

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

**Sunday, May 17, 1998  
The Sea Hawk Resort and Hotel, Fukuoka, Japan  
Committee Membership (those attending in bold)**

<b>Officers</b>	
<b>President</b>	<b>Jerry Hudgins</b>
<b>VP for Operations</b>	<b>Philip Krein</b>
<b>VP for Meetings</b>	Kevin Fellhoelter
<b>Secretary</b>	Joseph thottuvelil
<b>Treasurer</b>	<b>Dick Bass</b>
<b>Senior Past President</b>	Fred Lee
<b>Junior Past President</b>	<b>Thomas Jahns</b>
<b>Division II Director</b>	Robert Voller

<b>Members at Large (and terms)</b>		
<b>1996–1997–1998</b>	<b>1997–1998–1999</b>	<b>1998–1999–2000</b>
<b>Deepak Divan</b> Mark Jacobs Balarama Murty <b>Tamotsu Ninomiya</b> Chris Riddleberger <b>Katsuichi Yotsumoto</b>	<b>Thomas G. Habetler</b> <b>William Gerard Hurley</b> Dean Patterson Seth Sanders <b>Tore M. Undeland</b> Robert V. White	<b>Jaime Arau</b> <b>Arthur Kelley</b> <b>Francesco Profumo</b> Rene Spee <b>J. Daan Van Wyk</b> Thomas G. Wilson, Jr.

<b>Administrative Committees</b>			
<b>Asian Liaison</b>	Tsutomu Ogata	<b>History</b>	Laura Steffek
<b>Awards</b>	<b>Thomas Wilson, Sr.</b>	<b>Intersociety Liaison</b>	Joseph Thottuvelil
<b>Chapter Development</b>	<b>William G. Dunford</b>	<b>Membership/Publicity</b>	<b>Dusan Boroyevic</b>
<b>Constitution/Bylaws</b>	<b>Keyue M. Smedley</b>	<b>Newsletter</b>	<b>Harry A. Owen, Jr.</b>
<b>European Liaison</b>	Javier Uceda	<b>Publications</b>	<b>Thomas G. Habetler</b>
<b>Fellow Evaluation</b>	<b>J. Daan Van Wyk</b>	<b>Region 9 Liaison</b>	Jose Antenor Pomilio
<b>Finance</b>	<b>Dick Bass</b>	<b>Transactions</b>	Richard Hoft

<b>Technical Committees</b>			
<b>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</b>	Robert Beers		Robert Jurewicz
<b>Power Packaging</b>	Doug Hopkins		Lars Bjorkstrom

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

**PELS Administrative Office**

**Administrator**

Robert Myers

**PELS Office**

Lee Myers

**PELS Representatives**

<b>TAB New Technologies Directions Committee</b>	<b>Jerry Hudgins</b>
<b>TAB Public Relations Committee</b>	<b>Dusan Boroyevic</b>
<b>Society on Social Implications of Technology</b>	William E. Sayle
<b>TAB IEEE Press Books</b>	William Hazen
<b>TAB Transactions Committee</b>	Richard Hoft
<b>TAB Magazines Committee</b>	<b>Harry A. Owen, Jr.</b>
<b>TAB Newsletters Committee</b>	<b>Harry A. Owen, Jr.</b>
<b>EEE Energy Committee</b>	Michael R. Jaske
<b>IEEE Standards Board</b>	Jason Lai
<b>APEC Steering Committee</b>	Thomas Wilson, Jr.
<b>International Committee on Power Electronics Coop.</b>	Joseph Thottuvellil
<b>Electronic Media Editor</b>	<b>Arthur Kelley</b>

**Guests:** Atsuo Kawamura, Yokohama National University  
Hiro Akagi, Okayama University  
Seiichi Muroyama, NTT-F  
Koosuke Harada, Kumamoto Institute of Technology  
Hirofumi Matsuo, Nagasaki University

**MOTIONS APPROVED**

The Society agreed to participate in the IEEE OPeRA program providing PELS members electronic access to PELS Transactions during 1999 at a cost to the Society of up to \$12,500.

The Non-member subscription price for PELS publications was increased from \$195 per year to \$250 per year effective in 1999.

The page count for the PELS Transactions for 1999 was increased from 1,088 to 1,200.

PESC Registration fees for the recipient of the William E. Newell award will be paid by the Society to facilitate presentation of the award.

PELS will pay PESC registration fees for recipients of other major Society awards honored at the conference.

**ACTION ITEMS**

Dushan Borojevic will prepare a final membership survey form and circulate it to designated members and non-members of PELS.

Bill Dunford will complete a best chapter award form contained in the IEEE Policies and Procedures Manual and Tom Wilson, Sr. will submit the form to IEEE Awards; an effort will be made to initiate a best chapter award in 1999.

Amendments to the Society Constitution and Bylaws dealing with standing committees and elimination of the Secretary position will be published in the June, 1998 Society Newsletter and if no objection from members will be submitted to the IEEE approval

process.

**Borojevic and Dunford will survey Society Chapters for interest in and proposals for translating the PELS membership brochure into languages other than English.**

**H.P. Yee and Kevin Fellhoelter will present a detailed report on the IEMDC conference for the October AdCom meeting.**

**The Society's Long Range Planning Committee will develop a draft of a PELS Intellectual Property policy.**

The meeting was convened at 11:25 a.m. by President Jerry Hudgins who declared it a legal meeting of the Power Electronics Society Administrative Committee (Attachment A).

### **ACTION ITEMS FROM FEBRUARY**

**1. Bylaws amendments changing functions and titles of PELS' vice presidents will be filed with IEEE Technical Activities.** The amendments are in effect after acceptance by IEEE..

**2. Dushan Borojevic will draft a membership survey, obtain input from AdCom members and incorporate suggestions into a final version -** Borojevic distributed copies of a survey form and asked feedback (Attachment B). **ACTION: Borojevic will prepare a final survey form for circulation to selected PELS members and non-members..**

**3. The Awards Committee will study a proposal for a best chapter award - ACTION: Chapters Development Chair Bill Dunford will supply a completed form from the IEEE Policies and Procedures manual dealing with a best chapter award and Awards Chair Tom Wilson, Sr. will submit the form to IEEE Awards for approval.** Approval will be sought in time to make the first best chapter award in 1999. Initially, an award will be a certificate only.

**4. Bylaws amendments changing Society Standing Committees and Constitution and Bylaws amendments eliminating the PELS Secretary and transferring duties to the Administrator will be circulated -** President Jerry Hudgins reported 24 ballots - a majority of eligible votes - were received and all favored the change (Attachment C). **ACTION: Kay Smedley reported the amendments will be published in the Society Newsletter (the June, 1998, issue, said Harry Owen) and, if no objections, then will be submitted to TAB for ratification. Constitutional changes will require an extra step of submission for approval to the Vice President of Technical Activities.**

**5. Closure will be sought for the PEDES'96 conference in New Delhi and a letter will seek positive action in submitting a final report and distribution of surplus.** A letter has been written to the Indian Institute of Technology asking swift disposition of the conference, including final reports and financial distribution.

**6. A cost analysis and recommendation will be submitted for electronic access to the PELS Transactions -** Tom Habetler and Dick Bass suggested PELS participate in the IEEE OPeRA in 1999 with Transactions placed on the IEEE web pages and available only through an access number given to members. The cost, Habetler said, is estimated at \$12,500 but may run less. **MOTION: Habetler and Bass moved the Society participate in OPeRA in 1999,** a second followed and the motion was approved. There was a suggestion to unbundle Transactions from Society dues with an electronic version available for \$5 per year and printed Transactions at \$15 per year. After discussion, the suggestion was withdrawn.

**7. Borojevic will investigate translating the PELS membership brochure into languages other than English** - Through Borojevic and Dunford, PELS chapters will be asked if translation is desired and for proposals to develop versions in other languages.

## **OFFICER REPORTS**

**President** - (Attachment D) Hudgins said H.P. Yee of the University of Washington has agreed to serve with Kevin Fellhoelter as a PELS representative to the International Electric Motor Drive Conference of which the Society is a technical sponsor. **ACTION: Yee and Fellhoelter will be asked to present a detailed report on the IEMDC event at the October AdCom meeting.**

Four present AdCom members were nominated - and approved by AdCom consent - to the Society nominations committee. They are Franco Profumo, Rene Spee and Katsuichi Yotsumoto for three year terms and Seth Sanders for two years.

Hudgins announced a second intersociety meeting involving PELS, IAS, IES and PES will be held July 17 in San Diego with PES hosting. At least Hudgins and Bob Myers will attend.

The President said he is a member of a TAB focus group on intellectual property and outlined the expanding requirements in electronic information values, compared with information required by more traditional channels. He talked of the need for IEEE and its entities to develop a policy statement on intellectual property covering evolving electronic products as well as print products. **ACTION: The Society's new Long-Range Planning Committee was assigned the task of producing a draft plan for submission to the AdCom meeting in San Francisco in October.**

**Vice President - Operations** - Phil Krein said he is encouraging the formation of new technical committees within the Society and the addition of new PELS workshops.

**Vice President - Meetings** - Fellhoelter was not in attendance and there was no report.

**Treasurer** - Bass said the non-member subscription rate for PELS publications stands at \$195 per year and is below the IEEE average.

**MOTION: Bass moved the non-member price be raised from \$195 to \$250 effective in 1999.** The motion was seconded and approved by unanimous voice vote.

**MOTION: Bass moved that the Transactions page budget be established for 1999 at 1,200 pages, increased from 1088 pages.** Habetler seconded. The motion was adopted.

Other budget items for 1999 will be submitted to the AdCom at its October meeting, Bass said.

## **HIGHLIGHTED COMMITTEES**

**Asian Liaison** - Seiichi Muroyama reported for Tsutomu Ogata and listed Asian activities:

- Participation in the PESC'98 conference in Fukuoka, Japan
- Presentation of a power electronics seminar at INTELEC'97 in Melbourne, Australia
- Communication by letter with 100 power electronic specialists in Japan
- Creation of a web page in Japan -[www.ieee.org/section/tokyo](http://www.ieee.org/section/tokyo)

**European Liaison** - no report

**Region 9 Liaison** - Jaime Arau reported on behalf of Region 9 liaison Jose Pomilio and listed

major activities (Attachment E):

- A national PE undergraduate thesis contest in Mexico with the winner receiving an award at the International Power Electronic Congress in Morelia, Mexico in mid-October. The winner will receive a set of technical books, a CIEP registration and travel expenses to the conference.
- The CIEP'98 conference itself October 12-15.
- Fifteen technical meetings organizers during the first school semester of the year.

**Chapter Development** - Dunford reviewed the membership survey contained in action item 2 with emphasis on format, questions and the specific populations to contact. It was agreed to survey both members and non-members of PELS.

**Publications** - Habetler reported IEEE plans to develop a peer review process for publications contained in a web-based environment. Testing of the program will start next year.

Production page costs for Transactions are expected to remain at the 1998 level of \$82.50 per page through 1999. Costs probably will begin to decrease as a result of growing submission of TIFF format graphics by authors, he said.

Habetler said 33 journals, or 52% of all IEEE journals, currently are participating in the OPeRA program. One journal is offered in a choice of HTML or PDF formats to test user preference.

**Transactions** - Dick Hoft did not attend but submitted a brief report (Attachment F) specifying that the original page budget for the year was 984 but was increased to 1,088 and that might be exceeded as backlog is cleared. Six issues of the Transactions will be published during the year.

**Awards** - Tom Wilson, Sr. took note of the growth of the PELS awards program the past several years (Attachment G) with the development of awards for Society Distinguished Service, Outstanding Young Power Electronics Engineer and Transactions Prize papers, as well as the established William E. Newell Award. The first three awards will be presented for only the second time during the 1998 PESC while the Newell Award will be given for the 22nd time. Wilson said award nomination forms have been developed to generate wider interest in the awards program and process and to encourage new nominations (Attachment H).

Wilson's report referred to increased levels of monetary awards approved by IEEE with authorized ceilings in 1998 of \$7,500 for field awards and \$5,000 for Society presentations. The authorized levels will rise to \$10,000 in both categories next year. Wilson suggested the Society might consider reviewing monetary levels of its awards.

**MOTION: Wilson moved that the PELS Society each year cover the cost of PESC registration for the recipient of that year's Newell Award.** Dunford seconded and the motion was approved by unanimous vote. **MOTION: Bass moved that the Society cover PESC registration costs for all major PELS award winners.** Wilson seconded and the motion was adopted.

## **TECHNICAL CHAIRS REPORTS**

**INTELEC** - Katsuichi Yotsumoto presented a written report from Bob Jurewicz on INTELEC conferences over the next six years, including San Francisco in 1998, Copenhagen in 1999, Phoenix in 2000, Edinburgh, Scotland in 2001, Montreal in 2002 and Yokohama in 2003 (Attachment I). He said the San Francisco conference is gathering speed in appropriate fashion with the technical program in place along with workshops and tutorials and an exhibit floor four booths short of a 90-booth sellout. Contracts have been signed for facilities in Copenhagen and

Phoenix and plans are on schedule for all future conferences, the Jurewicz report said.

### **NEXT MEETING**

The AdCom will next meet on June October 4, at the Hyatt Regency Embarcadero Hotel in San Francisco, in conjunction with INTELEC'98.

### **ADJOURN**

With no additional business, the meeting was adjourned at 4:12 p.m.

Submitted,

Robert Myers  
PELS Administrator  
(from notes developed by Harry Owen)