

IEEE AP-S 2015 Winter AdCom Meeting

January 31 and February 1, 2015

Room 8-210, Academic 3, City University of Hong Kong, Hong Kong SAR

Voting AdCom Members in Attendance: Roberto Graglia, Michael Jensen, Tapan Sarkar, Trevor Bird, Magdalena Salazar-Palma, Levent Sevgi, Ahmed Kishk, Don McPherson, Dirk Manteuffel, Leena Ukkonen, Silvio Barbin, Karu Esselle, Christophe Caloz, Jamesina Simpson

Voting AdCom Member Participating (partially) by Teleconference: Mahta Moghaddam

Honorary Life AdCom Member in Attendance: Ross Stone

AdCom Ex-Officio Members in Attendance: Ben Leung, Jeff Young, Kubilay Sertel, K. M. Luk, Zhongxiang Shen

Representatives in Attendance: Bob Nevels, Chi Hou Chan, Steve Wong

AdCom Ex-Officio Members Participating by Teleconference: Danilo Erricolo, Yang Hao

Voting AdCom Members Excused Absent: Steve Best, Gianluca Lazzi, Scott Tyo, Mahta Moghaddam (partially)

1. Introduction

The meeting was called to order at 8:45 am by the presiding officer, Prof. Roberto Graglia, 2015 President of the AP Society. Prof. Graglia introduced newly elected members (Prof. Michael Jensen, President-Elect 2015 and President 2016, and AdCom members, Prof. Christopher Caloz, Prof. Karu Esselle, Prof. Mahta Moghaddam, and Prof. Jamesina Simpson) and thanked outgoing AdCom members (Prof. Bob Nevels, Prof. Danilo Erricolo, Prof. Christian Pichot, Prof. Luis Jofre and Dr. Norma Riley) for their service to the Society.

All members in attendance introduced themselves.

2. Welcome from the Conference Chair (Chi Hou Chan)

Prof. Chan, General Co-Chair of the 2015 IEEE International Conference on Computational Electromagnetics, welcomed the AdCom to Hong Kong on behalf of the Conference Organization Committee.

3. Approval of Prior Minutes

Prof. Salazar-Palma made some minor corrections to the minutes as circulated by AP-S Secretary, Prof. Shen.

Motion (Sarkar, Salazar): Approve the Prior Minutes of the Antibes AdCom Meeting as Circulated by Both Email and Hardcopy Handouts with the Mentioned Minor Modifications. Motion Carries Unanimously.

4. Discussion of the Meeting Agenda

The meeting agenda was circulated to all AdCom members by email more than four weeks before. Hardcopies of the meeting agenda were also distributed to all attendees.

Motion (Sarkar, Bird): Approve the circulated Agenda. Motion Carries Unanimously.

Prof. Bob Nevels suggested that an item may be discussed near the end of the meeting under New and Other Businesses about how to pay for the meeting expenses using credit card.

5 (a). *Past President's Report* (Tapan Sarkar). Prof. Sarkar reported the following items:

- (i) Meeting with Division IV Director, Prof. Jozef Modelski. AP-S is the only society in Division IV that sees a positive (slightly more than 2%) membership growth in 2014.
- (ii) Future Directions Initiatives. IEEE is heavily investing in Future Directions Initiatives, such as cloud computing, big data, and so on. AP-S is currently working with MTT-S and other societies to drive the Hardware Initiative. A joint proposal will be submitted in the near future to request from IEEE a budget of \$50K.
- (iii) New journals. The Letters of Intent for IEEE Journal on Multiscale and Multiphysics Computational Techniques and the Bio-EM Journal were submitted. The MOU with MTT-S for the first journal has been signed.

Prof. Bob Nevels asked who is in charge of preparing the proposals. Prof. Sarkar replied that Prof. Gianluca Lazzi and Prof. Danilo Erricolo are helping with the work.

- (iv) Nomination for AdCom and President-Elect candidates. As the Chair of Nominations Committee, Prof. Sarkar encouraged all to propose suitable candidates for AdCom members and President-Elect.
- (v) Sponsored conferences. Prof. Sarkar briefly mentioned that there is a need to apply some quality control to the conferences technically and/or financially sponsored by the AP-S.
- (vi) Term limit for Chapter Chairs. It has been noted that some chapter officers have been serving for a very long time and it would be essential to set a term limit for AP-S Chapter Chairs.

Prof. Zhongxiang Shen mentioned that the IEEE has a general two-year term limit for all chapter chairs though many do not follow the IEEE regulations. Prof. Mike Jensen commented that it is an enforcement issue. Dr. Trevor Bird suggested Dr. Ajay Poddar, Chapter Activities Coordinator, to look into this and then report to AdCom this July.

- (vii) Disruptive Committee. An initiative to establish a MGA-TA Joint ad-hoc Disruptive Committee was discussed and approved during the November 2014 IEEE Meeting Series to deal with cases of members with a disruptive behavior.

Finally, Prof. Sarkar thanked all AdCom members for their support and said that it had been an honor and a pleasure to serve the Society as President.

5 (b). *President's Report* (Roberto Graglia). President Graglia started his presentation by thanking outgoing AdCom members and welcoming newly elected AdCom members. He then mentioned that the Society has recently started offering more "topical conferences" in various regions to

better serve our members. At present, the Society is financially sponsoring/supporting a number of high quality and well-attended topical conferences around the world.

The IEEE AP-S Topical Conference on Antennas and Propagation in Wireless Communications (APWC) will be held in Torino, Italy, from Sept. 7-11, 2015. It will be a challenge this year because the 2015 European Microwave Week will be held in Paris during the same week. An advance of \$15,000 from AP-S would be very much appreciated.

Motion (Stone, McPherson): Approve an Advance Payment of \$15,000 for APWC 2015. Motion Carries Unanimously.

The 2015 IEEE Radio and Antenna Days of the Indian Ocean (RADIO) will be held in Mauritius from Sept. 21 to 24, 2015.

The 2015 IEEE International Conference on Antenna Measurements and Applications (CAMA) will be held in Chang Mai, Thailand, from Nov. 30 to Dec. 2, 2015.

The 2016 IEEE International Conference on Computational Electromagnetics (ICCEM) will be held in Guangzhou, China, from Feb. 23 to 25, 2016.

Prof. Graglia then talked about AP-S journals. He suggested that a reduction of the number of papers published each year by TAP and AWPL may be considered so as to improve the quality of papers published. He also proposed that each submitted paper should include one page to clearly state the contributions and it can be reviewed by a panel of AEs before sending the paper for review. The benefits of this proposal are to reduce the production cost, increase the impact factor, and also reduce the burden of reviewers. Another suggestion is to consider going with e-publication only. Prof. Graglia also briefly reported the status of two new journals (IEEE Journal on Multiscale and Multiphysics Computational Techniques and IEEE Bio-EM Journal).

Prof. Graglia also mentioned a number of areas of emphasis for 2014/2015. The Society should be pro-active in order to maintain its leadership. He also reported the progress of the AP-S/MTT-S Working Group. Finally, Prof. Graglia suggested to publish the names of the chair and members of all the standing committees on the Society webpage.

After the presentation, Prof. Jamesina Simpson asked how these committees were formed. Prof. Graglia clarified that, according to our Bylaws, the President organizes the standing committees, appoint the Chairs of these standing committees on an annual basis and with the help of the Committee Chairs form their respective committees.

Prof. Magdalena Salazar suggested that the Society should also publish the roles of these committees so as to attract more volunteers. Some members also enquired about the newly appointed AP-S Representatives in the IEEE Technical Committee on RFID (Zhi Ning Chen of National University of Singapore; alternate: Kam-Weng Tam of University of Macau). Prof. Jensen mentioned that IEEE Technical Committee on RFID recently launched the IEEE RFID Virtual Journal and its intention would be to form a council or society eventually. Dr. Stone also commented that the Phase 1 LOI for RFID journal will be discussed in the TAB Periodicals Committee meeting the following week and AP-S should have a representative at the meeting.

As a separate note, Prof. Graglia also showed the slide prepared by Secretary Zhongxiang Shen, about the consent agenda for the reports from a number of committee chairs and representatives. About one third of Committee Chairs and Representatives contacted did not reply or have

anything to report. Prof. Sarkar suggested to assign an AdCom member to each standing committee.

- 5 (c). *President-Elect's Report* (Michael Jensen). Prof. Mike Jensen suggested that the Society may want to look at a few strategic initiatives considering the IEEE's spending rules. Some ideas may include offering free educational resources to AP-S members, developing educational materials on emerging technologies by involving industries, developing improved communication among members. In order to drive these strategic initiatives, the Society will need to hire help, expand our volunteer base, and have AdCom members take the lead.

Prof. Jensen mentioned that a new Journal of Special Topics in Antennas and Propagation (JSTAP) may be considered so that the Transactions no longer publishes special issues. Several societies (Communications, Signal Processing, Photonics, and Geoscience and Remote Sensing) already had their selected topics journals and they have been very successful. Prof. Jensen also asked the members to consider the society's strategy towards conferences: Is it good to organize many small conferences? Prof. Bob Nevels commented that many regional conferences were created by chapters to serve their local members.

The Meeting Adjourned for Coffee Break at 10:25 am.

The Meeting Reconvened after Coffee Break at 10:40 am.

- 5 (d). *Treasurer's Report* (Don McPherson). Mr. Don McPherson first reported ongoing activities and they included processing many invoices, expense reports, and grants. Expense report guidelines were added in the Distinguished Lecturer Program (DLP) Handbook. Some items such as bringing the governing documents into alignment with approved practices remains open.

Mr. McPherson then presented the 2014 Fiscal Month 12 Status. Some 2014 expenses will appear on 2015 books, such as the \$60K of AdCom expenses at APS 2014, \$28K of APS 2014 conference Xplore fees, \$30K of website update, etc. He also mentioned that the increased committee budgets can be accommodated based on the IEEE spending rule of 50% of prior year surplus, while the rule also allows the Society to spend 3% of reserves on initiatives. The IEEE forecast projects 2014 surplus of \$40K for AP-S.

The 2015 budget estimates expenses of \$454.3K for committees and \$130K for initiatives. An extra item of \$50-100K for 2015 budget may be needed for the Magazine transition. Other items such as \$25K for RADIO 2015, \$50K for Web editorial budget, and \$30K for Web update should also be included. The total 2015 budget could readily exceed the 50% rule and consume the entire 2015 budgeted net.

Mr. McPherson then reviewed a few past motions on AdCom travel. He also compared the expenses for 2014 Winter AdCom meeting (Los Angeles, USA) and 2014 Fall AdCom meeting (Antibes, France) and they turned out to be fairly close. He then proposed a motion to reimburse AdCom members and Committee Chairs to attend the Winter/Fall AdCom meetings at actual cost.

Prof. Jeff Young enquired about the \$25K budget approved at the Fall AdCom meeting in Antibes for RADIO 2015 whether it is an advance or grant. Dr. Ross Stone commented that it has to be an advance because the IEEE limits a grant to \$5K. Prof. Young then suggested that it is time

to inform the organizers of RADIO 2015 about this clarification. Regarding the 2015 budget, Dr. Bird also commented that there may be an increase in publications income due to the 2% increase in AP-S membership.

Concerning the motion passed at the Winter AdCom meeting in Feb. 2014 about the additional nights needed to attend the AdCom or scheduled committee meeting in conjunction with the summer symposium, Prof. Dirk Manteuffel mentioned that it was intended for people from industries because their companies may not be willing to cover the additional expenses. Dr. Stone recalled that this intention was discussed. However, the motion should apply to every AdCom member. Regarding the 2010 reimbursement limits, Prof. Salazar commented that these limits were good at that time; situations have changed and something may be done to reflect the changes.

Prof. Sarkar proposed a friendly amendment to the motion by replacing the Winter/Fall AdCom meetings with all AdCom meetings.

Motion (Sarkar, Barbin): Amend the motion so that it reads “Travel reimbursement for AdCom members and committee chairs to attend all AdCom meetings at actual cost following IEEE guidelines.” Motion Carries (8 supported and 5 opposed).

Many views were expressed by a number of AdCom members about this amended motion before voting. Dr. Stone expressed concern about the apparent conflict of interest of the AdCom voting to cover travel expenses for attendance at the annual Symposium when most AdCom members were attending the Symposium anyway, and the associated break with the long-standing tradition not to cover expenses associated with attendance at the annual Symposium.

Motion (McPherson, Bird): Travel reimbursement for AdCom members and Committee Chairs to attend all AdCom meetings at actual cost following IEEE guidelines. Motion Passed (8 supported, 3 opposed, and 2 Abstain).

Another motion was also proposed to approve the budget of \$130K for membership drive and education related initiatives.

Motion (Sevgi, Stone): Approve a Budget of \$130K for 2015 Membership Drive and Education-Related Initiatives. Motion Carries Unanimously.

The Meeting Adjourned for Lunch Break at 12:00.

The Meeting Reconvened after Lunch Break 13:30.

- 5 (e). *Secretary's Report* (Zhongxiang Shen). Prof. Shen reported his activities since Nov. 2014, including the preparation of the minutes for the Fall AdCom meeting in Antibes, coordination for the logistic planning and announcement of this Winter AdCom meeting in Hong Kong, compiling the Consent Agenda before the meeting. He also showed the updated list of Chairs for all standing committees.

Prof. Shen also raised a few issues that may be considered by the AdCom. A number of Committee Chairs and Representatives are not clear about their roles and responsibilities. The

operation of most committees relies upon the individual committee chairs. Some of them prepared operation manuals and/or handbooks, but many do not. It is therefore suggested that appointment letters signed by the President should be issued to individual committee chairs and representatives so that their roles and responsibilities are well defined.

6. *Strategic Planning Committee's Report* (Trevor Bird). Dr. Bird briefly said that there was no update since the previous report. Prof. Kubi Sertel will receive the Strategic Plan in the near future and then upload it in the Society's webpage.
7. *Standing Committees and Geographical Activities Committee* (Roberto Graglia & Tapan Sarkar). Prof. Graglia shared with the meeting that the name of Transnational Committee may be updated because the IEEE adopted the name of Member and Geographic Activities (MGA) a few years ago. It is therefore good to align the Society's committee name with the IEEE's.

Motion (Stone, Sarkar): Approve the name change of Transnational Committee to Member and Geographic Activities Committee. Motion Carries Unanimously.

Prof. Bob Nevels asked about the functions of Transnational Committee. Dr. Stone clarified that Transnational Committee is tasked to provide Chapters/Sections/Regions' inputs to the Society.

8. *AP-S Standards Committee Report* (Tapan Sarkar for Jaideva Goswami). Prof. Sarkar reported that the Standards Committee is to look at (i) defining correct standards; (ii) being involved in the establishment of nuclear/dosimetry and 5G new standards. Prof. Graglia commented that the new committee after merging Antenna Standards Committee and Propagation Standards Committee can function only after the change of Bylaws is approved.
9. *Chapter Activities Committee Report* (Zhongxiang Shen for Ajay Poddar). Prof. Shen went through the slides prepared by Dr. Ajay Poddar. Up to January 2015, there are 126 chapters worldwide including a few student branch chapters. A few new chapters and student branches are currently under formation. Email requests and reminders were sent to all the chapter chairs about the submission of the annual report and annual financial support forms. An award selection committee has been formed consisting of immediate past President, current Chapter Coordinator, and past 3-year Best Chapter Chairs to select the 2015 Best Chapter Award. Finally, a request for \$6000 budget was made for the Chapter Activities Coordinator to better serve the chapters, such as visiting newly established chapters, organizing Chapter Chairs meeting, etc.

Different views were expressed by AdCom members concerning the requested budget and most were in favor. Prof. Shen clarified that there is an item "Others" of \$2700 under the approved budget for Chapter Activities, which may also be used for travel and other expenses. Prof. Jensen then suggested that a budget of \$4000 may be allocated.

Motion (Jensen, Salazar): Approve a Budget of \$4000 for Chapter Activities Coordinator. Motion Carries Unanimously.

Prof. Bob Nevels also enquired about the possibility of opening a chapter account so that society funds can be directly channeled to the chapter account without going through sections. Dr. Shen was tasked by the AdCom to find out from the IEEE whether banking accounts can be opened for chapters.

10. *History Committee Report* (Magdalena Salazar). Prof. Salazar first shared with the meeting the list of members of the History Committee. She then reported that most recent meetings were

held in Orlando in July 2013 and in Memphis in July 2014. The next meeting is scheduled in Vancouver this July. During the meetings some possible milestone projects and other research projects were mentioned to be analyzed by the committee members. If necessary, request may be made to seek financial help from AdCom.

One project is about the Replica of Hertz's Experiments proposed by AP-S Historian, Prof. Ted Simpson, and helped by Prof. Chalmers Butler. Its objective is to build and demonstrate a rough model of Hertz's apparatus. The original intention was to have the demonstration during the AP-S International Symposium in Vancouver, but this may be delayed due to some problems. A budget of \$3000 is requested to complete this project.

Motion (Salazar, Stone): AdCom Approves a Budget of \$3000 for the Project of Replicating Hertz's Apparatus. Motion Carries Unanimously.

Prof. Bob Nevels asked whether this demonstration will go into IEEE History Center. Prof. Salazar replied that it might be difficult to go into IEEE History Center because of conditions/criteria attached. Prof. Dirk Manteuffel commented that such demonstration existed in Germany and one demonstration was displayed during 2013 iWAT in Karlsruhe, Germany.

In the end, Prof. Salazar also encouraged members to suggest milestone projects to the History committee for consideration.

11 (a). *AP-S Meetings Committee Report* (Jeffrey Young). The AP-S Meetings Committee consists of Stuart Long, Anthony Martin, Allan Schell and Jeffrey Young (Chair). Prof. Young first revealed the current Meetings Committee structure by quoting the relevant sections in the AP-S Bylaws and AP-S Operating Manual. There is also a Sponsored Meetings Committee (chaired by R. Stone) that reviews technically co-sponsored meetings. It has Ad Hoc status and serves at the pleasure of the AP-S President.

Financially co-sponsored conferences need AP-S oversight because AP-S receives a portion of the conference surplus and is liable for deficits. The mentioned oversight includes reviewing and approving budgets, reviewing and approving venue and MOUs, reviewing technical program, giving advice to steering committees, and the like. At the moment, AP-S has four financially co-sponsored conferences: IEEE International Conference on Antenna Measurements and Applications (CAMA), IEEE International Conference on Computational Electromagnetics (ICCEM), IEEE AP-S Topical Conference on Antennas and Propagation in Wireless Communications (APWC), and IEEE Radio and Antenna Days of the Indian Ocean (RADIO).

Prof. Young also shared with the meeting the responsibilities of each member in the Meetings Committee and how a financially co-sponsored conference is reviewed. The AP-S Meetings Committee meets prior to or after each Joint Meetings Committee (JMC) meeting (typically in February and July).

For technically co-sponsored conferences, AP-S has no financial involvement in the conference though a Memorandum of Understanding (MOU) is still required. Oversight is also needed to review and approve partnering organizations, review and approve MOUs, and make recommendations to the AP-S President. AP-S has about 25 technically co-sponsored conferences in a year. Since there is no financial oversight, one Ad Hoc committee can handle these 25 conferences.

Prof. Sarkar asked whether an MOU is required for financially co-sponsored conferences. Dr. Stone clarified that there is no need for an MOU if there is only one financial unit involved. However, an MOU is required when more than one financial unit is involved. Dr. Bird enquired if there is a call-for-proposals for bidding the annual symposium. Prof. Young replied that there is no formal call-for-proposals. In the past, not a lot of applications were submitted and only one proposal was rejected so far.

Motion (Seconded by the Meetings Committee): Modify Section 2.11.1 of the Operating Manual: “The function of the Meetings Committee is to oversee and to act as a liaison between the AdCom and the local organizing committees for the annual symposium and any other financially sponsored or financially co-sponsored conference of AP-S.” Motion Passed Unanimously.

Prof. Young also proposed a motion to retain the Sponsored Meetings Committee on an as needed basis, but change its name to the Technically Co-sponsored Meetings Committee. Prof. Jensen clarified that Prof. Young’s intention is to separate technically sponsored conferences from the financially sponsored conferences. Dr. Stone added that the Sponsored Meetings Committee was appointed by Dr. Steve Best in 2012.

Motion (Seconded by Meetings Committee): Retain the Sponsored Meetings Committee on an as needed basis, but change its name to the Technically Co-Sponsored Meetings Committee. Motion Passed (12 Supported and 1 Abstain).

Prof. Young also presented a proposal to co-sponsor URSI Electromagnetic Theory Symposium (EMTS) 2019 along with URSI Commission B. The Symposium may take place from May 24 to June 2, 2019 in San Diego, CA, USA.

Motion (Seconded by Meetings Committee): Approve that the AP-S Will Financially Co-sponsor EMTS 2019 at 50%. Motion Passes (12 Supported and 1 Abstain).

The Meeting Adjourned for Coffee Break at 15:05.

The Meeting Reconvened after Coffee Break at 15:30.

11 (b). *AP-S/URSI Joint Meetings Committee Report* (Jeffrey Young). Prof. Young provided a summary of conference status:

2013: Orlando (Wahid), Closed-Out

2014: Memphis (Elsherbeni), In Close-Out

2015: Vancouver (Shafai)

2016: Puerto Rico (Tyo)

2017: San Diego (Sievenpiper)

2018: Boston (Best)

2019: Atlanta (Papapolymerou)

2020: Montreal (Kishk)

Except for Montreal, all symposia have (i) approved IEEE conference applications, (ii) contracted with a meeting planner (i.e. CMS), (iii) contracted with a hotel, (iv) chosen preliminary steering committee members, and (v) venues that have been reviewed by the AP-S Meetings Coordinator (Stuart Long).

Prof. Tapan Sarkar asked how the 2018 venue was selected. Prof. Young stated that the 2018 team followed a similar competitive model in reviewing and selecting venues/locations that was first utilized by the 2016 team under Prof. Tyo's leadership. JMC approved Steve Best as the General Chair of the 2018 AP-S/USNC Joint Symposium with the venue undecided to be determined at a later date after various venues had been reviewed and visited. It was later decided and approved by the Joint Meetings Committee that the 2018 symposium be held in Boston, MA. The JMC's recommendation was presented to AdCom in July 2014 and approved.

Prof. Young then presented the 2016 Symposium request to encourage participation from Region 9 researchers. A budget of \$20,000 is requested to support chapter chairs and student paper travel programs (five Region 9 Chapter Chair Travel Grants and ten Region 9 Student Paper travel grants). These grants can be administrated by Chapter Activities Committee and Student Papers Contest Committee, respectively. Prof. Shen commented that the R9 Chapter Chair travel grant should be \$1950 to be consistent with the chapter chairs from other regions. Dr. Don McPherson mentioned that this initiative may allow the Society to use 3% of its \$9m reserves. Prof. Mike Jensen suggested to table this motion till a better picture of all the funding schemes to conferences is seen.

Prof. Young then moved on to address the surplus issue. In the Fall AdCom meeting in Antibes, a new rule of 26% of revenue was approved. He clarified that the IEEE rule states that 20% of expenses should be retained as surplus and there is a significant difference between revenue and expense. He mentioned that he would rather see more subsidies provided by the conference than reduce the surplus percentage from 32% to 26%. It was also mentioned that the primary financial return to AP-S is not from the conference surplus, but from the conference downloads after the conference. He finally proposed to revert the surplus percentage back to 32% of revenue. Members appreciated the clarification made by Prof. Young and felt comfortable even if the annual symposium breaks even after the reduction in the surplus percentage and all the subsidies are retained.

Motion (Young, Stone): Retain the 32% rule with current and additional subsidies (e. g., underwrite the banquet and short courses, increase the number of student travel grants, underwrite the opening reception, etc.). Increase the \$60K subsidy to \$100K. (Effectively, we are pulling future publication revenue back into the conference.) Motion Failed (0 Supported, 11 Opposed, and 2 Abstain).

12. *Free Short Courses for IEEE Members* (Roberto Graglia & Danilo Erricolo). Prof. Graglia briefly discussed the current practice of offering short courses at the annual symposium. It has been noted that there may be too many short courses and their quality may be better controlled. It would be nice if some good short courses can be offered to AP-S members free of charge so as to attract more students and other participants. Prof. Danilo Erricolo commented that conference organizers are usually responsible for the offering of short courses and they may be able to look at the video recording of short courses as well. Prof. Jeff Young suggested that the Joint Meetings Committee (JMC) may be tasked to look at this issue because the Chair of DLP, Prof.

Erricolo, is also a member of the JMC. Prof. Kubi Sertel added that many special sessions were recorded at our annual symposium. However, these video-recorded short courses may hinder the future attendance.

After some deliberations, many members felt that it might be better to task JMC to look at this issue along with the Education Committee and make a formal proposal. Prof. Young and Prof. Erricolo will work with Co-Chairs of Education Committee, Prof. Dave Kelley and Prof. Karl Warnick and then report at the July AdCom meeting.

13. *Chapter Chair and Student Paper Travel Grants for AP-S Financially Sponsored Conferences* (Roberto Graglia). In conjunction with the request from 2016 Symposium Organizer to support Region 9 Chapter Chairs and Students, Prof. Graglia and Prof. Sarkar felt that there is a need to establish a unified policy to support researchers from other regions to attend AP-S financially sponsored conferences (CAMA, ICCEM, and APWC). Members briefly discussed various schemes and were ready for voting the following two motions.

Motion (Seconded by Joint Meetings Committee): Approve a Budget of \$20K to Support Chapter Chair and Student Paper Travel Grants in Region 9 to Attend 2016 Symposium. Motion Carries Unanimously.

Motion (Sarkar, Bird): Approve a Budget of \$20K for Other Financially Sponsored Conferences to Support Chapter Chairs and Students; the Budget Will Be Administrated by AP-S President and Treasurer. Motion Carries Unanimously.

- 14.1 *China Initiative* (Zhongxiang Shen). Prof. Shen first presented the statistics of AP-S members in Mainland China. There are currently seven IEEE Sections in mainland China, while there are only five AP-S chapters at the moment. The petition for forming the Guangzhou AP-S/MTT-S joint chapter has been submitted and its approval is expected in the near future. There is a need to establish AP-S chapters in Xian and Hangzhou as there are sufficient members in both cities and they are currently under-served. Membership drives and promotional talks can be organized in other big cities such as Wuhan, Changsha, Chongqing, and Shenzhen to recruit new AP-S members and form new AP-S chapters. There are a lot of graduate students and young engineers in these big cities and AP-S should reach out to them through membership drive and professional/technical talks. Visits by Distinguished Lecturers, Past Presidents and Elected Officers are welcome.

Motion (Shen, Stone): Approve a Budget of \$15K for 2015 to Drive the China Initiative. Motion Carries Unanimously.

- 14.2 *ASEAN Initiative* (Tapan Sarkar for Monai Krairiksh). Prof. Tapan Sarkar briefly introduced a few activities planned for 2015. Visits to Hanoi and Kuching in Borneo Island have been planned. Other trips to Bandung, Indonesia, and other cities in the region will be scheduled in the middle of the year.

- 14.3 *Region 9 Initiative* (Silvio Barbin). Prof. Barbin reported that the Region 9 initiative started in 2011 has seen significant membership growth (from 180 to 240) and more AP-S chapters (from 2 to 5) in Region 9. The goal for 2015 is to establish more chapters in Chile, Brazil, and Mexico. More trips and membership drives are planned in different countries and sites. Prof. Barbin mentioned that actions must be developed to support newborn chapters and to nurture existing ones.

Prof. Barbin also showed a chart comparing the numbers of AP-S and MTT-S members in various regions. Region 9 is the only region that has more AP-S members than MTT-S members. Scheduled activities for 2015 include trips to Rio and Belo Horizonte (Brazil), and Cordoba (Argentina) in Feb. 2015, trips to Puebla, Guadalajara, and Mexico City (Mexico) in Nov. 2015, and participation in IMOC 2015 (Brazil). AP-S Magazine and other IEEE promotional materials will also be delivered to potential AP-S members.

The International Microwave and Optoelectronics Conference (IMOC) 2015 is the sixteen edition and will be held in Porto de Galinhas (Brazil), from Nov. 3 to 6, 2015.

The Meeting Adjourned for the day at 17:45, and reconvened at 9:00 am on Sunday, February 1, 2015.

14.4 *ICCEM 2016* (Chi Hou Chan). Prof. Chan made a presentation about 2016 IEEE International Conference on Computational Electromagnetics to be held in Guangzhou, China, from February 23 to 25, 2016. Guangzhou is the capital of Guangdong Province situated in the Pearl River Delta and is a famous center of economy, business, culture, and logistics with convenient transportation. Baiyun International Airport in Guangzhou is the second largest airport in China running more than 100 international flights to major destinations across the world. The conference will be held inside the Wushan campus of South China University of Technology (SCUT). Prof. Q. X. Chu of SCUT and Prof. Chi Hou Chan of City University of Hong Kong will be the General Co-Chairs. This second edition of ICCEM is expecting 150 participants with about 20% surplus to expenditure ratio. The SCUT's Wushan campus can be easily accessed by Guangzhou Metro. In addition, Guangzhou has an abundance of scenic spots, cultural heritages, museums, and amusement parks for tourists.

15/16. *AdCom Composition and Election Process* (Magdalena Salazar). Prof. Salazar first shared with the meeting the elected AdCom member composition (in terms of IEEE Regions) during the past few years. It is noted that Regions 9 and 10 were under-represented with respect to AP-S membership over the past few years. She also showed some analysis of election results of the past three years. It has been noted that there is a 2.3% increase of higher grade members in 2013 compared to 2012, where Region 9 saw 13.7% increase and Region 10 had 9.8% increase.

Based on the distribution by Regions of the 2013 higher grade members, a possible composition of the 12 elected AdCom members was suggested:

Regions 1-8: 8

Region 9: 1

Region 10: 3

*Notes: (i) Either the President or the President-Elect is from Regions 1-6.

(ii) The only two Honorary Life Members are from Regions 1-6.

(iii) Two Past Presidents are from Regions 1-6, while the other 2 are from Regions 7-10.

The objective of proposing a modification of AdCom composition by Regions is to guarantee a proportional representation to those regions that have been/are either not represented or under-represented. Such a procedure is allowed by the IEEE and has been followed by several societies in different ways. A good example is the IEEE Communications Society and Prof. Salazar shared with the meeting the 2014 IEEE ComSoc Election Ballot.

Finally, taking into account the 2015 AdCom composition by regions (10 from regions 1-8, 4 serving up to the end of 2015, 3 serving up to the end of 2016, and 3 serving up to the end of 2017, 1 from Region 9 serving up to the end of 2016; and 1 from Region 10 serving up to the end of 2017). Prof. Salazar suggested the following procedure in order to achieve the suggestion AdCom composition by 2017:

2015 elections (Year 1): 3 AdCom members will be elected from Regions 1-8; 1 AdCom member will be elected from Region 10.

2016 elections (Year 2): 2 AdCom members will be elected from Regions 1-8, 1 AdCom member will be elected from Region 9; 1 AdCom member will be elected from Region 10.

After achieving the desired composition a procedure to maintain it is needed, which means that Year 3 will be the same as Year 1.

Dr. Stone asked whether all ComSoc members vote the candidates from different regions. Prof. Salazar replied positively. Prof. Dirk Manteuffel commented that members in R10 may have voted for candidates from other regions. Prof. Salazar clarified that this may or may not be true and one cannot draw such conclusion from the data presented. Dr. Stone noted that Dr. Best has presented at the February 2014 AdCom meeting a detailed analysis of recent prior elections that showed that indeed the majority of R10 votes had voted for candidates from other Regions; had they voted for candidates from R10 in the past two elections, we would now have two additional AdCom members from R10. Dr. Stone also commented that the new practice may limit the pool of candidates to a certain region. Dr. Trevor Bird replied that the basic principle is to have a fair representation in the AdCom from different regions, like the US House of Representatives. Prof. Salazar also said that it is a forced limit, just like the candidate for the President-Elect (one year from Regions 1-6 and the other from Regions 7-10). Prof. Dirk Manteuffel also enquired what the reason is behind such a change. Prof. Tapan Sarkar replied that more than 50% of members are now from outside Regions 1-7 and they should be fairly represented. Prof. Jamesina Simpson noticed that Region 9 will have to wait for another 2 years to have a new candidate under the new practice. Prof. Salazar replied that Prof. Simpson was correct, with this procedure Region 9 would be having one elected AdCom member every three years. Dr. Stone also commented that more candidates that are a proportional representation of our membership may be coming from Region 10 after the desired composition is reached. Prof. Salazar agreed and added that hopefully, the number of members in Region 9 will grow and they will have a better representation in the future.

Prof. Jensen said he appreciated the hard work of Prof. Salazar. But he was uncomfortable with manipulating the number of AdCom members from different regions. He suggested that the Society would mandate a change in a two-year time. One possible way is to ask the members. Prof. Salazar also clarified that such a change should only go to the Operating Manual, not to the Bylaws or the Constitution. Dr. Stone suggested a friendly amendment to the originally presented motion by adding the sentence "This practice will be reviewed in two years."

Motion (Salazar, Sarkar): Adopt the presented procedure for the AdCom General Elections in order to secure from 2017 onwards one AdCom elected position from Region 9 and 3 AdCom elected positions from Region 10. This practice will be reviewed during the 2017 Winter AdCom meeting. Motion Passes (10 Supported, 1 Opposed and 2 Abstain).

After that, Prof. Salazar also explained the procedure for implementing the new approach. Similar to past years, Nominations Committee will issue a Call-for-Nominations explaining the procedure and soliciting:

Year 1: Nominees from Regions 1-8 and Region 10 (6 candidates from Regions 1-8 will go to the ballot and 2 candidates from Region 10 will go to the ballot). All AP-S voting members will vote for up to 3 from Regions 1-8 and up to 1 from Region 10.

Year 2: Nominees from all Regions (4 candidates from Regions 1-8 will go to the ballot, 2 candidates from Region 9 will go to the ballot, and 2 candidates from Region 10 will go to the ballot). All AP-S voting members will vote for up to 2 from Regions 1-8, up to 1 from Region 9, and up to 1 from Region 10.

Year 3: As for Year 1

As usual, elections will be handled by IEEE. This new procedure will be included in the AP-S Operating Manual and be adequately publicized.

The Meeting Adjourned for Coffee Break at 10:45.

The Meeting Reconvened after Coffee Break 11:00.

17. *Sponsored Meetings Committee Report* (Ross Stone). Dr. Stone distributed a list of 2015/2016 AP-S technically co-sponsored conferences at the meeting, which is attached in Appendix A. Dr. Stone started his presentation by saying that the function of the Sponsored Meetings Committee is to provide review and oversight of and advice to the President and AdCom regarding all meetings seeking technical co-sponsorship by AP-S. He also shared with the meeting that the Sponsored Meetings Committee consists of six members from different regions. The Committee may seek additional input from people with experience in specific countries or territories as needed. The responsibilities of the Committee are to review and recommend approval or disapproval to the President of all technical co-sponsorship requests, to assist co-sponsored meetings, to ensure IEEE and AP-S requirements for technical co-sponsorship are met, and to ensure adequate AP-S representation on technical program committees.

Dr. Stone also touched on the process under which his Committee functions and how an MOU is generated, explaining the substantial benefits the Society derives from using its own MOU. The benefits of technical co-sponsorship include AP-S involvement and publicity, as well as direct financial benefits from downloads of the Xplore content. There are 14 technically co-sponsored conferences for 2015 and 3 such conferences scheduled for 2016, so far. Most of them are from Regions 8 and 10.

Regarding the claim by past TAB Treasurer, John Barr, that on the average, each paper is worth \$150 over its lifetime, Prof. Graglia enquired if the paper's copyright must be owned by the IEEE. Dr. Stone replied that it would bring in financial benefit as long as the paper goes on to Xplore. Prof. Dirk Manteuffel also asked whether the amount of \$150 goes to the IEEE or AP-S. Dr. Stone clarified that the benefit goes to the AP-S. If the conference has multiple sponsors, the download profit will be divided among the sponsors. Prof. Manteuffel commented that more papers may opt for not going on

to Xplore. Dr. Stone replied that he has not seen such a growing trend. Prof. Salazar expressed the opinion that the quality of AP-S technically co-sponsored conferences may be monitored as their papers may eventually go on to Xplore. Dr. Stone replied that the IEEE does check the quality of these papers when they are submitted to Xplore. In addition, if the IEEE has concerns, the conference organizer must fill out a 15-page form before the IEEE accepts the uploading. Prof. Salazar also asked whether a post-conference report is submitted by the conference organizer or the AP-S representative. Dr. Stone replied that such a requirement could be clearly spelled out in the MOU and the AP-S representative could be asked to submit a post-conference report. Prof. Manteuffel also suggested that the AP-S representative should be mentioned in the AP-S technically sponsored conferences. Prof. Salazar mentioned that in some cases the AP-S logo was not included in the webpage of sponsored conferences and that the obligation to give credit to AP-S sponsorship should be mentioned in the MoUs.

18. *Future of AP-S Sponsorship on Conferences* (Tapan Sarkar). Prof. Sarkar suggested that AdCom should consider the following when approving future conferences sponsored by AP-S.

- (i) AdCom member in the Technical Program Committee of conferences sponsored by AP-S
- (ii) AP-S representative has access to the expense and revenue information of conferences sponsored by the Society.
- (iii) Revisit the MOUs so that the President or his/her representative can enjoy free registration at the conferences sponsored by the Society. President, President-Elect, and Immediate Past President should review the MOUs before they are signed.
- (iv) Policy for sending DLs to conferences
- (v) List of conferences that require President's attendance.

Prof. Christophe Caloz asked about the policy of DL visits to conferences. Prof. Graglia replied that the invitation from a chapter should come before a visit can be made to a conference. If the President approves, DLs can also attend new conferences sponsored by the Society. Dr. Stone also asked the reasons behind the revisit of MOUs. Prof. Sarkar replied that the MOUs should clearly indicate that AP-S President does not need to pay registration fee at the conferences sponsored by the Society. In addition, the signed MOUs should be uploaded to the AP-S webpage.

19.1 *LOI for New Journals* (Danilo Erricolo). Prof. Erricolo reported through a remote link on the status of the new journal "IEEE Journal on Multiscale and Multiphysics Computational Techniques". More interactions between AP-S and MTT-S took place in Nov. 2013 and were supported by Division IV Director, Prof. Jozef Modelski. A survey was conducted by both MTT-S and AP-S to seek members' views. In June 2014, AP-S and MTT-S representatives met in New Jersey and agreement was reached to jointly submit proposals of both new journals. On Aug. 1, 2014, proposals for the new journals were submitted and two Letters of Intent were submitted on Aug. 29, 2014. In September 2014, comments on both Letters of Intent were received and responses were prepared shortly afterwards for the November 2014 IEEE TAB meeting. In Nov. 2014, IEEE approved submission of a Phase 1 proposal. Feedback included developing an MOU between AP-S and MTT-S and running a new survey. MOU was then developed in Jan. 2015 and is ready for signatures. New survey is also ready and waiting for IEEE to send out the announcement.

It is expected that IEEE Journal on Multiscale and Multiphysics Computational Techniques can be launched in 2016. It will use electronic distribution only and plan one issue per year. It is encouraged to include video and computer code. The new journal estimates 500 pages for the first year, 750 pages for the second year and 1000 pages for the third year. The journal is jointly sponsored by AP-S (50%) and MTT-S (50%).

It was concluded that IEEE has published less than 2% of the papers in the literature related to multiphysics or multiscale techniques and no IEEE journal lists multiphysics or multiscale in the scope. Therefore, there is a clear need of this new journal from the IEEE. It was also noted that it may have some overlap with existing periodicals, such as the *International Journal of Multiphysics* published by the International Society of Multiphysics, *Multiscale Modeling and Simulation: A SIAM Interdisciplinary Journal*, and *International Journal for Multiscale Computational Engineering* published by Begell House Inc.

Dr. Trevor Bird asked whether other societies may be invited to join the effort. Prof. Graglia replied that there can be 3 financially sponsored societies though more societies are welcome to join as technical sponsor. It may not be convenient for AP-S to reduce its stake to below 30%. Prof. Caloz asked if there is any plan for the new journal to reach out the physics community since it is huge. Prof. Bob Nevels commented that it may be unlikely that physicists would like to be associated with the engineering world. Prof. Graglia added that AP-S is open to involve other organizations outside of the IEEE.

Regarding the other journal on bio-EM engineering, Prof. Erricolo replied that there is no update yet. But he felt that AP-S and MTT-S should take the lead though EMBS will be involved. Dr. Bird suggested the President and President-Elect to talk to EMBS President during the February TAB meeting.

19.2 *Transactions EIC's Report* (Ben Leung). Prof. Leung updated the meeting on the status of the IEEE Transactions on Antennas and Propagation (TAP). Its latest 2-year impact factor is 2.459 in 2013 and TAP is ranked number two among all IEEE publications in terms of IEEE Xplore downloads. From February 2014 to January 2015, a total of 793 papers were published.

The approved page budget for 2014 was 6700 and the actual page count was 6599 for 2014. This is because less papers were published in the last several months after the backlog had been cleared. The approved page budget for 2015 is 6600, which is slightly smaller than the 2014 page budget since there is no more backlog. The page budget may be revised in the Summer AdCom meeting once more information is available in the next few months. Prof. Leung also presented some statistics about the number of submissions over the years. The current acceptance rate is 43.9% based on a moving three-year sample, while it becomes 43.7% based on a moving one-year sample (January-December 2014). The average time from submission to first decision is 2.2 months and the average time from submission to final decision is 4.6 months. The average time from submission-to-acceptance is about 6.7 months, while the average time from submission-to-publication is about 9.7 months.

At the moment, the total number of active Associate Editors (AEs) is 44 including 2 Senior Associate Editors. An Ad-Hoc Committee consisting of 2 current Senior AEs, 1 past Senior AE, and 1 past outstanding AE was set up to review the existing formulas for selecting the outstanding AEs and reviewers. The committee have made a number of recommendations and proposed new formulas for computing the efficiency score.

The special issue on “Antennas for Satellite Communications” Edited by Prof. S. Gao, Prof. Y., J. Guo and Dr. N. Chamberlain received 79 submissions and accepted 24 thus far. It is scheduled for publication in April 2015. Another special issue on “Theory and Applications of Characteristic Modes” edited by B. K. Lau, H. Arai, D. Manteuffel, and S. V. Hum has a submission deadline of July 31, 2015 and will be published in July 2016.

Finally, Prof. Leung proposed a new structure for TAP considering the fact that there are large volume of paper submissions and the EiC is overwhelmingly overloaded. Under the proposed new structure, a number of Topic Editors will be appointed for several major topics such as Antennas, Arrays & Periodic Structures, Electromagnetics, Numerical Methods, Wave Propagation and Scatterings, and Others. These Topic Editors will assign submitted papers to Associated Editors, review the recommendations of AEs and make the final decisions. It is not a new idea because some IEEE Transactions have AEs make the final decisions. The ultimate goal of proposing this new structure is to make the workload of EiC manageable, to shorten the review process, and to provide better service to authors and reviewers.

Motion (Stone, Bird): AdCom Approves the Proposed New Editorial Structure with the Appointment of Several Topic Editors. Motion Carries Unanimously.

The Meeting Adjourned for Lunch Break at 12:10.

The Meeting Reconvened after Lunch Break 13:40.

19.3 *AWPL EIC's Report* (Yang Hao). Prof. Hao made the report about IEEE Antennas and Wireless Propagation Letters (AWPL) through a WebEx remote link. He first presented a summary of AWPL data. The maximum length of each paper is 4 pages using the IEEE double-column format. The page charge of \$110 for the first page is voluntary and \$200 mandatory charge applies to each subsequent page. The page budget for 2014 was 1900, while the number was 1800 for 2013. The latest impact factor for 2013 is 1.948, and its impact factor has been increasing from 1.37 for 2011 and 1.66 for 2012.

Three special clusters were published in 2014. The cluster “Transformation Electromagnetics” edited by Prof. D. Werner and Dr. Kwon received 31 submissions and 11 were accepted. The cluster “Antennas for Wireless Body Area Networks” edited by Skrivervik and Marrocco received 46 submissions and 15 were accepted. The cluster “Compressive Sensing as Applied to Electromagnetics” received 27 submissions and 7 were finally accepted.

At this point of time, AWPL is the second ‘fastest’ journal among all IEEE publications. The median time from submission to on-line post date is about 9 weeks, which means that on the average, authors can expect their papers to appear in IEEE Xplore in almost two months after submission of their papers that are eventually accepted. There are currently 32 Associate Editors with 6 newly appointed AEs for 2015.

There were 2762 submitted papers for 2014, and this represents an increase of 36% compared to 2013. A further increase of submissions may be expected for 2015. Prof. Hao then presented a number of statistical charts for submissions and review time. The percentage of papers with “Accept and Minor Revisions” were 46.6% in 2014, compared to 40.3% in 2013. The average time from submission to decision is 31.8 days. Two special clusters are planned for 2015. One is on “Conformal Antennas and Arras from New Advanced Materials” edited by Dr. B. D. Braaten

and Dr. D. Anagnostou. The other is “Rethinking the Wireless Channel for OTA Testing and Network Optimization by Including User Statistics” by Prof. P .S. Kildal.

Finally, Prof. Hao also informed the meeting that AWPL webpage has been relocated to Queen Mary College (QMC) of the University of London server and is temporally administrated by QMC staff. New development needs to be planned as soon as possible. He also acknowledged the valuable service of 7 retired AEs.

Regarding the AWPL webpage, Prof. Graglia suggested that Prof. Kubi Sertel can help Prof. Hao and his assistant. Prof. Jensen commented that TAP webpage is hosted in the Society webpage and it makes sense to have one site for all AP-S publications. Prof. Leung added that the sites though hosted in the AP-S webpage should be managed by the EiC offices. Prof. Sertel said that he would follow up with all EiCs about the webpage in the near future.

Prof. Jensen commented that the page budget for 2015 has already been approved though it can be revised later on. In fact, the page budget for 2016 should be approved now.

Motion (Stone, Bird). AdCom Approves the 2016 Page Budget of 2100 Pages for AWPL Accepting the IEEE’s Recommendation for Non-Member Subscription Pricing. Motion Carries Unanimously.

Motion (Stone, Bird). AdCom Approves the 2016 Page Budget of 6400 Pages for TAP Accepting the IEEE’s Recommendation for Non-Member Subscription Pricing. Motion Carries Unanimously.

19.4 *Magazine EIC’s Report* (Mahta Moghaddam). Prof. Moghaddam provided an update of IEEE Antennas and Propagation Magazine through a remote connection. She first talked about the magazine scope and that it will continue to publish articles that are of a general interest and appeal to a large audience, at different career phases, with different backgrounds. This includes review articles, tutorials, survey articles, technology/regulatory/society news, and position papers etc. If technical content is such that it can be submitted to Transactions or Letters, it should not be submitted to Magazine.

She then explained the new magazine structure: Editorials, Technical Contributions, Columns, News and Events, and Open Mic. She also welcomed feedback and suggestion on the item “Open Mic”. Most of the current columns will carry forward, but possibly renamed, while others need discussion and/or merging. It is planned that each column will appear 3 times a year such that in each issue there will be 7-8 columns. There may be special sections consisting of 5 articles per issue on a single topic of current interest. They can be solicited and handled by Guest Editors. General Feature Articles can be handled by AEs. The “News and Events” and “Open Mic” segments will appear in every issue and may be contributed by “staff” (not AEs).

Prof. Moghaddam reported that the 2015 February and April issues will more or less follow the previous format with large number of feature articles and fewer columns. It is planned that as early as the 2015 June issue, but possibly the August issue, will switch to the modified format. The page budget for 2015 is approximately 1200 pages, which is slightly more than the initial estimate due to more papers in the queue. The page budget for subsequent years will be approximately 600 pages with 100 pages per issue. The 2015 February and April issues will be created in the IEEE Transactions format. She also briefly talked about the breakdowns of page budget for the six issues in 2015 and showed the cover look of the Magazine with the color palette changing each issue.

Finally, Prof. Moghaddam provided the transition status. 45 accepted feature articles were received from Dr. Stone in late November 2014. There are 17 feature articles under review and will be handed over once Dr. Stone makes the final decisions. There are also a few articles received lately that will be handled by the new EiC. The ScholarOne Manuscripts Submission webpage (<https://mc.manuscriptcentral.com/apm-ieee>) is up and running with articles already submitted. Work is in progress to finalize the slate of AEs. IEEE Contract to USC is in place for hiring the Editorial Assistant. Position has been created and advertisement will be placed shortly. Hiring is expected to take place in February 2015. .

In summary, transition is progressing smoothly and IEEE is handling creation, printing, and advertisements. The first two (or three) issues appear in Transactions style with the February issue to be created by the end of February. The cover and interior designs of new Magazine format are scheduled to roll out as early as June 2015.

Some discussions were made among the members regarding the relationship with Antenna Measurement Techniques Association (AMTA). Prof. Jamesina Simpson asked whether people can place job openings and advertisements on AP-S webpage. Prof. Graglia replied that both webpage and magazine can place advertisements. Prof. Graglia also suggested that the Magazine EiC to work with Prof. Sertel about the establishment of the webpage for the Magazine. Prof. Bob Nevels enquired what kind of articles to be included in the Special Sections and for example if articles on antenna design could be included. Prof. Moghaddam replied that such papers can be included with emphasis on certain applications, or some other topics of general interest, but not new technical analyses such as would be included in the Transactions.

Motion (Stone, Kishk). AdCom Approves the 2016 Page Budget of 600 Pages for Magazine Accepting the IEEE's Recommendation for Non-Member Subscription Pricing. Motion Carries Unanimously.

19.5 *Electronic Communications* (Kubilay Sertel). Prof. Kubi Sertel reported the current status of AP-S web-site (<http://www.ieeeaps.org>) overhaul. The contact between IEEE and Handmade Interactive was in place for the overhaul and 3-year support. It may be mentioned that Handmade has extensive experience in working with IEEE societies. Prof. Sertel then went through the new webpage, AP-S 2.0, through a few snapshots. It is clean, appealing and engaging. It has also made a lot of improvements such as reorganizing the menus, removing the missing/broken links, implementing all the recent updates, and incorporating with searching option. Prof. Sertel also showed a few screenshots from an iPhone. It was mentioned that the site on iPad appears to be the same as that on a PC.

Prof. Sertel then talked about IEEE Collabratech developed by Handmade Interactive. IEEE Callabratech™ is an integrated online community where technology professionals can network, collaborate, and create – all in one central hub (<http://ieee.collabratac.ieee.org/>). AP-S can tap into this and has its own subdomain. The features of IEEE Collabratech include participation in extended communities, interaction with colleagues through the “Request Invitation” and/or “Access Now” buttons, creation of a personal library where documents and uploads can be shared among colleagues and private research groups. If AP-S participates, it will put a link to our area in Collabratech on the new web site and this is the extent to which the two will be integrated.

Finally, Prof. Sertel introduced the planned activities in the near future. The new website will be turned on shortly. IEEE Password Integration is pending and IEEE Collabratech may be linked

if approved. Regular updates of internal pages such as WiE, GOLD, Magazine, DL Program, Education and Chapter Activities, etc. will be implemented. AP-S Newsletter may also be created, distributed and posted on the webpage.

Prof. Graglia suggested that AdCom meeting minutes should be uploaded onto the webpage. Regarding the newsletter, Prof. Salazar suggested that quick information about the contents of journal publications, news, and announcements may be included. Dr. Stone commented that IEEE e-notice system has a limit of 0.5 MB. Instead, it may be better to create the Society's own email list using the information from SAMIEEE. Prof. Salazar added that another Editor may be needed for the newsletter. Dr. Stone also mentioned that IEEE Publications offers services to send out newsletter. But Prof. Jensen replied that this service may be too expensive. Dr. Stone suggested that newsletter may serve as a window to the Society's webpage and only links are provided. Prof. Dirk Manteuffel also commented that the quality of the newsletter is very important and it may require a dedicated person.

Regarding IEEE Collabratech, no motion is required because it does not cost anything to the Society. Dr. Stone commented that IEEE Collabratech is looked upon by the IEEE through incorporating the social media into it for substantial expansion.

20. *Delegate Authority of Various Internal Pages in AP-S Webpage to Various Committee Chairs including EiCs* (Roberto Graglia). Due the large number of Committees including EiCs, the internal pages of AP-S webpage concerning individual committees should be managed by respective Committee Chairs and EiCs so that their contents can be updated regularly and kept up to date. Prof. Graglia suggested that Prof. Kubi Sertel should work with respective Committee Chairs and EiCs for the content management.

21. *CAMA 2015* (Tapan Sarkar for Monai Krairiksh). Prof. Sarkar made a brief presentation about 2015 IEEE International Conference on Antenna Measurements and Applications (CAMA 2015). The General Chairs of CAMA 2015 are Prof. Christian Pichot and Prof. Monai Krairiksh and it will be held in Chiang Mai, Thailand from 30 November to 2 December, 2015. A wide range of topics related to antenna measurements and applications are covered in CAMA conferences. It is planned that the CAMA conference will be held in the West in even years and in the East in odd years. The first edition was successfully held in Antibes, France, in November 2014. CAMA 2015 is the second edition of this conference series. The expected number of attendees is 300. Chiang Mai is in the northern part of Thailand and the conference hotel, Le Meridien Chiang Mai, has fine facilities and amenities. This three-day conference can accommodate 240 oral presentations or 220 oral presentations+70 posters. 3 Invited speakers will be identified and 1-day short course will be planned on Sunday, just before the conference.

The deadline for submitting papers to CAMA 2015 is 1 July 2015, while the notification of acceptance will be sent out on 30 Aug. 2015. It may be mentioned that no professional conference organizer will be used, but a Secretary may be hired to assist the management. It plans to use the same external software as IEEE AP-S summer symposium for paper submission and review. Prof. Sarkar also showed the preliminary budget of the conference including revenues and expenses, which indicates that 150 attendees are required for break-even. Based on the payment schedule of local arrangements, the conference requires an advance of \$56K.

Motion (Sarkar, Stone). Approve an Advance of \$56K for CAMA 2015. Motion Carries Unanimously.

In addition, the meeting also discussed the possibility of holding the 2015 Fall AdCom meeting along with CAMA 2015 so that AdCom members can support this conference because it is financially sponsored by the AP-S. After some deliberations, it was decided that the 2015 Fall AdCom meeting will be held on Sunday, Nov. 29, 2015, in Chiang Mai, Thailand.

22. *Future Directions Initiative Related to Hardware* (Tapan Sarkar). Prof. Sarkar briefly mentioned that work is in progress about submitting a joint proposal for funding of \$50K with MTT-S. A formal proposal for the Hardware Initiative will then be prepared and submitted at a later stage.
23. *Society Interactions with ACES, AMTA, MTT etc.* (Roberto Graglia). Regarding the relationship with the Applied Computational Electromagnetics Society (ACES), many members expressed their views that the new journal on Computational Techniques to be launched next year may impact ACES. Prof. Graglia also informed the meeting that efforts were made to discuss with Prof. Andy Peterson and Prof. Atef Elsherbeni though no agreement has been reached. Dr. Trevor Bird suggested AP-S should keep interacting with ACES. Prof. Dirk Manteuffel also suggested to approach more ACES Board of Directors. Prof. Kubi Sertel commented that ACES will hold the ACES conference and its Board meeting in March and we may have more information at our July AdCom meeting. Prof. Graglia said that he would email to Prof. Atef Elsherbeni and Prof. Andy Peterson to see how to proceed.

Concerning the relationship with Antenna Measurement Techniques Association (AMTA), Prof. Sarkar suggested that AMTA should join IEEE Conference on Antenna Measurements and Applications (CAMA) sponsored by AP-S. Dr. Bird suggested more efforts may be made to interact with them.

The relationship between AP-S and MTT-S has been going very well and continuing interactions may be planned in the near future.

24. *Update of the Operating Manual and Amendments to Bylaws* (Magdalena Salazar). Before Prof. Salazar's presentation, the meeting specifically discussed the proposed change for the section "Nomination by Petition" in the Bylaws, proposed by Dr. Trevor Bird, former Chair of the Nominations Committee. The proposed change is to replace the words "the Annual Meeting" with the words "the first day of the Summer AdCom Meeting".

Motion (Bird, Sarkar): AdCom Approve the Proposed Change.

Discussions: Dr. Stone noted that the purpose of this section "Nomination by Petition" is to allow someone who cannot get to the ballot through the normal nomination procedure to go to the ballot by petition. The proposed change would have the effect of making it necessary to complete the petition process before the slate of candidates approved by the normal nomination process was determined. Prof. Dirk Manteuffel asked why all the nominations cannot go to the ballot. Prof. Salazar replied that some filtering and shortlisting may be essential for the healthy development of the Society.

Motion Passed (9 Supported, 3 Opposed and 1 Abstain).

Prof. Salazar first introduced the 2015 Constitution and Bylaws Committee and it has three members, Prof. Magdalena Salazar (Chair), Prof. Jamesina Simpson, and Prof. Zhongxiang Shen. The functions of the Constitution and Bylaws Committee are

to advise the Officers and AdCom on matters requiring consulting or interpretation of the Society's Constitution and Bylaws;

to draft, present, and implement proposed changes to the Constitution and Bylaws;

to periodically publish the Constitution and Bylaws in a suitable publication of the Society;

to periodically review and organize the Operating Manual;

to coordinate all Constitutional matters of mutual concern with the IEEE Board of Directors.

Prof. Salazar presented the Committee's work plan including (i) reviewing all the minutes of recent AdCom meetings and drafting the wording of all required amendments and new sections, if any, to the Bylaws and Operating Manual; (ii) reviewing the wording of the Bylaws and Operating Manual and proposing modifications, if needed, in an effort to reduce as much as possible the multiple interpretation situation, eliminate inconsistencies and the like; (iii) trying to complete most of the work well before the 2015 Summer AdCom meeting.

Prof. Salazar then went through the proposed amendments in detail, and they had been circulated to all voting AdCom members near the end of December 2014 (more than 30 days in advance). Dr. Stone noted that the Bylaws require that all the proposed amendments to the Bylaws be circulated to all AdCom members more than 30 days in advance; he and other ex-officio members did not receive a copy. Most of the proposed amendments are to correct obvious wording inconsistencies, numbering mistakes, to delete the mentioning of specific sections in the Operating Manual, to implement name changes as approved by AdCom. All of these proposed changes are summarized in Appendix B.

Motion (Salazar, Stone): AdCom Approves the Mentioned Amendments except Section 10.1 to Bylaws as Presented. Motion Carries Unanimously.

Section 10.1 is concerned with the annual symposium. Since the Joint Meetings Committee, as a subcommittee under AP-S Meetings Committee, is not mentioned/defined in the Bylaws, the relevant text should be amended.

[After Meeting Note: Prof. Jeff Young suggested the following language for the amendment after the AdCom meeting.

The annual symposium may be held jointly with other organizations; the AP-S should be represented on any joint meetings committee by the AP-S Meetings Committee.]

After the presentation, Dr. Ross Stone noted that the Bylaws require that any e-voting records must be attached in the minutes of the next AdCom meeting. In view of the motions approved during the AdCom meetings and to keep the Society's Constitution and Bylaws up to date, Prof. Bob Nevels suggested that such exercise of reviewing the Constitution and Bylaws should go into the Agenda of every AdCom meeting.

Motion (Sarkar, Bird): Approve the Proposal That the Exercise of Reviewing the Society's Constitution and Bylaws Goes to the Agenda of Every AdCom Meeting. Motion Carries Unanimously.

25. *New and Other Businesses* (Roberto Graglia). Prof. Levent Sevgi made a request for \$5000 for establishing the Istanbul AP-S chapter and supporting the chapter activities.

Motion (Sevgi, Sarkar): AdCom Approves a Grant of \$5000 to Support Istanbul AP-S Chapter. Motion Carries Unanimously.

Motion (Graglia, Stone): To Conclude This AdCom Meeting. Motion Carries Unanimously.

The next AdCom meeting will be held on July 19, 2015 in Vancouver.

The Meeting Adjourned at 6:00pm.

Appendix A: 2015/2016 AP-S Technically Co-Sponsored Conferences

January 16, 2015

(All will have proceedings submitted to Xplore except where noted)

Radio Wireless Week, January 25-28, 2015, San Diego, CA, USA

iWAT2015, March 4-6, 2015 (changed from February 25-27), 2015, Seoul, Korea

31st International Review of Progress in Applied Computational Electromagnetics (ACES 2015), March 22-26, 2015, Williamsburg, Virginia, USA

9th European Conference on Antennas and Propagation (EuCAP 2015), April 12-17, 2015, Lisbon, Portugal

1st URSI Atlantic Radio Science Conference (URSI AT-RASC), May 18-25, 2015, Gran Canaria, Canary Islands

4th Asia-Pacific Conference on Antennas and Propagation, June 30 - July 3, 2015, Bali Island, Indonesia

2015 IEEE MTT-S International Microwave Workshop Series on Advanced Materials and Processes for RF and THz Applications (IMWS-AMP 2015), July 1-3, 2015, Suzhou, China

ICEAA-IEEE APWC, September 7-11, 2015 Torino, Italy

Metamaterials 2015, the 9th International Congress on Advanced Electromagnetic Materials in Microwaves and Optics (Metamaterials 2015), September 7-12, 2015, Oxford, UK

2015 IEEE International Conference on Ubiquitous Wireless Broadband (ICUWB), October 4, 2015, in Montreal, QC, Canada

5th International Conference on Wireless Mobile Communication and Healthcare - Transforming Healthcare Through Innovations in Mobile and Wireless Technologies" (Mobihealth 2015), October 14-16, 2015, London, UK; proceedings not submitted to Xplore

6th IEEE International Symposium on Microwave, Antenna, Propagation, and EMC Technologies (MAPE 2015), October 28-30, 2015, Shanghai, China (changed from November 2-6, 2015, Suzhou, China)

2015 LAPC Loughborough Antennas & Propagation Conference, November 2-3, 2015, Loughborough, UK

International Symposium on Antennas and Propagation (ISAP2015), November 9-12, 2015, Hobart, Tasmania, Australia

APMC2015 Asia-Pacific Microwave Conference, December 6-9, 2015, Nanjing, China

Microwave KOnference (MIKON-2016), May 9-11, 2016, Krakow, Poland (in process)

International Radar Symposium (IRS-2016), May 10-12, 2016, Krakow, Poland (in process)

2016 International Symposium on Antennas and Propagation (ISAP2016), October 24-28, 2016, Okinawa, Japan (in process)

APPENDIX B: List of the Proposed Amendments to AP-S Bylaws

B1. Table of Contents

4. 6 ~~Meetings with less than a~~ Quorum

B2. Table of Contents

Section 5 – Elections

5.1 Elections

5.2 Nomination Committee for Elected Society Positions

5.3 Nomination Slate Preparation

5.3.1 Timing

5.3.2 Selection Criteria

5.3.3 Determination of Final Candidate Slate

~~5.4.4~~ 5.3.4 Solicitation of President-Elect and AdCom Candidates (correction needed also in the text)

5.3.5 Nomination by Petition

~~5.4~~ Determination of Final Candidate Slate

~~5.5~~ 5.4 Ballot Specification

....

The rest of Section 5 needs to be renumbered accordingly in both the Table of Contents and in the text.

B3. 5.3.5 Nomination by Petition

For each elective office of the Society, individual voting members eligible to vote in such election may nominate candidates either by a written petition or by majority vote at a nomination meeting of the AdCom, provided such nominations are made at least 28 days before the date of election. For a member to be nominated by petition for an elective office, the individual must be a member of the IEEE AP-S and have signatures of 2 percent of Society members as listed in the official IEEE membership records at the end of the year preceding the election will be required. Signatures can be submitted electronically through the official IEEE society annual election website, or by signing and mailing a paper petition. The name of each member signing the paper petition shall be clearly printed or typed. For identification purposes of signatures on paper petitions, membership numbers or addresses as listed in the official IEEE membership records shall be included. Only signatures submitted electronically through the IEEE society annual elections website or original signatures on paper petitions shall be accepted. Facsimiles, or other copies of the original signature, shall not be accepted. Completed petitions, one nomination only per petition, should be forwarded to the Chair of the Nomination Committee, along with a written statement confirming the nominee(s) willingness to serve at or before **the first day of the Summer**

AdCom Annual—Meeting of the year of the election. AdCom and President-Elect candidates nominated by petition will be so designated on the ballot.

B4. Section 7 – Publications

7.1 General Society Responsibilities

The Society shall sponsor such publications as are recommended by the AdCom. ... program.

7.2 Publications Financially Sponsored by the Society

The Society is the sole financial sponsor of the following publications:

- (a) The IEEE Transactions on Antennas and Propagation will hereinafter be called the *Transactions*;
- (b) The IEEE Antennas and Wireless Propagation Letters will hereinafter be called the *AWPL*;
- (c) The IEEE Antennas and Propagation Magazine will hereinafter be called the *Magazine*;
- (d) The AP-S Electronic Publication will hereinafter be called the *AP-S Website*.

The nomination and selection procedure, the term of service, the *ex-officio* membership in AdCom, and the compensation for the Editor-in-Chief of the *Transactions*, the *AWPL*, the *Magazine*, and the *AP-S Website* are provided in detail in Section 7.2.1.

The duties of the Editor-in-Chief of the *Transactions*, the *AWPL*, the *Magazine*, and the *AP-S Website* are provided in detail in Section 7.2.2.

7.2.1 Editors-in-Chief for Publications

7.2.1.1 Nomination and Selection Procedure

A subcommittee composed of the immediate past President, the President, and the President-Elect, in strong consultation with the Publications Committee (**the function and the composition of the Publications Committee are defined in the Operating Manual Section 2.13 of Operating Manual**) and the outgoing Editor-in-Chief, shall prepare a list of suitable nominees for this Editorship. The individuals on the list will be presented to AdCom in Executive Session and then ranked. The President will solicit the individuals in rank order on the list for the Editorship. The President shall appoint, with approval from the AdCom, the highest-ranked individual who agrees to accept the responsibility.

7.2.1.2 Term of Service

The Editor-in-Chief shall serve for a three-year term and may be reappointed by the President, with the advice and consent of AdCom, for a second term of three years or less, **not to exceed a six-year limit**.

7.2.1.3 *Ex-officio* Membership in AdCom

The Editor-in-Chief, if not an elected member of the AdCom, shall be an *exofficio* member of the AdCom during his/her tenure in that office and for a period to terminate on January 1st not less than one year and not more than two years after the termination of the Editorship.

7.2.1.4 Compensation

The President, with the advice and consent of the AdCom, may set the compensation for the Editor-in-Chief.

7.2.2 Duties of Editors-in-Chief

7.2.2.1 Publication Program

Editors-in-Chief shall be responsible for implementing the publication program defined by the AdCom.

7.2.2.2 Designation of Supporting Positions

In accordance with the ~~guidance of this committee and~~ general IEEE rules ~~and organizations~~, Editors-in-Chief shall designate editors, associate editors, special guest editors, and manuscript reviewers.

B5. 9.4 List of Standing Committees

The following is a list of standing committees organized yearly by the President:

- Awards Committee
- Chapter Activities Committee
- Constitution and Bylaws Committee
- Distinguished Lecturer Committee
- Education Committee
- Fellows Committee
- Finance Committee
- ~~Member and Geographic Activities Committee~~
- ~~Graduates of the Last Decade (GOLD)~~
- ~~History Committee~~
- Institutional Listings Committee
- Industrial Initiatives Committee
- ~~Long-Range Strategic~~ Planning Committee
- Meetings Committee
- Membership Committee
- Member Benefits Committee
- New Technology Directions Committee
- Nominations Committee
- Past Presidents Council
- Publications Committee
- Standards Committees (2)
- ~~Transnational Committee~~
- Technical Committee on Antenna Measurements
- ~~Young Professionals Committee~~

Descriptions of the responsibilities of each of these committees can be found in ~~Section 2 of~~ the Society Operating Manual.

B6. Section 10 – Symposium

10.1 Annual Symposium

The Society will sponsor an Annual Symposium. This symposium will be organized by a local steering committee under the supervision of the ~~Joint~~ Meetings Committee and the AdCom. Details of site selection, operation, policies, and execution of the symposium are provided in ~~Section 2.9.4 of~~ the Operating Manual as well as in ~~the~~ Society's *Meetings Handbook*.