



IEEE PELS Administrative Committee Meeting
San Antonio, Texas
Thursday March 8th 2:00 pm – 5:30 pm
Friday March 9th 8:00 – 11:00 am
Meeting Minutes



Welcome and Roll Call

	Name	Title	Present	Absent
1	Alan Mantooth	President	x	
	Fred	President Elect	x	
2	Liuchen Chang	VP Conferences	x	
3	Frede Blaabjerg	VP Products	x	
4	Yan-Fei Liu	VP Technical Operations	x	
5	Jinjun Liu	Exec VP Membership	x	
6	Mario Pacas	Exec VP Global Relations	x	
7	Peter Wilson	Exec VP Standards	x	
8	Braham Ferriera	Immediate Past President	x	
9	Don Tan	Senior Past President		x
10	Treasurer	Jian Sun		x
11	Patrick Wheeler	Constitution & Bylaws Chair	x	
<u>TC Chairs</u>				
12	Rolando Burgos	TC 1: Technical Committee Chair Power & Control Core Technologies	x	
13	Robert Pilawa-Podgurski	TC 2: Technical Committee Chair Power Conversion Systems and Components	x	
14	Uday Desphande	TC 3: Technical Committee Chair Motor Drives and Actuators		x
15	Alireza Khaligh	TC4: Technical Committee Chair Vehicle and Transportation Systems	x	Till 4:00 pm
16	Sudip Mazumder	TC 5: Sustainable Energy Systems	x	
17	Yaow Ming Chen	TC 6: Technical Committee Chair High Performance and Emerging Technologies	x	
18	Keiichi Hirose	TC 7: Technical Committee Chair Communications Energy Systems	x	
<u>Members at Large 2017-2018-2019</u>				
Duplicate	Liuchen Chang	Member-at-Large	duplicate	
20	William Gerard Hurley	Member-at-Large	X	
21	Katherine Kim	Member-at-Large		x
22	Ernie Parker	Member-at-Large	x	
23	Grant Pitel	Member-at-Large	x	
24	Seung Ki-Sul	Member-at-Large		x

<u>Members at Large 2016-2017-2018</u>				
25	Sibylle Dieckerhoff	Member-at-Large		x
26	Dan Kinzer	Member-at-Large	x	
27	Marco Liserre	Member-at-Large		x
28	Annette Mütze	Member-at-Large		x
29	João O.P. Pinto	Member-at-Large		x
30	Mark Dehong Xu	Member-at-Large	x	
<u>Members at Large 2018-2019-2020</u>				
31		Member-at-Large		
	Marco Rivera			x
32		Member-at-Large		
	Johan Enslin		x	
33		Member-at-Large		
	Helen Li		x	
34		Member-at-Large		
	Pradeep Shenoy		x	
35		Member-at-Large		
	Brad Lehman		x	
36		Member-at-Large		
	Noriko Kawakami		x	
<u>Non-Voting</u>				
	Andreas Lindemann	Awards Chair	x	
<u>Staff</u>				
	Mike Kelly	Society Executive Director	x	
	Donna Florek	Technical Community Program Specialist	x	
	Becky Boresen	Technical Community Program Specialist	x	
	Jane Celusak	Project Manager	x	
	Alicia Tomaziewski	TEC Project Manager	x	
<u>Guests</u>				
	Arthur Kelley	Past Newsletter Editor in Chief	x	
	Phil Krein	Past President	x	
	Jonathan Kimball			
	Cian O'Mathuna	PSMA Liaison	x	
	Antion JM Cardoso	Region 9	x	
	Sanjib Panda	Region 10	x	

Quorum Met

Approval of Agenda

Motion to approve the Agenda: Peter Wilson

Second: Liuchen Chang

Motion Carried

Approval of AdCom Minutes ECCE 2018 Cincinnati

Motion to approve the minutes: Peter Wilson

Second: Frede Blaabjerg

Motion Carried

Staff Actions and Directives:

AdCom will be ECCE Thursday Afternoon 3:00 pm and Friday Meeting time: 8:00 am – 11:30 am

Action: Staff to send Org Chart to AdCom

Action: Staff to post the public version of the Society Review

Actions from this meeting

Action: Don and Frede add the topic of Scholarships on the LRP Committee Agenda

Action: Don Tan LRP take up the issue of President Elect would need to serve 2 years.

Possible of combining Global Relations into Membership.

Action: Staff Directive Notify Don Tan: LRP should discuss the proposal referring to the term limits of Vice Presidents during the Meeting.

Motions from this meeting

Motions: Braham Ferreira

Discussion on the funds and Budget Status and the amount for the Energy Access Group

Changed from \$60K to \$30K

- **Motion:** to form the Energy Access Group to provide a PELS focal point for humanitarian activities, and to carry on the activities initiated under the Humanitarian AdHoc Committee
- **Motion:** to provide operational budget of \$30,000 to Energy Access Group for 2019.

Motions Carried

Motion to approve the Budgets of the 7 TCs for 2019 Yan-Fei Liu

Motion Carried

Motion to approve the page budgets of the following publications: TPEL, JESTPE, TTE, PELS Mag

Motion Carried

Motion to approve the Digital Media & Education budget of \$8,000 for 2019

Motion Carried

Motions from Conference Committee

Motion to approve the INTELEC 2019 Proposal including the budget and an advance of up to \$50K to support INTELEC 2019

Motion Carried

Motion to approve the proposal for Workshop of Decentralized Energy Access 2019 including budget, and an advance of \$10K to support DEAS 2019

Motion Carried

Standards Motions

Motion: “To approve the formation of The International Technology Roadmap for Wide Band-Gap Power Semiconductors (ITRW) as a sub-group of the IEEE Power Electronics Society Standards Committee and fund the ITRW sub-group with \$30,000 in 2019.”

Motion Carried

Motion: “To approve the revised P&P of the PELS Standards Committee”

Motion Carried

Motion: Remove President-Elect from the list of voting members of AdCom

Background:

Prevents there being more than 50% non-elected voting members of AdCom

IEEE states that the majority of voting members of the AdCom should be elected

1 Abstain

Motion Carried

Motion: to define Groups in the Bylaws and create Energy Access as a Group – Patrick Wheeler

Motion Carried

Motion: to direct the Constitution and Bylaws Chair to change the names of the standing committee

Global Relations, Strategic Planning and Industry Advisory Board

Motion Carried

Motions from Membership Committee – Jinjun Liu

Motion: to allocate \$40K to provide funding for 2018 Membership Loyalty & Recognition Gift for 2018

Motion: to add \$15K to the \$1.3k to establish the Regional Lecturer Program to enhance Chapters programming for 2018

Motion: to increase the DL Operational Program from \$13.9K to \$25K 2018

Motion: to increase the YP Operational Program from \$12K to \$15K 2018

Motion: to increase the WIE Operational Program from \$8K to \$15K 2018

Motion: to increase the Mentorship and Future Workforce Fund Initiative from \$5K to \$20K for 2018

Motion: to allocate \$25k to establish a 3 year development Initiative for a Regional Lecturer Program to enhance Chapters programming” 2019

All Motions Carried

Motions from Awards Committee

Motion: to release the revised description of IEEE Power Electronics Society Best Chapter Awards, introducing an additional category of Best PELS Student Branch Chapter Award

Motion Carried

Motion: to release the new IEEE PELS Vehicle and Transportation Systems Technical Achievement Award

Motion Carried

Conferences Committee Motions (at APEC March 2018, San Antonio):

Motion: to approve the APEC 2019 Budget - APEC Steering Committee

Motion Carried

Motion: to approve the proposal and budget for EPE 2018-ECCE Europe – EPE-PELS Coordination Committee

Motion Carried

Motion: to approve the proposal and budget for EPE 2019-ECCE Europe – EPE-PELS Coordination Committee

Motion Carried

Motion: to approve the proposal and budget for EPE 2020-ECCE Europe – EPE-PELS Coordination Committee

Motion Carried

Motion: to approve the proposal and budget for EPE 2021-ECCE Europe – EPE-PELS Coordination Committee

Motion Carried

Motion: to approve the Recommendation to the AdCom “not to hold SPEC 2018 in Addis Ababa, Ethiopia” – SPEC Steering Committee

Motion Carried

Motion: to approve the proposal and budget for IWIPP 2019 – TC2

Motion Carried

Motion: to approve the proposal and budget for PwrSoc 2018 – TC2

Motion Carried

Motion: to approve the financial co-sponsorship of the upcoming Capacitor Workshop 2019 with PSMA – TC2

Motion Carried

Motion: to approve the proposal and budget for PEDG 2019 – TC5

Motion Carried

Motion: to approve the proposal and budget for PEDG 2020 (with a follow-up for confirming that the proposed dates of Jun 1-4 do have overlap with those of ECCE Asia 2020) – TC5

Motion Carried

Motion: to approve the proposal including venue, organizers and schedules of PEDG 2021 (with budget to follow) – TC5

Motion Carried

Motion: to approve the Technical Co-Sponsorship of Conference for Wind Power Drives (CWD) 2018 with the TCS fees to be paid by the TC5 Budget – TC5

Motion Carried

Motion: to approve the proposal and budget of IEEE Power Electronics & Renewable Energy Conference (PEREC) 2019 (the Organizers may consider a modification to the name of the conference to avoid overlap with the existing names) – TC5

Motion Carried

Motion: to approve the proposal for the Workshop on Design Automation in Power Electronics 2018 – TC6

Motion Carried

Motion: to Adjourn Sudip Mazumder

Second: Braham Ferreira

Meeting Adjourned 11:00 a.m. CST

Review of Remaining Action Items: ECCE 2017 Cincinnati, OH

No outstanding Action Items.

President Report: Alan Mantooth

Welcome to the new Members of the AdCom

Recognition of Senior Members at Large - Robert Balog and Johan Enslin were present to receive their recognition

Progress Against Plans for 2017, 2018 , Mentorship Robert Balog, New Industry Advisory Board – Ira Pitel,
Magazine Advisory Board - Frede Blaabjerg

Fellows Committee

Cyber security

TAB News

PRAC Reviews (June '17, Nov. '17, June '18)

Society Review (Feb. 2018)

Action: Staff to post the public version of the Society Review

Guideline on the number of voting members is 36; we are at 37.

TAB VP election: Don Tan is a candidate.

Contracting Ad Hoc – there has been a problem with getting contracts signed with IEEE. Any contract over \$5000 requires an IEEE legal review. The plan is that a motion will go to TAB to set that limit back at \$50 K where it was before.

Resolution:

Ethics, Conduct and Nondiscrimination Reaffirmation of the PELS AdCom

Ethics, Conduct, and Nondiscrimination Reaffirmation

At the February TAB Meeting, the following statement, reaffirming the IEEE Code of Conduct, IEEE Code of Ethics, and IEEE Nondiscrimination Policy, will be included on the TAB agenda for approval:

IEEE members are committed to the highest standards of integrity, responsible behavior, and ethical and professional conduct. The IEEE Technical Activities Board reaffirms its commitment to an environment free of discrimination and harassment as stated in the IEEE Code of Conduct, IEEE Code of Ethics, and IEEE Nondiscrimination Policy.

IEEE

Roundtable with the President

The topic at the Tuesday lunch was to create a working group out of WIE on Diversity and Inclusion. The current issues identified are the ECCE 2017 Best Paper for Women and the Travel award for women as women do not want to have segregated awards.

Discussion regarding the issues on women in engineering and diversity

2017 PELS President Travel

Travels in '17

- IWIPP – Delft, Netherlands
- ECCE-Asia – Kaohsiung, Taiwan
- FEPPCON – Johannesburg, South Africa
- Sections Congress – Sydney, Australia
- CPSS Annual Meeting – Shanghai, China
- SPEC – Puerto Varas, Chile

2018 PELS President Travel in '18

WiPDA-Asia – Xi'An, China

ECCE-Asia – Niigata, Japan

COMPEL – Padova, Italy

ECCE Europe – Riga, Latvia

PEAC – Shenzhen, China

SPEC – Ethiopia

APEC, ECCE, TAB meetings

Fellows Evaluation report

Fellows Evaluation Report

- New committee members have been appointed

New Fellows for 2018:

1. Leo Casey - for contributions to high-speed power electronic interfaces for grid-tied distributed resources
2. Noriko Kawakami - for contributions to large-capacity power converters and applications
3. Hui Li - for contributions to bidirectional converters for utility applications and high efficiency PV converters
4. Shengyi Liu - for application of multifunctional power conversion and power source integration to aircraft
5. Guo-quan Lu - for development of materials and packaging technologies for power electronics modules
6. Udaya Madawala - for contributions to power electronics for bi-directional wireless power transfer
7. Hans Peter Nee - for contributions to silicon carbide power electronics and modular multilevel converters
8. Zhengming Zhao - for contributions to electromagnetic transient analysis and control of high-voltage high-power electronics conversion



Fellows Evaluation Report

The other 8 PELS members, who were elevated through other IEEE societies are:

1. Victor Veliadis
2. Xiaobing Luo
3. Po-tai Cheng
4. Jung-ik Ha
5. Richard Lukaszewski
6. Ronghai Qu
7. Anant Sankaran
8. Haithem Abu-rub

Challenge:

There is an increase in nominees vying for elevation to Fellow grade, which is limited to 0.1% of IEEE membership.

To provide fair evaluation of all nominees, the IEEE Fellow committee needs to receive consistent evaluations across all society committees.

Solution:

The process is becoming more defined as to how the individual societies evaluate individual nominees

Recently Formed New Initiatives

- *eGrid - Conferences*
- *Empower a Billion Lives*
- *ITRW*
- *Cybersecurity – 1 more year*
- *Mentorship – 1 more year*
- *DAPE – 2 more years*

Cyber Security Adhoc Committee

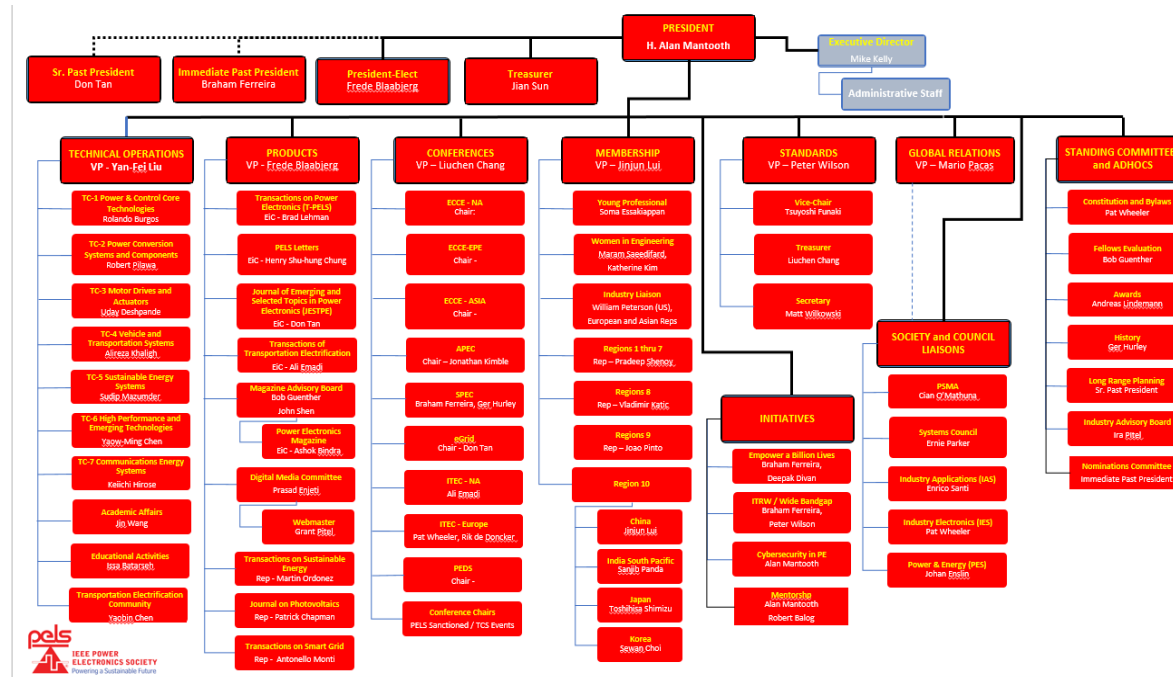
- Meeting monthly
- Participating in special issue in JESTPE (2019)
- Participating in eGrid 2018
- Might be co-sponsoring a cybersecurity conference with ORNL in Spring 2019
- Joint webinars with TEC on transportation cybersecurity
- Investigating additions to IEEE 1547, reference guides and designs for cyber hardening of power electronics

Design Automation for Power Electronics Workshop

- Design Automation for Power Electronics has been raised on several occasions in the past several years as an area that PELS could take a strategic interest in supporting.
- Alan Mantooth and Peter Wilson propose to run a one day workshop prior to ECCE 2018 in Portland.
- This will be in partnership with the Council for EDA (CEDA)

Action: Staff to send Org Chart to Adcom

Organizational Chart:



Upcoming Activities:

- PELS Vice-Presidential Elections; MAL - NomCom
- Society Review – Exec Team

ECCE in Portland (AdCom meeting time)

Staff Note: ECCE Thursday Afternoon 3:00 pm

Friday Meeting time: 8:00 am – 11:30 am

- Long Range Planning
- 30th Anniversary celebration @ ECCE '18 opening reception – Ger Hurley
- All Members Meeting at ECCE '18 (streamed live) Sunday before reception from 4:30-6:00pm

BREAK

Mentorship Plan – Robert Balog

Formed a Steering Committee; Defined the scope; Held a mentoring roundtable pilot at ECCE 2017;

Grew from that success. Next Steps - Develop a plan to provide continuity of mentorship experience beyond just the single touch-point events. Discussion on being able to have a Regional event in Europe or Asia.

History 30th Anniversary IEEE Milestone

Video underway, interviews Tuesday 6th

30th Anniversary

- Town Hall Meeting 4-6 on Sunday of ECCE; Video looping during conference; Commemorative item – mouse pad with 30th Anniversary cover + pen; Young Professionals designing a new tie; Banner for Town Hall meeting

IEEE Milestone SCR/Thyristor

- Approval from Schenectady Museum of Science; Approval from IEEE Schenectady Section; Submitted to IEEE History; Advocate appointed by IEEE

Future Anniversaries

- 50th PESC/ECCE in 2019; 10th ECCE in 2018; 10th Anniversary 2019?; Would like to start a photo archive using Google Photos

Energy Access Committee - Braham Ferreira

- Empower a Billion Lives (initially Light Up a Billion Smiles) was launched as a special initiative by PELS 2.5 years ago.
- Concept developed over several workshops – Atlanta, Delft, Johannesburg and Pune (India)
- Strong resonance with leading Energy Access organizations (World Bank, IFC, ESMAP, GOGLA and others)
- There is a need for technical support for Energy Access from a commercially unbiased organization – IEEE PELS
- EBL has been run by the Humanitarian Power Electronics Ad-Hoc committee for 2+ years and needs to transition within 3 years.
- Proposal to operationalize by creating a **Standing Committee – Energy Access Committee**. The committee will be charged with developing the humanitarian initiatives for PELS.

Activities for the Committee

- Empower a Billion Lives Initiative; Workshop on Decentralized Energy Access Solutions, New chapters with an emphasis on Energy Access; Tutorials and presentations

Empower a Billion Lives Competition

Ongoing expenditures for EBL were reviewed.

Motions: Braham Ferreira

Discussion on the funds and Budget Status and the amount
Changed from \$60K to \$30K

- **Motion:** to form the Energy Access Group to provide a PELS focal point for humanitarian activities, and to carry on the activities initiated under the Humanitarian AdHoc Committee
- **Motion:** to provide operational budget of \$30,000 to Energy Access Group for 2019.

Motions Carried

Technical Operations Report – Yan-Fei Liu

- Society level student travel grant - Setup in ECCE 2017
- Each TC to provide one Webinar
- TC Website update
- Membership data maintenance
- Technical Thrust Development
- Technical Achievement Award
- Special issues for JESTPE

High level recap of all the TC Activities

TC1 Power & Control Core Technology

Rolando Burgos, Ryan Li, and Chun Rim
Chair, Vice Chair, Secretary

TC2 Power Conversion Systems And Components

Robert Pilawa, Chair

TC3 Motor Drives and Actuators

Uday Deshpande, Chair; Presented by Antonio Cardoso, Vice Chair

TC4 Technical Committee on Vehicle and Transportation Systems

Alireza Khaligh, Chair

TC5 Sustainable Energy Systems Report

Sudip K. Mazumder, Chair

TC6 High Performance and Emerging Technologies

Yaow-Ming Chen, Jin Wang, Robert Piliwa, and Huai Wang
Chair, Vice Chair, Secretary, and Award Chair

TC7 Communications Energy Systems

(INTELEC) Keiichi Hirose, Curtis Ashton, and Don Davidson
Chair, Vice Chair, CSC Chair

Motion: to approve the Budgets of the 7 TC's for 2019 Yan-Fei Liu

Motion Carried

PELS TC1 Budget for 2019

Budget Category	2018	2019
Awards (COMPEL Travel Grant)	\$8,000	\$8,000
PELS Modeling and Control Achievement Award	\$2,000	\$3,500
General, TC Administrative, Meeting Rooms & Travel	\$6,000	\$6,000
TC COMPEL website re-design & maintenance	\$ 0	\$ 0
TC mailing data base management	\$1,000	\$ 0
TT new initiatives in next year	\$7,000	0
Total	\$24,000	\$17,500

PELS TC2 Budget for 2019

Budget Item	2018	2019
Education activities (student travel grants)	\$12,800	\$15,000
Standards activities	\$2,000	\$1,000
General administrative	\$3,000	\$3,000
Awards	\$2,000	\$2,000
Technical co-sponsorship costs	\$5,000	\$2,000
Traveling lecturer program	\$5,000	\$5,000
Co-sponsored capacitor workshop with PSMA	\$5,000	\$5,000
Total	\$34,800	\$33,000

PELS TC3 Budget for 2019

Budget Item	2018	2019
Education activities (Fellowship, student travel)	\$5,000	\$5,000
Standards activities	\$1,000	\$1,000
General, TC administrative, Meeting room and travel	\$10,500	\$10,500
TC3 membership engagement	\$15,000	\$15,000
TC website re-design	\$0	\$0
TC mailing data base management	\$0	\$0
Awards	\$2,000	\$3,500
Total	\$33,500	\$35,000

PELS TC4 Budget for 2019

Budget Category	2018 Amount	2019 Amount
Education Activities (fellowships, ITEC student travel, formula hybrid competition)	\$15,000	\$15,000
TC4 Achievement Award	\$3,000	\$3,500
General, TC Administrative, Meeting Rooms & Travel	\$5,000	\$6,000
TC website re-design & maintenance	\$0	\$0
TC mailing data base management	\$0	\$0
TT new initiatives in next year	\$0	\$0
Total	\$23,000	\$24,500

PELS TC5 Budget for 2019

	2019	2018
Education activities		
Student travel support to PEDG 2019	\$6,000	\$5,000
Traveling lecturer program	\$5,000	\$5,000
Special session/workshop co-locating with ECCE/APEC	\$7,000	\$6,500
Logistical & travel assistance at ECCE sessions	\$5,000	\$5,000
Awards: TCS Technical achievement award	\$3,500	\$1,500
General, TC Administrative related meeting rooms and travel	\$3,000	\$3,000
Technical co-sponsorship costs (e.g., ACEPT'18, CWD Conf.)	\$3,000	\$2,000
New engagement activities and new initiatives (EBL, others)	0	\$4,000
Total	\$32,500	\$32,000

PELS TC6 Budget for 2019

Item	Description	2019 Amount	2018 Amount	Δ
1	IEEE ECCE2019 Student Project Demonstration on Emerging Technology Program	\$2,000	\$1,500	+\$500
2	IEEE ECCE2019 Student Project Demonstration on Emerging Technology Program-Student travel grant(\$400x12+\$700+\$900+1,100)	\$7,500	\$7,200	+\$300
3	TC6 ECCE Paper Award travel reimbursement	\$1,500	\$0	+\$1,500
3	Young professional activities of ECCE Student Demo	\$0	\$2,600	-\$2,600
4	Young professional activities of ECCE-Asia	\$0	\$1,200	-\$1,200
5	Young professional activities of IFEC Students	\$0	\$3,500	-\$3,500
4	WIPDA, WIPDA-Asia, WoW student travel grant	\$6,000	\$0	+\$6,000
5	IEEE Power Electronics Emerging Technology Award	\$3,500	\$0	+\$3,000
Total		\$20,500	\$16,000	+\$3,500

PELS TC7 Budget for 2019

Budget Category	Amount 2018	Amount 2019
Education Activities (fellowships, student travel)		
Suozzi Fellowship award admin	\$2,000	\$2,000
Student Travel grants to INTELEC 2019	\$500	\$2,500
General, TC Administrative, Meeting Rooms & Travel	\$25,000	\$25,000
TC mailing data base management	\$1,000	\$1,000
INTELEC Best Paper Awards	\$3,000	\$3,000
TT new initiatives in next year (for 2019)	\$10,000	\$0
Total	\$46,000	\$38,000

2017 FM13 Summary Report

FM13 Summary Report 29-JAN-2018	Income		Expense		Net		Variance
	Budget	Actual	Budget	Actual	Budget	Actual	
INVESTMENT RETURNS	0.0	0.0	0.0	0.0	0.0	0.0	0.0
PERIODICALS	2041.7	2137.0	1145.3	1078.1	896.4	1059.0	162.6
NEWSLETTERS	0.0	4.8	0.0	0.0	0.0	4.8	4.8
NON PERIODICAL SALES	0.4	0.3	16.4	30.5	-16.0	-30.2	-14.2
MEETINGS/CONFERENCES	3623.2	4643.0	2457.1	3191.8	1166.1	1451.1	285.0
GRANTS	0.0	0.0	0.0	0.0	0.0	0.0	0.0
ADMINISTRATION	0.0	0.0	669.0	668.0	-669.0	-668.0	1.0
SOCIETIES PROJECTS	0.0	0.0	149.0	79.7	-149.0	-79.7	69.3
COMMITTEE/OTHER	0.0	0.0	1078.8	1156.6	-1078.8	-1156.6	-77.8
SUBTOTAL	5665.4	6785.1	5515.7	6204.7	149.7	580.4	430.6
OU RESERVE SPENDING	0.0	0.0	0.0	0.0	0.0	0.0	0.0
TOTAL	5665.4	6785.1	5515.7	6204.7	149.7	580.4	430.6

Operational Expenses Include \$150K Transfer to Humanitarian Funds

Treasurer's report – Jian Sun

Variables:

- \$205K ASPP (All-Society Publication Package Distribution)
- \$8.9K JESTPE Surplus (50% of \$17.7K)
- \$?? Investment Income
- \$30K TTE Loss (45% of \$66.6K)
- \$16.4K Electrification Magazine Loss (10% of \$164.2K)
- \$17.8K PEDG 2015 Reduction in Surplus
- ~\$150K Addition to Operational Surplus

Proposed vs. Approved Initiatives

Project	New	Carryover	Proposed \$
1) Billion Smiles - Design Contest and Humanitarian Prog.		X	\$50,000
2) Member Loyalty and Grassroots Programming		X	\$30,000
3) Standards Activity & Cooperative Programming		X	\$35,000
4) Cyber Security in Power Electronics and Systems		X	\$30,000
5) Education - (from LRP) MOOC Offerings		X	\$25,000
6) Mentorship and Future Workforce Fund		X	\$10,000
			\$180,000

Project	New	Carryover	Approved \$
1) Billion Smiles - Design Contest and Humanitarian Prog.		X	\$40,000
2) Member Loyalty and Grassroots Programming		X	\$20,000
3) Standards Activity & Cooperative Programming		X	\$30,000
4) Cyber Security in Power Electronics and Systems		X	\$22,000
5) Education - (from LRP) MOOC Offerings		X	\$0
6) Mentorship and Future Workforce Fund		X	\$5,000
			\$117,000

Difference could be supported using 50% surplus of 2017

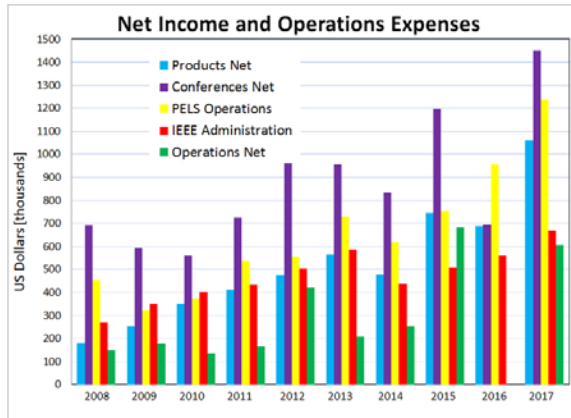
2019 Budget Development –Products, Conferences, Technical Operations, Membership Dues and Subscription, New Initiatives = up to 3% Net Worth

“New” New Initiatives??

We need to define new initiatives since most are carried over from the last year.

Conference Performance

Financial Status and Trends – Cont'd



Summary:

- PELS Continues on a Growth Trajectory
- Products and Conferences Incomes Have Both Doubled Since 2007
- Products Net Growth is Steady
- Conferences Net Fluctuates Significantly
- 2016 Almost the Same as 2007 & 2008
- 2017 Double from 2016
- Reserve has Remained More or Less Flat Since 2013
- Expense/Reserve Ratio Approaching 1
- Investment Income May Help to Increase Reserve and the Ratio

Discussion regarding PELS Reserves and using the money for Scholarships

Action: Don and Frede add the topic of Scholarships on the LRP Committee Agenda

Break: 8 March 2018 at 5:30 p.m. CST

Resume Meeting: 9 March 2018 at 8:30 a.m. CST

Products Report - Frede Blaabjerg

Editors in Chief – PELS

Don Tan - JESTPE

Brad Lehman - TPEL

Henry Shu-hung Chung - Power Electronics Letters

Ali Emadi - Transactions on Transportation Electrification

Ashok Bindra - Power Electronics Magazine

Editor in Chiefs – Co – Sponsors

Iqbal Husain – IEEE Electrification Magazine (10%)

Jianhui Wang - Transactions on Smart Grid (0%)

Timothy Anderson - IEEE Journal of Photovoltaics (8%)

Bedrul Chowdhury – IEEE Transactions on Sustainable Energy (10%)

(TPEL)

IEEE Transactions on Power Electronics continues to run strong:

- Impact factor is 7.151, placing it in the top five journals in impact factor in electrical engineering
- In 2016 more TPEL papers were downloaded more than any other IEEE journal (655k).
- Review time is lowest of the larger IEEE Transactions (48 days)
- Acceptance rate is around 31 %
- We have receive +2400 new papers in 2017
- We will publish in 2018 - 11000 pages (+600 papers published now) – all issues batched.
- Budget 2019 asks for 12000 pages
- PRAC review – Report positive – used for best Practice
- New EiC in 2019 – recruitment on going
- Feature papers now monthly – with slides
- No papers in review more than 100 days

(TPEL) Letters

IEEE Transactions on Power Electronics continues to run strong:

- Impact factor is 7.151, placing it in the top five journals in impact factor in electrical engineering
- In 2016 more TPEL papers were downloaded than any other IEEE journal (655k).
- Review time is around 22.2 days
- Acceptance rate is 20 %
- We receive + 400 new letters in 2017 - 25 % increase
- Part of PRAC review in 2017
- New EiC in 2019 – recruitment on-going
- It is a real letter now – fast review – fast publication

(JESTPE)

IEEE Journal of Emerging and Selected Topics in Power Electronics

- After four years the impact factor is 4.269 - attractive
- More regular papers than special issue papers (60%)
- New special issues all the time – seem to work ok
- Acceptance rate is 33%
- PRAC review June 2018 – report need to be done
- Review time is higher than TPEL (+60 days)
- We receive + 700 new papers in 2017
- Expect 1900 pages in 2018 - Expect 2100 pages in 2019
- New EiC in 2019 (Ojo)
- Coordination with IAS
- Update collaboration agreement and steering committee operating
- Continuous work to have new topics – TC's, conferences, etc.

(TTE)

IEEE Transactions on Transportation Electrification

- Started in 2014 – few papers
- Increase in 2016 and 2017 – now more publications
- Mahesh Krishnamurthy is Deputy EiC
- Special/thematic issues are done for 2017 and 2018
- +230 manuscripts in 2017
- 1000 pages in 2018 and 1500 pages in 2019

- Fast first review time – 44 days
- Acceptance rate below 40 %
- Reviewed to be indexed in WOS in 2018
- PRAC review in autumn 2017 - well done
- ITEC is also an important place for getting papers
-

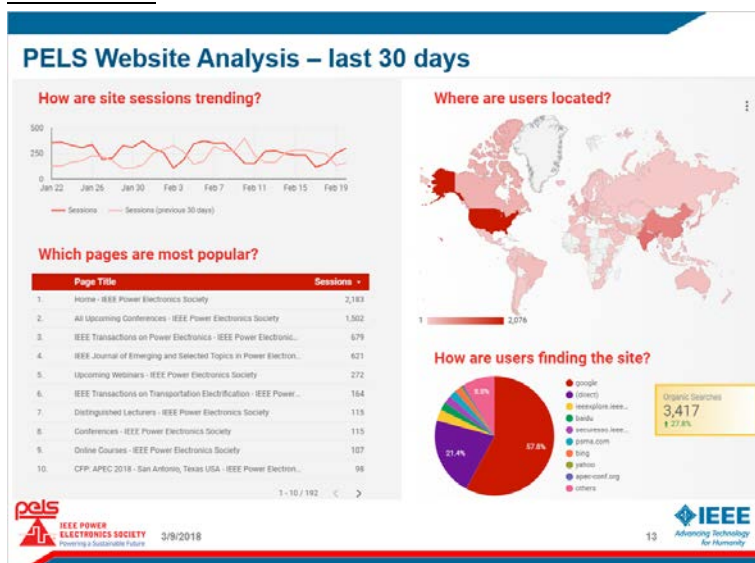
IEEE Power Electronics Magazine

- Started in 2013 – 4 issues per year
- A hired editor - extra support added
- More and more downloads + 30000 downloads in 2017
- Income through advertisement – now in surplus
- Magazine advisory board giving valuable input, new 2018
- PRAC review in June in 2017 – good comments
- WBG roadmap to be published in April (4 papers)
- Successful platform for PELS chapters/committees
- Indexed in Web of Science and in Scopus
- 318 pages in 2018 and 350 pages in 2019
- 30 Y PELS anniversary edition done for 2018

Global Outreach: Three New Chinese Journals

- **The Chinese Journal of Electrical Engineering** – by China Machine Press (CJEE)
 - 1st issue, Dec., 2015
- **The Transactions on Electric Machines & Systems (CES TEMS)** – by China Electro-technical Society - 1st issue, March, 2017
- **The CPSS Transactions on Power Electronics and Applications** – by China Power Supply Society (CPSS TPEA) 1st issue, Dec., 2016

PELS Website



New Initiatives in 2018

- 1) Inviting Award paper authors to give a webinar and feature them separately on IEEE PELS resource center.
- 2) Develop Design a Power Electronic Converter – series:

Launch 10-15 min recorded lecture that takes the viewer through a complete design of a power electronic converter. The end goal of this series to serve a powerful resource to students and practicing engineers to learn and explore various design stages power electronic conversion process.


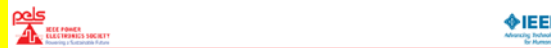


Once such a series is developed, include specific quizzes to test mastery of the subject.

Final Status from the VP Products

- Excellent activities – journals and magazines
- Impact factors good – more pages – more submissions
- Economic sustainable journals except TTE and Electrification magazine
- Webinars are running good – more are coming
- We are active on social media
- Review of all journals 2017-2018 – Thanks to all for the efforts – very good and positive feedback – JESTPE will be done in June
- Society review in 2018 – also passed well for products
- All our journals get very good feedback in the society
- EIC's for JESTPE and TPEL run out 2018 – process is initiated
- Work on more products in terms of membership benefits – digital/education
- Interaction with technical committees – journals, media
- Long Range planning in July for PELS
- New VP for PELS Products in 2019

Motion: to approve the page budgets of the following publications: TPEL, JESTPE, TTE, PELS Mag

Motion Carried

<p>Motion from Products Committee</p> <p>Coming from: Products – Publications (TPEL-2019)</p> <ul style="list-style-type: none"> ✦ Motion: Page budget of 12,000 pages for TPEL for 2019 <ul style="list-style-type: none"> – Made by: Frede Blaabjerg Second by Ali Emadi ✦ Description: The Journal is still experiencing a 4000 page backlog of article submission. The publications committee feels this warrants an increase in the annual page budget. In 2018, the page budget was 11000. We experience >10% growth annually and cannot keep up and ask for 12000 pages in 2019. ✦ Initial cost increase over 2019 is estimated at \$97/page – editorial services, printing, mailing inclusive as a guide. ✦ Expected income (after 2 or 3 year disbursement from IEEE for downloads) \$185k ✦ Increasing page budget will likely lead to eventual ~\$100k INCOME to PELS ✦ Outcome: ✦ Financial Implications: 1000 pagesx \$97 = \$97000 increase over prior yet budget 	<p>Motion from Products Committee</p> <p>Coming from: Products – Publications (JESTPE-2019)</p> <ul style="list-style-type: none"> ✦ Motion: Page budget of 2,100 pages for JESTPE for 2019 <ul style="list-style-type: none"> – Made by: Don Tan, Second by Yan Fei Liu ✦ Description: JESTPE is making good progress and it is now ISI indexed - 2,100 total number of pages is requested for 2019. A per page fee is estimated at \$48.25/page. 2,100pgs*\$48.25pg*50% PELS share = \$50,662. ✦ Outcome: ✦ Financial Implications: \$50,662 total operating budget for reimbursed/publication edit and production costs 
<p>Motion from Products Committee</p> <p>Coming from: Products – Publications (TTE-2019)</p> <ul style="list-style-type: none"> ✦ Motion: Page budget of 1,500 pages for TTE for 2019 <ul style="list-style-type: none"> – Made by: Ali Emadi, Second by Frede Blaabjerg ✦ Description: TTE is making great progress and 1,500 total number of pages is requested for 2019. A per page fee is estimated at \$48.25/page. 1,500pgs*\$48.25pg*45% PELS share = \$ 32,568. ✦ Outcome: ✦ Financial Implications: \$32,568 total operating budget for reimbursed/publication edit and production costs 	<p>Motion from Products Committee</p> <p>Coming from: Products – Publications (PEM-2019)</p> <ul style="list-style-type: none"> ✦ Motion: Page budget of 350 pages for the IEEE Power Electronics Magazine in 2019 <ul style="list-style-type: none"> – Motion moved from Committee ✦ Description: The Power Electronics Magazine is in good progress with more and more add sales. It expect to publish in total 290 number of pages of 2019. A per page fee is estimated at \$48.25/page. 350 pgs*\$48.25pg*100% PELS share = \$16,887. ✦ Outcome: ✦ Financial Implications: \$16,887 total operating budget for reimbursed/publication edit and production costs 


Motion: to approve the Digital Media & Education budget of \$8,000 for 2019

Motion Carried

Motion from Products Committee

Coming from: Products – Digital media

- ✦ **Motion:** Digital Media & Education Initiatives request a budget of \$8,000 in 2019
Made by: Prasad Enjeti, Second by Ali Emadi
- ✦ **Description:** Increase the number of Webinars, prepare smaller design courses and launch half day seminars/conferences
- ✦ **Outcome:**
- ✦ **Financial Implications:** \$8,000 to be used for the initiatives



Conferences Report: Liuchen Chang

2017/2018 Conferences Committee progress plan reviewed.

Enhance engagement of TC’s and members in PELS major conferences

Each TC (and the Standards Committee) may choose to have a conference as a home network.

+Global conferences series (APEC, ECCE(N.A), ECCE Europe, ECCE Asia, and SPEC);

+Most TCs have conferences to “look after”, some are “home/flagship”:

TC1: COMPEL*, (PRECEDE, SDEMPED, ICDCM)

TC2: PwrSoC, IWIPP

TC3: IEMDC, (SLED)

TC4: ITEC, (ITEC Asia-Pacific, ESARS-ITEC Europe, ESTS)

TC5: PEDG*

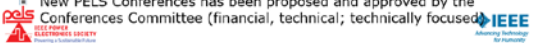
TC6: WiPDA, (WoW*, IFEEC, WiPDA Asia)

TC7: INTELEC*

9

New Development in PELS Conferences

- ✦ eT&D 2016 & 2017 → eGrid 2018 (Expanding)
 - Focusing on electronic power grid, emphasis on industry participation, presentations (main stream), PELS & PES partnership
 - Add an option of full papers to Xplore, in addition to presentations only (encouraging student participation, adding values)
- ✦ WoW 2018 in partnership with MTT-s
 - **Wireless Power Week 2018:** WoW 2018 co-locating with IEEE Wireless Power Transfer Conference 2018 and Wireless Power Congress 2018) in Montreal, in partnership with MTT-S and Wireless Power Consortium (WPC)
 - Long term partnership?? Need a strong PELS team for 2019 (London), particularly for 2020.
- ✦ PELS Conference anniversaries
 - ECCE 2018: 10th anniversary
 - INTELEC 2018: 40th anniversary
 - PEDG 2019: 10th anniversary
 - Sharing the best practice of celebrations for subsequent anniversaries
- ✦ New PELS Conferences has been proposed and approved by the Conferences Committee (financial, technical; technically focused)



Discount for registration fees for PELS (and society) members

- PELS recommends a \$50 discount of conference full registration fees (tutorial fees, and other event fees are not affected) for members of PELS and all financial co-sponsors, on top of registration fees for IEEE members. PELS reps on conference Steering Committees and organizers – to implement
- AdHoc Committee to review the co-location of ECCE & IAS AM
- Empower a Billion Lives (EBL) – a major PELS initiative

Motion: to approve the INTELEC 2019 Proposal including the budget and an advance of up to \$50K to support INTELEC 2019

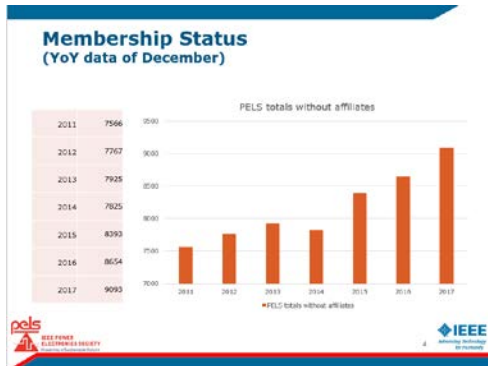
Motion Carried

Motion: to approve the proposal for Workshop of Decentralized Energy Access 2019 including budget, and an advance of \$10K to support WDEC2019

Motion Carried

Executive VP Membership Report – Jinjun Liu

- Last term(2015-2016): - In 2 years to drive membership back to a growth of around 5% every year
- This term(2017-2018): - Fine tune the structure and the procedure to setup an internal mechanism that ensures a sustainable membership growth of around 5% every year



Updated Membership positions reviewed.

Recent actions and next steps reviewed

Continue observation on the industry membership

Enforce extra discount for PELS members on registration fee of PELS conferences besides the discount for IEEE members

Report from PELS Executive VP for Standards

Outline:

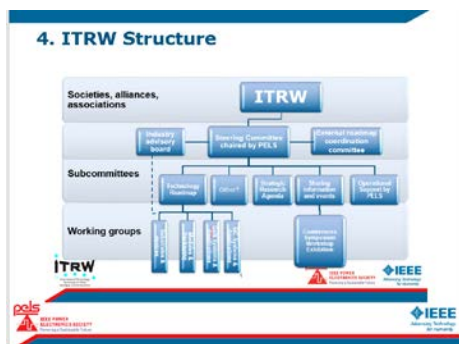
Standards Updates, ITRW Initiative Activities and Collaboration, The future of ITRW within PELS, ITRW Budget (present and future)

Standards Activities

1573: Due for ballot by Dec 2019, Working group being recruited and new draft under development.

ETTC (Electronic Transformer Technical Committee) met at APEC on March 5th.

Several standards due to expire this year. PARs/extensions being raised where appropriate by PELSC (a number of these fall within ETTC).



For 2019, we would anticipate a budget in the amount of \$30k.

The \$30K will continue to be used to support travel of volunteers, development of resources, promotion, and operations.

In 2019, we are looking to utilize WiPDA NA and WiPDA Asia-Pacific as the main working group meetings for ITRW & also attend IWIPP.

Motion: “To approve the formation of The International Technology Roadmap for Wide Band-Gap Power Semiconductors (ITRW) as a sub-group of the IEEE Power Electronics Society Standards Committee and fund the ITRW sub-group with \$30,000 in 2019.”

Motion Carried

Notes: Noting Pat Wheeler’s proposed amendments to the bylaws it may be that this PELSC subgroup becomes a PELS group in the future.

Motion: “To approve the revised P&P of the PELS Standards Committee”

Motion Carried

Notes: Current P&P approved @AdCom APEC 2017, IEEE-SA has new baseline requirements

Society Standards Committees P&P must conform to some specific SA approved baseline text

PELSC P&P therefore redrafted with the changes to the P&P to conform to the revised SA requirements

Note on the Process: once approved by the PELS AdCom, the P&P are then submitted to the IEEE SA AdCom for validation.


Constitution & Bylaws Chair Report – Pat Wheeler

- Proposal: remove Executive Vice Presidents and replace with three additional Vice Presidents
- Vice Presidents to be elected at a rate of three per year
 - Staggered elections give better continuity in the PELS Leadership Team
 - Avoids having too many people on the Nomination Slate each year
- Vice Presidents’ term to be two years
- Maximum service of two terms (i.e. one re-election)
- Remove President-Elect from the list of voting members of AdCom
 - Prevents there being more than 50% non-elected voting members of AdCom
 - IEEE states that the majority of voting members of the AdCom should be elected

ADCOM VOTING MEMBERS
Summary of Current and Proposed

PROPOSED		CURRENT	
ELECTED	18	ELECTED	18
BALLOTTED	6+7	BALLOTTED	4+7
APPOINTED	2	APPOINTED	5
DEFAULT	3	DEFAULT	3
TOTAL	36	TOTAL	37

x **Elected:** AdCom Members at Large, elected by membership
x **Balloted:** President-elect, Vice-Presidents, Technical Committee Chairs
x **Appointed:** Treasurer, Constitution and Bylaws, Executive Vice Presidents
x **Default:** President and two Past-Presidents



Discussion regarding voting privileges of VPs

Action: Don Tan LRP take up the issue of President Elect would need to serve 2 years.

Possible of combining Global Relations into Membership.

POSITION	SELECTION	By Laws Class	Years of Term	Max. no. of office Terms
PRESIDENT	DEFAULT	2.2.2	2	1 (3 year gap before eligible for re-nomination)
IMMEDIATE PAST PRESIDENT	DEFAULT	2.2.7	2	1
SENIOR PAST PRESIDENT	DEFAULT	2.2.7	2	1
VP TECHNICAL OPERATIONS	BALLOTTED	2.2.4	2	2 (2 year gap before eligible for re-nomination)
VP CONFERENCES	BALLOTTED	2.2.4	2	2 (2 year gap before eligible for re-nomination)
VP PRODUCTS	BALLOTTED	2.2.4	2	2 (2 year gap before eligible for re-nomination)
VP STANDARDS	BALLOTTED	2.2.5	2	2 (2 year gap before eligible for re-nomination)
VP GLOBAL RELATIONS	BALLOTTED	2.2.5	2	2 (2 year gap before eligible for re-nomination)
VP MEMBERSHIP	BALLOTTED	2.2.5	2	2 (2 year gap before eligible for re-nomination)
TREASURER	APPOINTED	2.2.6	2	no limit
CONSTITUTION & BYLAWS COMMITTEE CHAIR	APPOINTED	2.2.8	2	3 (2 year gap before eligible for re-appointment)
7 off TECHNICAL COMMITTEE CHAIRS	BALLOTTED	2.2.8	2	2 TC bylaws or 3 (2 year gap before eligible for re-nomination)
18 off Members-At-Large	ELECTED	2.2.1	3	2 (2 year gap before eligible for re-nomination)
TOTAL: 36				



Action: Staff Directive Notify Don Tan: LRP should discuss the proposal referring to the term limits of Vice Presidents during the Meeting.

Motion: Remove President-Elect from the list of voting members of AdCom

Background:

Prevents there being more than 50% non-elected voting members of AdCom

IEEE states that the majority of voting members of the AdCom should be elected

1 Abstain

Motion Carried

Motion: to define Groups in the Bylaws and create Energy Access as a Group – Patrick Wheeler

Motion Carried

Proposal: Standing Committees

- Delete Intersociety Liaison Standing Committee
 - Already operating as a sub-committee of Global relations
 - Already has the same Chair and meets as one committee.
- Add Industry Advisory Board as a Standing Committee
 - Already operating as an AdCom Committee
- Change name of Long Range Planning to Strategic Planning
 - Name to reflect the expected outcomes
 - Define the membership, purpose and frequency of the meetings
 - Meetings to focus on a strategic plan for next five years

- Standing Committees - Proposed**
- a. Constitution and Bylaws
 - b. Fellow Evaluations
 - c. Awards
 - d. History
 - e. **Global Relations**
 - f. Standards
 - g. Membership
 - h. Conferences
 - i. Products
 - j. Technical Operations
 - k. Nominations
 - l. **Strategic Planning**
 - m. **Industry Advisory Board**



Motion: to direct the Constitution and Bylaws Chair to change the names of the standing committee Global Relations, Strategic Planning and Industry Advisory Board

Motion Carried

Motions from Membership Committee – Jinjun Liu

Motion: to allocate \$40K to provide funding for 2018 Membership Loyalty & Recognition Gift for 2018

Motion: to add \$15K to the \$1.3k to establish the Regional Lecturer Program to enhance Chapters programming for 2018

Motion: to increase the DL Operational Program from \$13.9K to \$25K 2018

Motion: to increase the YP Operational Program from \$12K to \$15K 2018

Motion: to increase the WIE Operational Program from \$8K to \$15K 2018

Motion: to increase the Mentorship and Future Workforce Fund Initiative from \$5K to \$20K for 2018

Motion: to allocate \$25k to establish a 3 year development Initiative for a Regional Lecturer Program to enhance Chapters programming” 2019

All Motions Carried

Report Executive Vice President for Global Relations – Mario Pacas

Committee Members

Committee Members	
▪ PES Liaison	Johan Enslin
▪ IAS Liaison	Enrico Santi
▪ IES Liaison	Marco Liserre
▪ PSMA Liaison	Cian Ó Mathúna
▪ Smart Grid Liaison	Qing-Chang Zhong
▪ Systems Council Representative	Ernie Parker
▪ IoT	

Duties, Meetings and Intersociety Issues reviewed. Summary report from the IAS Liaison reviewed.

Awards Report – Chair Andreas Lindemann

Awards Nominations are in progress. It was suggested to send nominations in before March 31, 2018 so that the awards will be given in 2018.

The Energy Storage award has never been given since 2015, action needs to be taken on this award.

We have a stable awards program on all levels

- field awards by IEEE
- PELS awards on society level
- PELS awards on TC level growing

Continuous development and care

- e. g. put PELS Fellow and award nomination advisory subcommittee into operation

<https://www.ieee-pels.org/awards>

Motions from Awards Committee

Motion: to release the revised description of IEEE Power Electronics Society Best Chapter Awards, introducing an additional category of Best PELS Student Branch Chapter Award

Motion Carried

Motion: to release the new IEEE PELS Vehicle and Transportation Systems Technical Achievement Award

Motion Carried

LRP Update: - Don Tan presented by Alan Mantoath

Long Range planning Committee


Long Range Planning Committee Meeting
July 6 – July 9, 2018

- Explored about 6+ potential sites
- Settled to Banff, CA and Alyeska, AL, before the call
- The committee selected Alyeska during the telecon
 - Finalize the hotel contract
- Invitees are all members of the LRPC and ExCom
 - Plus guests
- In process of drafting agenda for the meeting
 - Many fresh topics emerged during APEC: Potential new TC(s), refinement of TC structure, AdCom structure



FEPPCon
May, 2019

- Potential four sites: Suzhou, Iceland, Jordan, and Norway
- CFP went out to all four potentials, despite of security concerns for Jordan from senior volunteers
- Deadline extended from mid January to the end of January
- Only two proposals received before the committee telecon on Feb 9
 - Iceland withdrew since Frede is now President-Elect
 - Jordan did not submit a proposal, but Issac did call the Don in advance
- The committee selected Norway as the 2019 site and recommend Suzhou proposal team for 2021



Motions from the Conferences Committee – Liuchen Chang

Motion: to approve the APEC 2019 Budget - APEC Steering Committee

Motion Carried

Motion: to approve the proposal and budget for EPE 2018-ECCE Europe – EPE-PELS Coordination Committee

Motion Carried

Motion: to approve the proposal and budget for EPE 2019-ECCE Europe – EPE-PELS Coordination Committee

Motion Carried

Motion: to approve the proposal and budget for EPE 2020-ECCE Europe – EPE-PELS Coordination Committee

Motion Carried

Motion: to approve the proposal and budget for EPE 2021-ECCE Europe – EPE-PELS Coordination Committee

Motion Carried

Motion: to approve the Recommendation to the AdCom “not to hold SPEC 2018 in Addis Ababa, Ethiopia” – SPEC Steering Committee

Motion Carried

Motion: to approve the proposal and budget for IWIPP 2019 – TC2

Motion Carried

Motion: to approve the proposal and budget for PwrSoc 2018 – TC2

Motion Carried

Motion: to approve the financial co-sponsorship of the upcoming Capacitor Workshop 2019 with PSMA – TC2

Motion Carried

Motion: to approve the proposal and budget for PEDG 2019 – TC5

Motion Carried

Motion: to approve the proposal and budget for PEDG 2020 (with a follow-up for confirming that the proposed dates of Jun 1-4 do have overlap with those of ECCE Asia 2020) – TC5

Motion Carried

Motion: to approve the proposal including venue, organizers and schedules of PEDG 2021 (with budget to follow)
– TC5

Motion Carried

Motion: to approve the Technical Co-Sponsorship of Conference for Wind Power Drives (CWD) 2018 with the TCS fees to be paid by the TC5 Budget – TC5

Motion Carried

Motion: to approve the proposal and budget of IEEE Power Electronics & Renewable Energy Conference (PEREC) 2019 (the Organizers may consider a modification to the name of the conference to avoid overlap with the existing names) – TC5

Motion Carried

Motion: to approve the proposal for the Workshop on Design Automation in Power Electronics 2018 – TC6

Motion Carried

Motion: to Adjourn Sudip Mazumder

Second: Braham Ferreira

Meeting Adjourned 11:00 a.m. CST