

APPROVED MINUTES
OF THE IEEE EMC SOCIETY
BOARD OF DIRECTORS MEETING

November 21, 2008
The Hyatt Hotel
Long Beach, California

MEMBERS PRESENT (20)

B. Archambeault
H. Benitez
C. Brench
R. Davis
A. Drozd
R. Ford
F. Heather
D. Hoolihan
T. Hubing
E. Joffe
W. Kesselman (participated via speaker phone)
F. Maradei
M. Montrose
J. Norgard
J. O'Neil
G. Pettit
R. Scully
D. Staggs
D. Sweeney
T. Yoshino

MEMBERS ABSENT (4)

R. Goldblum
D. Heirman
R. Jost
R. Wallen

GUESTS (2)

J. LaSalle
K. Williams

1.0 THE PRESIDENT'S OPENING REMARKS

President Joffe called the meeting to order at 9:00 am. A round of introductions was made. Warren Kesselman participated via speaker phone. President Joffe reviewed Board meeting protocol, the IEEE code of ethics, and upcoming activities (see President's Introductory Remarks). He welcomed the newly elected Board members present, including Ghery Pettit, Kimball Williams, John Norgard, Dick Ford, and Henry Benitez. Under the IEEE TAB report, he talked about handling "no show" presenters at the annual IEEE EMC symposium, Society membership, and the Technology Discovery & Navigation Project (formerly called the Technology Road Map initiative). TAB approved a policy whereby submitted papers that are not presented at an IEEE symposium are removed from the conference CD of papers submitted for the Xplore program. Related to Society membership, TAB suggests Society membership **MUST** be marketed as a toolkit offering both tangible resources as well as the intangible benefits. Member networking at conferences is a crucial activity that should be marketed. On the Technology Discovery & Navigation Project, the goal of this project is to bring together collective IEEE knowledge to create opportunities for growth and link IEEE science/engineering based work to a shared "market language." This will enable industry, government, and potential new members to view their path through IEEE's knowledge/activities.

2.0 CONSENT AGENDA MOTIONS

The agenda was presented for review. (See Final Agenda.) The consent agenda includes: Approval of August 2008 meeting agenda, approval of August 2008 Board meeting minutes, approval of Treasurer's report and approval of temporary employment contracts for the Newsletter Editor, Newsletter Technical Editor and Society Administrator. Under Technical Co-Sponsorship, approval is requested of the CEEM 2009 conference in Xi'an, China and APEMC 2010 in Beijing, China. **Ghery Pettit moved to approve the consent agenda as presented. The motion was seconded and approved.** The approved August 2008 Board minutes will be posted to the EMC Society website.

3.0 GLOBAL OUTREACH ACTIVITIES

Mr. Joffe gave a presentation on the outreach events at recent EMC conferences, including EMC Europe 2008 in Hamburg, SoftCOM 2008 in Croatia, and the Sections Congress in Quebec. (See Global Outreach.) He gave the keynote address at EMC Europe 2008. He also showed information on the South America chapters outreach in Manizales, Colombia in October 2008 and Buenos Aeries, Argentina in November 2008. Next week, he will attend INCEMIC in Bangalore, India and represent the EMC Society. Consideration for outreach to the African states was reviewed. John Norgard also showed slides of his outreach trip to Lithuania. (See IEEE EMC Vilnius Lithuania.) He was an invited speaker at the 18th Annual Electromagnetic Disturbances conference which was technically co-sponsored by the EMC Society. Some 100 people attended and progress was made with the formation of a new joint chapter in Lithuania, possibly with Poland, to start.

4.0 PAST PRESIDENT AND FINANCE COMMITTEE REPORT

Past President Andy Drozd presented his report. First, he presented the results of the recent election to the Board. (See Nominations Committee-New Board.) Those newly elected include Ghery Pettit, Kimball Williams, John Norgard, Dick Ford, Don Heirman, and Henry Benitez. There were 13 candidates and the election was very competitive. There was a 15% return on ballots this year. He thanked the nominations committee for their efforts.

Regarding the Finance Committee report, (see FinCom report), committee members include the Board officers and the current President. 2008 EMC-S Operations for the period ending October 31, 2008 showed a deficit of \$71,600. Projecting that the 2008 Symposium surplus will be "on target", a year-end

ops surplus (\$93,300) was forecast during a 3Q review with IEEE. "Market fluctuations" are anticipated to have a significant negative impact on year-end closing financials.

Mr. Drozd then discussed motions and implementing a formal policy for presenting motions to the Board. He showed a mandatory format for presenting motions that Board members are required to follow starting with this meeting.

Mr. Drozd moved to adopt a revision to the EMC-S financial policy to increase the subsidy for Society Director or Officer Inter-regional Travel as follows: Society Directors and Officers residing in IEEE Region 8, 9, or 10 may be granted a travel subsidy equal to 100% of the first \$750 and 80% of the balance in an amount not to exceed \$2,500 (based upon IEEE allowed reimbursable travel expenses) to attend EMC-S Board of Directors meetings held in IEEE Regions other than their home Region. Society Directors and Officers residing in Regions 1-7 may be granted a similar subsidy to attend an EMC-S Board of Directors meeting in Region 8, 9, or 10. Note: All amounts are in US dollars. The motion was seconded and approved.

Mr. Drozd moved to update the EMC-S Financial Policy to include a provisional subsidy for Society volunteers who travel on behalf of the Society in support of inter-regional outreach, membership and chapter development, including support of special representation or delegation activities, as follows: Society volunteers may request a provisional travel subsidy equal to 100% of the first \$750 and 80% of the balance in an amount not to exceed \$2,500 (based upon IEEE allowed reimbursable travel expenses) to support EMC-S inter-regional outreach, membership and chapter development, including support of special representation or delegation activities held in various IEEE Regions. Requests will be reviewed by the EMC-S Finance Committee for approval on a case-by-case basis. If approved, the Finance Committee Chair, in cooperation with the Society President, shall develop an internal MOU that outlines the specific duties and expectations for which the funding was provided in support of selected events. Note: All amounts are in US dollars. The motion was seconded and approved.

Mr. Drozd closed his report by summarizing the Financial Committee's work related to the long range plan and itemizing Society expenses for audio-visual, electrical and hotel catering during EMC 2008 in Detroit.

5.0 ELECTION OF BOARD OFFICERS

Andy Drozd presented the slate for the office of Board President-elect. The candidates are Ghery Pettit, Francesca Maradei, and Mark Montrose. **Dan Hoolihan moved that the slate of candidates be closed. The motion was seconded and approved.** Each candidate spoke about their platforms for being President. As a result of the ballot vote, Ms. Maradei was designated the President-elect. Elections were then held for the office of VP for Technical Services. The candidates are Bob Scully, Mark Montrose, and John Norgard. A ballot vote was held to waive the term limit for John Norgard. The results of the ballot vote indicated the waiver for John Norgard's term limit was approved. Mark Montrose removed his name from the slate of candidates for VP for Technical Services. **Dan Hoolihan moved that the slate of candidates be closed. The motion was seconded and approved.** Each candidate spoke about their platforms for being VP of Technical Services. As a result of the ballot vote, Bob Scully was elected VP for Technical Services. Elections were then held for the office of VP for Communications. The candidates are Henry Benitez and Mark Montrose. Janet O'Neil nominated John Norgard from the floor. **Dan Hoolihan moved that the slate of candidates be closed. The motion was seconded and approved.** Each candidate spoke about their platforms for being VP of Communication Services. John Norgard withdrew his name from the slate of candidates. **Bob Scully presented a motion to re-open the nominations for the slate of VP for Communications. The motion was seconded and approved.** Dick Ford voted against the motion. Andy Drozd abstained from voting. The original candidates returned to the Board meeting room. A question was raised that the candidates could not vote on this motion. **The motion moved forward then to open nominations**

for the office of VP of Communications. The motion was seconded and approved. Abstaining from voting were Kimball Williams, Todd Hubing, Janet O'Neil and Andy Drozd. Voting against the motion were Henry Benitez, Dick Ford and Mark Montrose. The name of Todd Hubing was added to the slate of candidates for the office of VP of Communications. The three candidates were confirmed as Henry Benitez, Mark Montrose, and Todd Hubing. **Dan Hoolihan moved that the slate of candidates be closed. The motion was seconded and approved.** As a result of the ballot vote, Todd Hubing was elected VP for Communications.

The Board adjourned for lunch at 12:30 pm. The Board meeting resumed at 1:15 pm.

The next office discussed was the VP for Conferences. The candidates on the slate are Fred Heather and John Norgard. Bob Scully nominated Ghery Pettit from the floor. **Bob Davis moved to close the nominations for VP for Conferences. The motion was seconded and approved.** Each candidate spoke about their platforms for being VP of Conferences. As a result of the ballot vote, Ghery Pettit was elected VP for Conferences.

The next office discussed was VP for Standards. The slate of candidates included Don Heirman and John Norgard. **Janet O'Neil moved to waive the term limits for Don Heirman. The motion was seconded. The motion failed. Dan Hoolihan moved to close nominations. The motion was seconded and approved. Henry Benitez abstained from voting. Don Sweeney voted against the motion. Dan Hoolihan moved to approve John Norgard as the VP for Standards by acclamation. The motion was seconded and approved.**

The next office discussed was that of Treasurer. The candidate presented was John LaSalle. **Dan Hoolihan moved to close nominations. The motion was seconded and approved. Dan Hoolihan moved to approve John LaSalle as Treasurer by acclamation. The motion was seconded and approved.**

The next office discussed was that of Secretary. The candidate presented was Janet O'Neil. **Todd Hubing moved to waive the term limits for Janet O'Neil. The motion was seconded and approved. Dan Hoolihan moved to close nominations. The motion was seconded and approved. Ghery Pettit moved to approve Janet O'Neil as secretary by acclamation. The motion was seconded and approved.**

The next office discussed was that of VP for Member Services. The candidates presented were Bob Davis and Mark Montrose. Henry Benitez was nominated from the floor. **Bob Scully moved to close nominations for VP for Member Services. The motion was seconded and approved.** The candidates each spoke about their respective platforms. **Dan Hoolihan moved to suspend discussion until the runoff vote took place. The motion was seconded and approved.** Dave Staggs and Don Sweeney voted against the motion. The results of the ballot vote resulted in Bob Davis being elected VP of Member Services.

6.0 COMMUNICATION SERVICES

Ghery Pettit, Vice-President for Communication Services, presented his report. (Reference VP Communications report.)

NEWSLETTER

Newsletter Editor Janet O'Neil reported that the Fall 2008 issue at 112 pages provides extended coverage of the EMC 2008 Symposium. The annual awards program is covered in detail with the traditional reprint of the actual awards lunch program. Chapter Chatter is 13 pages so it's robust, we have a great History section with another amusing contribution from Mike Violette on the late Leonard Thomas archives, a good update on Standards, a book review, Personality Profile on Vesna Roje, and

two Practical Papers. These are very diverse papers. The first paper is titled "Experience with the RMS-Average detector" by Jens Medler from Rohde & Schwarz (Munich, Germany). The paper addresses a new weighting detector introduced by a recent amendment to the CISPR 16-1-1 publication. This new weighting detector (identified as RMS-Average detector) is a combination of the RMS and Average function of EMI receivers, and was specified to better consider the impact of pulsed interferences on today's dominant digital radio services. The second paper is entitled "A RF-Insensitive Electro-Explosive Device with 500V Standoff Capability," by Thomas A. Baginski and Keith A. Thomas from Auburn University. The authors present a monolithic electro-explosive device which is capable of standing off a high potential for extended periods of time. This standoff capability ensures the device remains unaffected by exposure to harsh electromagnetic environments. In addition to the standard articles, and the symposium specific articles, the bylaws change notice and list of newly elected Board members for 2009-2011 are included. Financially, final numbers are not yet available on the cost to produce and mail the Fall 2008 issue at this time. Details on expenses and revenue will be provided at the next Board meeting. For the Summer 2008 issue, the 88-page issue cost \$21,668 to compose, print and mail. The Summer 2008 issue featured 11.5 pages of ads from 15 companies. The net revenue to the EMC Society for these ads was \$10,416.

Ghery Pettit, Mark Montrose and Ms. O'Neil are working with IEEE to review the pros and cons of having the EMC Newsletter become a formal IEEE Magazine. The main advantage of becoming a magazine is that the publication can now be on Xplore so it's easy to access, search for material, etc. However, currently changes are underway at IEEE HQ in the area of publications with many production and layout work being outsourced to companies outside the US. Mr. Pettit recommends holding off making any decisions on changing the Newsletter to a Magazine until the impact of these changes is evaluated.

TRANSACTIONS

Mr. Pettit presented the report of Perry Wilson, Editor-in-Chief. There are 20 Associate Editors of the Transactions of the IEEE EMC Society. The Editor-in-Chief, Perry Wilson, would like to recognize them at an annual luncheon in conjunction with the EMC symposium. **Mr. Pettit moved to fund holding a luncheon for all associate editors of the Transactions of the IEEE EMC Society during the annual International EMC Symposium in recognition of their efforts in producing the Transactions. The motion was seconded and approved.**

Dr. Wilson reported that as of Nov. 6, 2008, 247 papers have been submitted in 2008. This rate projects a total of 292 submissions for the full year, in line with last year (283). Month-by-month statistics are shown in Table 1 going back to 2003 (thanks to Prof. Canavero for the 2003-2006 data). The submission rate had been trending up, nearly doubling since 2002; however, the submission rate appears to be now leveling off somewhat.

Table 1. New Paper Submissions

	2003	2004	2005	2006	2007	2008
January	11	10	19	18	27	25
February	13	20	11	79 (*)	11	26
March	13	12	16	14	21	20
April	13	14	16	17	20	18
May	19	20	14	20	31	16
June	11	23	21	21	23	34
July	29	15	23	15	31	24
August	15	16	11	28	23	21
September	19	17	17	20	16	27
October	16	17	11	22	35	28
November	9	9	16	26	26	8(***)

December	10	14	12	21	19	
Total	178	187	187	301 (**)	283	292(****)

(*) including 75 manuscripts for the special issue on EMC Singapore
(**) the total is 226 if the 75 special-issue papers are not considered
(***) as of Nov. 11, 2008
(****) projected at current rate

The May and August 2008 issues were mailed in a timely manner. The November issue is scheduled to mail on time. There is currently no backlog of unpublished papers. The page count for 2008 will be around 1084 (300 estimate for Nov. issue), slightly above budget (1016). The Special Issue on Aerospace EMC with R. Perez and Jim Lukash as Guest Editors appeared in August along with a regular issue. For May 2009, Prof. Vladimir Rakov (U. Florida) and Prof. F. Rachidi (TU Lausanne) are co-editing a Special Issue on Lightning. About 2/3 of the invited papers have been submitted and are in review. For 2010, Prof. Erping Li (U. Singapore) and Jounggho Kim (KAIST, South Korea) have proposed a special issue on PCB Packaging EMC. EMC in electronics design is a strong area of contribution from Asia, and China in particular. This would be a good opportunity to highlight research in this area. They are finalizing their proposal. For 2011, Dr. Wilson has received a tentative proposal from Prof. Agarwal (Indian Institute of Technology-Bombay, India) for a Special Issue on power electronics. Additionally, Elya Joffe has received interest form researchers in Region 9 on the same topic. Dr. Wilson closed his report by noting he has 19 Associate Editors (AEs): three are from Regions 1-7, 12 are from Region 8, and four are from Region 10. I have invited an AE from Japan, Prof. Wada (U. Kyoto). Long term, an Associate Editor from Region 9 (Central and South America) should be considered.

PUBLIC RELATIONS

No report was received from Chair Bob Hofmann or Vice Chair Dick Ford.

Regarding Chapter Publicity, Mr. Pettit noted that the chapters outside of the USA are not submitting reports as often or as consistently as they did 2-3 years ago. Are these chapters getting the notice to send in materials for the Chapter Chatter column? Do we have out of date addresses in the Chapter Chairs E-mail listserv? Mr. Pettit requested Board members to please spread the word as they travel to various chapters to encourage sending Chapter Chatter inputs to Todd Robinson (todd.robinson@ckc.com). Mr. Robinson also requested each Board member to contribute a funny story for the lead in article to Chapter Chatter.

WEB

Mr. Pettit advised in his report that he continues to work with Shannon Archambeault to resolve broken links and update content on the web site. **Mr. Pettit moved to renew the web maintenance contract with Shannon Archambeault for 2009. Scope of work to include: 1) Maintaining site with updates to content as required. This work includes all the EMC-S sites, including the main site and the sites for SDCom and SACCom. 2) Updating site look/feel to be more consistent with present IEEE templates. The motion was seconded and approved.**

IEEE PRESS

No report was received from Chair Ray Perez.

HISTORY

Dan Hoolihan reported news about the original petitioners to the PGRFI. A small search team was systematically going through some historical materials gleaned from Leonard Thomas' basement

several months ago. In a faded manila folder marked “EMC-S History Committee” a hand-written list of people was found which he believes is the list of the “Original Petitioners to the Institute of Radio Engineers.” The petitions signed by these individuals asked that a Professional Group on Radio Frequency Interference be formed. The list and a more detailed story on how the list was found will be published in the next edition of the EMC-S Newsletter. Every Newsletter issue now has a special section on EMC-S History. The EMC Society contributed a first Summary of the History of the EMC Society to the IEEE Global History Network. The contribution was submitted as part of the Sections Congress on 19 September 2008 in Quebec City. The URL for the IEEE Global History Network is <http://www.ieeeeghn.org/wiki>. It has been suggested that an EMC-S Museum be developed and that it be mobile so it could be moved from one symposium site to another. It could be an RV type trailer, or a trailer pulled by a tractor, or a large van or some other vehicle. Additional ideas are being solicited as well as financial contributions to fund the EMC-S Museum. There continues to be a strong interest on the part of our membership to save and review old EMC test equipment.

7.0 SECONDARY CONSENT AGENDA

In the interest of time, Dan Hoolihan moved to place ALL motions shown on the Board meeting agenda on a secondary consent agenda. The motion was seconded and approved. Don Sweeney and Dick Ford voted against the motion.

Items removed from the secondary consent agenda included:

- Remove GOLD program motion
- Remove three Member Services motions
- Remove Andy Drozd's two motions
- Remove Fred Heather's two new motions on IT committee

8.0 STANDARDS SERVICES

Don Heirman, Vice-President for Standards, was not present for his report. (See VP Standards Report.) Andy Drozd reported for Mr. Heirman. Standards activity covers three major areas: The Standards Education and Training Committee (SETCom), the Standards Advisory and Coordination Committee (SACCom), and the Standards Development Committee (SDCom). The SETCom Chair is Qiubo Ye and the Vice-Chair is Professor Johan Catrysse. The SACCom Chair is Erik Bergstrom and Dave Guzman is secretary. The SDCom chair is Andy Drozd, Colin Brench is vice chairman and Ed Hare is secretary.

Mr. Drozd reported that SDCOM met before the Board meeting. There are 15 members of SDCom working on 17 active standards projects. A brief summary of the status of these projects was presented in his report.

Mr. Drozd presented an update on the status of P1775 (Powerline Communications Equipment EMC Testing) – a joint standard being developed among the EMC, Power and Energy (PES) and Communications Societies. In his last report, Mr. Heirman noted that the EMC Society is being maligned by members of the PES working group in how they are making statements of the EMC-S participation on this standard. Andy Drozd, as a member of the IEEE Standards Board, brought this issue to the attention of the Standards Board. Elya Joffe contacted the President of PES to inform her of the problem. The expectation is that PES will act to improve the situation. Currently the P1775 working group is still addressing the comments of Sponsors' Panel. Annex F was proposed as informative description of EMC identification and resolution. SDCom advised the EMC-S representatives on the Panel that the standard shall contain normative EMC criteria, but that diagnostic and corrective information should be informative. The vice chair position on the working group P1775 remains open.

Mr. Drozd closed his report with a summary of how the Standards Committees are addressing the Society's long range plan, especially as related to emerging technologies.

9.0 MEMBER SERVICES REPORT

Dave Staggs, Vice-President for Member Services, presented his report. (See VP Member Services Report.) Mr. Staggs noted that IEEE membership as of August 14, 2008 is 350,083 members – this is a 0.8% decrease from last year. Regarding EMC Society membership, this total is up 0.3% from last year. As of August 14, 2008, there are 4,031 members in the EMC Society. Unfortunately, no senior member elevations took place since the May report. In the interest of time, only a few reports from Member Services were given as follows.

MEMBER MOTIONS

Mr. Staggs moved to appoint a GOLD representative (Andres Pavas) from Region 9 to the EMC-S Board of Directors. The motion was seconded. The motion failed. Andy Drozd was recorded as abstaining from the vote.

Mr. Staggs moved to provide (at no cost) up to 25 Society Student Memberships per year for two years for Region 9 usage. The motion was seconded and approved.

AWARDS

Mr. Staggs announced that Lee Hill is taking over for Bruce Archambeault as chair of the awards program. All processes and procedures are documented and up to date. Dr. Archambeault has been told that the proposal to create a new award "*Special Service to the Society*" has been approved by TABARC and is on the agenda for the November TAB meeting for final approval.

COMPLETED CAREERS

Bob Davis reported on the "Completed Careers" committee activity. Articles have been placed on a regular basis in the EMC Newsletter. **Mr. Davis moved to provide the families of those members that have passed away with three copies of the Newsletter issue that honors the deceased. The motion was seconded and approved.**

DISTINGUISHED LECTURER PROGRAM

Bruce Archambeault reported on the DL program. This includes a detailed review of the expenses for the program and the video DL product offering. He thanked Jun Fan for his excellent work in putting the video DL program together.

Dr. Archambeault moved to include the Video DL Program as an addition to the current EMC-S Distinguished Lecturer Program. The motion was seconded and approved.

NOMINATIONS AND ELECTION POLICY FOR DIRECTORS-AT-LARGE

Andy Drozd reported on proposed EMC-S Constitution and Bylaws policy changes related to Nominations and Election Policy for Directors-at-Large. As this affects our Bylaws, there is a requirement for any proposed Bylaw changes to be brought to the attention of the Board at least two weeks prior to voting on the motion. Due to the importance of this issue and to properly prepare for the next Board election process in a timely manner, a motion was made by Bruce Archambeault to waive the two week requirement so that another motion could be presented at this meeting to begin the process of instituting

a revised policy to address election reform. **The motion to waive the two week requirement was seconded and approved.**

Mr. Drozd then moved to adopt a new term limit policy statement for inclusion in our Bylaws (under Para. 3.1: Directors-at-Large) that restructures the eligibility requirements in order to expand opportunities for new Board members to be elected to Directors-at-Large positions during our annual election process, as follows:

Replace the current policy in the bylaws which states, “No Director-at-Large can serve for more than six consecutive years” with the following:

“No Director-at-Large can serve for more than two consecutive three-year terms on the Board. An individual who completes two consecutive terms as a Member of the Board shall remain off the Board for a period of at least one year in accordance with the following term limit schedule: Individuals who complete their first two consecutive terms shall remain off the Board (i.e., be a non-Board member) for at least one year. Individuals who are eligible and choose to run again for a Director-at-Large position following their initial service and time-off period, and after a total of three terms has been served shall be required to have at least two consecutive years as a non-Board Member. After a total of four terms, a Member of the Board shall be required to have at least three consecutive years as a non-Board Member. This schedule will continue and be applied as appropriate. Furthermore, officers who are eligible to be Board members shall be discouraged from running for a Director-at-Large position during their active term in order to preclude Board vacancies from being unnecessarily filled and to keep positions open that non-officers and outside members can vie for during the election process.”

The motion was seconded. Bob Scully spoke against the motion. Don Sweeney moved to table the motion until the next Board meeting. The motion to table was seconded and approved.

TECHNICAL COUNCIL APPOINTMENT POLICY

Andy Drozd reported on proposed EMC-S Constitution and Bylaws policy changes related to Technical Council appointments. As this affects our Bylaws, there is a requirement for any proposed Bylaw changes to be brought to the attention of the Board at least two weeks prior to voting on the motion. Due to the importance of this issue and to properly position the EMC Society to participate in selected Technical Council activities/meetings on a timely basis, a motion was made by Bruce Archambeault to waive the two week requirement so that another motion could be presented to begin the process of instituting a revised policy to help address the present issue. **The motion to waive the two week requirement was seconded and approved.**

Andy Drozd then moved to institute a new policy in our Bylaws that covers the process for appointment and term of service of Technical Council reps, as follows:

Section 14: Technical Council Appointment and Participation

IEEE Technical Councils are groups of Societies working together in broad areas of technology. Councils sponsor activities which benefit individuals in the entire member Societies. For each Council that the EMC Society is a member of, a primary and (optionally) a secondary representative shall be appointed by the President based on the recommendation of the Vice President for Technical Services. The VP of Technical Services shall be responsible for seeking qualified EMC Society volunteers who are willing to serve as a Society/Council representative. The term limit of this appointment shall be for three (3) years, unless determined otherwise in accordance with Council policy or upon the volunteer’s availability. Also, change current Sections 14 and 15 numbering to 15 and 16, respectively.

The motion was seconded by Bruce Archambeault and approved. Bob Davis, Bob Scully, Dick Ford, Henry Benitez, and Todd Hubing voted against the motion.

FELLOW NOMINATION/SUPPORT COMMITTEE

Todd Hubing advised that Jim Knighten will take over as the new chair of this committee.

SYMPOSIUM SURVEY

Fred Heather provided a detailed report on the results of the 69 returned exhibitor surveys from the EMC 2008 Symposium in Detroit. (See Exhibitor Survey.)

REGION 10 REPORT

Takeo Yoshino advised he will attend the APEMC conference in Hong Kong over December 16-19, 2008 and staff the IEEE EMC Society membership booth. He will distribute IEEE membership recruitment material and attempt to sign up new members.

10.0 CONFERENCE SERVICES

Dave Staggs presented this report in the absence of Barry Wallen, Vice-President of Conferences. (See VP Conferences Report.)

In the interest of time, the report was limited to discussion of the following motions:

Regarding competing symposium activities, Mr. Staggs **moved that the EMC Society Board of Directors adopt the following policy statement:**

“The EMC Society encourages and appreciates participation by our Exhibitors in the success of the society’s conferences. In order to assure coordinated technical and social programs the Board of Directors requires that all participants (exhibitors and attendees) desiring to offer events which could compete with conference offered events, both technical and social, receive written approval from the conference organizing committee for said events.” The motion was seconded and approved. Bob Scully voted against the motion.

Regarding a policy on Symposium “no shows”, i.e. authors whose papers are accepted, but they do not attend the symposium to personally present the paper, Mr. Staggs **moved that the Symposium Committee notify the VP of Conferences within 14 days after the end of the symposium event of any ‘No Shows’.** The VP of Conferences will pass these ‘No Shows’ to IEEE and their papers will be withdrawn from IEEE Xplore. Authors will be notified of this policy in advance of final manuscript submission. The motion was seconded and approved.

Regarding the policy on Symposium “no shows” for workshops and tutorials, Mr. Staggs moved that the Symposium Committee notify the VP of Conferences within 14 days after the end of the symposium event of any ‘No Shows’ at Workshops and Tutorials. These ‘No Shows’ shall not be accepted for presentations of any sort for three years. Authors will be notified of this policy in advance. The motion was seconded. Bob Davis moved to table this motion. The motion to table was seconded and approved.

Regarding the EMC Society logo policy, Mr. Staggs moved that when admission fees are charged to an event (e.g., "Table Top Shows"), an MOU shall be drafted between the EMC-S and the host Operational Unit (OU) to define the roles and responsibilities of the EMC Society and the OU, in particular stating the financial obligations of both and usage of EMC-S logo. The motion was seconded. Dan Hoolihan moved to table the motion. The motion to table was seconded and approved. Fred Heather volunteered to work with Ghery Pettit, Barry Wallen and Dave Staggs on this.

11.0 TECHNICAL SERVICES

John Norgard, Vice President for Technical Services, presented his report. (See VP Technical Services Report.)

EDUCATION AND STUDENT ACTIVITIES (ESAC)

Dr. Norgard moved that the BoD approve the EMC Society's participation in the IEEE Expert Now Program and appoint the ESAC Committee to develop a professional quality video on EMC Fundamentals (or equivalent) to explain EMC concepts and their applications to EMI problems. The motion was seconded and approved.

TECHNICAL ACTIVITIES COMMITTEE (TAC)

TAC Chair Bob Scully reported that the committee is busy working on the paper submittal for EMC 2009. Modifications to the electronic paper review system were made in advance to facilitate the second round of reviews and to correct problems that arose last year during paper reviews for EMC 2008. A tagging process has been implemented, but only four technical committees (TC) have responded to this process. Mr. Scully and Bruce Archambeault (TAC Vice Chair) are looking at a possible reorganization of the TC structure and the addition of a possible new TC on power quality. TAC has reviewed several applications for technical co-sponsorship of global EMC conferences. A list of these and the status of each is included in the VP Technical Services report.

TECHNOLOGY MANAGEMENT COUNCIL (TMC)

Kimball Williams gave a short report on the TMC. (See TMC Report.) The IEEE Technology Management Council provides information and services to IEEE members and the worldwide audience of practitioners and researchers engaged in the profession of engineering, technology, and innovation management. The next meetings of the TMC are scheduled for January 30-February 1 in Phoenix and July 24-26 in San Diego.

REPRESENTATIVE ADVISORY COMMITTEE (RAC)

Fred Heather discussed evaluation of the RAC/SACCom committee interface. He suggested an implementation plan to merge the committees. Mr. Heather moved to approve the start of an effort to reorganize the RAC/SACCom into a single group and realign the group under the VP for Standards. The effort will be lead by a the current chairs of the RAC/SACCom. The effort is to produce the changes needed within the EMC-S to make the transition, proposed charter and slate of officers for approval/motion by the March 2009 board meeting. Dan Hoolihan moved to amend the motion to delete the word RAC from wording. The motion was seconded. Dick Ford moved to table the original motion on RAC/SACCom. The motion to table was seconded and approved. John Norgard and Fred Heather voted against the motion to table.

12.0 STRATEGIC AND LONG RANGE PLANNING

Elya Joffe presented an update on the LRP. (See Strategic Planning Outcome.) His report includes a breakdown of phases for the LRP, including: Phase I - Maintain and Update LRP Matrix; Phase II - Engage in Strategic Planning Brainstorming Session; and Phase III - Metrics for Evaluating Current Performance. Prior to the March 2009 Board meeting, President Joffe plans to summarize the outcomes of November'2008 meeting and work with the VPs to put the LRP items into action. There will be a full day LRP Session on March 21, 2009 in Phoenix following the Board meeting. At that time, the Board will re-review the matrix for relevance and continue Strategic Planning.

13.0 IEEE 125th ANNIVERSARY

Dan Hoolihan reported on plans to celebrate the 125th anniversary of the IEEE. (See IEEE 125th Anniversary.) The IEEE will celebrate the 125th anniversary of the founding of the IEEE on May 23, 2009 at the regularly scheduled EMC Society Board of Directors meeting in Philadelphia, Pennsylvania. It will be coordinated with the local EMC chapter via Graham Kilshaw and Finbarr O'Connor, the Philadelphia Section, and the IEEE "corporate" authorities. EMC Society Founder Ralph Showers has been invited to be the honorary chair of the celebration. **Note: Subsequent to the meeting, the celebration date was changed from May 23 to May 21, 2009.**

14.0 OLD/UNFINISHED BUSINESS

The following items were discussed under old business:

Report from IT Planning Committee – Fred Heather reported on the Wednesday, Nov 19 IT committee meeting. (See IT Report.) Twelve members attended. The committee discussed BOD Data Storage (an Internet accessible location that BOD members can access, store, and retrieve documents created from the business of the Board meetings), Website Hosting (to determine the hosting of the EMC-S website, the EMC symposium website, TC websites, DL video presentations, membership profile, access control, and other websites as needed for business of the EMC-S), Website Maintenance (to determine how to best support maintenance of various websites needed for the EMC-S), Access Control (to determine what access controls are needed for websites, storage sites, webinars and other web accessible information), a Job Site (to provide on the EMC-S site a listing of EMC positions available and people looking for positions) and an EMC-S Bulletin Board (to provide a site to freely exchange information, and ideas, in a virtual community).

Mr. Heather moved to migrate the EMC-S website and the ISEMC websites to the web host that was purchased by the VP Conferences from www.hostdepartment.com. The motion was seconded. Todd Hubing moved to table the motion. The motion to table was seconded and approved. Colin Brench and Andy Drozd abstained from voting. Fred Heather voted against the motion.

Mr. Heather moved to purchase the URLs for 2010-2020 that relate to the Society's annual international symposium, i.e. this year the URL is www.emc2009.org. The motion was seconded. The motion was tabled.

BoD Communications and Coordination – Kimball Williams' report reviews the need for a structured communications tool for the EMC Society. This would be a 'RACI' chart for each officer or for the BOD as a whole. He would integrate the data from such a tool into the job descriptions, and develop a data based / on-line RACI communications 'Tool'. The original plan was to begin work on the 'RACI' by the November 2008 Board meeting. The preliminary RACI should be complete by the Winter 2009 meeting, and an electronic db 'Tool' by the November 2009 meeting. He expects the first release of the 'Tool' in the Winter of 2010. The tool would then evolve based upon experience.

Officer and BoD Job Descriptions/Duties – Kimball Williams will contact each officer of the Board to obtain information for "job descriptions".

Committee Vacancies/Appointments – President Joffe showed a list of the EMC-S vacant positions, including: Society on Social Implications of Technology, Committee on Communications & Information Policy, Committee on Transportation & Aerospace Policy, IEEE-USA Energy Policy Committee and the IEEE-USA Medical Technology Policy Committee. Anyone interested in serving in these positions should let Mr. Joffe know.

Schedule for 2009 Board Meetings: President Joffe presented the Board meeting schedule for the balance of 2008 and for 2009 as follows (note NEW date for the November 2009 meeting):

- March 19-21, 2009 – Phoenix, AZ. March 19: IT Committee, Standards, and Excom meeting, March 20 Board meeting and Chapter meeting, March 21 full day planning meeting.

- May 22-23, 2009 – Philadelphia, PA. May 22: IT Committee, Standards, Chapter meeting, Excom meeting, May 23 Board meeting. **NOTE: Subsequent to the meeting, these meeting dates were changed to May 20-21, 2009.**
- August 16 and 20, 2009 – Austin (Symposium)
- November 12-14, 2009 – Mexico City or San Diego. Nov 12 Standards, IT, Excom, Nov 13 Board meeting and annual dinner, and Nov 14 LRP meeting (full day)

15.0 NEW BUSINESS

The following item was discussed under new business:

Funding for the CISPR 2010 Meeting: Dan Hoolihan discussed the annual CISPR meeting. When this meeting is held outside the US, governments of the hosting countries pay for the meeting costs. When the meeting is held in the US, the US government does not pay for the meeting costs. Ten years ago when the CISPR meeting was held in San Diego, the EMC Society Board contributed financially to hosting the meeting. In October 2010, the CISPR meetings are proposed to be located in Seattle, WA, USA. **Mr. Hoolihan moved that the EMC Society fund \$5,000 towards sponsoring the 2010 CISPR meeting in Seattle. The motion was seconded and approved.**

16.0 SUMMARY OF FINANCIAL IMPACT OF APPROVED MOTIONS

Andy Drozd presented a summary of the net financial impact of the motions presented during the meeting today. (See Financial Impact.) The total budgeted for these motions was \$30,000; the actual amount approved in motions passed at the meeting was \$27,285.

Todd Hubing noted the Board had not voted to approve the Secondary Consent Agenda. He moved to approve the secondary consent agenda. The motion was seconded and approved.

17.0 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.

18.0 CLOSING REMARKS

President Joffe thanked everyone for coming to the meeting.

19.0 ADJOURNMENT

There being no further business, the meeting adjourned at 6:15 pm.

Submitted by:

Janet O'Neil
Secretary, EMC Society Board of Directors