of \$10,000 to invest in an educational video being produced on power electronics and electric drives was approved. An amount up to \$25,000 for exploration of PELS-supported educational video activities in 1998 was also approved.**
- 11. The Society AdCom approved a preliminary PELS budget for 1998.**

ACTION ASSIGNMENTS

1. **President Jerry Hudgins will advise the AdCom of IEEE TAB recommendations and decisions involving changes to the Book Broker All Periodicals Package program and possible effects on the Society.**
2. **A committee comprised of President Hudgins, Administrative VP Arthur Kelley, Technical VP Phil Krein, Constitution/Bylaws Chair Kay Smedley and Meetings Committee Chair Kevin Fellhoelter will plan the restructuring of the Society's vice president positions and present the proposal to the AdCom at or before the October meeting.**
3. **President Hudgins, Tore Undeland, Javier Uceda and Kay Smedley will develop a recommendation for IEEE member registration rates at PELS conferences for members of cooperating international organizations.**
4. **Jerry Hudgins will form a Long Range Planning Committee to be established as a PELS standing committee.**
5. **Dushan Boroyevich with assistance from Tom Habetler, Bill Dunford and Bob Myers will develop a PELS membership survey to help guide future programs and services.**
6. **Bill Dunford in consultation with the Awards Committee will establish guidelines for a best chapter award to PELS chapters.**
7. **A committee consisting of Tom Habetler, Glenn Skutt and Arthur Kelley will recommend a permanent site and operating plan for the Society web page, with a report due to the AdCom in October.**
8. **Carryover from February meeting: Tom Jahns and Steve Freeland will seek a secure and accessible permanent site for Society archives.**
9. **Carryover from February meeting: John Kassakian will design a certificate for Society Distinguished Lecturers.**
10. **Carryover from February meeting: Arthur Kelley will explore elevating the Newell Award to IEEE Field Grade status.**

I. INTRODUCTIONS AND WELCOME

The meeting was convened at 11:34 a.m. by President Jerry Hudgins who noted the presence of a quorum (Attachment A). The president announced three additions to the agenda - 1. Expanding international cooperation between Power Electronics and other organizations, including the European Power Electronics and Drives Association (President's report); 2. Restructuring of Society vice president positions (Action item 6); and 3. Review of the PELS webpage (Publications report).

II. REVIEW AND ADOPTION OF AGENDA

Dean Patterson moved the acceptance of the meeting agenda as expanded, Harry Owen seconded and the agenda was adopted.

III. APPROVAL OF FEBRUARY MEETING MINUTES

Tom Jahns moved the adoption of the minutes of the February 23 AdCom meeting in Atlanta as submitted. Steve Leeb provided a second and the minutes were approved.

IV. ACTION ITEMS

1. Kevin Fellhoelter will propose a procedure for handling requests for Society sponsorship of conferences.

Fellhoelter outlined a program presented in February:

Society Responsibilities - 1. Financial contribution and benefit; 2. PELS members involved in the conference leadership; 3. PELS Meetings Committee oversees conference.

Procedure - 1. Sponsors apply for PELS co-sponsorship by completing a PELS application form (provided by the Society) and a formal presentation before the Meetings Committee; 2. Conference financial plan must conform to IEEE guidelines and be presented to the Meetings Committee for discussion and recommendations; 3. PELS members who “champion” and encourage the conference must be identified to the Meetings Committee and the AdCom; 4. The Meetings Committee must discuss the appropriateness of the conference topics to PELS and potential conflicts with other conferences; 5. Sponsorship recommendations must be approved by the meetings committee to be sent to the AdCom for action; 6. PELS AdCom has the final approval; 7. Continued sponsorship must be renewed for each conference until PELS wishes to permanently sponsor the event.

Requirements - 1. Rotation in the conference leadership by PELS member is mandatory; 2. IEEE financial guidelines must be met; 3. The conference must make timely reports to the AdCom. **MOTION: Fellhoelter moved that the outlined program be established as guidelines for considering requests for PELS sponsorship of conferences.** Chris Riddleberger seconded and the motion was adopted by unanimous voice vote.

2. Rene Spee will summarize the effects of a revised TAB ASPP distribution algorithm on the Society's budget.

Spee said a proposal to revise the All Periodicals Package is before TAB for action but Hudgins said it is unlikely to be decided at the summer TAB meeting in Cleveland, beginning later in the week, and probably will not come to a vote until the fall meeting. Jahns said the distribution formula needs further study to consider elements beyond the total number of pages, the current standard. Hudgins said he will advise the AdCom of TAB action and discussions after the Cleveland meetings.

3. Hudgins will prepare the Society's five-year review report for the TAB meeting in Cleveland. Hudgins presented a printed version of slides he will use before the TAB Society Review Committee later in the week (Attachment B). He asked AdCom members wishing a copy of the full report to contact the Society Administrator's office. Jahns complimented Hudgins on his commitment and dedication in organizing and compiling the review.

4. Jahns, Fellhoelter and Historian Jerry Freeland will seek a permanent site for Society archives.

Jahns said he will work with Freeland in finding a “home” for the archives which reside currently in Freeland's office. He said the criteria for a site are 1. Security and 2. Accessibility. He asked members to contact him with ideas and recommendations.

5. Hudgins will review a request from the IEEE Superconductivity Committee for support in its effort to become a council.

Hudgins said the formal request for council status has been postponed until the fall so the committee can complete necessary paperwork supporting its case. He asked for the

spirit of the AdCom regarding the issue, saying the Society could adopt one of three positions - 1. Withdraw from sponsorship of the committee and take a neutral stance; 2. Support the petition; or 3. Oppose the request. He noted when the committee was formed, the sponsoring societies, including PELS, each advanced \$5,000. Tom Wilson cautioned that the Society not assume a negative role and that should it withdraw from the committee PELS should make no demands on the committee other than to request return of the \$5,000 seed money *without payment of any accrued interest*. Balarama Murty suggested seeking a recommendation from the Society liaison representatives to the committee but Hudgins said he has not been able to find any Society member willing to serve and that prior representatives had not been active for several years. In light of the circumstances, Spee said the Society should terminate membership on the committee. **MOTION: Jahns moved the Society withdraw from the committee.** Phil Krein seconded and the motion was approved by voice vote. **MOTION: Krein moved that the Society President cast the Society vote at TAB in favor of establishing Superconductivity as a council.** Wilson offered a second with a suggestion that Hudgins' vote be guided by the AdCom action but that he be granted the flexibility to vote according to conclusions drawn from Superconductivity's proposal to TAB. The motion was approved. Jahns raised a question of liability, encouraging the Society to determine if it retained any liability for Superconductivity after withdrawal. Spee said he understood from IEEE documents that PELS would retain liability if Superconductivity remained a committee but not if its status changed to a council.

6. An Ad Hoc committee will study the functions of Society vice presidents and recommend if duties should change.

Arthur Kelley proposed restructuring the vice presidential positions to include a VP of Operations and a VP of Meetings, replacing the existing lineup of VP-Administrative and VP-Technical. He introduced Attachment C with the current VP responsibilities and the proposed duties. The new organization would transform the appointed Meetings Committee chair to an elected vice president position and could require revision of the Society Bylaws and possibly the Constitution. He introduced a **MOTION: that the AdCom sanction formation of an Ad Hoc committee composed of the President, Administrative Vice President, Technical Vice President and the chairs of the Constitution and Bylaws Committee and Meetings Committee to draft any changes to the Constitution and Bylaws implementing reorganization by: 1. Eliminating the VP-Administrative and VP-Technical positions and 2. Creating a VP-Operations with responsibility for all committees except the Meetings Committee and a VP-Meetings responsible for all conference committees.** Krein seconded the motion. In discussion, it was agreed the Ad Hoc committee would review the merits and questions of the plan and make a recommendation along with plans for structure, implementation and timing. Wilson suggested the committee examine the proposal in detail and return with a plan at the October meeting in New Orleans that "may or may not" alter the Kelley recommendations. The motion was approved by voice vote. Jahns raised the question of candidates for the vice presidential offices, noting his Nominating Committee will develop nominations for officers and AdCom members for 1998. Hudgins said any changes to the structure cannot be implemented before January 1, 1999 and advised Jahns to proceed with nominations under the existing organization.

7. Committee chairs and activity leaders will submit 1998 budget requests.

Spee said the budget items would be covered in his Treasurer's report.

8. The Telecommunications Energy Group representatives and Spee will develop a plan for funding a student prize paper awarded at INTELEC'96 and dealing with similar prizes at future INTELEC conferences.

Spee reported a consensus has recommended that the INTELEC'96 financial chairman transfer funds to the INTELEC'97 committee to pay for the prize - which includes full air fare, conference registration and accommodations for the winner and faculty adviser - and that plans for future prizes be subject to approval by the Awards Committee. The plan will be submitted to the INTELEC'96 financial chairman and committee.

9. John Kassakian will design a certificate for Society Distinguished Lecturers.

Wilson, reporting for Kassakian, said a certificate is in development. Wilson asked how many Distinguished Lecturers actually had delivered talks, noting Kassakian had been involved in a number but wondering about others. Krein said he would seek information from other Lecturers.

10. Kelley will look into upgrading the Newell Award to IEEE Field Award status.

The issue was postponed until the fall meeting.

V. OFFICER REPORTS

President - Hudgins began his report (Attachment D) with a summary of meetings in Sicily the end of May with representatives of EPE, AEI, IEE and IEEE to advance cooperation among these and other international engineering societies. He said the Industry Applications Society of IEEE plans a World Conference on Industrial Applications of Electrical Energy in Rome in the year 2000 as an expansion of its annual meeting and has requested the technical support and participation of PELS, as well as IEE and EPE. Tore Undeland, who attended the Sicily meetings, praised the cooperative spirit of the meetings and suggested that PELS write a formal letter to EPE expressing cooperation and mutual participation. One suggestion - to offer members of IEEE or EPE membership in the other society at a 50% reduction in dues - was discussed and the issue referred to the Boards of Directors of both organizations, Hudgins said. He reported there was general agreement to extend member registration rates at IEEE and EPE sponsored conferences to both societies, pending a review of policy and procedures, and the sale of one group's CD ROMS and publications at the other's conferences. **ACTION: Hudgins, Javier Uceda, Undeland and Kay Smedley will develop a recommendation on conference registrations for presentation to the AdCom in November.** Hudgins also encouraged cooperation with other groups as opportunities permit, noting the location of PESC'98 in Japan will present the potential for discussions with Japanese counterpart organizations.

The President proposed formation of a Society Long Range Planning Committee as a standing body with a membership of the VP-Administration, representatives from Regions 8, 9 and 10, the Society Senior Past President and two at-large AdCom members. Hudgins cited as areas of activity membership, chapter development, electronic media and conference financial surpluses.

MOTION: Jahns moved a Long Range Planning Committee be established as a standing committee of PELS and that a plan of action be developed and submitted to the AdCom at its October meeting. Murty seconded the motion and it was approved by unanimous voice vote.

Hudgins suggested the membership chair aided by others develop a survey of the Society membership to determine such issues as preferred services, satisfaction of the membership with PELS and some key demographic information. **ACTION: Dushan Boroyevic will create a membership survey with the help of Bill Dunford and Tom Habetler for submission to the AdCom in October and for planned circulation to members by the end of the year. Bob Myers will obtain membership questionnaire samples from other societies.**

Revisions to the Book Broker program present some opportunities to societies to enhance the

value of the program, Hudgins said. He recommended the Finance Committee study Book Broker procedures with the objective of proposing new book policies and coordinating broker programs with other societies.

Hudgins announced committee appointments:

Nominations - Jaime Arau and Tom Wilson, Jr. to three-year terms expiring the end of 1999, with a third appointment to be made. Other Nominations Committee members: Expire end of 1997 - Koosuke Harada, Dean Patterson, George Verghese; expire end of 1998 - Gerry Hurley, Chris Riddleberger, Daan Van Wyk.

Power Packaging Committee - Van Wyk named vice chairman for PELS on a motion by Jahns and a second by Steve Leeb.

Hudgins concluded his president's report by reiterating news sent by e-mail to the AdCom last week on the unexpected death of Dermott O'Sullivan of the European Space Agency and a former PESC program officer..

Administrative Vice President - The Arthur Kelley report was included in Action item 6 relating to restructuring of the Society vice president positions.

Technical Vice President - Krein said his activities have been centered in three areas:

1. IEEE New Technologies Directions Committee which seeks to identify future issues of global interest. He said a committee workshop will be held in Atlanta in connection with the fall TAB meetings.
2. A Department of Energy workshop to be held the day after PESC'97 in the St. Louis conference hotel.
3. Development of a PESC Steering Committee in an effort to improve conference continuity and to reduce duplication of effort and produce consistent programs applicable to each PESC.

Wilson raised the question, "what is the 'premier event of the year in power electronics'?" with a comment that he had seen the description applied to APEC over the years and the description had been picked up by members of the power electronics community as detrimental to PESC. He said the phrase should not be used in connection with either APEC or PESC. Tom Habetler suggested the phrase may have been the doing of enthusiastic publicity chairmen. Dick Hoft encouraged each conference to adopt an approved definition of scope to avoid exaggerations. Wilson concluded by urging each conference to try to avoid hyperbole.

Secretary - Joseph Thottuvelil said he had no report.

Treasurer - Spee submitted a statement of the Society's financial position (Attachment E) showing a net worth at April 30, 1997 of \$741,000, up slightly more than \$50,000 from a year earlier. The submission also included a year-to-date summary of expenses as of June 15. Spee said cash flow income has almost tripled in the six years from 1991 to 1997, but expenses have multiplied at the same level. In summary, the Treasurer said he has based his 1998 budget proposal on a membership of 5,200, essentially flat, unchanged member and non-member fees, a Transactions page count of 984 as requested by Editor Hoft and surpluses from conferences totaling \$60,000.

Relating to apparent swings in conference financial results from year to year, Spee explained conference revenues and expenses are not recorded until final reports and audits are submitted and books are closed. Thus, he said, a conference usually does not show up in the year it took place but in the following or perhaps a later year. This necessary method of accounting, Spee said, means conference results cannot always be counted on to help balance a budget.

What Spee called a "wish list" of budget items was submitted (Attachment F) showing a deficit budget for 1998 amounting to \$45,000. The projection, he said, was based on maintaining Society dues at the present level of \$20 per year, an assumption accepted without dissent by the AdCom. Major increases in spending, Spee said, include the Distinguished Lecturer program - up from \$5,000 planned in 1997 to \$20,000 next year - and education - increased from zero to \$35,000 - with less substantial rises in administration, meetings of technical committees and subgroups, awards and chapters.

Action on the budget was postponed until later in the meeting following reports from Chapters Development, publications, meetings and Education committees.

VI. HIGHLIGHTED COMMITTEES

European Liaison - Javier Uceda said President Hudgins had covered European activities in his report on cooperative meetings in May.

Region 9 Liaison - Jaime Arau reported two conferences in Latin America are planned the next 18 months and that the sponsors are cooperating to make the events complementary and to avoid any conflicts and overlaps (Attachment G). The fourth Congresso Brasileiro de Eletronica de Potencia (COBEP'97) will take place in Belo Horizonte, Brazil, next December 1-5 and will 118 papers in 24 technical sessions and six plenary sessions with guest lecturers from the United States, Italy, Spain and Japan. The second conference is CIEP'98 in Morelia, Mexico, October 12-15, 1998. Both conferences have IEEE and PELS involvement.

Other activities in Region 9 include development of PELS chapters in Mexico and Brazil and potential chapters in Argentina, southern Brazil and Monterrey, Mexico.

Asian Liaison - Toshiyuki Sugiura reported the two major PELS activities in Asia are organization of PESC'98 in Fukuoka, Japan, May 17-22, 1998, and a power electronics seminar in October summarizing papers presented at PESC'97 (Attachment H).

Chapter Development - Dunford said PELS lists 31 chapters around the world and about 20 of them are active. He proposed the annual \$500 per chapter support require receipt each year of a written report of activities. Habetler said any financial help should be conditional upon support from local sections, a circumstance Dong Tan said was not enforceable because some sections offer no support, citing the Los Angeles Council sections as an example. Consensus of the AdCom was chapter support must be based on the receipt of some type of report of activities. Dunford said his budget requests to the Treasurer included a hoped-for authorization to present an annual award of \$500 to a PELS chapter. A number of approaches were offered and **MOTION: Dunford moved creation of a chapter award.** Tan seconded the motion and it was approved. **ACTION: Dunford will develop provisions and procedures for the award in consultation with the Awards chairman and will submit a proposal for AdCom consideration at its October meeting.**

Dunford said he anticipated expansion of the Distinguished Lecturer program in 1998 with the existing corps of lecturers visiting as many chapters worldwide as possible. Murty said that although the Lecturer program is being expanded and should be encouraged, some economies can be achieved by combining chapter visits in one trip and perhaps in connection with other travel. Jason Lai said lecturers may be able to get some support from their organizations, notably universities, and noted the program specifies local expenses are the responsibility of the chapter or section. **MOTION: Krein moved \$12,000 be allocated for the program in 1998 (rather than the proposed \$20,000).** Murty seconded the motion. In discussion Krein said the figure was a conservative base and is based on the Society funding up to 12 trips for

Distinguished Lecturers during the year. Hudgins commented that the AdCom's responsibility is to act in the best interests of the Society and budgets can be adjusted - by email or fax or mail ballot it necessary. The motion was approved.

VII. OTHER ADMINISTRATIVE COMMITTEES

Meetings - Kevin Fellhoelter introduced four recommendations from the Meetings Committee for action by the AdCom. Fellhoelter moved:

MOTION: The AdCom authorize advance seed money to INTELEC'98 of \$20,000 and approve the 1998 preliminary budget. Hoft seconded and the motion was approved.

MOTION: The AdCom approve the APEC'98 budget (Attachment I). A second by Hoft preceded unanimous approval.

MOTION: The Society agree to be a technical sponsor of the Optimization of Electrical and Electronic Equipment Conference, OPTIM, at the University of Brasov in the Transylvania section of Romania May 14-15, 1998. The motion was seconded by Hoft and approved.

MOTION: The AdCom accepted a revised budget for a Computers in Power Electronics Workshop in Lake Como, Italy, in the summer of 1998 establishing a registration fee of \$260 and a surplus in double digits. Hoft seconded and the motion was approved.

Publications - Habetler's report emphasized operation and development of the Society website (Attachment J) offering three alternatives: 1. Operating the existing site with new volunteers; 2. Using PELS personnel for design and updating but host the site from the main IEEE server; 3. Using a commercial web design service and hosting the site from a PELS machine or IEEE server or commercial facility. Discussion brought out general support for option 1 - continued volunteer operation - but Habetler said media editor Glen Skutt cannot operate the site alone and needs labor support. Skutt also has recommended additional software and hardware if he remains as editor - and he is prepared to do so.

Leeb suggested the need for a physical presence of the site at a university where student volunteer and paid labor are available. While contributions can come from anywhere, he said interfacing with a regular staff is critical, and a university offers that capability. Habetler said he would look into housing the site at a university, perhaps Georgia Tech or Virginia Polytechnic or,

as specified by Kelley, North Carolina State. **ACTION: Habetler, Kelley and Scutt will develop a specific proposal for the October AdCom meeting.**

MOTION: Habetler moved \$7,500 be allocated on the 1998 budget for website development, an increase from an original proposal of \$3,000. Leeb seconded and the motion was approved. For the remainder of 1997, Jahns suggested Skutt and the Publications Committee "do what has to be done" to operate the site, even if there may be some impact on the Society budget.

Habetler noted several new IEEE plans for information transfer, including fax on demand services and technical information sources (Attachment K).

VIII. TECHNICAL COMMITTEES

Education - Patterson said his education program will hinge to a large degree on technical video tapes which can be made available to PELS chapters and others, a benefit according to

Patterson to membership development, education, Society promotion and information transfer. He said IEEE Educational Activities is interested in a partnership with the Society - much as it has with several other societies. Dave Torrey reviewed a video series on machines and drives in which he is involved with Educational Activities, describing his video project as an excellent educational tool. Patterson said Educational Activities has offered two approaches. One is to invest in a completed video of technical interest and share in any use and proceeds, and two, to become involved in the creation and production of a video. The first approach stipulates an investment of \$10,000 while the second requires several times that amount - Torrey said development costs run in the \$50,000-\$65,000 range. Patterson suggested the budget include funds to accommodate looking into video development. Spee recommended that any initial video investment be limited to the first alternative and the lower amount and that future planning of new production include seeking investments and partnerships with other societies under the PELS leadership. In response, **MOTION: Patterson moved allocation of \$10,000 in 1997 to invest in the Torrey-described Educational Activities video on machines and drives.** Jahns seconded the motion and it was approved. **MOTION: Patterson moved allocation of \$25,000 in 1998 to allow exploration of PELS lead sponsorship of a video and efforts to recruit other societies as participants.** Jahns seconded and the motion passed unanimously.

Treasurer

Based on approved adjustments to publications, chapter development, education and meetings budget items, **MOTION: Wilson moved approval of the 1998 Society preliminary budget as amended.** Uceda seconded and the budget was approved.

IX. OTHER COMMITTEES

The hour being past 6 p.m., Hudgins asked that individual reports be submitted only in writing for inclusion in the minutes. Written reports include Constitution and Bylaws - Kay Smedley (Attachment L), Awards - Tom Wilson (attachment M including awards ceremony program), Membership - Dushan Boroyevich (Attachment N), Transactions - Dick Hoft (Attachment O), Computers in Power Electronics Technical Committee - Steve Leeb (Attachment P), Packaging in Power Electronics - Doug Hopkins, Daan Van Wyk (Attachment Q) and Standards - Jason Lai (Attachment R).

X. OTHER BUSINESS

None

XI. NEXT MEETING - DATE AND PLACE

The AdCom will hold its fall meeting October 5 in New Orleans at the Hyatt Regency Hotel. The meeting will precede the Industry Applications Society annual meeting.

XII. ADJOURN

The meeting was adjourned at 6:07 p.m.

Submitted,

Robert Myers
Administrator