

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

**Sunday, October 4, 1998
Hyatt Regency Embarcadero, San Francisco, California USA
Committee Membership (those attending in bold)**

Officers	
President VP for Operations VP for Meetings Treasurer Senior Past President Junior Past President Division II Director	Jerry Hudgins Philip Krein Kevin Fellhoelter Dick Bass Fred Lee Thomas Jahns Robert Voller

Members at Large (and terms)		
1996 1997 1998	1997 1998 1999	1998 1999 2000
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	Jaime Arau Arthur Kelley Francesco Profumo Rene Spee J. Daan Van Wyk Thomas G. Wilson, Jr.

Operations Committees			
Asian Liaison Automotive Power Awards Chapter Development Computers in PE Constitution/Bylaws Education Activities ETTC European Liaison Fellow Evaluation Finance	Tsutomu Ogata Randy Frank Thomas G. Wilson, Sr. William G. Dunford Seth Sanders Keyue M. Smedley Dean Patterson Robert Beers Javier Uceda J. Daan Van Wyk Dick Bass	History Intersociety Liaison Membership/Publicity Newsletter Publications Region 9 Liaison Standards Transactions Telecomm Energy	Laura Steffek Thomas M. Jahns Dusan Borojevic Harry A. Owen, Jr. Thomas G. Habetler Jose Antenor Pomilio Jason Lai Richard Hoft Lars Bjorkstrom Robert Jurewicz Thomas Taylor

Meetings Committee	Kevin Fellhoelter
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President's Committee	
Nominations	Thomas M. Jahns

PELS Administrative Office			
Administrator	Robert Myers	PELS Office	Lee Myers

PELS Representatives	
TAB Intelligent Transportation Committee Murty	Thomas Jahns, Balarama
TAB New Technologies Directions Committee	Jerry Hudgins
TAB Public Relations Committee	Dusan Boroyevic
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 Energy Committee	Michael R. Jaske
IEEE Standards Board	Jason Lai
APEC Steering Committee	Thomas Wilson, Jr.
International Committee on Power Electronics Coop.	Joseph Thottuvelil
Electronic Media Editor	Arthur Kelley

Guest: Seichi Muroyama, Acting Asian Liaison

ACTION ITEMS:

1. Dusan Borojevic will prepare a membership survey for circulation to designated members and non-members of PELS.
2. Bill Dunford will complete a best chapter award form and provide it to Tom Wilson, Sr. for submission to IEEE.
3. Kay Smedley will prepare a report on passage of amendments to the Constitution and Bylaws dealing with standing committees and eliminating the Society Secretary position.
4. Borojevic and Dunford will survey Society Chapters for interest in translating the PELS membership brochure into languages other than English.
5. Jerry Hudgins will seek information from IEEE technical societies regarding policies and programs dealing with intellectual property issues.
6. Hudgins will contact Randy Frank regarding PELS participation in the new IEEE Intelligent Transportation Systems Council.
7. Kevin Fellhoelter will contact IEEE regarding Society involvement in a battery conference which has never contacted PELS for sponsorship.
8. Laura Steffek will arrange to ship Society archival materials to the University of Illinois.
9. Steffek will invite a representative of the IEEE History Center to address the PELS AdCom at its winter meeting; a joint presentation to PELS and IAS will be explored.

MOTIONS:

1. Approved funds to sponsor PELS Electronics Media Editor Arthur Kelley at an IEEE  Panel of Webmasters  meeting.

2. Authorized the transfer of \$200,000 in PELS cash reserves to long-term investment accounts, with transfers in increments of \$50,000 every three months over the next year.

3. Adopted a policy that where possible and practical the Society will purchase proceedings of sponsored conferences directly from the Book Broker and advance 80 percent of contract payments to the conference, with the remaining 20 percent paid at conference time; in return, the Society will receive proceeds from Book Broker sales of the publication.

4. Allocated \$12,500 to place 1998 *IEEE Transactions on Power Electronics* in the OPeRA program rather than wait until 1999 to begin the program.

5. Adopted a budget for PESC 1998 and authorized advance seed money of \$20,000.

6. Accepted a Meetings Committee recommendation approving a 1999 expense budget for the INTELEC Advisory Committee of \$21,000.

I. Call to Order and Introductions

President Jerry Hudgins convened the meeting at 11:08 a.m. and declared the presence of a quorum (Attachment A).

II. Adoption of Agenda

MOTION: Chris Riddleberger moved acceptance of the agenda as written. Tom Jahns seconded and the motion passed by unanimous voice vote.

III. Approval of Previous meeting minutes

MOTION: Jahns moved that minutes from the May AdCom meeting in Fukuoka, Japan, be approved as written. Rene Spee seconded and approval was unanimous.

IV. Review of Action Items from May Meeting

1. **Dusan Borojevic will prepare a membership survey form for circulation to designated members and non-members of PELS.** Borojevic could not attend the meeting and the action was carried over to the winter meeting in March.

2. **Bill Dunford will complete a best chapter award form and provide it to Tom Wilson, Sr. for submission to IEEE.** The item was continued until the winter meeting because of the absence of Dunford.

3. **Amendments to the Society Constitution and Bylaws dealing with standing committees and eliminating the Secretary position will be published in the Society Newsletter and if no objection is received will be submitted to the IEEE approval process.** The amendments were published in the July Newsletter and as of the meeting date no objections have been received. **ACTION: By the end of October, Kay Smedley will prepare a report and supply it to Bob Myers who will submit to IEEE.**

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

The action was continued until March but Katsuichi Yotsumoto said the Tokyo Section had translated the brochure into Japanese and distributed sample copies (Attachment B).

5. **H.P. Yee and Kevin Fellhoelter will present a report on the IEMDC conference.**

Hudgins said discussions are continuing toward having PELS, IAS and IES join the Power Engineering Society in co-sponsoring the International Electric Machines Drives Conference. The APEC Operating Agreement, considered a guide to joint sponsorship contracts, has been distributed to representatives of all societies and Hudgins said a formal agreement may be ready

for submission to the four societies by the time of the APEC conference in March. Hudgins said IES and IAS hope to have a meeting with PES representatives in Seattle and he encouraged PELS participation in such a meeting. H.P. Yee is based in Seattle and Kevin Fellhoelter said he will make plans to participate as well.

Rene Spee said the number of digests submitted for PESC 1999 had declined by about 40 from previous years and the drop could be attributed almost entirely to papers on drives - perhaps suggesting the effect of IEMDC on PESC. He noted the biennial IEMDC and annual PESC are in the United States on odd-numbered years and asked if IEMDC could be moved to an even year when PESC is overseas. Hudgins explained that a major international conference in the discipline is held in even years and thus the odd-year schedule for IEMDC was adopted.

6. The Society's Long Range Planning Committee will develop a draft of a PELS intellectual property policy. The committee, with Tom Jahns assuming the chair the first of 1999, will present a policy draft in March. Hudgins noted IEEE is developing intellectual policy procedures and said the Society must explore implementation of electronic publishing and control of access to published material. Issues such as financial ramifications, awareness of what other societies are doing also must be addressed. **ACTION: Hudgins will seek information from other IEEE societies regarding policy directions and programs as guidance to a PELS effort.**

Hudgins and Jahns raised the issue of intersociety cooperation and what such efforts could mean to members. What can cooperating societies offer their members and members of partnering societies? Can an individual join one society and pay an incremental additional fee for some services of cooperating societies? What services or activities could be included? Could a member receive a hardcopy of his society's transactions and for a small fee have access to an electronic version of another society's transactions? Or the other way around? What are the formats of services? Who would take advantage of them? The questions, voiced by Hudgins and Jahns, form the basis of an intersociety cooperative study.

V. Nominations/Election

Jahns announced the results of the election of PELS officers and new at-large AdCom members for 1999:

President - Phil Krein
VP Operations - Tom Habetler
VP Meetings - Kevin Fellhoelter
At-Large AdCom
Hirofumi Akagi
Dusan Borojevic
Bill Dunford
Mark Jacobs
Kay Smedley
Katsuichi Yotsumoto

Bob Myers will file an official report of the election with IEEE Technical Activities and will write individual letters to all candidates. Jahns said 36 ballots were received of 43 distributed - a return of 84%. The terms of four AdCom members expire the end of the year - Deepak Divan, Balarama Murty, Tamotsu Ninomiya and Chris Riddleberger.

VI. Officer Reports

a. President - Hudgins' written report (Attachment C) reviewed actions taken at the TAB meeting in Detroit in June and encouraged participation by the Society in the new Intelligent Transportation Systems Council, perhaps by members of the Technical Committee on Power Electronics in Transportation. **ACTION: Hudgins will contact TC Chair Randy Frank on the issue.** He suggested PELS take part in an AdHoc Committee on cooperative activities in the area of sensors, acknowledging that the Society needed to identify a member active in sensors.

Hudgins recommended that travel funds be allocated to send PELS Electronics Media Editor Arthur Kelley to a Panel of Webmasters meeting to establish web guidelines and coordinate activities and practices. **MOTION: Dick Bass moved the approval of funds for this purpose.** Chris Riddleberger provided a second and the motion was approved by voice vote.

The President raised the issue of pricing of the ASPP publications pricing structure, noting that the price to student branches of \$2,500 annually is far below the list price of \$18,995. Hudgins said the lower price is supposed to be an incentive and to represent a second copy for a university but in some cases it is the only ASPP subscription at that institution. TAB is taking steps, he said, to police what it considers a breach of good practice.

For the first time, the full membership of IEEE may participate in the election of the IEEE Vice President for Technical Activities, rather than having the position selected by TAB leadership. Hudgins said in 1998 members may vote for both Vice President and Vice President-Elect. In the future, the post of VP-Elect will be on the ballot and that individual will automatically succeed to TAB VP.

The IEEE Book Broker program has returned to profitability since 1996 when a proliferation of titles resulted in a loss of \$112,000. A restructuring of operating procedures including decreasing quantities of some conference publications, reducing payment formulas, savings in postage and new agreements with some conferences led to a surplus of \$1,074,500 in 1997 and a projected 1998 surplus of \$604,300.

Hudgins said PELS had been represented at a second intersociety meeting during the summer also involving IAS, IES and PES leadership. The meeting delved into co-sponsored conferences, possible joint publications and coordination of standards activities and awards. Action items growing from the meeting included:

- Potential joint publication in Spectrum or Proceedings of the IEEE on the history of power electronics.
- Support for a general operating agreement for co-sponsored conferences.
- Co-housing of future conferences.
- Inclusion of PES as a sponsor of APEC.
- Communications among awards committees relating to member awards.
- Joint publication of a special issue of Transactions dealing with power quality.

Hudgins said the four societies have agreed to continue meeting and the next session - a date and place still uncertain - probably will be hosted by IES.

b. Division II Director - no report

c. VP for Operations - Phil Krein said the Department of Energy will stage a second interconnect workshop in St. Louis in mid-October at the conclusion of the IAS Annual Meeting (the first workshop was adjacent to PESC 97, also in St. Louis).

Krein said potential technical committee expansion is being considered in the areas of DC-DC conversions, control techniques and inverter systems. He said he is seeking PELS members to chair and serve on developing committees and asked for input from AdCom members..

d. Treasurer - Bass reported the Society's cash reserves have increased to more than \$700,000 (Attachment D) and proposed transferring \$200,000 from cash funds to long-term investments. There are several investment windows during the year and Bass recommended transferring the \$200,000 from cash to long-term in increments of \$50,000 every three months over the next year. **MOTION: Jahns moved the funds be moved in \$50,000 increments.** Krein seconded and the motion was adopted. The first increment transfer will take place December 1.

Bass proposed that the Society enact a new policy for handling financial interactions between the IEEE Book Broker program and PELS-sponsored conferences. Presently the Book Broker program purchases conference proceedings from a conference and submits payment to the conference using a formula based on expected printing costs. Payment by the Book Broker program often arrives several months after the conference, delaying the closing of conference books. Bass proposed that this arrangement be changed in the future so that PELS would purchase the proceedings directly from the conference and provide them to the Book Broker program. The Book Broker will then submit its payment to PELS rather than to the conference. According to this plan, PELS would pay the conference 80 percent of the expected proceedings cost as soon as the Book Broker agreement is finalized before the conference. The remaining 20 percent would be paid at the time of the conference based on actual printing costs. Bass pointed out that this new proposed policy should enable earlier financial closing of conferences, although it also has the effect of modestly reducing conference income since payment will be made on the basis of actual printing costs rather than using a standard formula. Discussion centered on conferences with joint sponsors, such as APEC, and the need to obtain agreements from IAS and from the non-IEEE Power Sources Manufacturers Association.. **MOTION: Bass moved that the Society adopt a policy that where possible and practical the Society make advance payments to sponsored conferences of 80 percent of expected printing costs for contracted Book Broker proceedings and supply the remaining 20 percent at the conference. In return, the Society will receive proceeds from broker sales of the publication.** Krein seconded and the motion was approved.

MOTION: Bass moved that the Society allocate \$12,500 to place 1998 IEEE Transactions on Power Electronics in the OPeRA program, rather than wait until the 1999 Transactions as approved at the June AdCom meeting (Attachment E). Spee, in seconding the motion, said earlier posting would be a psychological benefit to the Society. The motion was approved.

Spee asked the Society to reiterate a procedure that the Treasurer be involved in all financial dealings of PELS and its committees and activities. He said established cash prizes for Society awards recipients were prepared without the Treasurer's knowledge. Bass said IEEE advised him that established monetary awards did not require Treasurer action. Nevertheless, the AdCom by consent specified that the Treasurer be the formal conduit for any Society financial transaction.

Bass was asked to check on revenues accruing to the Society from the educational video *Power Electronics & Motor Drives* of which PELS was a co-sponsor with an investment of \$10,000. The Treasurer reported after the meeting that IEEE advised total royalties of \$18,200 to date in 1998 of which the Society shares 21.06 percent, or \$3,833 (Attachment F). Dean Patterson, Educational Activities Chair, noted separately that as of September, 41 copies of the video had been sold and we are well on our way to recouping our investment. By rough calculation, we have recouped about 50 percent of our investment already. Patterson also said the video has provided a very useful service to our members. Further, he said the Society is negotiating a video service featuring Dan Mitchell, formerly of Rockwell-Collins on RFI, EMI, EMC issues (Attachment G).

The Treasurer said PELS is listed as a 50-percent sponsor of a battery conference on applications and advances, although the conference has not requested support from the Society. **ACTION: Fellhoelter will contact IEEE regarding either receiving a proposal for formal sponsorship or a termination of any Society involvement.**

e. Meetings VP - MOTION: Fellhoelter moved that the AdCom adopt a budget for PESC00 as submitted by conference chair Gerry Hurley and authorize Hurley to request seed money of \$20,000 when needed (Attachment H). Spee seconded the motion and it was approved.

VII. Long Range Planning Committee - Included in action items as number 6.

VIII. Highlighted Committees

a. INTELEC - MOTION: Bob Jurewicz moved the AdCom adopt the recommendation of the Meetings Committee for approval of a 1999 INTELEC Advisory Committee expense budget of \$21,000 (Attachment I). Jurewicz explained the IEEE will not participate financially in the 1999 INTELEC to be held in Copenhagen although, as Hudgins noted, all INTELECs are eligible to request IEEE financial involvement. The motion was approved.

b. Computers in Power Electronics - Krein said he attended the 1998 workshop of the committee at Lake Como in Italy and it was well received.

c. Education Activities - Status of sales of educational videos is covered in Treasurer's report.

d. Electronic Transformers - Bob Myers reported the committee will hold two days of meetings at the Coil Winding Show in Cincinnati the two days following the AdCom meeting (Monday and Tuesday, October 5-6).

e. Power Packaging - Myers said the first International Workshop on Integrated Power Packaging was held in Chicago September 17-18 and was well received by 35 attendees but sustained a financial loss approximating \$1,200 (Attachment J). PELS, IAS and the Components, Packaging and Manufacturing Technology societies were co-sponsors of the workshop and will share the loss.

f. Standards - Jason Lai advised in an e-mail (Attachment K) that the P151 Working Group will meet at INTELEC in San Francisco, October 4-8, and the P1416 Working Group will meet at the PCIM conference in Santa Clara, California, November 8-12.

g. Automotive Power Electronics - No report.

IX. Other Committees

a. Asian Liaison - Seiichi Muroyama reviewed Society activities in Asia and mainly in Japan, saying PESC'98 in Fukuoka had been a professional and financial success. A final report is in preparation and can be expected to be completed the end of October. PELS members will support technical meetings on energy engineering and semiconductor power converters to be held in Asia.

Muroyama displayed the Japanese language version of the PELS membership brochure produced by the Tokyo Section (see Attachment B).

b. European Liaison - No report

c. Region 9 Liaison - No report

d. Publications

Newsletter - Harry Owen, who could not attend, has announced he will step down as editor of the Newsletter. A search for a successor is under way and Krein asked that any candidates or suggestions be directed to him.

Transactions - Editor Dick Hoft submitted a written report after the meeting (Attachment L).

Press Books - Bill Hazen reviewed his activities with IEEE Press on behalf of the Society, including comments on a draft of a book on voltage magnitude and a proposed book on nonlinear phenomena in power electronics (Attachment M). He also documented suggestions for new books and publications on a) teaching power electronics, b) power quality protection, c) computer programs, d) new products, devices and techniques and e) automotive electronics.

He said IEEE Press staff editor Marilyn Catis is pursuing development of a book, *Electronic Power Processing*, authored by Harry Owen and Tom Wilson Senior and Junior.

e. Membership report - Action on a proposed survey was carried over to the winter meeting of the AdCom (see action item 1).

f. Awards - At the request of chair Wilson, Myers reminded AdCom members that they are responsible for nominating candidates for the Society Distinguished Service Award. Hudgins said the Society also should seek candidates for IEEE Field Awards pertinent to power electronics.

g. Chapters - No report.

h. History - Laura Steffek said she is seeking a secure site for Society archives. The long-term location is the IEEE History Center but space at the Center is not available. For the short-term, Krein said the archives can be housed at the University of Illinois and **ACTION: Steffek will make arrangements to ship materials to Champagne-Urbana where Krein will assume responsibility.**

Steffek said the History Center has launched an endowment program and wishes to advise technical societies of its programs and plans and to seek support. **ACTION: Steffek will invite a representative of the Center to attend the AdCom meeting in Dallas in March. Further, the Society will explore the idea of a joint presentation to PELS and IAS at Dallas.** Finally, the PESC 1999 technical committee will consider inviting a special paper to the Charleston conference dealing with the history of power electronics.

I. Constitution/Bylaws - No report.

X. Other Business

Spee complimented outgoing President Hudgins on the accomplishments of his two years as chief executive of the Society and led a round of applause.

XI. Next Meeting

The AdCom will meet Sunday, March 14, in Dallas in conjunction with the APEC Conference. The PELS Meetings Committee may hold its winter meeting the previous evening if APEC-related activities make it appropriate.

XII. Adjournment

The AdCom meeting was adjourned at 2:40 p.m.

Submitted,

Robert Myers
PELS Administrator