

**APPROVED MINUTES**

**OF THE IEEE EMC SOCIETY BOARD OF DIRECTORS MEETING**

**The University of Rome “La Sapienza”  
Rome, Italy  
November 5 and 6, 2013**

**MEMBERS PRESENT (17)**

H. Benitez  
C. Bunting  
F. Canavero  
A. Duffy  
E. Hare  
F. Heather  
D. Heirman  
T. Hubing  
R. Koga  
F. Maradei  
M. Montrose  
J. Norgard  
J. O’Neil  
G. Pettit  
A. Pinchuk  
F. Sabath  
R. Scully

**ABSENT (8)**

B. Archambeault  
C. Brench  
B. Davis\*  
D. Hoolihan  
E. Joffe  
J. LaSalle  
D. Staggs  
D. Sweeney

*\*Bob Davis attempted to call in to the meeting or connect via WebEx, but the connections were not successful.*

## **1.0 THE PRESIDENT'S OPENING REMARKS**

President Pettit called the meeting to order at 9:00 am. A round of introductions was made. He reviewed Board meeting protocol, the IEEE code of ethics, and upcoming activities (see President's Introductory Remarks). He reminded Board members of the material on the Board FTP site and asked that everyone remember to review this material prior to the Board meetings (<ftp://ewh.ieee.org>).

## **2.0 CONSENT AGENDA MOTIONS**

The agenda was presented for review. (See Draft Agenda.) The consent agenda motions (see Consent Agenda) included the following items:

- Approve November 2013 Meeting Agenda – Pettit
- Approve Secretary's Report – August 2013 Meeting Minutes – O'Neil
- Approve Treasurer's Motion - Approve Warren Kesselman & Janet O'Neil as Temporary Employees, and to approve Shannon Archambeault, Kye Yak See, and Paul Doto as Independent Contractors for continued support of the Society

Discussion on Shannon Archambeault was pulled from the Consent Agenda.

**It was moved and seconded to approve the consent agenda as amended. The motion was approved.**

## **3.0 PRESIDENT'S REPORT**

Mr. Pettit reviewed the activity of the Excom meeting held the previous evening. The meeting addressed administrative points including the agenda review, motions to be presented, etc. All items discussed are included on the meeting agenda. February 19 and 20 will be the dates of the next Board meeting in Los Angeles. This will be held at the same hotel as where the IEEE TAB meetings will be located.

Regarding the status of electronic motions made since the last Board meeting in March, Mr. Pettit confirmed there were none.

## **4.0 TREASURER'S REPORT**

John LaSalle's report on EMC Society finances was reviewed. (See Treasurer's Report.) Regarding EMC Society finances, financials shown were for the period ending in December 2012, plus FM13. The report included data through the end of September 2013. Committee expenditures are considerably below budget from the approved budget of \$283,600. Also, accounts are off due to added travel accounts. On the 2013 Operations Overview, the latest available 2013 IEEE financials were for the period ending in September 2013. As can be seen

from the embedded September summary, the Society budget is an (\$88,200) deficit. The Society is currently at \$155,700; a variance of \$221,600. As of the end of September, Committee/Other expenditures (cost center 1900) are at a deficit of \$123,780, with the approved budget deficit of \$283,300.

The report included a status of Angel fund expenditures, symposium finances, summary of travel expenses, as well as the 2014 budget development and timeline.

Mr. LaSalle noted in his report that each year the Society's Temporary Employees and Independent Contractors need to be approved by the Board of Directors for the following performance year. **In the consent agenda, the Board approved Warren Kesselman and Janet O'Neil as Temporary Employees as well as Kye Yak See and Paul Doto as Independent Contractors for continued support of the Society for 2014.** The required paperwork must be submitted to IEEE prior to December 10, 2013. The motion on Shannon Archambeault as a temporary employee for 2014 will be conducted via email following the meeting.

## **5.0 IMMEDIATE PAST PRESIDENT REPORT**

Francesca Maradei advised the successful candidates for the 2014-2016 Board of Directors include Chuck Bunting, Ed Hare, Carlos Satori, Mike Oliver, Don Sweeney, and John Norgard.

She noted that there is only one person new to the Board (Carlos Sartori). The Excom talked about addressing how to get new Board members elected. Ghery Pettit will address this next year as the new nominations chairman.

Mark Montrose noted that there is section 3.2 of the bylaws, which stipulates that a Board member be appointed if not successfully elected from Regions 8, 9, and 10. Our bylaws say we need to have representation from all regions on the Board. Luigi Koga was then added to the newly elected Board members list as a representative of Region 10.

## **6.0 CONFERENCES REPORT**

Bruce Archambeault's report was presented. (See VP Conferences Report.) His report included a few motions that were presented to the Board as follows:

**Move to approve \$40,000 loan to the EMC 2015 (Santa Clara) committee. The motion was seconded and approved.**

**Move to approve \$2,000 loan to EMC 2019 (New Orleans) for the conference center deposit. The motion was seconded and approved.**

**Move to approve the request for technical co-sponsorship by the Asia-Pacific Conference on Environmental Electromagnetics (CEEM), over November 4-7, 2015 in Hangzhou, China. The motion was seconded and approved.**

Ghery Pettit noted that an IEEE ad hoc group is looking at financially charging for posting technically co-sponsored papers to IEEE Xplore. There is a concern that if there is a charge, then authors will send their papers to Elsevier. Currently the charge for technical co-sponsorship is \$50. The new cost being considered is \$1,000 per conference plus \$15 per paper posted to Xplore. Ghery noted that there is a lot of pushback from several Societies about this. Chuck Bunting asked how this would impact conferences with which we have "sister society" agreements. Mark Montrose volunteered to coordinate with Bruce Archambeault and Frank Sabath about this by contacting the chairs of some of the conferences technically co-sponsored by the EMC Society for their opinions on these fees. They will report back to the Board on their findings.

Bruce Archambeault's report included updates on the future IEEE EMC Society symposiums, the site selection committee, regional conferences, exhibitor liaison, etc.

## **7.0 MEMBER SERVICES REPORT**

The report of Bob Davis, Vice-President for Member Services, was presented. (See VP Member Services Overview Report.)

The Board discussed the new student award noted in the report. Per the report, it was moved to create a "Best Student Signal/Power Integrity Paper Award"; to change the name of the existing "Best Student Paper Award" to the "Best Student EMC Paper Award"; and to eliminate the second place "Best Student Paper Award". Don Heirman moved to amend the award to be a one-time only award at EMC 2014. The motion to amend was seconded and approved. New motion: **For EMC 2014, create a new best student paper award for signal integrity to replace the second place best student paper award. The motion was seconded and failed.**

A moment of silence was observed in recognition of the passing of Dr. Ralph Showers.

The balance of the power point report shows the status of Member Services in meeting the goals of the Society's Long Range Plan, specifically Goal C - Engage Young Professionals in the EMC Society and Goal D - Improve EMC Society Membership Development and Retention.

Mr. Davis also submitted a written report that includes detailed updates on the subcommittees of Member Services.

## **8.0 COMMUNICATION SERVICES**

Flavio Canavero presented the Communications report. (See Report of Communication Services.)

## **TRANSACTIONS**

The report of Professor Farhad Rachidi, the Editor-in-Chief of the *IEEE Transactions on EMC*, shows that Letters section content represents 15% of submissions, or some 46 papers in 2013. The number of submissions is steadily growing. For example, there were 334 submitted manuscripts through September 30, 2013; this compares to 288 submissions received during the same period in 2012. There is still a problem with publishing papers in the printed version. Currently there are 109 articles (corresponding to about 820 pages) in the backlog, which are waiting to be published in a printed issue. The majority are accessible online as early access papers. In 2014, the page budget will be increased to 1,500. As a result and unless an immediate action is taken, we cannot expect to reduce the backlog in the near future, taking into account the limited increase of the page budget and the increasing number of submissions.

**Professor Canavero moved to have a double issue for the Transactions on EMC in December 2013 to help relieve the backlog of papers. The motion was seconded and approved.**

The report includes information on the production schedule, time to publication, and the impact factor.

Starting in January 2014, an email blast replicating the Transactions table of contents page will be distributed when each issue is released. The email will include a "Special Announcement" section to show case a conference, call for papers, etc. The cost is \$625 per issue, budgeted under New Initiatives. There is the possibility of adding advertisements to the email blast to generate revenue.

## MAGAZINE

Editor Janet O'Neil reported that Professor Christos Christopoulos (Region 8) will be a new Associate Editor (AE) starting in 2014 to pursue the technical "theme" sections of the magazine. This is in addition to the regular Practical Papers and Signal Integrity columns. It will be targeted to specific, popular issues for EMC engineers and written in a tutorial manner. Professor Carlos Satori (Region 9) will be a new AE to revive the "EMC Abstracts" column. This will provide abstracts on the top 25 papers downloaded in 2012-2013 for the *Transactions on EMC* and the *EMC Magazine*. The goal is to provide more exposure for top technical contributions and thereby increase citations leading to a higher impact factor (IF). The new one-page table of contents will be used for the IEEE generated email blast that notifies members of when the Magazine is posted to *Xplore*. The annual symposium issue is in process. The majority of the content focuses on the 2013 IEEE International Symposium in Denver.

## HISTORY

Dan Hoolihan, Chair of the EMC Society's History Committee, reported that the History Committee had a booth in the exhibits area of the 2013 IEEE International Symposium on EMC. There was a Stoddart NM-20B Radio Interference Field Intensity Measuring Equipment

(RFI/EMI receiver) on display that drew a lot of attention. Two video interviews were performed at the Symposium; one on Joe Fischer, Jr. and one on James Toler. With the passing of Ralph Showers, Mr. Hoolihan is working with his daughters to survey and inventory Ralph's extensive collection of EMC papers. JoAnne Yates, a professor at MIT's Sloan School of Management and a historian of business and technology, is involved with the effort.

The History Committee continues to write several articles on EMC Society historical activities for the EMC Magazine.

## **9.0 TECHNICAL SERVICES**

The report of Colin Brench, Vice President for Technical Services, was presented. (See VP Technical Services Report.) He shared his goal of having clear curricula for both the fundamental workshops and Global University Classes (EMC and Signal Integrity) presented at the IEEE EMC symposiums. The goal is to develop a set of topics each with a clear indication of the depth of knowledge desired. Once this is accomplished, speakers can be selected who are sufficiently well known and competent to teach the subjects.

### **EDUCATION AND STUDENT ACTIVITIES (ESAC)**

ESAC chair Mark Steffka provided a report. The committee has continued to conduct regular monthly teleconference meetings. The meetings are held at a time to encourage international participation, and typically have from six to 10 participants. The committee is updating and developing a plan for incorporating new material into the IEEE EMCS "Experiments" manual. Suggestions for new material include possible modeling/simulation and aspects of Signal Integrity due to both of those areas becoming more integrated in traditional "EMC" work. Due to the high quality student paper submissions this year - ESAC has established proposed selection criteria to determine the symposium's "best second student paper". The committee has also continued developing linkage and coordination with the Standards Education Committee through the involvement and participation of primarily Don Heirman and Alistair Duffy. A major emphasis of the committee is now the increased focus and involvement in two key areas of education for Society members and symposium attendees - the "Fundamentals" tutorial and the "Global University". ESAC received permission from the estate of Dr. Clayton Paul to rename GU the "Clayton R. Paul Global EMC University."

ESAC is requesting BoD assistance in making additional teleconference (and/or) "WebEx" resources available for the regular ESAC monthly meetings. The committee believes this is a critical need to increase participation from around the world.

### **TECHNICAL ADVISORY COMMITTEE (TAC)**

TAC Chair Bruce Archambeault noted during the EMC 2013 symposium week, TAC held two meetings. During these meetings, each technical committee (TC) and special committee (SC)

presented their status and plans for the following year. These reports are available on the TAC Forum. The following actions were taken during these meetings:

- SC3 Transportation was disbanded per request of the chair due to lack of participation.
- SC5 Power Electronics EMC was created.
- SC6 Unmanned Aircraft Systems EMC was created.

TC6 and TC10 requested changes in their respective committee structures. The following motions were presented:

**Approve changing TC6's name to "Spectrum Engineering" and change the charter to read: This committee is concerned with the analysis, design, and measurement techniques for intentional RF transmitting and receiving equipment to prevent interference and promote efficient spectrum use through technology and operational based approaches, such as software design, dynamic spectral allocation, waveform control, as well as frequency coordination and management procedures.**

**The motion was seconded and approved.**

**Approve changing TC10's name to "Signal and Power Integrity" and change the charter to read: This committee is concerned with the design, analysis, simulation, modeling and measurement techniques useful in maintaining the quality of electrical signals and power distribution networks in printed circuit boards, ICs and within systems. These activities encompass all aspects of signal and power integrity from the integrated circuit level to the system level.**

**The motion was seconded and approved.**

Future TAC meetings next year are planned in January, March, May, August, and October.

## **10.0 STANDARDS SERVICES**

Don Heirman, Vice-President for Standards, presented his report. (See VP Standards Report.) Leadership of the Standards Development and Education Committee (SDECom) includes Alistair Duffy as Chair and Ed Hare as Secretary. The Vice-chairman position is open. The committee met in Rome on 4 November 8:00 am to 2 pm. A call for nominees for officers for the years 2014-2016 will be made by mid-December for email ballot; a Vice Chairman candidate has already stepped forward.

The report includes a status of the standards reviewed during the SDECom meeting. Don thanked Sabrina Sarto for her work in getting IEEE STD 299.1 published. Alistair and Don thanked Zhong Chen and Domenico Festa for their help in getting the next edition of IEEE STD 1309 published. SDECom is looking for an Educational and Training Coordinator which will be an officer position. They continued discussion about improving communication with ESAC.

They are considering proposing a distinguished lecturer nomination to include a standards based speaker. Davy Pissoort was added as SDECom member to work on the cable performance specification 1302. The report includes a table showing which Technical Committee (TC) is closely aligned with specific EMC Society standards. This was prepared as it was noted that the TCs have as a responsibility explicitly shown in the Bylaws, Clause 10.3, d. which states: "Generate and develop appropriate standards in its field for processing by the IEEE Standards Committee, through the Society's Standards Committee and in accordance with IEEE policies." Don and Chuck Bunting were asked to pursue this linkage.

On the Standards Advisory and Coordination Committee (SACCom), present leadership continues (John Norgard, Chairman; Andy Marvin, Vice chairman; and Don Heirman, Secretary). They are developing a matrix of meeting dates and venues of SACCom members EMC standards meetings in order to encourage EMC Society standards members to attend meetings for ideas of possible joint projects. New members include Craig Fanning for CISPR Subcommittee D (Automotive) and Rob Kado for SAE Surface Vehicle. The IEEE Vehicular Technology Society was removed as representative Kimball Williams has resigned.

#### **11.0 OPEN DISCUSSIONS**

The Board meeting concluded with an open discussion led by President Pettit on "where we are and where are we going."

*The meeting was suspended at 5:00 pm on November 5 until 9:00 am the next day (November 6).*

#### **12.0 LONG RANGE DISCUSSIONS**

Open discussion was held on future planning and activities for the EMC Society. Several items were discussed and are included in the action item list for further development.

#### **13.0 ACTION ITEM REVIEW**

Secretary O'Neil reviewed the action items discussed during the meeting. An updated, consolidated list of action items will be sent to the Board following the meeting.

#### **14.0 FINANCIAL IMPACT OF APPROVED MOTIONS**

Immediate Past President Francesca Maradei reported on the financial impact from the motions presented during the November 5 Board meeting including:

- Independent contractors and temporary employee fees for Kesselman (\$2,000), Kye Yak See (\$3,000), O'Neil (\$16,000) and PD Design (\$19,200): \$40,200
- Loans to EMC Symposiums in 2015 (Santa Clara - \$40,000) and 2019 (New Orleans - \$2,000): \$42,000 total.

- Double-issue for December 2013 Transactions: \$31,600

#### **15.0 CLOSING REMARKS**

President Pettit thanked the Board for attending and contributing to the meeting.

#### **16.0 ADJOURNMENT**

The meeting adjourned at 12:00 pm.

Submitted by:

A handwritten signature in black ink that reads "Janet O'Neil". The signature is written in a cursive, flowing style.

Janet O'Neil  
Secretary, EMC Society Board of Directors