



IEEE PELS Administrative Committee

ECCE 2015

Montreal Canada

Congre de palais Convention Center

2:00 am – 6:00 pm

Thursday, September 24, 2015

Meeting Minutes

Meeting started at 2:15 PM

Welcome and Self Introductions

Name	Title	Present	Absent
Braham Ferreira	President	X	
Alan Mantooth	VP Technical Operations	X	
Mario Pacas	VP Conferences	X	
Frede Blaabjerg	VP Products	X	
Jinjun Liu	Exec VP Membership	X	
Peter Wilson	Exec VP Standards	X	
Don Tan	Immediate Past President/Exec VP Global Relations	X	
Dushan Boroyevich	Senior Past President	X	
Treasurer	Jian Sun	X	
Patrick Wheeler	Constitution & Bylaws Chair	X	
	<u>TC Chairs</u>		
Yan-Fei Liu	TC 1: Technical Committee Chair Power & Control Core Technologies	X	
Seth Sanders	TC 2: Technical Committee Chair Power Conversion Systems and Components		X
Brian Welchko	TC 3: Technical Committee Chair Motor Drives and Actuators		X
Anand Sathyan	TC4: Technical Committee Chair Vehicle and Transportation Systems		X
Sudip Mazumder	TC 5: Sustainable Energy Systems	X	

TJ Liang	TC 6: Technical Committee Chair High Performance and Emerging Technologies	X	
John Hawkins	Technical Committee Chair Communications Energy Systems		X
<u>Members at Large 2013-2014-2015</u>			
John Shen	Member-at-Large	X	
Maryam Saeedifard	Member-at-Large	X	
Bob Guenther	Member-at-Large	X	
Frede Blaabjerg	Member-at-Large		
Paolo Mattavelli	Member-at-Large	X	
Joao Pinto	Member-at-Large		X
<u>Members at Large 2014-2015-2016</u>			
Vladimir Blasko	Member-at-Large	X	
Silva Hiti	Member-at-Large		X
Dan Kinzer	Member-at-Large	X	
Zhengming Zhao	Member-at-Large		X
Pat Wheeler	Member-at-Large	X	
Mario Pacas	Member-at-Large		
<u>Members at Large 2015-2016-2017</u>			
Robert Balog	Member-at-Large	X	
Johan Enslin	Member-at-Large	X	
Helen Li	Member-at-Large	X	
William A. Peterson	Member-at-Large	X	
Pradeep Shenoy	Member-at-Large		X
Shinzo Tamai	Member-at-Large	X	
Dave Perreault Pete Wung, IAS intersociety coordinator Birker Bilgin, Dean Peterson, Grahame Holmes , Alireza Khaligh,			
Guests:	Toshihisa Shimizu, APECC	X	
Roberto DeMarca	Ralph Kennel, Kalyan Sen, Chapter Chair Pittsburgh	X	
<u>Non Voting</u>			
Andreas Lindemann	Awards Chair		
Ralph Kennel	Non Voting Member: ECCE Global Chair	X	
<u>STAFF</u>			
Donna Florek	Technical Community Program Specialist	X	
Jo Ellen Snyder	Technical Community Program Specialist	X	
Mike Kelly	Society Executive Director	X	
Alicia Tomasieswski		X	

ACTIONS FROM THIS MEETING

ACTION: Facilitate involvement of PELS volunteers in IEEE Smart Village (done at this conference) Define activities and create an Adhoc committee tasked with Activities that falls under TC 5 Sustainable Energy System. PELS should be talking to the people at the IEEE level on these two Actions.

ACTION: moving forward: We should be archiving all items in digital format including conferences and papers. Items such as FEPPCON Proceedings should be archived.

ACTION: Electronic Vote on the Strategic Plan within 2 weeks from today: September 24, 2015

ACTION: Update the PELS website for Uday Deshpande as TC 3 Chair.

ACTION: Finish implementing the Chapter Tool Kit (estimated completion date January 31, 2016)

ACTION: Task John Shen with addressing the following issues regarding the Distinguished Lecturers Program: Number of DLs, various groups of DLs for Industry Practitioners and separate DLs for Academic groups. There are not too many chapters requesting the DLs, maybe they need to be changed out more often then we are currently doing or maybe we need to do better at promotion. This needs some time to be worked on. John should cooperate with Jinjun Liu for an improved plan.

ACTION: Post the PELS current AdCom organizational and reporting structure chart on our Website

CONSENT AGENDA ITEMS

CONFERENCE COMMITTEE MOTIONS

MOTION: Recommendation for the Adcom to approve the venue of ECCE Europe 2018 to be in Riga from 18 – 21 of September

MOTION: Motion to approve the SPEC 2016 Conference budget as provided

MOTION: Recommend to the AdCom from the Conference Committee to conditionally approve this conference ECCE Asia with the understanding that these items be resolved.

- Unique conference partner title.
- Acceptable percentage share
- Adjust the sponsors in the correct order

- Correct usage of the logos and placement in correspondence

MOTION: Future ECCE NA

The VP Meetings is tasked to form a 2+2 task force to:

Establish a dialogue between IAS and PELS to ensure a continued separation between ECCE NA and the IAS Annual Meeting for the purpose of preserving the individual integrity of the meetings.

MOTION: Recommend to the AdCom from the Conference Committee to conditionally approve SPEC 2016 with the understanding that these items be resolved. We would like to see a break even scenario to prove out attendance assumptions.

MOTION: To approve the budget for COMPEL 2017

MOTION: Approval request for the locations and the leadership:

- 2017: Chicago
- 2018: Los Angeles Orange County California
- 2019: Dearborne

AWARDS MOTIONS

Motion to approve the Sustainable Energy Systems Award

Action: Donna - Submit to TABARC

Motion to approve the PELS Achievement Award of Standards

Action: Donna - Submit to TABARC

MOTIONS FROM THIS MEETING

Motion to approve the Agenda: Peter Wilson

Second: Don Tan

Motion Passed

Motion to approve the Agenda Alan Mantooh

Second Don Tan

Motion Passed

MAGAZINE MOTIONS

MOTION: Propose to officially reorganize the Industry Advisory Adhoc Committee into two standing committees:

Magazine Steering Committee to report to the AdCom with a Chair appointed by the President as an exoficio non -voting member of the Adcom

Industry Advisory Committee to encourage industry involvement regarding Membership, Conferences and Publications and reporting to the AdCom with a Chair appointed by the President as an ex-oficio non-voting member of the Adcom – **Braham Ferreira**

Second - Bob Guenther

Motion Passed

MOTION: Request from the Magazine Steering Committee for enhancing magazine effectiveness: funding of \$40K

To improve services and attract new members by enhancing the society magazine by:

- additional editorial support for PE-Magazine (Society News editor/EiC assistant)
- contract Technical writers for additional content generation
- Publications specific advertising (outside of IEEE Media) – **Braham Ferreira**

Second – Peter Wilson

Motion Passed

Motion : AdCom to approve seed money of \$5000 for ICREARA to secure the hotel contract (the budget to be presented at APEC)

RECOMMENDATION

ESARS: There was an idea suggested to merge ESARS with ITEC Europe ESARS-ITEC 2016

Welcome and Roll Call Introductions

Took Roll Call and the Meeting has quorum

Approval of the Agenda

Motion to approve the Agenda: Peter Wilson

Second: Don Tan

Motion Passed

Review of remaining Action Items

Approval of the Adcom Minutes from APEC 2015

Motion to approve the Agenda Alan Mantooth

Second Don Tan

Motion Passed

President: Braham Ferreira

Braham reported on the status of the society and the status of the new positions that have been filled.

There is a need to recommend more IEEE Fellows from our Society.

We also need to advise nominators on how to prepare the submissions.

Suggestion to have an Awards and Fellows Nomination Advisory Committee friendly amendment.

FEPPCON, ECCE, ITEC and SPEC are our brand names

SPEC CoBep will be the first English conference in Brazil.

Outcome of FEPPCON was to launch International Technology Roadmap for Wide Band-gap Power Semiconductors to provide reference, guidance and services to the future research and technology development (ITRW), co initiated by Funding Agencies and professional Societies and coordinated by IEEE PELS

Humanitarian Power Electronics fits in the overall strategy because:

IEEE Option 1 Focus on changing the culture of the profession

IEEE option 2 Focus on feet on the ground work

IEEE Option 3 Focus on humanitarian technology development

ACTION: Facilitate involvement of PELS volunteers in IEEE Smart Village (done at this conference) Define activities and create an Adhoc committee tasked with Humanitarian Power electronics activities that falls under TC 5 Sustainable Energy System. PELS should be talking to the people at the IEEE level on these two Actions.

See Report

VP Products Report: Frede Blaabjerg

Digital Media Products:

ACTION: moving forward: archiving all items in digital format including conferences and papers

ACTION: Electronic Vote on the Strategic Plan within 2 weeks from today: September 24, 2015

EXECUTIVE SESSION: 2:22 pm

Division II Director Address – Akagi

No Report

Long Range Planning Report – Boryevich

Below is the list of current Long Range Planning Committee Members:

1. Senior Past President: Dushan Boroyevich, Chair
2. Immediate Past President: Don Tan
3. PELS Treasurer: Jian Sun
4. Region 8 Liaison: Vladimir Katic - Europe and Africa Reg. Chair
5. Region 9 Liaison: João Pinto - South America Regional Chair
6. Region 10 Liaison: Sanjib Panda - India and South Pacific RC
Chosen by the Committee Chair with the advice and consent of the AdCom
7. EVP Membership: Jinjun Liu
8. VP Technical Operations: Alan Mantooth

Long Range Planning Committee – Expanded Mandate

Continue to update the PELS Five-Year Strategic Plan through Administrative Long Range Planning Retreats in even years. The retreats should be attended by the LRP Committee, PELS Executive Team, and PELS support staff.

Continue to develop and update the PELS vision of future challenges, opportunities and research directions in power electronics technology for the next 10 years through the workshop on Future of Electronic Power Processing and Conversion (FEPPCON) in odd years. FEPPCON should be organized by the LRP Committee Chair and VP Technical Operations, and attended by TC Chairs, among others.

Strategic Plan Future Action Items

PELS Staff will organize electronic vote of AdCom for the approval of PELS Five-Year Strategic Plan for 2015-2016 during October 2015. Only suggestions for factual or editorial corrections will be considered during the discussion period before the vote. (Completed)

Dushan will submit to AdCom a draft LRP Committee Procedures Manual by Jan. 31, 2015. (Completed)

Dushan will submit to AdCom a draft FEPPCON Organization Procedures Manual by Jan. 31, 2016.

AdCom will discuss the long range planning process and the updates to the Five-Year Strategic Plan during its meeting at APEC 2015.

Next Administrative Long Range Planning Retreat will be conducted during **summer 2016**.

BREAK

Constitution and Bylaws: Patrick Wheeler

Need to streamline the bylaws and show the names of the committees and the structure of the governing board

Fellows Evaluation Committee: Dushan Boroyevich

Nominations from last year were good. We had several successful candidates
Several people on the committee have stepped down. **We need to get 2 – 4 new members.**
They will need to come up with a list of new candidates.

This will be completed within the next month.

IEEE has 300 Women Fellows

IEEE PELS has 3 Women Fellows
IEEE PES has ~ 14 Women Fellows

Treasurer: Jian Sun

See Financial Report

2015 Initiatives 115K

Awards Chair: Andreas Lindemann

TC 5 may have an interest in helping or changing the Energy Storage Award description.

Vacancy on the committee – The secretary position is open.

Awards Nominations are due March 31, 2016

Consent Agenda:

Motion to approve the Sustainable Energy Systems Award

Submit to TABARC

Motion to approve the PELS Achievement Award of Standards

Submit to TABARC

Standards Report – Executive VP for Standards - Peter Wilson

Outreach Activities #1:

2016 Standards Sessions at APEC and ECCE

ITEC Standards Workshop – working with Phil to ensure PELS contribution to it.

Outreach Activities #2:

Webinars

PELS Standards Package – tutorials, key papers, background information.

Working on getting Special Session Material to be posted on PELS website

MOTION: Standards Committee for a further \$50k

Request Support SiC Reliability testing WG with funding to ensure testing is performed \$50K (new initiatives 2015 & 2016) (SERVICE CONTRACT)

Support new ITRW activities in 2016 \$50K

\$10k already allocated to support acquisition of parts, travel and WG meetings

Motion not approved now. Peter will need to come back if there is an immediate need for additional funding

PELS History Chair Report – Phil Krein

TEC Transportation Electrification Report – Phil Krein

Continuing to move forward

Vice President Technical Operations: Alan Mantooth

Action: update the PELS website changing the TC 3 Chair to Uday Deshpande.

VP Conferences Report: Mario Pacas

Motion : AdCom to approve seed money of \$5000 for ICREARA to secure the hotel contract (the budget to be presented at APEC)

Motion - Don Tan

Seconded by Sudip

Motion Passed

Executive VP of Membership Report: Jinjun Liu

See Report

Set up an organizational structure and get all position filled ASAP to team up. Regular Meetings and Action items.

We should invest more funds into Membership Development

Make the benefits visible to members.

Strategy: Stimulate vitality of local / regional units of the society Chapters, Countries and regions with significant potential membership growth, collaboration with local/national organizations.

Operational Procedure: Each member of the committee is expected to:

- Attend committee meetings
- Prepare a regional perspective or liaison report on goals and period accomplishments
- Submit program and service request proposals to help this committee present budget requests contained in motions to the AdCom to drive actions and committee goals

ACTIONS: Responsibility clarifying and notification, longer duration time and appropriate allocating for committee subcommittee meetings, timeline of budgeting

ACTION: Finish implementing the Chapter Tool Kit

(Chapter tool kit will be offered for chapters and sent out)

Operational Issues:

ACTION: make sure the loyalty and recognition program is continuously running 5, 10, 20 year etc.

ACTION: Put a sign up for students/YPs to stop by the PELS booth for a free membership card.

ACTION: Set up an award group for the Best Chapter Award

VP Membership can be as a single contact for the approval of new chapters

Correspondence to DL affairs. Between DL Chair and regional chairs/liaisons

ACTION: Task John Shen with addressing the following issues regarding the Distinguished Lecturers Program: Number of DLs, various groups of DLs for Industry Practitioners, Academic, not too many chapters requesting the DLs, maybe they need to change on a different time period then we are currently doing, promotion needed , promote DLs a year ahead of their term? Need to spend time and come up with a plan. John should cooperate with Jinjun Liu for an improved plan.

Organize regional chapter chairs meetings/workshops starting from 2016

Senior Membership Information:

Senior Members grew by 9% through our senior member drive

Nominations Committee Report: Don Tan

3 new Members on the committee including 2 female members.

Candidates for President-Elect and Members at Large have been identified

Slate will be approved by the AdCom via electronic vote in the next several weeks

Motions not presented from committees earlier in the week:

MOTION:

- 150 more pages for JESTPE in 2015 \$13500 to ADCOM at ECCE
- 48 more pages for magazine in 2015 \$13K (approved by Jian / Braham)
- \$13,500.00 for 150 additional pages for TPEL (approved by Jian / Braham)

MOTION: Braham Ferreira

Second Bob Guenther

Motion Passed

MOTION: To the AdCom to approve a new PELS Standards initiative: International Technology Roadmap for wide Band-gap Power Semiconductors

- New 3 year PELS initiative
- 25K in 2016, 2017 &2018 to be introduced into the 2016 2nd pass draft budget

Motion: Braham Ferreira

Second Alan Mantooth

Motion Passed

Motion to adjourn: Bob Guenther

Seconded Dushan

Motion passed