

APPROVED MINUTES
OF THE IEEE EMC SOCIETY
BOARD OF DIRECTORS MEETING

The Grande Colonial Hotel
San Diego, CA
March 12, 2010

MEMBERS PRESENT (23)

H. Benitez
C. Brench
L. Cohen
R. Davis
A. Duffy
R. Ford
F. Heather
D. Heirman
D. Hoolihan
T. Hubing
E. Joffe
R. Jost
J. LaSalle
F. Maradei
A. Marvin
J. Norgard
M. Oliver
J. O'Neil
G. Pettit
W. Schaefer
R. Scully
K. Williams
T. Yoshino

ABSENT (0)

GUESTS (5)

B. Archambeault
J. Drury
T. Jerse
K. Phipps
Q. Ye

1.0 THE PRESIDENT'S OPENING REMARKS

President Maradei called the meeting to order at 9:00 am. A round of introductions was made. She reviewed Board meeting protocol, the IEEE code of ethics, and upcoming activities (see President's Introductory Remarks). She reminded Board members of the material on the Board FTP site and asked that everyone remember to review this prior to the Board meetings (<ftp://ewh.ieee.org>). Ms. Maradei welcomed the new Board members, including Larry Cohen, Alistair Duffy, Dan Hoolihan, Andy Marvin, Mike Oliver, and Vesna Roje.

Ms. Maradei reviewed the activity of the Excom meeting held the previous evening. The meeting addressed administrative points including the agenda review, motions to be presented, etc. All items discussed are included on the meeting agenda. She reviewed the procedure for making and voting upon a motion during the Board meeting.

Regarding Global Outreach activity, Ms. Maradei noted she gave a presentation at the Chicago EMC Chapter on March 9. She will attend the Asia Pacific EMC (APEMC) conference in Beijing and then travel to Shanghai to give a presentation at the inaugural EMC Chapter there. She will also visit the Seattle EMC Chapter and present there in June. Finally, she will attend EMC Europe in Wroclaw in September.

2.0 CONSENT AGENDA MOTIONS

The agenda was presented for review. (See Final Agenda.) The consent agenda (see Consent Agenda) includes approval of: The March 2010 meeting agenda, the November 2009 Board meeting minutes, the slate of Nominations and Appointments committee members, recording and archiving e-votes protocol, discussion and voting protocol during electronic voting, on-line archive/repository of forms, GOLD travel reimbursement policy, 2011 non-IEEE member subscription fee price list in accordance with IEEE recommended pricing, optional member Transactions on EMC print copy fee of \$20 in accordance with IEEE recommended pricing, charter for the Standards Advisory and Coordination Committee, EMC Society certificates of appreciation, acknowledgement and recognition awards. (See Awards – Consent Agenda for the list of names.) **Ghery Pettit moved to approve the consent agenda as presented. The motion was seconded and approved.** The approved November 2009 Board minutes will be posted to the EMC Society website.

3.0 TREASURER'S REPORT

John LaSalle presented a report the EMC Society finances. (See Treasurer's Report.) Regarding 2009 operations, the budget showed a net deficit of \$27.7k while the actual was a net deficit of \$36.3k – this is a negative variance of \$8.6k and resulted in an overall negative position. The major contributors to the net deficit included the categories of Periodicals, Newsletter and Meetings/Conferences. For 2010, operations are considered to be "normal" with a surplus of \$109.1k. The Society is tracking toward the budgeted net \$18.4k. Committee expenditures (Cost Center 1900) are minimal, operating toward an approved budget of \$255.6k (deficit). Under miscellaneous activity, he noted that the Board approved the \$30k loan to the 2012 Symposium Committee (a transfer request was made to IEEE Conference Finance and deposited to the 2012 Concentration Bank Account on January 26); Angel funds approved included a payment to Dr. Jamal Shafii, Rock River Valley, North Central Illinois; the University Grant is in-process to Dr. Uma Balaji, Farmingdale State College; and the proposed GOLD Representative Financial Guidelines were submitted for inclusion in EMC Society Financial Policy – this was sent to the FinCom Chair. The first pass budget for 2011 will be issued next month.

4.0 TECHNICAL SERVICES

Bob Scully, Vice President for Technical Services, presented his report. (See VP Technical Services Report.) He reviewed the Technical Committees (TCs) TC7 (Non-sinusoidal Fields) and TC8 (Product Safety) and noted an interest in reducing the number of TCs and maintaining clear responsibilities for all TCs. TC7 has had little activity, while TC8 is now a separate Society of the IEEE. **Mr. Scully move to dissolve TC7 (Non-sinusoidal Fields) and TC8 (Product Safety), and update EMCS Handbook as appropriate. The motion was seconded and approved.**

Mr. Scully then addressed the papers submitted for EMC 2010. A total of 151 papers were submitted, with 131 being accepted and 20 being rejected. In comparison, for EMC 2009, a total of 195 papers were submitted, with 163 being accepted and 32 being rejected.

TECHNICAL ADVISORY COMMITTEE (TAC)

Bruce Archambeault, TAC Chair, reported on the activities of his committee. They held a telecom meeting on February 23. The committee has been active with the paper review process for EMC 2010. Of the papers submitted, TC2 (EMC Measurements) had the highest number of papers to review having received 50 papers. TC4 (EMI Control) received 37 papers, TC9 (Computational EMC) received 28 papers and TC10 (Signal Integrity) received 18 papers. The balance of the TCs received eight or less papers. Six special sessions were proposed by the TCs and all were accepted. Ten workshops/tutorials were proposed by the TCs and all were accepted.

Dr. Archambeault noted the Symposium Technical Guidance Document was approved by TAC and the TAC Manual is under revision. Technical co-sponsorship requests have been received and discussed. Finally, there is a new communication tool for TAC that includes past/present TCS requests, a discussion forum and an E-mail list server. The next TAC meeting will be a face-to-face meeting on May 17-18 in the Washington DC area to organize the paper sessions.

5.0 COMMUNICATION SERVICES

Todd Hubing, Vice-President for Communication Services, presented his report. (See VP Communications Report.)

NEWSLETTER

The Fall 2009 issue is the third issue composed with the new IEEE process of outsourcing this work to a company in India. Newsletter Editor Janet O'Neil and Todd Hubing are pursuing a course of action to take this composition work outside IEEE. It will be brought to the PSPB in 2010. Financially, the Fall 2009 issue of 112 pages cost \$21,150 for the printing and mailing of 4,895 Newsletters. There were 13 advertisers in the issue that generated \$16,677.76 in billed ad revenue, of which the EMC Society received a net of \$9,173. The Winter 2010 issue is in production and will feature a cover story and related articles on the topic of inductance. Ms. O'Neil will attend the IEEE Panel of Editors meeting in New Jersey next month. She will meet with IEEE personnel about outsourcing the composition of the EMC Newsletter outside IEEE.

TRANSACTIONS

Editor in Chief Professor Heyno Garbe reports that a total of 298 new paper submissions were made in 2009. Some of these on printed circuit boards (PCBs) will appear in a special issue on this topic in May 2010. As of February 20, 47 papers have been submitted, which indicates the total papers for the year would likely be 248. The TAB budget for 2011 was set at 1,100 pages including the special issue on PCB Level Signal Integrity. This special issue is being guest edited by Joungho Kim of KAIST in Korea and Erping Li of IHPC in Singapore.

Currently there is no backlog of unpublished papers. Professor Garbe will organize a special luncheon for the Associate Editors during the EMC 2010 symposium.

HISTORY

Dan Hoolihan reported that a series of articles on the History of the EMC Society is being published in every issue of the EMC Newsletter; it includes a "look-back" in the EMC-S History (50 years, 25 years, and 10 years) and other historical articles of interest. Mr. Hoolihan noted he has been appointed to the IEEE History Committee and attended his first meeting with that committee on March 7 in Newark, New Jersey. He is working with the EMC Society Awards Committee about revising the display of the EMC Society Hall of Fame Award winners on the Society's website. Work continues on the digitization of EMC Society historical documents.

IEEE PRESS

Todd Hubing relayed the following royalty summary report for 2008 and other information on IEEE Press Activity.

2008 EMCS SPONSORED TITLES

Author	Title	Net Units
Montrose	Printed Circuit Board Design Techniques for EMC Compliance:	221
Montrose	EMC and the Printed Circuit Board: Testing for EMC Compliance: Approaches and Techniques	117
Montrose/Nakauchi		185
Hemming	Electromagnetic Anechoic Chambers: A Design and Spec Engineering Electromagnetic Compatibility, Second Edition	66
Kodali		42
Boxleitner	Electrostatic Discharge and Electronic Equipment	18
Smith	Radio Frequency Principles and Applications:	32
		681

Estimated society royalty for 2009: \$935.20

Books in Progress:

None. Two attempts were made in 2009 to recruit EMC related books for potential sponsorship by the EMCS. In one case the author decided to publish for Wiley-UK. The other potential opportunity fell through.

Books Published:

- *Grounds for Grounding: A Circuit to System Handbook*, by Elya B Joffe, and Kai Sang Lock, IEEE Press-Wiley.
- *Electrostatic Discharge: Understand, Simulate and Fix ESD Problems*, By Michel Mardiguian, IEEE Press-Wiley.

There is an attempt from IEEE Press-Wiley to look for society sponsorships of books that cross the technical boundaries of different IEEE societies. These are books that are already in the process of being published by IEEE Press-Wiley and sponsorship from an IEEE technical society is sought. We have received already two requests

for such sponsorship, but the applicability of EMC principles in these two books has been tenuous. However, the real problem has been the lack of published EMCS guidelines for considering sponsorship these types of books. There is a need to develop guidelines, which when properly followed, will allow a book from IEEE Press Wiley to be sponsored by the IEEE EMCS. Therefore, authority is requested from the BoD to attempt the development of such guidelines, which should then be reviewed and commented upon by the VP of Communications and other member of the EMCS. After review, the guidelines should be formally approved by the BoD.

IEEE Press Wiley is developing guidelines that will consider the publication of books that delve into non-traditional technical disciplines from IEEE, which will also include interdisciplinary areas. This can potentially be incorporated into the EMCS guidelines.

PUBLIC RELATIONS

No report was received from Jim Blaha.

WEB

Mr. Hubing talked about improvements to the EMC Society website. In the past few months, he has worked on cleaning up, organizing and updating the website. The TC5 and TC6 pages have been updated as well as several other pages.

6.0 STANDARDS SERVICES

John Norgard, Vice-President for Standards, presented his report. (See VP Standards Report.) 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, the Vice-Chairman is Professor Johan Catrysse and the Secretary is Jinliang He. On SACCom, Werner Schaefer is the Chair. The SDCom chair is Andy Drozd, Colin Brench is Vice-Chairman and Ed Hare is Secretary.

Regarding SACCom, Werner Schaefer advised he has received confirmation from 17 liaisons (new and current) to contribute actively. The list of liaisons is included in the Standards report. The SACCom web pages are being revised. Templates have been obtained and modifications will be implemented to present more useful and current information. Mr. Schaefer presented the revised and updated SACCom charter. He explained why/how the document was revised. **Mr. Schaefer moved to approve the revised SACCom charter as presented. The motion was seconded and approved. (See the Addendum to these minutes for the full charter text approved.)**

Regarding SDCom, Andy Drozd was not able to attend the meeting held yesterday. Don Heirman presented a report in his absence. (See BoD SDCom Presentation.) He reported 27 members and guests attended the meeting. Members of the Canadian Standards Association attended and gave a presentation on the need for joint project on power-line harmonic standardization including application to Smart Grid. Updates to the SDCom website include a clear summary of SDCom activities - listing of current development projects either per link to SDCom web page, or distilled from SDCom meeting minutes – and a main content of projects. Smart grid remains the important high profile activity that will occupy much of the committee's attention this coming year. The new Policy and Procedures (P&P) document was approved and forwarded to the IEEE Standards Association Audit Committee in November 2009. The results of the IEEE audit will be reported at the next Board meeting. The committee will complete the Operating Procedures for Working Groups on active projects.

7.0 MEMBER SERVICES REPORT

Bob Davis, Vice-President for Member Services, presented his report. (See VP Member Services Report.) His report includes a review of the current VP Member Services budget and a breakdown of travel expenses. **He moved to change the name of the EMC Honorary Life Member Award to the EMC Society Honored Member Award. At the same time the benefits of this award should be clarified as follows: "An Honored Member of the EMC Society will receive a certificate and their society membership shall be waived for life. Additionally Honored members shall receive free admission to the annual symposium (international or national)." The motion was seconded and approved.**

Mr. Davis advised that the EMC Society needs a marketing brochure that can be handed out at the annual symposia and at other meetings and conferences around the world. The only thing we have at the present time is our membership application, which isn't designed to be a marketing brochure. Jim Blaha, our Publicity Chair, has been contacted and advised that it would cost approximately \$450.00 for 1,000 tri-fold color brochures. **Mr. Davis moved to develop and produce an EMC Society Marketing/Publicity Brochure. The motion was seconded and approved.**

Mr. Davis talked about staffing the EMC Society membership booth at the annual symposia. In the past, Flo Haislmaier staffed this booth and was reimbursed some \$2,000 for her hotel, airfare and other incidental travel expenses. Currently, we do not have a specific person to staff the booth for EMC 2010 and future symposia. **Mr. Davis moved to pay the non-labor related expenses for a person to staff the EMC Society booth at the annual EMC Society symposium during the hours the exhibit area is open to the registrants (in an amount not to exceed \$3k and reimbursed in accordance with IEEE guidelines). The motion was seconded and approved.**

A discussion was then held related to the EMC Society photographer and reimbursing the photographer for the non-labor related costs for the membership provided photographer at the annual symposium. The not to exceed amount discussed was \$3k. The Board agreed that this expense should fall under the VP Member Services budget and not the symposium budget.

MEMBERSHIP

Colin Brench advised five members have been elevated from member to senior member this year to date, and eight had been elevated in November 2009. Current membership is at 4,170, which is a decline of 124 members or 2.9%. There remain a number of issues in accessing the database including looking at members who have let their membership lapse such as retired members - this is important for the completed careers searches. There is also difficulty determining the true join dates; even if this is addressed, there is a date limitation of what was moved forward into the new database. Mr. Brench noted he will be at IEEE in Piscataway next month and if possible he will meet with his IEEE contact and see if any further progress is practical or possible. He closed his report advising there are regular IEEE membership development meetings; these are all held on Saturdays, a day that is unavailable for him to attend, therefore he would like to step down from being the Membership Chair so that someone with the time and the appropriate enthusiasm for this work can become involved.

SURVEYS

Fred Heather reported on the membership survey conducted at EMC 2009. (See Survey Report.) There were a total of 263 responses to the survey that included 50 questions.

AWARDS

Bruce Archambeault reported on Awards. The Awards follow up activity has been completed for 2009. On the 2010 EMCS Awards, nominations will be presented later in the meeting. Regarding Awards procedures, the document is being updated and should be completed by July 2010.

COMPLETED CAREERS

Don Heirman reported on the "Completed Careers" committee (CCC) activity. The CCC is working to institutionalize the process. Active members of the committee are the chair (Don Heirman) and Janet O'Neil (Secretary of the EMCS Board). Ralph Calcavecchio was honored in the Winter 2010 EMC Newsletter. The CCC continues to process the EMC Society major contributors that have passed away. They are looking for new CCC members that can be active. Mr. Heirman plans to attend the Chapter Chair Training session or Luncheon at EMC 2010 in order to introduce the CCC to the chapter chairs and to reiterate the need for their support.

DISTINGUISHED LECTURER (DL) PROGRAM

Bruce Archambeault reported on the DL program. The DLs for 2009-2010 include Ji Chen, Sergui Radu and Joungho Kim. The DLs for 2010-2011 include Dr. Giulio Antonini, Mark Steffka, and Dr. Omar Ramahi. In 2009, there were 17 DL presentations made in North America, eight in Europe and seven in Asia. From the DL surveys, approximately 49% attendees are IEEE members, approximately 27% are EMC Society members and 92% of the attendees claim to be technical.

RESPECTED SPEAKERS BUREAU

Bruce Archambeault noted in the report that this program was announced at the Chapter chair lunch at the Austin EMC Symposium and an article on the program was published in the EMC newsletter. Two RSB talks have been presented in 2010. The current speaker list includes Colin Brench, Alistair Duffy, Jim Drewniak, Tzong-Lin Wu, Cheung-Wei Lam, Eric Bogatin, Werner Schaefer, David Pommerenke, Bruce Archambeault, Elya B. Joffe, Jun Fan and Chris Holloway.

REGION 8 MEMBERSHIP REPORT

Frank Sabath provided a detailed report for Region 8 which has 1,302 active EMC members (77 Arrears, 125 Inactive, and three Resigned). The report provides a breakdown on chapter activity in Europe, the Middle East and Africa. There is also detailed information on the membership grade of Region 8 members (member, senior member, Fellow, etc.).

REGION 9 MEMBERSHIP REPORT

Maria Alejandra Mora reports that since her last membership report, EMC Society membership in Region 9 has been stable, with a slight increase in South Brazil, Argentina, and Venezuela. The top five sections in Region 9 include the largest being South Brazil, followed by Argentina, Columbia, Mexico and Venezuela. The goal is to create EMC Chapters in Mexico and Venezuela; however, it has been difficult to work with the Section's chairs, as they don't respond to e-mail. The Mexico Section has 13 EMC members with valid signature for creating a chapter. Several e-mails have been sent to the Section's Chair, but he has not responded. The Venezuela Section has six members with valid signature for creating a Chapter. We lost 4 members, so plans are to work to increase membership. Many attempts have been made to contact the Section Chair about creating a chapter; however he has not responded to her attempts to reach him.

REGION 10 MEMBERSHIP REPORT

Takeo Yoshino reported on Region 10 activity. There has been no major EMC event in Region 10 since the Board of Directors meeting in Huntsville. He researched the new officer member's name and structures of the IEEE EMC Society Chapters in Region 10 for 2010 and 2011. In Thailand, Professor Yoshino believes that there are enough members to form a chapter. He was not able to get a response from Dr. Werachet Khan-ngern (Chapter Chair Candidate) to his several e-mails. He will attend the Asia-Pacific EMC Week (APEMC Beijing 2010) next month in Beijing, China and set up a booth for IEEE EMC Society Member Services to recruit new members. Future plans include trying to increase membership in the new highly industrialized developing countries in Region 10. The goal is to establish new chapters Australia, Thailand, and Philippines, Vietnam, Cambodia, Indonesia, Myanmar, Pakistan, Nepal, New Zealand and North Korea. He will with the VP for Member Services on forming a strategy to increase membership in China. (See "Growing China Membership" report for more information.)

CHAPTERS

Chapter Coordinator Sergio Pignari reports the Singapore Chapter will receive the Chapter of the Year Award. The Nanjing Chapter will receive the Most Improved Chapter Award. The newest Chapter was formed in Shanghai. President Maradei will attend and present at their inaugural meeting in April. There are now 72 EMC chapters around the world. Regions 1-6 have 33 Chapters; Region 7 has four Chapters; Region 8 has 19 Chapters; Region 9 has three Chapters; and Region 10 has 13 Chapters. A joint EMC/MTT/AP South Africa was formed on June 12, 2009. The Chair is Dr. Riana Geschke of the University of Stellenbosch. She will receive the Chapter Founder Award at EMC 2010 along with Steven McClain on the newly formed joint Chapter Vancouver, British Columbia, Canada. Professor Pignari is reviewing the Chapter Angel assignments.

SISTER SOCIETIES

Chuck Bunting is the new Sister Society Coordinator. His report includes the vision of Sister Societies Committee, namely to increase cooperation and awareness of global EMC issues that are essential to the continued development of safe and reliable electronic systems and devices, to increase the participation of individual members of the IEEE EMC society with global partners, and to facilitate the growth and support of emerging and expanding technologies. Professor Bunting will write an article for the EMC Newsletter that promotes the Sister Society committee activity. He will obtain BOD approval of the committee's MOU and make contact with three target societies in India, Japan, and China.

GRADUATES OF THE LAST DECADE (GOLD)

The report of GOLD representative to the Board, Andre Pavas, notes that GOLD members are usually in close contact with young EMC Society members, including students, graduated students and other GOLD EMC Society members. The report details the strategies and the timeline for increasing the number of GOLD members in 2010-2011.

8.0 2010 EMC SOCIETY AWARDS

Bruce Archambeault, Awards Chair, presented the list of the Society's major awards and candidates for each award. (See Awards Presentation 2010-0311.) Dr. Archambeault gave a presentation on each award category and listed each candidate along with their letters of support. He noted many worthy candidates were nominated this year. As a result of the voting, the Symposium Chair Award will be given to Dave Staggs, chair of the EMC 2009 symposium. The Hall of Fame Award will be given to Donald E. Clark and William G. Duff. The Honorary Member Award will be given to George Kunkel. The Technical Achievement Award will be given to Christopher K. Holloway, Jinliang He, Robert Kebel, Joungho Kim, Marcos Rubenstein, and Perry Wilson. The President's Memorial Award will be given in honor of the late Ken Hall to student Francesco De Paulis. The

Richard R. Stoddart Award will be given to Heyno Garbe. The Laurence G. Cumming Award will be given to Todd Hubing. Jan Luiken ter Haseborg and Eric Schumann will each receive a Certificate of Appreciation. Dr. Archambeault noted that some awards will be determined later, such as the Chapter of the Year Award, Best Student Paper, Best Symposium Paper, etc. The Chapter Coordinator, the ESAC Chair, the TAC, and the Transactions Editor will notify him of these award winners for 2010.

9.0 CONFERENCE SERVICES

Ghery Pettit presented his report for Vice-President of Conferences. (See VP Conferences Report.) He reported briefly on EMC 2009 in Austin. The unaudited final surplus shows a net of \$256,539.04. For EMC 2010 in Fort Lauderdale, preliminary numbers show 15 people have registered so far (it's early), and 128 booths have been sold to date to 72 participating exhibitors. The goal is to sell 225 booths to a total of 150 exhibitors. On the finances, the projected income is \$1,199,233, with projected expenses of \$928,930. The projected surplus is \$270,304, with a budgeted surplus of \$239,847.

Following Mr. Pettit's report, Darryl Ray, Chairman of the Symposium Site Selection Committee talked about the candidate cities for the EMC 2014 symposium. He noted three potential venues for EMC 2014 were on the agenda to give presentations: Raleigh/Research Triangle Park, North Carolina, Washington DC, and Ottawa, Canada. Bruce Archambeault represented Research Triangle Park, Mike Violette presented for Washington DC and Qiubo Ye presented for Ottawa, Canada. (See Proposal for Hosting 2014 for the Washington DC presentation. See Ottawa Tourism and RCC Tour for the videos on the Ottawa and Raleigh Convention Center.) Following the presentations, the Board discussed the merits of each city. After much discussion, the Board agreed to postpone voting on the EMC 2014 city until the July Board meeting in Fort Lauderdale. In the meantime, Board members were tasked to contact Ghery Pettit should they have any questions on the presentations.

10.0 PAST PRESIDENT AND FINANCE COMMITTEE REPORT

Elya Joffe presented his report on the Nominations and Appointments (N&A) Committee and the Constitution and Bylaws (C&BL). (See Immediate Past President 3-13-10 Final.) He led a discussion on nominations, elections and electioneering. A summary of the status of the motions presented is shown below:

1. Motion #1: Slate of N&A Committee Members: Passed (in Consent Agenda)
2. Motion #2: BoD Elections and Electioneering: Passed
3. Motion#3: Officers Elections and Electioneering: Tabled by Dick Ford
4. Motion #4: Recording and archiving e-Voting: Passed (in Consent Agenda)
5. Motion #5: Discussion and Voting Protocol: Passed (in Consent Agenda)
6. Motion #6: On line Archive/Repository of Forms: Passed (in Consent Agenda)
7. Motion #7: Correction of Committee Structure: Presented to the BoD only (NOT voted upon)
8. Motion #8: N&A, C&BL and FinCom Status: Presented to the BoD only (NOT voted upon)
9. Motion #9: GOLD Travel Reimbursement Policy: Passed (in Consent Agenda)

11.0 STRATEGIC AND LONG RANGE PLANNING

Elya Joffe presented a review of past strategic planning activity and the agenda for the planning meeting following the Board meeting, on Saturday, March 13. (See Strategic Planning Session.) He would like to see all five goals finalized with a map created to link the Map "Mega-Issues" to the Strategic Goals. The planning meeting will feature breakout groups of 3-5 members.

12.0 ADDITIONAL ISSUES

Francesca Maradei showed a presentation on the Angel program training. (See Angel Training August 2010.) She reiterated that the Chapter Angels serve as liaisons between the EMC Society Board of Directors and the Chapters on all matters relating to Chapter Activities. She reminded Board members who serve as Angels to Chapter be proactive and initiate contact with their Chapters. This is important to keep Chapters successful and of service to our members.

John LaSalle reminded Board members about IEEE travel expense guidelines. (See Travel Expense Guidance.) He reviewed IEEE policy on expense reimbursement and advised that in order to be reimbursed; all potential expenses must be pre-approved.

13.0 OLD/UNFINISHED BUSINESS

The following items were discussed under old business (See Old-Unfinished Business):

Committee Vacancies/Appointments – Ms. Maradei presented the list of appointments to the Government Relations Committee on IEEE USA's Government Relations Council. The Society is seeking volunteers to fill in several of these vacancies, including:

- Energy Policy Committee
- Committee on Communications Policy
- Committee on Transportation and Aerospace Technology Policy
- Medical Technology Policy Committee
- Research & Development Policy Committee
- Critical Infrastructure Protection Committee
- Career and Workforce Policy
- Intellectual Property

Call for Candidates for IEEE Standards Association President-elect – Ms. Maradei advised the IEEE Standards Association Nominations and Appointments Committee is calling for candidates for the position of IEEE-SA President-elect to serve on the IEEE SA Board of Governors (IEEE SA-BOG) beginning in 2012 through 2013. All candidates shall be members of the IEEE-SA and of IEEE Member, Senior Member, or Fellow grade. The names and credentials (one page bio/CV) of all candidates are to be submitted to Rona Gertz at r.gertz@ieee.org at the IEEE Standards Office no later than 1 June 2010. It is to be noted that travel expenses are NOT INCLUDED as a part of the IEEE SA-BOG membership

Pictorial Board of Directors Directory – Ms. Maradei showed a slide from the IEEE website on the TAB committee. Photos are shown of each member near their contact information. She asked that all Board members send their headshot photo to Todd Hubing for inclusion on a new similar directory for the EMC Society Board on the EMC Society website.

Video DL Program - Ms. Maradei noted that information on the Video DL program was sent to Chapter Chairs by email in the past, but most of them are not aware of this program. Multiple copies of DVDs were prepared. They are free of charge for the Chapters and can be obtained by contacting Jun Fan. She asked Bruce Archambeault to regulate the Video DL program for publicity at the next Chapter Chair's Training Session and Luncheon in Fort Lauderdale.

Next Meeting – The following dates were announced for the two remaining Board meetings in 2010. These are:

July 25 and 29, 2010

Fort Lauderdale, FL (East Coast)

Saturday, July 24: ExCom
Sunday, July 25: BoD meeting
Thursday, July 29: BoD dinner meeting

November, 12-14, 2010

Pittsburgh, PA (Mid-East)

Friday, November 12: Standards, SP, ExCom, Chapter meeting

Saturday, November 13: BoD meeting (Officer Elections)

Sunday, November 14: BoD meeting

Main Objective: Chapter outreach visit

For 2011, she proposed four meetings as noted in her report. These will be confirmed at a later date.

14.0 NEW BUSINESS

Five Year Society Review – Ms. Maradei noted it was time to establish a 5-year EMC Society Review Committee composed of all present Board officers. A copy of the last 5-year Society review material will be distributed. Officers are requested to start gathering the required material.

15.0 SUMMARY OF FINANCIAL IMPACT OF APPROVED MOTIONS

Elya Joffe advised there was no financial impact from the motions approved at the meeting.

16.0 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.

17.0 ADJOURNMENT

Ms. Maradei reminded the Board that the strategic planning session would begin on Saturday, March 13 at 9:00 am. There being no further business, the meeting adjourned at 5:15 pm.

Submitted by:

Janet O’Neil
Secretary, EMC Society Board of Directors

ADDENDUM TO MINUTES

APPROVED MOTIONS – March 12, 2010

I. CONSENT AGENDA APPROVED MOTIONS

- Approve March 2010 Meeting Agenda - Maradei
- Approve Secretary's Report – November 2009 Meeting Minutes - O'Neil
- Approve slate of Nominations & Appointments Committee Members – N&A Committee, Joffe
- Approve Recording and Archiving e-Votes Protocol – C&BL Committee, Joffe
- Approve Discussion and Voting Protocol during Electronic Voting – C&BL Committee, Joffe
- Approve On-line Archive/Repository of Forms – C&BL Committee, Joffe
- Approve GOLD Representative Travel Reimbursement Policy – FinCom, Joffe
- Approve the non-IEEE member subscription fee price list in accordance with the recommended price as determined by IEEE for 2011 – FinCom, Joffe
- Approve the optional member Transactions on EMC (print copy) fee of \$20 in accordance with recommended prices as determined by IEEE for 2011– FinCom, Joffe
- Approve the non-IEEE member subscription fee price list in accordance with the recommended price as determined by IEEE for 2011 – FinCom, Joffe
- Approve the optional member Transactions on EMC (print copy) fee of \$20 in accordance with recommended prices as determined by IEEE for 2011– FinCom, Joffe
- Approve charter for the Standard Advisory and Coordination Committee (SACCom) – Norgard
- Approve EMCS Awards for Certificate of Appreciation (26 names), Certificate of Acknowledgement (2 names) and Certificate of Recognition (2 names).

II. APPROVED REVISION OF THE STANDARDS ADVISORY AND COORDINATION COMMITTEE (SACCOM) CHARTER

- **1. Introduction**
 - The following describes the operating procedures of the Standards Advisory and Coordination Committee (SACCom). The formation of this committee is enveloped by the bylaws of the IEEE EMC Society (EMCS).
- **1.1 Purpose and Duties of Standards Advisory and Coordination Committee**
 - The IEEE EMC Society SACCom is responsible for providing technical liaisons between the IEEE EMC Society Standards Development Committee (SDCom) and non-IEEE organizations that are involved in the development and maintenance of EMC standards activities.
 - The SACCom has the following duties:
 - » **Propose** to the EMCS board of directors (BOD), the appointment of representatives to various non-IEEE standards developing organizations which agree to act in a liaison capacity.
 - » Monitor the activities of various non-IEEE standards developing organizations via their representative with a view toward making recommendations to the EMCS BOD on any required coordination of those activities within the IEEE EMC society.
 - » Communicate and coordinate with the representatives the non-IEEE EMC standards developing activities and the EMCS SDCom on matters relating to the development of EMC related standards and any potential for common work of value to both.
 - » Present to these non-EMCS committees information about the EMCS standards development and the possibility to work jointly on EMC standards projects.
- **1.2 Scope of the SACCom Representatives**

- SACCom representatives are responsible to provide technical liaison between the various non-IEEE standards organizations by serving as an active member of the subject committee. In particular, the representative position is meant to provide a conduit for information of mutual interest in both directions between the represented organization and the EMC-S Standards Development Committee
- **2. Administration**
- **2.1 Chairman of the SACCom**
 - The chairman of SACCom is appointed by the Vice President for Standards with BOD approval for a three-year period and may be reappointed. The chairman will guide the efforts of the SACCom representatives. Prior to each BOD meeting, the SACCom chairman with the assistance of the SACCom secretary will prepare a brief report for the Vice President of Standards that will highlight the individual reports presented by the representatives and other pertinent information. In addition, an annual report may be presented to the BOD at the end of the calendar year.
- **2.2 Representatives to Standards Developing Organizations**
 - The representatives to the various technical organizations included in the SACCom will be appointed by the Vice President of Standards for a three-year period and may be reappointed. The representatives shall route all pertinent information on the activities of the particular organization to the chairman of the SACCom with copy to the secretary for reporting to the Vice President of Standards. Each representative shall prepare a report, as needed, for submittal to the chairman of the SACCom prior to each EMCS BOD meeting which includes items of interest to the board. Each representative may also prepare a brief report by November 15 of each calendar year and submit it to the SACCom chairman for inclusion in the annual SACCom report.
- **3. Membership**
 - The particular representatives to the technical organizations will function as individuals in their respective positions. Appointment to a representative position on the SACCom is open to technically qualified individuals who are members of the IEEE EMC society and can serve as a representative of the non-EMCS standards organizations with EMC activity through demonstration of technical competence and interest in the activities of each organization.
- **4. Meetings**
 - The SACCom (SACCom chairman and SACCom organization representatives) will meet, as necessary, to discuss items of interest, such as proposed recommendations or actions. Those meetings may be conducted as face to face meetings, by electronic correspondence or telephone communication. If requested, time will be set aside the day before the EMCS Board meeting for a SACCom face to face or telecommunication meeting.
- **5. Expenses**
 - Expenses for operating the SACCom should be estimated and budgeted each year. The budget estimate must be submitted to the SACCom chairman in sufficient time to be included in the next annual VP for Standards submission for the EMCS budget cycle.
 - The EMCS treasurer, on behalf of SACCom, may submit extraordinary expenses beyond the budget to the BOD via the Vice President of Standards for approval and payment. An invoice must document submittals.