

APPROVED MINUTES
OF THE IEEE EMC SOCIETY
BOARD OF DIRECTORS MEETING

August 17 and 21, 2008
The Marriott Hotel at the Renaissance Center
Detroit, MI

MEMBERS PRESENT (21)

B. Archambeault
H. Benitez
C. Brench
R. Davis
A. Drozd
R. Ford
R. Goldblum
F. Heather
D. Heirman
D. Hoolihan
T. Hubing
E. Joffe
R. Jost
J. LaSalle
F. Maradei
M. Montrose
J. Norgard
J. O'Neil
R. Scully
D. Staggs
D. Sweeney
T. Yoshino

MEMBERS ABSENT (3)

G. Pettit (participated via speaker phone)
W. Kesselman (participated via speaker phone)
R. Wallen

GUESTS (6)

S. Battermann
H. Garbe
R. Hofmann
M. Oliver
K. Williams
A. Zimbalatti

1.0 THE PRESIDENT'S OPENING REMARKS/CONSENT AGENDA

President Joffe called the meeting to order at 9:00 am. A round of introductions was made. President Joffe reviewed Board meeting protocol, the IEEE code of ethics, and upcoming activities (see President's Introductory Remarks). Available via speakerphone were Warren Kesselman and Ghery Pettit. Mr. Joffe summarized past outreach efforts at APEMC'2008, EMC Wroclaw'2008, and EuroEM'2008. He addressed future global outreach efforts EMC Europe'2008 (September), SoftCom'2008 (September), EMD'2008 (Lithuania) (September), and INCEMIC'2008 (November). He advised he would attend the Sections' Congress (September 2008) with Dave Staggs. He reviewed the Chapter outreach plans for Columbia, October 2008, Argentina, November 2008, Korea and Australia, February/March, 2009. He summarized Excom activity and IEEE TAB news. (See Report from TAB 8-17-08.) A highlight is the IEEE 125th anniversary celebration planning. Mr. Joffe then presented the agenda and noted the items shown under the consent agenda. (See Agenda dated August 17, 2008.) The consent agenda includes: Approval of August 2008 meeting agenda, approval of May 2008 Board meeting minutes and approval of Treasurer's report. **Mark Montrose moved to approve the consent agenda as presented. The motion was seconded and approved.** The approved May 2008 Board minutes will be posted to the EMC Society website.

2.0 WALT MCKERCHAR TRIBUTE

Dick Ford said a few words about the recent passing of former Board Walt McKerchar. A moment of silence was observed in tribute to Mr. McKerchar.

3.0 PAST PRESIDENT AND FINANCE COMMITTEE REPORT

Past President Andy Drozd presented his report. (See FinCom report.) 2008 EMC-S Operations for the period ending June 30, 2008 showed the first half year operations net was \$137,300. The operations net is higher than budget due to the closing/posting of the 2007 Symposium finances resulting in \$72,310.40 revenue. On the 2009 budget, TAB reviewed first pass budgets in June and returned second pass revised budgets. The second pass budget revision received from TAB was net negative (-\$26.1k). This was a small improvement over the first pass (-\$35.8) deficit budget. TAB's revision retained two new initiatives: IEEE Expert Now at \$20k and Secondary School EMC Program at \$10k. Regarding IEEE's overall concern about the total Society budgets (Ref. 7/8/08 budget memo from TAB Finance Chair), the second pass S/C budgets cannot come back unfavorable to the first pass if the second pass budget process does not help meet IEEE's target budget. Funding for Founder/Past President travel to symposia could not be included in the Society budget due to the conditions stated in the TAB Finance.

4.0 STANDARDS SERVICES

Don Heirman, Vice-President for Standards, presented his report. (See VP Standards Report Part 1.) 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 election was held (to be confirmed with the members not at the Detroit symposium). Erik Bergstrom volunteered to be the chair and Dave Guzman agreed to be secretary. The SDCom office elections were by eballot prior to the meeting in Detroit. The vote results are that Andy Drozd replaces Stephen Berger as chair, Colin Brench was re-elected as vice chairman and Ed Hare continues as the secretary.

He showed the week's schedule of Standards-related meetings and invited Board members to attend.

Don reported at length 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. 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 EMCS participation on this standard. Andy Drozd, as a member of the IEEE Standards Board, will bring this issue to the attention of the Standards Board. Elya Joffe will contact the President of PES to inform her of the problem. Ed Hare is the EMC Society representative on the P1775 committee. He wrote an article about the activity of the P1775 committee, which was published in the Spring 2008 EMC Newsletter. He also documented the areas of concern with the relationship of the PES working group and the EMCS participation. Those interested in more information about this issue should read this article. Mr. Heirman requested comments from the Board. General consensus from the Board was to support the plan presented in having Mr. Drozd address this with the Standards Board and Mr. Joffe address this with the PES officers.

5.0 MEMBER SERVICES REPORT

Dave Staggs, Vice-President for Member Services, presented his report. (See VP Member Services Report.)

AWARDS

Bruce Archambeault reported that there is no substantial change to this year's awards luncheon. The proposal for the Special Service to the Society award has been sent to the IEEE and will be discussed at the next TAB/ARC meeting. All awards for 2008 are identified and certificates/plaques are underway. Major award winner photos have been collected for posters in the registration area. He is working closely with the 2008 awards coordinator to make sure all is well. Colin Brench will officially take over as Awards Chair at the November BoD meeting. He is currently copying Mr. Brench on all correspondence so he is prepared to take over.

CHAPTER ACTIVITIES

Francesca Maradei presented her report. There are currently 68 Chapters; this number is double the number of Chapters that existed 20 years ago. The Chapters on the "watch list" include the Philadelphia and Seoul Chapters. Mr. Staggs contacted these Chapters to remind them to turn in their reporting forms so they are recorded as having held meetings in 2007 and 2008. This is a real problem in Chapters not turning in their forms. In 2007, there were 64 Chapters of which only 21 Chapters submitted their reports. Ms. Maradei requested the Chapter angels contact their Chapters to remind them about their reporting requirements.

Regarding Chapter Retreats, there will be one in Region 8 in conjunction with EMC Europe 2008 on September 10 and there will be one during the EMC 2008 Symposium in Detroit – on Tuesday, August 19 from 9:00 am – 1:45 pm (lunch included).

CONSTITUTION, BYLAWS & NOMINATIONS

Andy Drozd reported on the Nominations Committee, consisting of Mr. Drozd as Chair, and members being Don Sweeney, Bob Scully, Frank Sabath and Gerard Capraro. On July 15, Mr. Drozd emailed to Mary Curtis the slate of 14 qualified nominees for election to the six offices to be filled on the Board. On or about August 15, IEEE Headquarters will mail ballots to Society members with ballots to be returned to IEEE Headquarters by October 1. By October 15, Mr. Drozd will notify all nominees and the BoD officers on the results of the election.

Mr. Drozd moved to amend Clause 4.6 of the EMC-S bylaws to accurately reflect the most recently adopted policy on voting procedures during the balloting process as follows (tailor by insertion):

4.6 On or before 15 August, IEEE Headquarters will mail ballots to Society members, with the request that the ballots be returned to IEEE Headquarters by 1 October. The official ballot and cover letter of the final nominations package shall advise voters to "VOTE FOR NO MORE THAN SIX" candidates from the approved slate of nominees.

The motion was seconded and approved.

Mark Montrose noted the motion presented by Mr. Drozd above violated our EMC Society bylaws. Following discussion, he moved to waive the requirement of 15 days advanced notification to the members of the EMCS Board for amending our bylaws in order to adopt the pending motion. The motion was seconded and approved.

MEMBERSHIP

Membership Chair Colin Brench reported that Society membership is slightly up by 0.3%, student member is up 22% with 205 members, affiliates membership is up 128.6% with 16 members. Total EMC Society membership is currently 4031 members. There is a new initiative to bring GOLD members into the EMC Society and a new membership initiative to recruit new EMC Society members during a workshop type event.

FELLOW NOMINATION AND SUPPORT COMMITTEE (FNCS)

Todd Hubing reported that there is no new activity to report on since the last meeting. This activity typically picks up following the August Symposium. Mr. Hubing is looking for a new chair for this committee. Anyone interested in holding this position should contact him. The goal of this committee is to identify new candidates and help match candidates with nominators and references to facilitate the submittal process.

FELLOW EVALUATION COMMITTEE

Chair Bill Duff reports that this year there are five Fellow candidates that are being evaluated by the EMC Society Fellow Evaluation Committee. The evaluations were submitted to the IEEE Fellow Committee by June 16, 2008. Based on his experience, he expects to have two or three of the EMC candidates elected to the grade of Fellow. The other members of the EMC Fellow Evaluation Committee are Gerry Capraro, Hugh Denny, Ernie Freeman and Art Wall. This will be Bill Duff's last year as Chairman of the Fellow Evaluation Committee. He is happy to work with the new chair to ensure a smooth transition. Anyone interested in chairing this committee next year is encouraged to contact Mr. Staggs.

REGION 8 MEMBERSHIP DEVELOPMENT

Frank Sabath has identified several areas within Region 8 that have more than 100 EMC members. His report shows the number of EMC members in various countries in Europe. Since the last report, the number of members of the EMC Society that are living in Region 8 has increased to 1,028. Of these, 862 are potentially organized in one of the 18 EMC Chapters. There are 166 members from sections without an EMC related Chapter. He has identified six sections with more than 10 members of the EMC Society as candidates for the formation of new EMC Chapter.

REGION 9 MEMBERSHIP DEVELOPMENT

Maria Alejandra Mora Riveros reports that EMC Society membership in Region 9 has increased since the last report. The Sections with the highest number of members are the South Brazil, Mexico, Colombia and Argentina Sections. The near term goal is to confirm EMC Chapters in Mexico and Venezuela. EMC membership in the Mexico and Venezuela Sections has increased so new Chapters are possible. Mexico now has 15 members available for signing the petition. As stated in her last report, a future technical meeting with the participation of the Argentina, Colombia and Brazil Chapters is proposed. The Colombia EMC Chapter chair has been contacted in order to plan this activity and to try to establish an EMC workshop to be held every year in a different Region 9 country.

REGION 10 MEMBERSHIP DEVELOPMENT

Takeo Yoshino provided a detailed report. He supported the Asia Pacific EMC Week Exhibition 2008 and managed the EMC Society exhibit booth to hand out membership materials. He also supported the PPEMC in Tokyo event sponsored by the Japan and Sendai EMC Chapters in mid May with EMCS membership materials and information about the EMC Society and benefits. He will attend and staff the EMCS membership booth at APMC in December 16 - 20, 2008, in Hong Kong and Macau, China and the next APEMC 2010 in April 2010 in Beijing, China. He plans to have a meeting and discussions with the Region 10 EMC engineers about our member services systems and solicit the new members at these events.

SURVEY

Fred Heather reported there has not been time in past August Board meetings for the survey results. He is working on the survey for 2008 and will have it at the EMCS booth and will distribute it to the exhibitors.

PHOTOGRAPHY

Ken Wyatt is the EMCS photographer. He contacted the EMC 2008 Symposium committee in advance to advise what events he'd be covering for the Symposium. He solicited input on what events and/or particular photos they would like. He also recruited a back up team of photographer volunteers to help him when events were scheduled in parallel. He printed a new updated set of 12 IEEE booth pictures which he'll deliver during exhibitor setup. Estimated cost is \$10/print including mounting on foam-core and Velcro.

DISTINGUISHED LECTURER (DL) PROGRAM

Mr. Staggs reported on the DL program committee chaired by Jim Drewniak. A summary of speaking engagements for 2008 by the seven DLs is included in his report. For 2009, Dr. Drewniak is bringing forward two DL candidates. Information for each candidate will be presented at the BoD meeting on Thursday. Regarding the Video DL Program, Jun Fan has already contacted the Missouri Institute of Science and Technology (MIST) staff. They have everything ready for DLs to record their sessions. They are hoping to record some DL sessions during the Symposium to keep the travel costs for the DLs down. The initiative for 2008 is to video no more than 10 DL talks at MIST for use by EMCS Chapters worldwide. These DL talks will be primarily EMC design talks. Surveys to the participating Chapters will be utilized to determine the validity of this approach. More information on the video DL program initiative is included in Mr. Staggs' report.

FINANCIAL ASSISTANCE PROGRAM (FAP)

Chair Bob Hofmann reports the "Financial Assistance Program" is up and running on the www.emcs.org web site and under the registration button on the www.emc2008.org Symposium web site. There was one application for financial assistance. However, in the opinion of the entire financial assistance committee, he was not qualified for this financial support. Therefore, there will be no awards for the EMC 2008 Symposium.

COMPLETED CAREERS

Chair Bob Davis wrote an article for the Summer 2008 Newsletter about this new committee and its task to implement a plan to honor EMCS members who have made contributions to the Society and have recently passed away. The report outlines the plan developed by the committee to honor deceased members. Members of the committee include Bruce Archambeault, Andy Drozd, Don Heirman, and Don Sweeney. A moment of silence followed in tribute to the recently deceased Hank Knoller and Walt McKerchar.

PACE ACTIVITIES (POSITION NOW VACANT)

SISTER SOCIETIES (RANDY JOST)

Randy Jost reported on the Societies that he has contacted about forming a cooperative relationship. The list is shown in his report. These are Societies that are most impacted by EMC. The goal is to co-sponsor meetings and events with these "sister Societies," hold special sessions at annual symposia, write articles for magazines, etc. to expose the technologies inherent in the Societies to each other. The next step is to determine what sort of relationship the Board should employ to carry out this activity. The relationship could span the range of informal vs. formal interactions. This could range from informal contacts with like minded individuals in the other Society to a formal MOA to define who is doing what and how it would be done. Then, carry out the planned activity, assess the results and report to the respective BoDs for the involved Societies. He plans to start this effort first with the Antennas & Propagation Society.

5.0 COMMUNICATION SERVICES

Ghery Pettit, Vice-President for Communication Services, presented his report via speaker phone. (Reference VP Communications report.) Mr. Pettit noted that the position of the Public Relations Chair remains open. Anyone interested in serving as Chair should contact Mr. Pettit.

First, Mr. Pettit discussed the appointment of the next Editor in Chief of the Transactions on EMC. Five candidates were identified by Perry Wilson to be his successor. **Mr. Pettit moved to nominate Heyno Garbe as the next Editor in Chief for the IEEE Transactions on EMC for the term 2010 through 2012. He will work with the present EiC during 2009 to aid in his transition into this new assignment. The motion was seconded and approved.**

NEWSLETTER

Janet O'Neil, Editor, reported on activity since the last Board meeting. The Summer 2008 issue contains many of the standard articles. The Personality Profile is of the three Fellow Award candidates for 2008. There are two practical papers. The first paper is entitled "Measurement of EMI Suppression of a Ferrite Core under Realistic Operating Conditions" by Bo Hu, Kye Yak See, and Weng Yew Chang. The second paper is entitled "Do-it-Yourself Fabrication of an Open TEM Cell for EMC Pre-compliance," by S. M. Satav and V. Agarwal. For the EMCABS, there are PDFs of the paper for each abstract so the on line version of the Newsletter can include a link from the abstract to the full paper. This is new with this issue – thanks to Dan Hoolihan for this suggestion. The book review is by Antonio Orlandi on wireless EMC topics by Kevin Slattery. Warren Kesselman's annual EMC Society financial summary is included. There is considerable material for Chapter Chatter, a special story on the Wroclaw EMC Symposium and the Singapore EMC Symposium, and a very interesting History contribution from Dan Hoolihan. The cover image by Ken Wyatt relates to one of the History articles involving a visit to the home of the late Leonard Thomas. This issue also features the formal launch of the "Completed Careers" column by new Associate Editor Bob Davis. Financially, final numbers on the cost to produce and mail the Summer 2008 issue are not available at this time, but the confirmed net revenue to the EMC Society is \$10,416 from the 15 companies that purchased some 12 pages of ad space. The final expense for printing and mailing the Spring 2008 issue is \$20,957. The net advertising revenue from the Spring 2008 issue is \$14,995. The Spring 2008 issue featured 17 pages of ads from 20 companies. Ms. O'Neil will have a final expense for the Summer 2008 issue at the November meeting. Regarding related activity, Peter Tuohy of IEEE recommended the EMCS install a "hit counter" to track the number of visits to the EMC Newsletter on line and, if possible, to the specific articles in each issue to determine which articles are read the most (this may impact ad revenue sales and placement), how often the Newsletter is accessed in general, etc. Ghery Pettit has implemented this hit counter and will have an update at the November Board meeting. Ms. O'Neil worked with Perry Wilson, Editor of the IEEE Transactions on EMC, and Dave Staggs, Member Services VP and sent an e-mail blast on July 9 to EMC Society members announcing the Spring 2008 Newsletter being available on the Society's website, and listing the table of contents for the August IEEE Transactions on EMC. 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.

TRANSACTIONS

Mr. Pettit presented the report of Perry Wilson, Editor in Chief. As of August 7, 2008, 166 manuscripts have been submitted in 2008. This rate projects a total of 275 submissions for the full

year, in line with last year. 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 has been trending up, nearly doubling since 2003; however, perhaps the submission rate will now level 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	3***
September	19	17	17	20	16	
October	16	17	11	22	35	
November	9	9	16	26	26	
December	10	14	12	21	19	
Total	178	187	187	301 (**)	283	275(****)

(*) 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 Aug. 7, 2008

(****) projected at current rate

Regarding Transactions production, the August issue is on schedule at present. There is currently no backlog of unpublished papers. The Special Issue on Aerospace EMC with R. Perez and Jim Lukash as Guest Editors will appear in August along with a regular issue. Thirteen invited papers will be published. For 2009, Prof. Vladimir Rakov (U. Florida) and Prof. F. Rachidi (TU Lausanne) have submitted a proposal for a Special Issue on Lightning. A special issue on the same topic was published in Nov.1998 (134 pages) with F. Canavero, M. D'Amore, C. Mazzetti, and C. Nucci as Guest Editors. For 2010, Prof. Erping Li (U. Singapore) would like to propose a special issue on PCB Packaging. EMC in electronics design is a strong area of contribution from Asia, and China in particular. Regarding the Associate Editors, at the beginning of 2008, Dr. Wilson had 19 Associate Editors (AEs): 3 from Regions 1-7, 12 from Region 8, and 4 from Region 10. He plans to invite an AE from Japan. Long term an Associate Editor from Region 9 (Central and South America) should be considered. Both the reviewers and Associate Editors are key to the success of the Transactions and deserving of recognition. At present, the EMC Transactions has no formal mechanism to recognize their contributions. He has nominated four retiring Associate Editors for Certificates of Recognition or Appreciation, as appropriate to their membership status. He will organize an informal luncheon for the Associate Editors at the August Symposium. The voting for the 2007 Best Transactions paper is finished. The winning paper will be announced at the Awards Luncheon.

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.

IEEE PRESS

No report was received from IEEE Press Chair Ray Perez.

HISTORY

Dan Hoolihan reported that the Society has volunteered to participate in the pre-launch phase of the IEEE Global History Network (GHN). Pre-Launch access to the IEEE GHN will start on August 20. One page will be devoted to the History of the EMC Society. Members from the History Committee of the EMCS will be able to log-in and start developing the history on-line. He will contribute to the EMCS page with the general history of the EMCS that was compiled for the EMC Society's 50th anniversary. After the formal launch of the IEEE GHN in September of this year, all Society members will be allowed to collaborate on improving the EMC History page. Mr. Hoolihan noted the cover story of the August 2008 issue of *Conformity* magazine was titled: "IEEE EMC Society: A Proud History of Accomplishments." Mr. Hoolihan wrote this article that reviews the Society's 50th Anniversary year (2007) and outlines the EMCS accomplishments in the years leading up to 2007.

7.0 CONFERENCE SERVICES

Dave Staggs presented this report in the absence of Barry Wallen, Vice-President of Conferences. (See VP Conferences Report.) The first topic addressed concerned competing Symposium activities. This issue arose when certain participants in the 2008 EMC Symposium offered technical seminars that would be in direct competition to conference activities. These activities would be disruptive to events planned by the organizing committee. Mr. Wallen recommends approving a policy requiring conference participants to obtain organizing committee approval for any activities which would compete with planned conference events. Failure to do so could result in an exhibitor losing his ability to exhibit at EMCS events or a participant losing his registration. Exhibitor contracts and attendee registration information would need to have language added to inform the conference participant of this policy. Mr. Staggs moved that the EMC Society Board of Directors adopt the following policy statement: The EMC Society encourages and appreciates participation by 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. Bob Goldblum moved to table the motion. Dick Ford seconded the motion to table. The motion to table was approved. Dave Staggs and Bruce Archambeault voted against the motion. Todd Hubing, Bob Goldblum, Dave Staggs and Bruce Archambeault volunteered to form a task force committee to look at this issue in more detail.

Next, Mr. Staggs discussed EMCS policy on use of the Society logo by Society Chapters. The current policy states: The IEEE EMC Society logo with the name of the Chapter (e.g., CENTRAL NEW ENGLAND CHAPTER) printed directly beneath the logo may be used on Chapter communications (e.g., letterhead, web page, and Chapter meeting announcements) provided that these communications are consistent with the mission and policies of the IEEE and the IEEE EMC Society. Under no circumstances shall the IEEE EMC Society logo be used in situations that might imply endorsement by the Society of any product or event (including the use of the logo on announcements for any event where an admission fee is charged) without the expressed written consent of the IEEE EMC Society.

In recent years this policy has been either ignored or not enforced. In order to correct this problem, the following actions will be taken:

- The EMC-S Chapter Coordinator, Francesca Maradei, will draft a letter to the Chapter Chairs re-enforcing this policy.
- The Society's VP of Conferences will send a letter to the EMCS Regional Conference Coordinators, informing them of this policy and to require them to assure all Regional activities are in compliance with the logo policy.
- All BoD members are asked to be vigilant for conferences using the EMCS logo and to report these conferences to the Global Conference Coordinator in order to verify compliance.

If the above fails to correct the problem, the BoD should enact an amendment to the current policy.

Dick Ford, Don Sweeney, Bob Scully, and Fred Heather volunteered to be members of the ad hoc task force formed to implement any policy related to the use of the EMC logo at Chapter events, especially those for which a fee to attend is paid.

The following Symposium reports were then presented to the Board.

EMC 2007 Honolulu, HI 50th Anniversary Symposium (Chair: Janet O'Neil)

The \$72,310 surplus from the MCM account was transferred to the EMC Society. The balance from the Concentration Banking Account will be transferred to the EMC Society account, once the Concentration Banking Account is closed. The final report was sent to Conference Services and the IEEE Audit Department on June 10, 2008. Symposium Treasurer Benoit Nadeau did an excellent job reconciling all the expenses with IEEE.

EMC 2008 Detroit, MI (Chair: Kimball Williams)

Registration is higher than last year. The host hotel room block is full and the overflow hotel has picked up close to 100 room nights. The number of exhibits is slightly less than average; however, the patron program is at an all time low. On the budget, the committee is comfortable projecting a 22.5% surplus for an expected revenue stream of \$264k. The committee printed sets of presentations per workshop/tutorial for people to pick up on site.

EMC 2009 Austin, TX (Chair: David Staggs)

Dave Staggs reports the next contracts in process are for the A/V supplier and overflow Hotels. His report includes the current listing of the symposia committee. The revised version of the EMC 2009 Symposium budget is very stable. For the social events, the current plan is to use the large (3,000 people) Hilton hotel ballroom for the Symposium reception and a section of the convention center ballroom will be used for the Gala event. The contract with Three Dimensions for conference management services has been signed. The Call for Papers, Call for Workshops/Tutorials, Call for Experiments/Demonstrations and Call for Special/Invited Sessions are all complete. The decorator has been selected and the exhibit hall floor plan design is complete. The exhibitor package is almost complete and ready for distribution at EMC 2008 Symposium in Detroit. The promotion and marketing materials have been completed and are being printed.

EMC 2010: Fort Lauderdale (Chair: Fred Heather)

Fred Heather advised a planning meeting was held in Ft. Lauderdale the week of July 28 to discuss arrangements, hotel contracts, and other Symposium matters. An RFP has been sent to Conference Direct, the conference management company of choice for EMC 2010. The contract was sent to Vita at IEEE for review. Paperwork has been submitted to establish a concentration banking account with IEEE.

EMC 2011: Long Beach, CA (Chair: Ray Adams)

Ray Adams advised that there are no updates from last report. Contracts have been signed with the Long Beach Convention Center and the Long Beach Hyatt hotel. Potential overflow hotel options are being reviewed.

EMC 2012: Pittsburgh, PA (Chair: Mike Oliver)

Mike Oliver reports the contract is completed with the Pittsburgh convention center. The committee is talking with two hotels in Pittsburgh and reviewing contract terms.

EXHIBITOR LIAISON

Janet O'Neil reports a draft exhibitors breakfast agenda has been sent to Barry Wallen for approval then this will be sent on to those scheduled to give presentations. A new issue on the agenda this year is addressing commercial events held by "for profit" exhibitors that are: 1) published in the Symposium schedule of meetings and/or on the Symposium website and 2) held at a time that conflicts with the Monday-Friday 8:30 am – 5:30 pm Symposium technical program.

REGIONAL CONFERENCES

In Regions 1-7, Janet O'Neil reports that since the last Board meeting in May, there were two tabletop shows. On June 3, there was a tri-Chapter EMC event organized by the Greater Washington DC, Northern Virginia/Southern Maryland, and Baltimore Chapters with Fred Heather as the principal organizer; this was held in Waldorf, MD at the Holiday Inn. No details are available to date on attendance and revenue generated. On June 11, the Seattle EMC Chapter held tabletop show at the Museum of Flight on Boeing Field. Ms. O'Neil was one of the organizers. This was a half-day program with eight exhibitor tables. Todd Hubing was the speaker on "Essential Circuit Board Design and Layout for EMC". Some 130 people attended. There was no charge to attend; the exhibitor fees paid covered the cost of the lunch provided. The local Seattle Section partially covered the facility rental. There are no EMC Society Chapter sponsored tabletop shows for the balance of 2008. However, the LA EMC Chapter is cooperating with the APS and MTT Chapters to technically support a joint event to be held on September 15 in Manhattan Beach, California. The LA EMC Chapter has no financial involvement in this event. The annual tabletop shows organized by the Milwaukee (late March/early April), Huntsville (late April), SE Michigan (early May) and Chicago (mid May) Chapters will again be scheduled for 2009.

Regarding Region 8, Frank Sabath's report includes a listing of several EMC conferences coming up in 2008 and 2009, which are technically co-sponsored by the EMC Society. Regarding the publication of proceedings of co-sponsored conferences on IEEE Xplore, the International Steering Committee (ISC) of the EMC Europe conference discussed an offer to provide PDF-files of

previous EMC Europe conferences to the EMC Society for publication on IEEE Xplore. Conference proceedings since EMC Europe 2000 have been produced as PDF-files. The committee is going to scan older proceedings. The ISC showed great interest in including all EMC Europe proceedings on IEEE Xplore. However, copyright and financial issues need to be addressed.

Regarding Region 9, Janet O'Neil reported that preliminary plans for a tabletop show in 2008 have not been developed since the last Board meeting in May. However, Elya Joffe has advised the official outreach event for the new Chapter in Buenos Aires, Argentina will be held on November 6 and 7, 2008. He is also considering tacking on an outreach event with the Colombia Chapter and perhaps the Sao Paulo, Brazil Chapter with the same speakers who will travel to Buenos Aires. The South America outreach plans will be confirmed during the Detroit Symposium.

Regarding Region 10, a search for a new Region 10 representative is underway.

SYMPOSIA FINANCE (CHAIR: BOB HOFMANN)

Mr. Hofmann advised there has been no activity since the last report in March.

SYMPOSIUM PUBLICITY (CHAIR: JIM BLAHA)

There was no report since the last Board meeting.

SITE SELECTION (CHAIR: DARRYL RAY)

Darryl Ray reported that work is proceeding on identifying host cities, with Salt Lake City and Denver being the leading choices for EMC 2013. Resource availability in Denver does not look good, making Salt Lake a stronger possibility, though other sites (e.g., Baltimore, San Diego) have been discussed. The committee is in the early stages of developing a road map charting future international EMC Symposium locations. The object of the roadmap is to proactively select future sites vs. reacting to unsolicited proposals.

TAC LIAISON (CHAIR: BRUCE ARCHAMBEAULT)

There was no report since the last Board meeting.

GLOBAL EMC SYMPOSIA CO-SPONSORSHIP (CHAIR: GRAHAM KILSHAW)

Mr. Kilshaw reported that an MOU has been sent in response to the following approved technical co-sponsorship applications: SoftCOM 2008, Croatia; Wireless Systems, CAC 2008, Sichuan, China; INCEMIC 2008, India; CEEM 2009, Xi'an China; EMC Zurich 2009, Switzerland, and EuroEM 2008, Switzerland. TAC approval is pending on the following: Asia Pacific MTT EMC 2008, Malaysia and CEEM 2009, Xi'an China.

CONFERENCE GROUP WEB PAGE DEVELOPMENT

There has been no activity since the last Board meeting.

8.0 TECHNICAL SERVICES

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

Regarding the IEEE Technology Management Council, EMCS Representative Kimball Williams gave a report. (See TMC Report.) The Technology Management Council (TMC) provides managers, aspiring managers, and those being managed with leading-edge resources to fulfill their career objectives. The TMC advances the profession of engineering, technology, and innovation management, and the careers of IEEE members and individuals in the profession. The Council focuses on the global audience of practitioners and researchers through its publications, conferences, educational products, and through its relationship with related organizations. TMC held a meeting August 8-10 in San Francisco. The EMC Society is one of the newest of the 14 Society members. Society members are encouraged to write articles for the new TMC publication and papers for its Transactions. They are planning a symposium in 2009 (San Diego) and 2010 (Boston). Milton Chang has been secured as the TMC advisor.

TECHNICAL ACTIVITIES COMMITTEE (TAC)

Bob Scully, TAC Chair, reported on the Technical Paper Review software. The MTT Society software was selected and utilized for the 2008 EMC Symposium. A survey of TC chairs resulted in 70%-80% positive responses. TAC feels the software is at least as good as IEEE Conference Express. Their recommendation is to continue using this software for EMC 2009 and 2010. A full report on the survey related to the paper review software was presented by Ghery Pettit. (See 2008 Symposium Paper Survey.) Four groups were surveyed with appropriate questions, including authors (31 replies), reviewers (16 replies), TAC officers (2 replies) and TC chairs (9 replies). On the Symposium Technical Guidance document, this is in the draft stage.

Related to the EMC 2008 Symposium papers, 198 papers were submitted with 166 accepted for the final program. There were 146 regular papers and 20 Special Session papers. Of the two Automotive Special Sessions (Proposed/Accepted) these were cancelled as only two papers were submitted. These automotive papers were moved into the regular sessions.

REPRESENTATIVE ADVISORY COMMITTEE (RAC)

Fred Heather advised that the annual RAC/SACCom luncheon would be held on Monday during the Symposium week. All Board members are welcome to attend.

EDUCATION AND STUDENT ACTIVITIES COMMITTEE (ESAC)

The current officers include Chair: Bob Nelson (r.m.nelson@ieee.org), Vice-Chair: Randy Jost (r.jost@ieee.org) and Secretary: Larry Cohen (lawrence.cohen@nrl.navy.mil). The subcommittee chairs include: NARTE: Jim Whalen (jjw@eng.buffalo.edu), Experiments Manual: Ed Wheeler (e.wheeler@ieee.org), Hardware/Software Demonstrations: Andy Drozd (a.i.drozd@ieee.org), Fundamentals Tutorial: Daryl Beetner (daryl@umr.edu), University Grant Committee: Tom Jerse (jerset@citadel.edu), Student Paper Contest: Jim Whalen (jjw@eng.buffalo.edu) and Aziz Inan (ainan@up.edu), Student Design Contest: Harold Rudnick (harold.rudnick@ieee.org), Faculty Workshop: Ed Wheeler (wheeler@rose-hulman.edu).

Continuing its long-standing tradition, the ESAC Fundamentals Tutorials committee has organized a day-long set of tutorials during the 2008 IEEE EMC Symposium. For the Fundamentals Tutorial, Daryl Beetner is planning a day-long set of tutorials (EMC Refresher Course) with proposed

topics/speakers: Inductance & Capacitance in System Design – Daryl Beetner, The Path of Least Impedance – Elya Joffe, Partial Inductance – Clayton Paul, and Automotive EMC – Todd Hubing.

On the University Grant, Tom Jerse reports there will be one award for \$5,000 and one award for \$10,000 at the Detroit Symposium. The 2007 \$5K Grant was for the “Intro to EMC” course presented by the University of Waterloo – Canada. Their Professor Omar Ramahi was invited to the symposium to accept the award, but no conformation has been received.

Harold Rudnick reports that 22 requests for Student Design Kits were received from nine universities. Of these, six were returned. Ed Wheeler and Andy Drozd are handling the experiments and demonstrations. There were nine hardware experiments and nine computer software demonstrations this year, plus one combination hardware/software offering. This is the 16th year of the demonstrations/experiments. New this year, the results of the student design competition were scheduled in the demonstrations area. Jim Whalen and Aziz Anan are reviewing the student papers submitted. Professor Whalen is also working with Brian Lawrence on the INARTE workshop and exam.

9.0 STRATEGIC AND LONG RANGE PLANNING

Elya Joffe presented an update on the LRP. (See LRP 8-17-08 power point presentation.) The “mega-issues” under each VP area were reviewed and discussed. Items were shown in color to indicate if the items were a top, medium or low priority.

The next LRP meeting will be held during the November Board meeting.

10.0 OLD/UNFINISHED BUSINESS

The following items were discussed under old business:

Report from IT Planning Committee – Fred Heather noted that no further work has been conducted by the committee since the last Board meeting given Mr. Pettit’s health. He’ll focus on the website issues and report back at the November Board meeting.

Update Job Descriptions: Kimball Williams will give a report on this activity at the Thursday Board meeting.

Committee Vacancies/Appointments – President Joffe showed a list of the EMCS vacant positions. Anyone interested in serving in these positions should let Mr. Joffe know. Kimball Williams volunteered to be the PACE representative.

Schedule for 2008 and 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):

- November 19-21, 2008 – Long Beach, CA (Annual dinner and election)
- March 19-21, 2009 – Tucson or Phoenix, AZ or Mexico City, Mexico
- May 22-23, 2009 – Philadelphia, PA
- August 16 and 20, 2009 – Austin (Symposium)
- November 12-14, 2009 – New Brunswick, NJ (TAB Meetings)

11.0 NEW BUSINESS

The following items were discussed under new business:

EMC Kyoto 2009: President Joffe requested that Board members support this Symposium and consider participating by acting as session chairs and/or organizing special sessions.

Spectrum Management – Dick Ford noted his concern that TC-6 on Spectrum Management did not submit any papers for EMC 2008. This is a critical topic that the EMCS should be involved in. WiMAX is using the balance of reserves in less hertz, giving rise to concerns about quality. Andy Drozd noted that DySPAN is an active conference group addressing this issue as well as the Communications Society and the Department of Defense. Mr. Ford noted that the EMCS should focus its efforts on spectrum engineering. Andy Drozd volunteered to chair the ad hoc committee to address this topic and bring it to the forefront of the EMC Society. Fred Heather and Elya Joffe volunteered to be members of this committee.

New SDCom Officers - Don Heirman noted that elections have closed for the Standards Development Committee (SDCom). Those elected are Andy Drozd (Andro Computational Solutions) as Chair, Colin Brench (SWRI) continuing as Vice-Chair, and Ed Hare (ARRL) continuing as Secretary. Mr. Heirman acknowledged the tremendous job outgoing chair Steve Berger did for several years. The Board asked Mr. Heirman to convey their appreciation to Mr. Berger.

12.0 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.

13.0 CLOSING REMARKS

President Joffe thanked everyone for coming to the meeting and reminded the Board about the continuation of the meeting scheduled for Thursday, August 21 at 6:00 pm.

14.0 ADJOURNMENT

There being no further business, the meeting adjourned at 4:45 pm.

Submitted by:

Janet O'Neil
Secretary, EMC Society Board of Directors

Continuation of the Board meeting – 6:40 pm on Thursday, August 21, 2008

President Joffe called the meeting to order at 6:00 pm. A round of introductions was made.

Board members present included Bob Scully, John Norgard, Todd Hubing, John LaSalle, Francesca Maradei, Bob Davis, Dave Staggs, Mark Montrose, Elya Joffe, Janet O'Neil, Kimball Williams, Andy Drozd, Don Sweeney, Dan Hoolihan, Bruce Archambeault, Colin Brench, Fred Heather, Henry Benitez, Bob Goldblum, Dick Ford, and Takeo Yoshino. Board members absent but available via speaker phone were Don Heirman and Ghery Pettit. Guests present included Flavio Canavero, Sven Battermann, Heyno Garbe, Sabrina Sarto, Mike Oliver, Bob Hofmann, Randy Jost, Chris Holloway, and Ryuji Koga.

The agenda was presented. (See Agenda dated August 21, 2008.)

The VPs presented updated reports on their respective areas of activity during the Symposium week.

Ghery Pettit reported on Communications. Bob Hoffman was appointed to be interim chair of publicity committee. Dick Ford was appointed as vice chair. Their term will be less than one year until the position has been filled.

Don Heirman reported on Standards. (See VP Standards Report Part 2.) Nine Standards meetings were held during the Symposium week, including the SDCOM, SETCOM and SACCOM. The annual RAC/SACCOM luncheon was also held. See New Business above for election results of SDCOM. There are 15 members of SDCOM. The report includes a status update on the active standards being addressed by the committee. Regarding SETCOM, the Chair is Qiubo Ye, CRC (appointed Nov. 2005), the Vice Chair is Johan Catrysse, Lab for EMC, KHBO (appointed Jun. 2006) and the Secretary is Jinliang He (appointed Oct. 2006). There are five members of the committee, three of which are recruited this year. Three are from the US (TX, NY, NH) and two from China. The SETCOM Chair has lost his agency support and is looking for a solution. On SACCOM, there was also a change in officers. The new Chair is Erik Borgstrom, the new Vice-Chair is Noel Sargent, and Dave Guzman has agreed to remain an officer in staying on as Secretary (previously he was Chair). There are 17 representatives on the committee. Regarding Strategic and Long Range Planning related to Standards activity, the committees discussed priorities being to update member access to standards and regulations and use of new on-line services via Xplore. Standardization for emerging technologies is a priority, especially work on P1900.2 on Software defined and cognitive radio. They are also watching TC activity (e.g. TC11 activities on nanotechnology) for possibilities. It was noted that there was limited interest so far on regulations which seem to be outside standards work. Mr. Heirman requested that the advance and final programs for EMC 2009 include an announcement that the Standards Committee meetings are open to anyone interested in attending.

Dave Staggs reported on Member Services. He showed the DL program overview. During the Symposium week, he sent the biographies of candidates for the 2009-2010 term.

Mr. Staggs moved to nominate Dr. Ji Chen as an EMCS DL for the term 2009-2010. The motion was seconded and approved.

Mr. Staggs moved to nominate Dr. Sergui Radu as an EMCS DL for the term 2009-2010. The motion was seconded and approved.

Mr. Staggs moved to increase the DL program expense for inter-regional expense reimbursement from \$1,000 to \$1,250 and intra-regional expense reimbursement from \$750 to \$1,000. The motion was seconded and approved. Dan Hoolihan abstained from voting.

Related to membership, Colin Brench will contact IEEE regarding non-acceptance of credit cards for new on line memberships. Three separate instances of this were reported at the EMCS booth during the symposium. Also at the membership booth, surveys were returned and will be analyzed by Fred Heather. Bob Hofmann will write an article for the Newsletter on the financial assistance that may be made available.

Andy Drozd noted that the ballots for Board member elections have been mailed. He tried to remove the name of Barry Wallen, but is not sure if he was able to notify the IEEE by the time the ballots were printed and mailed.

Mr. Staggs moved to show the IEEE member grade on each registration badge provided at the IEEE International Symposium on EMC. The motion was seconded and approved.

John Norgard reported on Technical Services.

Bob Scully reported on TAC. (See TAC Pres 8-21-08.) His report contains information on all the technical committee meetings held during the Symposium week. The committee discussed a proposed new approach to paper assignment and dissemination, with the intent of increasing effectivity of management of the process, and relieving the burden on the TC Chairs. Fred Heather has a new idea for “poster papers” at EMC 2010 as described in the report. TAC was generally receptive to the idea. Regarding the proposed increase of scope to embrace technical aspects of Spectrum Management in the TCs, Andy Drozd presented charts describing the scope expansion of TCs 3, 5, and 6 to address the burgeoning area of Spectrum Management. TC 6 appears to be most appropriate fit and thus a natural starting point. TAC coordinated symposium activity with iNARTE.

Flavio Canavero reported on the Global University course. (See Global University Report.) He showed the focus of the course and shared results of the survey. The feedback was very positive and this year’s course was again another success. The chair of next year’s Global University is Todd Hubing.

Randy Jost reported on the Education Committee activity during the Symposium week. (See ESAC Report.) Bob Nelson will step down as chair at the end of the year. Regarding iNARTE, Brian Lawrence is looking for assistance in developing curriculum as they expand into the University environment with an “apprentice” program. A question was raised about ESAC’s relationship with the TAC and VP Technical Services.

Dick Ford moved to include the GU activity under ESAC. The motion was seconded and approved.

Chris Holloway and Sabrina Sarto gave a report about IEEE NANO 2008, a conference held in Arlington, TX over August 18-22. (See NTC Report.) Professor Sarto attended the AdCom meeting on August 18 and noted the EMCS representative needs to be reappointed. Next year the conference will be held on July 26-30, 2009 in Genoa, Italy. She noted the Electronics Devices Society is the best represented at this conference. She would like to organize a special EMC session for IEEE NANO 2009 and also for EMC 2009. She also suggested having a joint special issue on IEEE Transactions on Nanotechnology and IEEE Transactions on EMC. President Joffe requested that TC-2 and TC-11 work together to perhaps coordinate activity. Andy Drozd suggested Sabrina coordinate with the Standards Committee to develop a study standard, perhaps on the topic of characterization of materials related to EMC.

Regarding Conferences, Kimball Williams gave a verbal report about the EMC 2008 Symposium. Everyone seemed to enjoy the symposium. The technical and social programs were well received. On a few events, the symposium gala and the awards luncheon, CMS guaranteed numbers that were much higher than actual attendance. This will impact the budget. It was noted that when the awards program was printed, 600 copies were requested by April Coles to Janet O'Neil. Ms. O'Neil replied that the number of 600 seemed high as typically the awards luncheon is attended by 500 people. The actual number of attendees was 507. Elya suggested Janet O'Neil coordinate with Barry Wallen to review attendance numbers at the annual awards luncheon.

Under "Old Business," the following items were discussed:

Spectrum Engineering: Andy Drozd reported on the ad hoc committee for addressing the revitalization of TC-6 on Spectrum Management. (See Spectrum Engineering Thrust Report.) He reviewed the situation and proposed a strategy for promoting TC-6.

Officer and Board Job Descriptions: Kimball Williams presented a report (See Job Descriptions.) With the EMC 2008 Symposium, this activity has been stalled, but this will get started again and a full report will be presented at the November meeting.

Under "New Business," the following items were discussed:

Kyoto 2009: Professor Yoshino reported on EMC'09 Kyoto. He distributed the call for papers and encouraged Board members to attend.

Potential Policy Change: Andy Drozd advised that the by-laws are under consideration to be revised related to the Board elections. He will bring information on this to the Board meeting in November.

Video on Myron Crawford: Bob Davis advised that his committee would like to create a video to commemorate the contributions of Myron Crawford in an amount not to exceed \$1,000. Since this is a part of the Completed Careers committee, the funding for this would come from Member Services.

There being no further business, the meeting adjourned at 9:00 pm.

Submitted by:

Janet O'Neil
Secretary, EMC Society Board of Directors