

**IEEE AP-S 2014 Fall AdCom Meeting**

**November 14 and 15, 2014**

**Fitzgerald Room, Conference Center, Antibes Juan-Les-Pins, France**

**Voting AdCom Members in Attendance:** Tapan Sarkar, Roberto Graglia, Danilo Erricolo, Luis Jofre, Christian Pichot, Levent Sevgi, Ahmed Kishk, Scott Tyo, Don McPherson, Silvio Barbin, Trevor Bird, Magdalena Salazar-Palma, Robert Nevels

**Honorary Life AdCom Member in Attendance:** Ross Stone

**AdCom Ex-Officio Members in Attendance:** Zhongxiang Shen, Ben Leung, Ajay Poddar, Makoto Ando

**Newly Elected AdCom Members and Representatives Present:** Michael Jensen, Karu Esselle, Mahta Moghaddam, Magdy Iskander, Vikass Monebhurrn

**AdCom Ex-Officio Member Participating by Teleconference:** Kubilay Sertel

**Voting AdCom Members Excused Absent:** Steve Best, Norma Riley, Gianluca Lazzi, Leena Ukkonen, Dirk Manteuffel

*1. Welcome and Introduction*

The meeting was called to order at 9:15 am by the presiding officer, Tapan Sarkar, President of the AP Society. All members in attendance introduced themselves.

Prof. Christian Pichot, General Chair of the 2014 IEEE Conference on Antenna Measurements and Applications, welcomed the AdCom to Antibes Juan-Les-Pins on behalf of the Conference Organization Committee and gave some highlights of this inaugural conference. The conference is technically and financially sponsored by AP-S and is expecting 200 attendees. There are 3 short courses scheduled on Sunday, Nov. 16, 2014. Three parallel sessions are planned over the three-day conference period from Nov. 17 to 19, 2014.

*2. Approval of Prior Minutes*

**Motion (Salazar, Stone)** Approve the prior minutes as circulated by both email and hardcopy handouts. **Motion Carries Unanimously.**

*3. Discussion of the Meeting Agenda*

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

**Motion (Stone, McPherson):** Approve the circulated agenda. **Motion Carries Unanimously.**

- 4 (a). *Past President's Report* (Trevor Bird). Dr. Bird reported on the 2014 Elections as the Chair of the Nominations Committee. There are 30 nominations received in total this year. Election results are as follows.

President-Elect 2015: Michael Jensen

AdCom Members (2015-2017): Christophe Caloz, Karu Esselle, Mahta Moghaddam, Jamesina Simpson

An AP-S election requires 2 candidates for President-Elect and 8 for AdCom members. AdCom in Feb. asked the Nominations Committee to reduce the number of candidates for their selection to 4 for President-Elect and 16 for AdCom members. To do this, a set of selection criteria was established and each member of the committee selected names of those they would like to see as President-elect or on AdCom based on the criteria. The process used is similar to that used in TAB's Nominations and Appointments Committee. The slate of candidates was presented to AdCom for final selection in July. The Past President Council has recommended explicit definition and publication of the criteria for the Nominations Committee filtering of potential candidates to avoid potential unintended consequences. Candidates who have been nominated several times in the past have become discouraged and a list of criteria may assist development of future nominations. The Past President Council has indicated that it would be willing to be involved in the selection process if required. This year's timeline worked well and, with the election result available in early October, newly elected members have been able to be present at this meeting. Some small modifications to the nomination process are recommended and these will be prepared for consideration in updating the Operations Manual and will be presented in February.

Dr. Ross Stone asked about the percentage of members casting their votes this year. Dr. Bird replied that about 20% members voted, similar to previous years. (Note added later. The actual year's returns were 23.3% and were a slight decrease of 1.2% compared to the 2013 election returns of 24.5%. The IEEE commented that overall this is a great election response rate.)

Dr. Bird also reported on the activities of the Strategy Committee. The committee met on July 5, 2014 and reviewed the Strategic Plan so that it could be kept up-to-date. The Past President Council in July recommended making more use of future directions/initiatives for AP-S to consider the Strategic Plan. Much work may be required by the Committee. Dr. Bird informed the meeting that he was an elected member of the TAB – Nominations and Appointments Committee in 2014 and will remain one for 2015. This TAB committee helps identify nominees to stand for election to certain TAB organizational units, such as TAB Management, TAB Finance, etc. Prof. Bob Nevels asked about the criteria of being the nominees for these TAB units. Dr. Bird replied that they should be past presidents of societies/councils.

- 4 (b). *President's Report* (Tapan Sarkar). President Sarkar reported a few areas of emphasis for 2014. Two new conferences (CAMA and ICCM) were inaugurated. A topical conference on Radio Wireless in Africa will be initiated in 2015. Two new joint journals have been identified and their Letters of Intent were submitted in Aug. 2014. Prof. Sarkar also mentioned that the Society has to be pro-active in capturing the technology trends in order to maintain its leadership. He also suggested to merge the two standards committees (Antenna Standards and Propagation Standards) into one to better interact with other standards organizations.

Prof. Bob Nevels asked whether there is a specific frequency range these two new journals are targeting. Prof. Sarkar replied there is no specific range meaning that the frequency can go from

several Hz to Terahertz. Several committee members also commented that a few topics under these two new journals may have overlap with TAP and journals sponsored by EMBS. The meeting also discussed about the suggestion of merging two Standards committees.

**Motion (Salazar, Pichot): Merge the Antenna Standards Committee and the Propagation Standards Committee into one AP-S Standards Committee. Motion Carries Unanimously.**

Another area of emphasis for 2014 is to partner with other societies (both IEEE and non-IEEE organizations) for joint conferences and initiatives. A working group with MTT-S was established in June 2014 and a second meeting was held in Rome on Oct. 3, 2014. The working group plans to work towards a joint Future Directions Initiative (FDI) on Hardware ("Hardware Initiative") to address the paramount importance of enabling technologies and also to become visible within the FDI context. A joint proposal for additional funds of \$50,000 from the IEEE will be prepared in 2015 and a full FDI proposal in 2016.

Prof. Magdy Iskander enquired whether there is a Memorandum of Understanding (MOU) signed between AP-S and MTT-S for such initiatives. President Sarkar replied there is no MOU signed. However, both President and President-Elect from both societies are involved in the working group. Several members expressed their views of the need of driving such hardware initiatives especially when many initiatives such big data, internet of things, and cloud computing are all software-oriented. Many members also recognized the importance of working with other sister societies within the IEEE and non-IEEE organizations such as URSI and the Optical Society of America.

President Sarkar also reported his membership development drives by traveling to Peru in Region 9, Cambodia, Manila, Hanoi, Brunei, Johor Bahru, Kuching, and Jakarta in South East Asia and Mauritius in Africa.

- 4 (c). *President-Elect's Report* (Roberto Graglia). Prof. Graglia reported his membership development activities in Region 9 with 4 conferences and chapter visits. He also mentioned the meeting with MTT-S on Oct. 3, 2014 during the European Microwave Week in Rome. Prof. Graglia then presented the financial data of the two joint conferences ICEAA 2014 and IEEE APWC 2014 held in Palm Beach, Aruba, in Aug. 2014. The profit to be returned to the IEEE AP Society is EUR 362.21. He also shared with the meeting the statistics of papers included in the proceedings and countries of the corresponding authors. The next edition of ICEAA-IEEE APWC will be held in Torino, Italy, September 7-11, 2015.

Prof. Graglia informed the meeting that he would like to hire an assistant from Jan. 1st to Dec. 31<sup>st</sup>, 2015, when he serves as the President of the Society. The cost for hiring the one-year assistant is \$24,000 including 22% VAT. Dr. Ross Stone mentioned that the IEEE has a VAT number and it may help to save some tax money. Prof. Scott Tyo informed that a budget of \$20,000 was approved by AdCom several years ago for the President to hire an assistant during his/her presidency.

Prof. Graglia expressed his view of establishing uniform term limit policy for the Associate Editors of AP-S journals, especially when all the Editors-in-Chief of all AP-S publications have a maximum of 2 three-year terms limit. He also proposed a new motion to establish the uniform term limit policy. The meeting deliberated the motion and several members were of the view that a one-year term may be too short. After some discussions, the meeting decided that the motion would be tabled to the next day for voting.

Prof. Graglia then shared with the meeting the status of the Magazine EIC transition. Dr. Ross Stone and Prof. Mahta Moghaddam have reached an agreement that all the files would be transferred to Prof. Moghaddam before the end of December 2014.

Prof. Graglia also raised the concern that several articles appeared in both AP Magazine and the Radio Science Bulletin. Dr. Stone mentioned that it is perfectly ok to have such dual-publication because they are aiming at different readers. Furthermore, this is explicitly permitted under IEEE publication policy, and was approved in advance by the AdCom. Prof. Moghaddam suggested that links be provided in the Radio Science Bulletin for interesting papers published in the Magazine, rather than republishing them in the Radio Science Bulletin. Many members also expressed their views regarding the contents, impact factor, and advertisements of the Magazine.

Finally, Prof. Graglia shared with the meeting some statistics of the Magazine, including downloads from the IEEE Xplore, comparison with other magazines in terms of different parameters (cost, advertisement income, number of published pages per year, total citations per year, impact factor, 5-year impact factor, article influence score, immediacy index). Different views were also discussed about how the Magazine could better serve AP-S members.

**The Meeting Adjourned for Lunch Break at 12:30.**

**The Meeting Reconvened after Lunch Break 14:00.**

- 4 (d). *Remarks by President-Elect 2015* (Michael Jensen). Prof. Mike Jensen hopes to build on a strong heritage as AP-S is a successful and vibrant organization with top-tier journals, successful conferences and legacy of service. He also shared with the meeting that the communication society is running tutorials on Antenna Basics. He mentioned a few areas that AP-S may push to realize a bright future: developing new journals and special issues on emerging areas and system/integrative topics, sponsoring conferences that meet needs of worldwide membership, offering professional and modern communication modes, creating educational resources, and securing broadened society involvement. Prof. Jensen hopes that all stakeholders of the AP-S can be well aligned with the agreed-upon strategy. He also welcomed suggestions and ideas from all members.
- 4 (e). *Treasurer's Report* (Don McPherson). Mr. Don McPherson reported ongoing treasurer activities and they included submission of financial reforecasts in April, July and October, attendance of Treasurers training webinars and TAB Finance Committee, evaluation of the Beta version of enhanced IEEE financial reporting tools, submission of 2015 AP-S budget inputs, as well as processing of invoices, expense reports, grants, etc. Some items such as bringing the governing documents into alignment with approved practices and a couple of past directives remain open and may be dealt with in the future.

Mr. McPherson also shared with the meeting that the Finance Committee consists of the following members: Treasurer (Chair), President, President-Elect, Immediate Past President, Immediate past Secretary/Treasurer. The duties of the committee include developing budget priorities, overseeing expenditures, and evaluating spending initiative proposals. 2013 financial results show that AP-S is financially healthy with positive operating net and adequate reserves. He also presented a number of charts and diagrams to give the 2013 and 2014 financial summaries. It is noted that committee budgets have a marked increase in 2013 and continuing support at this level has largely utilized the 50% spending rule. Membership development continues to be funded

under initiatives. The 2015 budget inputs were provided to the IEEE on July 30, 2014 incorporating changes from 2014 based on AdCom approvals.

Prof. Magdy Iskander asked about the spending limit in initiatives. Prof. Scott Tyo clarified that the IEEE allows the Society to spend up to 50% of prior year surplus and 3% of reserves in initiatives. Prof. Tyo also suggested that well-thought proposals should be solicited to fund good initiatives since the Society still has projected \$320,000 surplus for 2014.

**Motion (Tyo, Stone): Approve the 2015 Committee Budgets as Presented. Motion Carries Unanimously.**

Mr. McPherson then reported on the finances of the AP Magazine including major budget items. He also compared a couple of options against the baseline for producing the Magazine though there are variables in the projection. Dr. Ross Stone highlighted that engaging Allen Press is much cheaper than IEEE if publishing the same number of pages.

The meeting then spent some time deliberating the requirements of maintaining 32% profit percentage for AP-S symposium though the IEEE requires 20%. Many AdCom members expressed their views about reducing the profit percentage and how to benefit the symposium participants. A motion was then proposed by Prof. Scott Tyo to request AP-S Meetings Committee to study the financial details, provide the inputs, and put up a proposal so that AdCom can consider this in the next meeting.

**Motion (Tyo, Stone): AdCom requests AP-S Meetings Committee to put up a proposal of reducing the symposium profit percentage from 32% to 20%. Motion Failed (4 Supported, 5 Opposed, and 3 Abstain).**

During the discussions of the above motion, both Prof. Scott Tyo and Prof. Bob Nevels mentioned the need of consulting with URSI before AP-S unilaterally votes the change since the AP-S symposium is normally jointly held with URSI CNC/USNC. Since the above motion did not pass, Dr. Trevor Bird proposed a solution of reducing the profit percentage from 32% to 26% as a less dramatic change.

**Motion (Bird, Graglia): Approve the reduction of the AP-S conference profit percentage from 32% to 26%. Motion Carries (9 Supported, 1 Opposed and 2 Abstain).**

- 4 (f). *Secretary's Report* (Zhongxiang Shen). Dr. Zhongxiang Shen initially thanked a number of people including Treasurer Don McPherson, President Tapan Sarkar, President-Elect Roberto Graglia, Immediate Past Secretary/Treasurer Scott Tyo and Dr. Ross Stone for their help, advice and valuable suggestions. He also reported the activities since July, including preparation the minutes for the Summer AdCom meeting in Memphis, assisting Mr. Don McPherson for the logistic planning of this Fall AdCom meeting in Antibes. In August, he also updated the list of all committee chairs for the AP-S webpage and the front inside-cover page of Transactions on Antennas and Propagation. He also helped to coordinate the e-voting of the Magazine Editor-in-Chief. He has also contacted Prof. Ron Marhefka and Mr. Mike Shields for updating the Award Manuals and AP-S Bylaws.

After the report, Prof. Scott Tyo mentioned that Mr. Mike Shields may be too busy to respond and he also suggested that a new Chair for the Constitution and Bylaws Committee should be appointed.

**The Meeting Adjourned for Coffee Break at 15:45.**

**The Meeting Reconvened after Coffee Break 16:15.**

5. *CAMA'14 Report* (Claire Migliaccio). Prof. Claire Migliaccio, Technical Program Chair of CAMA 2014, initially introduced the composition of the technical program committee for CAMA 2014. She also introduced the special sessions organized during CAMA 2014, which are very important for attracting high-quality presentations and diverse participation. CAMA 2014 received 179 submissions and 159 papers were scheduled for oral presentation. The number of attendees was expected to exceed 200. She also briefly introduced the review process and acceptance policy adopted by this conference. Eight companies confirmed their exhibition at CAMA 2014. Prof. Migliaccio provided the financial details of the conference with an estimated surplus of €9000, which was based on the promised subvention of €7000 from the Provence-Alpes-Cote d'Azur Region. The final amount will be decided after the final reporting to the Region. Finally, she also shared with the meeting the successful points and areas that may be improved in future CAMA conferences.
6. *ICCEM 15 Report* (Tapan Sarkar for Chi-Hou Chan). ICCEM 2015 is the first IEEE AP-S topical meeting on computational electromagnetics, which is fully financed by the AP-S. It will be held in the campus of City University of Hong Kong from February 2 to 5, 2015. The conference venue is conveniently connected to airport and other attraction sites via the Hong Kong MTR system. The conference received 84 papers under regular submission and 60 papers under invited submission. Papers under regular submission were peer-reviewed by 3 reviewers with a maximum average score of 6 and papers with an average score of 3 or below are rejected. The number of papers finally accepted for presentation is 135.

The conference's technical program spans over 3.5 days with keynote speeches and special session for AdCom members scheduled on the first day. Prof. Raj Mittra of the Pennsylvania State University and Prof. Wen Cho Chew of the University of Illinois at Urbana-Champaign are the keynote speakers. There are 9 invited sessions and 14 regular sessions. Only regular submissions are peer-reviewed and eligible for the Best Paper Award. An award committee will be formed in consultation with the TPC Co-Chairs to select two winners for the Best Paper Award (each with \$500). The early bird registration fee is \$650 for IEEE members, which is a bit higher because it includes three lunches, welcome reception, and cruise banquet. There are many choices of quality hotels in Hong Kong catering for different needs of attendees. Beside the technical activities during the conference, attendees may also want to explore other attractions including a one-day trip to Macau.

7. *RADIO 2015* (Vikass Monebhurrn). RADIO International Conference represents Radio and Antenna Days of the Indian Ocean. Prof. Vikass Monebhurrn first introduced the first two editions of RADIO held in 2012 and 2014, respectively. RADIO 2015 will be technically and financially sponsored by the AP-S and will be held in Mauritius from September 21 to 24, 2015. It expects 150-200 participants due to the sponsorship of the AP-S. Prof. Monebhurrn also provided the estimated budget for RADIO 2015, which requires \$25,000 from the Society.

**Motion (Graglia, Pichot): Approve the Requested Budget of \$25k for RADIO 2015.**

Discussions: Prof. Scott Tyo asked about the long-term plan for RADIO and whether this budget of \$25k will be needed for future editions of RADIO. Prof. Monebhurrn replied that the plan is to

well establish the conference with the help and sponsorship of the AP-S and then sustain on its own in the long run. Prof. Sarkar also mentioned that this conference is under Africa initiatives hoping to engage Africa countries and attract Africa participants.

**Motion Carries Unanimously.**

8. *AdCom Composition* (Magdalena Salazar & Bob Nevels). Prof. Magdalena Salazar first shared with the meeting the experience of voting AdCom members in other sister societies. In Communications Society, members in each region vote their AdCom members representing their region. According to Prof. Silvio Barbin, MTT-S also has allocated certain number of AdCom members in certain region, even in some particular countries. Other societies may vote AdCom members based on technical areas. Dr. Ross Stone commented that the composition of current AdCom members fairly well reflects the membership base and the Nominations Committee is doing a very good job. Dr. Trevor Bird said that it would be helpful to have some data and analysis before making any changes. Dr. Stone replied that Dr. Steve Best has the data because this issue had been discussed on a few occasions in the past. The meeting finally decided that Prof. Salazar may work with Dr. Steve Best and prepare a report to be discussed in the Winter AdCom meeting early next year.

- 9 (a). *Chapter Activities Report* (Ajay Poddar). Dr. Ajay Poddar began his presentation with a short introduction of himself. He highlighted the importance of having active chapters and maintaining regular communications with AP-S chapter chairs. He also briefly mentioned the main tasks of the Chapter Coordinator in terms of serving existing chapters, helping to rejuvenate inactive chapters, providing assistance in forming new AP-S chapters, and many more. Dr. Poddar also discussed the steps he may take to improve chapter activities. Finally, he shared with the meeting his ideas about short- and long-term goals, objectives, planning and executing process.

Prof. Ben Leung mentioned that as a Distinguished Lecturer, he tried to contact some chapter chairs to help with their chapter activities, but got no response. Prof. Tapan Sarkar mentioned that some considerations of chapter activities may be made when providing technical and financial support to chapters.

- 9 (b). *Region 9 Initiatives* (Silvio Barbin). Prof. Silvio Barbin reported that since the inception of the Region 9 Initiatives in 2011, several trips were made to Latin America by Profs. Tapan Sarkar, Silvio Barbin, Magdalena Salazar and Roberto Graglia. These efforts have seen a membership rise of approximately 30% in the region along with an increase in the number of chapters from 2 to 5 over this 3-year period. In the most recent Society's review, these efforts were explicitly mentioned. Prof. Barbin then introduced his goals for 2014/2015: establishing new chapters in Ecuador, Chile, Brazil (Minas Gerais) and Mexico; exploring the possibility of forming new chapters in Cordoba (Argentina) and Puno (Peru) in the future; encouraging local volunteers to participate in IEEE activities, which can lead to even more growth in membership and number of chapters in a virtuous circle. He also mentioned some proposed activities such as planned trips to Ecuador, Bolivia, Mexico, and Brazil (Belo Horizonte, Brasilia, and Sao Paulo), delivering of AP Magazines to AP-S members and potential members in Region 9, distribution of promotional IEEE/AP-S materials, and organizing local volunteer groups to promote local meetings and interregional initiatives.

**Motion (Salazar, Tyo): Approve a Budget of \$35k for 2015 to Continue Fostering AP-S Membership Development Initiatives in Region 9. Motion Carries Unanimously.**

**The Meeting Adjourned for the day at 18:00, and reconvened at 8:30 am on Saturday, November 15, 2014.**

- 9 (c). *ASEAN Initiatives Report* (Tapan Sarkar for Monai Krairiksh). Prof. Sarkar first mentioned that Prof. Monai Krairiksh is now the Acting President of King Mongkut's Institute of Technology, Ladkrabang, Thailand. ASEAN consists of ten countries with 583.7 million people. It currently has 214 AP-S members and four joint chapters. The objective of ASEAN initiatives is to increase the number of AP-S members and chapters in the region. In 2012, Prof. Monai Krairiksh visited and gave talks in Malaysia, Indonesia, Laos, and Cambodia. In 2014, Prof. Krairiksh and Prof. Sarkar made a number of trips to Malaysia, Indonesia, Cambodia, Thailand, Vietnam, Philippines, and Brunei through giving technical seminars and membership drive talks. More visits to Brunei, Myanmar, Philippines, and Vietnam may be planned in the near future. The expected outcomes are new AP-S chapters to be established in Indonesia, Malaysia, Philippines, and Vietnam as well as more AP-S members recruited in ASEAN.

**Motion (Stone, Nevels): Approve a Budget of \$15k for 2015 to Continue the ASEAN Initiatives.**

Discussions: Prof. Bob Nevels asked who made all these mentioned trips. Prof. Sarkar replied that both Prof. Krairiksh and he made these trips. Prof. Makoto Ando commented that there are huge potentials in Vietnam.

**Motion Carries Unanimously.**

- 9 (d). *China Initiatives* (Zhongxiang Shen). Prof. Zhongxiang Shen first briefly introduced the background behind China Initiatives. China is a huge country with second-largest land area, largest population of 1.35 billion people, and second-largest GDP of \$9.5 trillion a year. Although it has a large population and more than 1000 graduates in electromagnetics every year, it has only 268 AP-S members and 5 joint chapters including the newly established Shanghai chapter. It is believed that it is extremely important to let the young graduates and engineers know the benefits of joining the IEEE and becoming AP-S members so that we can grow the membership base and establish more chapters in China. Based on this, Prof. Shen urged AP-S officers, AdCom members, past presidents and Distinguished Lecturers (DLs) to visit universities and research institutes in China whenever possible so that more people in China can know the IEEE and AP-S better. He also suggested new AP-S chapters be formed in a few big cities such as Xian, Guangzhou, Wuhan, and others. The immediate plan is to invite AP-S officers and DLs to visit the identified cities by giving technical seminars, organizing workshops/short courses and holding membership drives.

Prof. Magdy Iskander asked about the perception of the IEEE among young graduates and engineers in China. Prof. Scott Tyo mentioned that the IEEE should be perceived by many in China as a society of high technical standard and integrity, as seen from many researchers in China submitting their papers to IEEE journals and conferences. Prof. Magdalena Salazar also enquired about the number of AP-S members in Hong Kong and Macau. It is estimated that Hong Kong has about 70 members and Macau 15 members.



10. *Establishment of Technical Committees* (Tapan Sarkar). Prof. Tapan Sarkar reported the need of establishing Technical Committees within the Society. There are a number of advantages of forming technical committees, such as overseeing technically sponsored conferences, reviewing financially sponsored conferences, suggesting suitable special issues for the Transactions, selecting DLs in the appropriate areas, and also support Future Directions Initiatives. He also provided a list of possible topic names for technical committees though the list may not be exhaustive.

Prof. Sarkar also briefly touched on the review of existing committees. For example, Transnational Committee may be renamed as Geographical Activities Committee to be in line with the IEEE. Committee on Communication and Information Policy may be established.

Most members supported the idea of establishing technical committees within the Society. Prof. Scott Tyo suggested that Technical Committees (TCs) may also work with Regional Representatives for regional initiatives. Prof. Magdy Iskander commented that it is a good idea to set up TCs, and also asked who is going to look after integrated systems and enabling technologies. Prof. Sarkar suggested members to send TC proposals to Trevor Bird, Roberto Graglia, Mike Jensen, Makoto Ando, Bob Nevels, and Magdalena Salazar.

**Motion (Salazar, Bird): Approve the Establishment of Technical Committees. Motion Carries Unanimously.**

11. *Activities Related to Standards* (Vikass Monebhurrn). Prof. Monebhurrn presented a brief overview of current international RF exposure standards activities. Under IEEE Standards Association (SA) Standards Board, the International Committee on Electromagnetic Safety (ICES) is responsible for the development of standards for the safe use of electromagnetic energy in the range of 0 Hz to 300 GHz. As of 31 August 2005, two technical committees (TC95 and TC34) have 150 professionals representing 26 countries.

TC95: Exposure Standards

TC34: Product Standards

Each of the two technical committees has several subcommittees. Under each subcommittee there are a number of working groups. Prof. Monebhurrn is the Chair of WG3 under subcommittee 2: Computational Techniques.

Prof. Monebhurrn then introduced European Committee for Electrotechnical Standardization (CENELEC) and International Electrotechnical Commission (IEC). CENELEC prepares voluntary standards, which help facilitate trade between countries, create new markets, cut compliance costs and support the development of a single European market. IEC is the leading global organization that publishes consensus-based international standards and manages conformity assessment systems for electric and electronic products, systems, and services, collectively known as electrotechnology.

Finally, Prof. Monebhurrn briefly compared the subtle differences between CENELEC, IEC and IEEE standards for the specific absorption rate (SAR) and reference level related to human exposure to electromagnetic fields. He also demonstrated a practical example with measured results for a base-station antenna mounted on a roof-top of a building.

Prof. Bob Nevels commented that this is one very important area that our Society does not know much. Dr. Ross Stone added that there are more representatives in the Standards Committee from industries.

- 12 (a). *LOI for New Journals* (Danilo Erricolo). Prof. Danilo Erricolo provided an update of the status of the new journal: IEEE Journal on Multiscale and Multiphysics Computational Techniques. He also introduced the entire process that started in Nov. 2013. Two Letters of Intent were submitted in Aug. 29, 2014 for the two new journals as a joint effort from AP-S and MTT-S. Responses to comments on both Letters of Intent were prepared in Sept. 2014 for the IEEE TAB meeting in late November 2014. The projected launch year for this new journal is 2016.

Prof. Luis Jofre commented that there was no mention of electromagnetics in the journal title, which appears very broad. Prof. Erricolo responded that it was done intentionally – after many considerations – to emphasize the multiphysics aspects of the journal. Dr. Trevor Bird asked about the next phase of the process. Prof. Erricolo replied that there would be two phases (Phase 1 in Feb. 2015 and Phase 2 in June 2015) after the TAB meeting in late November.

- 12 (b). *Transactions EIC's Report* (Ben Leung). Prof. Ben Leung provided a status report of the IEEE Transactions on Antennas and Propagation. The 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 Dec. 2013 to Nov. 2014, a total of 789 papers were published, which represents a 1% decrease compared to the previous year.

Prof. Leung also presented some statistics about the number of submitted manuscripts. The average number of new submissions per month is 156 and the annual growth rate of all submissions is about 11%. The current acceptance rate is 43.6% based on a moving three-year sample, while it becomes 42.6% based on a moving one-year sample. The average time from submission to first decision is 65 days and the average time from submission to final decision is 139 days. 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. The approved page budget for 2014 is 6700 pages and all the backlog was cleared several months ago. It is expected that the final published pages are around 6600 for 2014. AdCom approved the page budget of 6600 for 2015 in the Summer AdCom meeting in Memphis.

At the moment, the total number of active Associate Editors (AEs) is 43 including 1 Senior Associate Editor. There are two new AEs (Prof. Mohamed H. Bakr and Dr. Goutam Chattopadhyay) who joined this October. In order to recognize the contributions of AEs, Prof. Leung proposed two reward schemes: complimentary AP-S Symposium banquet ticket and waiving over-length page charge (up to 2 pages per year) for each AE. Prof. Leung also presented some calculations to show the estimated budget and maximum cost of these new schemes.

**Motion (Leung, Kishk): Approve Both Reward Schemes as Presented. Motion Carries Unanimously. They will become effective in 2015.**

Finally, Prof. Leung introduced two new special issues of the Transactions: one on Antennas for Satellite Communications (March 2015) and the other on Theory and Applications of Characteristic Modes (July 2016). Prof. Tapan Sarkar asked what mechanism we have for people to express opposing views in the Special Issues. Prof. Leung replied that he would have to trust the professionalism of the appointed Guest Editors. Prof. Scott Tyo also asked about the

acceptance rate of submissions to Special Issues compared to the regular issues. Prof. Leung replied that the acceptance rate for special issues is usually less than 40%.

The meeting then re-considered the motion proposed by Prof. Roberto Graglia about establishing uniform term policy for all the Associate Editors in the previous day. After some deliberations and a change of wording from one-year term to three-year term subject to annual renewal, the meeting was ready to vote on this motion.

**Motion (Graglia, Barbin): The Associate Editors of each journal of the IEEE AP Society have a term limit of three years subject to annual renewal and can be reappointed for a subsequent term not to exceed a 6 years limit. There must be a break of at least one year before a Past Associate Editor serves for a new term of Associate Editorship on the same journal. The EiC can remove any Associate Editor at any time if his/her work does not meet the EiC's standard. Motion Carries Unanimously.**

**The Meeting Adjourned for Coffee Break at 10:30.**

**The Meeting Reconvened after Coffee Break 11:00.**

12 (c). *Magazine EIC's Report* (Ross Stone). The Magazine is doing very well. The October issue was slightly late by about two weeks. The December issue should be ready for printing by the end of the year or beginning of 2015. The rejection rate for feature articles for 2013 is 53%. The latest two-year impact factor of the Magazine is 1.152, the five-year impact factor is 1.501. In 2013, the Magazine had 192,094 downloads, which represented 0.20% of the total downloads on IEEE Xplore. It is ranked 55th among all IEEE publications in downloads and 5th among Magazines, only 2000 downloads behind IEEE *Spectrum*. It was found that 97% of AP-S members read all or most of the Magazine. Many articles have hundreds of downloads; the top articles have over 2,500 downloads. About 60% of all the downloads were the columns. One conclusion can be drawn: a major reason for the Magazine's success is that we have very good material to interest a very wide range of readers.

Dr. Stone discussed how to produce the Magazine through three different models. A comparison of composition costs was made among three models and the model using Allen Press/MK Graphics incurs substantially lower costs. Furthermore, there are a number of additional important considerations: (i) the Society will be able to continue to use the 20+ years of experience of Michele Kelly if we use Allen Press and MK Graphics. This will make a huge difference in the amount of effort required by Prof. Mahta Moghaddam, the new EIC of the Magazine; (ii) the lead time using Allen Press is much shorter than using IEEE; (iii) given the current policies, if we take our production inside the IEEE, from a practical standpoint we will never again be able to take it outside.

Finally, Dr. Stone said that it has been and continues to be a tremendous honor and pleasure to serve the Society as Editor-in-Chief of the Magazine and its predecessor publication. He would deeply appreciate being able to celebrate 30 years in the position with one consideration, which is to continue to receive the publications password to Xplore each year.

**Motion (Nevels, Tyo): AP-S Grants Dr. Ross Stone the Publications Password to Xplore.  
Motion Carries Unanimously.**

On behalf of the Society, President Sarkar thanked Dr. Ross Stone for his exceptional service to the Society over the past 30 years.

- 12 (d). *Electronic Communications* (Kubilay Sertel). Prof. Kubi Sertel reported the current status of AP-S web-site (<http://www.ieeeaps.org>) overhaul through a remote link. He first showed the front page of the current IEEE AP-S webpage and also IEEE Circuits and Systems Society website. He then discussed the progress of developing a new webpage. The idea of developing a new website was discussed at the Memphis AdCom meeting. AP-S President and Web EIC were then tasked with executing the transition to the new website in consultation with the IEEE. Web EIC contacted 4 vendors and received 4 competitive scope of work (SOW) and quotes for the work of the overhaul and 3-year support. Based on a set of selection criteria and sample front pages supplied, it was concluded that Handmade Interactive provided the best value (\$30,000 for the overhaul cost and \$9000 to \$15000 for 3-year support). Prof. Sertel also showed a couple of screenshots of the new AP-S website.

In conclusion, Handmade Interactive was recommended to AP-S President as the new AP-S website developer and the Society is ready to contract Handmade Interactive for the job.

After the presentation, Prof. Magdy Iskander suggested to take a look at Virtual Organization so that many people can upload and download materials to/from the webpage. Prof. Sertel replied that the current version from Handmade Interactive allows anyone to post materials at the new webpage, and agreed to look at Virtual Organization if Prof. Iskander can send him the materials in the near future. Prof. Tapan Sarkar added that it would give 60 days for everyone to review and comment on the design and contents of the new society webpage..

- 12 (e). *New Magazine EIC Report* (Mahta Moghaddam). Prof. Mahta Moghaddam began her presentation with a look at the Magazine scope. It should publish articles that are of a general interest and appeal to a large audience, at different career phases, with different backgrounds, such as review articles, tutorials, surveys, and technology/regulatory/society news etc. It is not aiming at publishing new research and materials suitable for Transactions and Letters. The Magazine may be structured as: (i) Technical contributions including feature articles, special sections, and application notes, (ii) Editorials, (iii) Columns, (iv) News, and (v) Letters to Editor/Opinion. Prof. Moghaddam estimated that the technical contribution would account for 60% of the page count. It may rotate the columns so that the number of columns per issue can be limited to 7~8. She also mentioned that reasonable continuity of current Magazine Staff is desirable though the prevailing term limits should be applied to all Associate Editors. It would be good for the Magazine to have presence in social media.

Prof. Moghaddam then circulated a few samples of other magazines including IEEE Spectrum and IEEE Geoscience and Remote Sensing Magazine. The magazine cover needs attention-grabbing graphics and layout that is easily navigated. It is desired that the contents be readable on smartphones and especially tablets. She then made a comparison of the two quotes from Allen Press and IEEE for editing and creation. She proposed to publish about 100 pages per issue (600 pages per year), which is comparable to similar magazines (MTT, GRS, Spectrum, etc.). Prof. Moghaddam also proposed the model of going with IEEE as it has a number of advantages though Allen Press may charge less for the same number of pages published in a year.

Prof. Moghaddam then talked about the transition plan. It has been agreed that the files will be transferred from Dr. Stone in December 2014. The page budget for 2015 may be larger because there is a backlog of about 37 accepted feature articles. It is hard to predict when the first issue of 2015 can be published, possibly near the end of March 2015. Prof. Moghaddam plans to use ScholarOne Manuscript for submission and review as it is used by TAP, AWPL, and many magazines.

**Motion 1 (Graglia, Stone): Seeking Approval of an \$80k Budget to Fund Editorial Assistant to Be Hired at USC. Motion Carries Unanimously.**

**Motion 2 (Graglia, Salazar): Seeking Approval of Full Publication Support (Creation, Printing, Electronic Support, etc.) for the AP Magazine through IEEE.**

**Steady-state number of pages: 600**

**For 2015, we may need to go with 800-1000 pages to expedite publishing of existing accepted papers.**

Discussions: Dr. Ross Stone respectfully disagreed with Mahta on the advantages associated with the IEEE model. Dr. Stone also warned that once within the IEEE it won't be able to get out.

**Motion 2 Passes (12 Supported and 1 Opposed).**

**The Meeting Adjourned for Lunch Break at 12:30.**

**The Meeting Reconvened after Lunch Break 14:00.**

13. *Report on AP-S Technically Sponsored Conferences* (Ross Stone). Dr. Stone circulated a list of 2014/2015 AP-S technically co-sponsored conferences as handout. The list is also provided in Appendix A. For technically co-sponsored conferences, there is no financial involvement by AP-S. Financially sponsored/co-sponsored conferences are handled by the AP-S Meetings Committee. The proceedings of most of these conferences go onto IEEE Xplore unless indicated otherwise. 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 21 technically co-sponsored conferences in 2014 and 9 such conferences scheduled for 2015 so far. There are 17 countries in which we are technically co-sponsoring conferences with a total of 24 such conferences outside Regions 1-6.

Prof. Magdy Iskander asked the number of such technically sponsored conferences being held in China. Dr. Stone replied that 4-6 such conferences are held in China.

14. Establishment of a New Ad-hoc Committee to Review the Relationship with Other Societies (Tapan Sarkar). Prof. Tapan Sarkar proposed to form a new committee consisting of President, President-Elect, and Immediate Past President to review the relationship with sister societies and other organizations, such as MTT-S, EMC-S, URSI, AMTA, etc. Dr. Trevor Bird said that it would be good to periodically review the relationship with these bodies. Prof. Magdy Iskander mentioned

that EMC-S is willing to work with AP-S. Prof. Scott Tyo suggested that the committee may consist of other people, such as members from the Joint Meetings Committee and the Publications Committee.

In the end, the meeting decided that the new committee would consist of Prof. Christian Pichot, Prof. Silvio Barbin, Prof. Vikass Monebhurn, and Prof. Ahmed Kishk, in addition to President, President-Elect, and Immediate Past President.

**The Meeting Adjourned for Coffee Break at 14:50.**

**The Meeting Reconvened after Coffee Break 15:20.**

15. *IEEE Conferences Committee Report* (Tapan Sarkar). Prof. Tapan Sarkar shared with the meeting the slides from IEEE Conferences Committee. The IEEE Conferences Committee has jurisdiction over all IEEE conferences including 729 financially sponsored conferences and 665 technically co-sponsored conferences in 2011. The committee formulates and recommends actions, strategies, and policies for IEEE conferences. It also provides services for and expertise on running conferences. Administratively, it is a standing committee of TAB and supported by IEEE Meetings, Conferences, and Events (MCE). In 2011, the IEEE derived nearly the same amount of revenue from Conferences as from Periodicals, but the profit margin for conferences is much higher. Over the past few year, the IEEE sees higher growth rate for technically co-sponsored conferences, especially under the geographic units.

Prof. Sarkar also mentioned that the IEEE would pay more attention to conferences for revenue because the revenue from periodicals is expected to drop due to the open access publications. It is therefore more important for the Society to better manage the financially sponsored and technically co-sponsored conferences. He also shared that MCE staff will be there to help volunteers better manage IEEE conferences. For example, services in support of compliance activities are available at no direct cost.

After the presentation, Dr. Ross Stone briefly introduced the process of getting the MOU signed for AP-S technically sponsored conferences. Prof. Mike Jensen commented that AP-S may have a different revenue model from the IEEE because AP-S derives most of the revenues from publications. Dr. Trevor Bird suggested the Society to consider how to better organize the AP-S Meetings Committee so that more and better conferences can be organized by the Society. A motion was then proposed to set up a subcommittee for overseeing international conferences.

**Motion (Bird, Stone): Establish a Subcommittee under AP-S Meetings Committee to Oversee International Conferences. Motion Carries Unanimously.**

16. *AP-S/URSI Summer Symposium Statistics* (Michael Jensen). Prof. Mike Jensen shared with the meeting the statistics of the Society's flagship summer symposium, which was compiled by Prof. Anthony Martin in Feb. 2013. He showed a number of charts about the number of papers submitted, the number of participants registered, changes of the joint registration fee over the years, surplus, award banquet tickets sold, and other information.

After that, AdCom members deliberated the framework under which the AP-S Meetings Committees should be organized as well as the relationship with Joint Meetings Committee. One suggestion was also proposed to have more members in the AP-S Meetings Committee so that it

can include multiple subcommittees overseeing different conferences and meetings. In the end, the meeting decided that Prof. Mike Jensen will work with Prof. Jeff Young, Current Chair of AP-S Meetings Committee, to come up with a proposal that can be considered in the next AdCom meeting.

17. *Revised Minutes for AdCom Meeting Held in February 2013* (Scott Tyo). Because two sections were missing in the previous minutes that AdCom had already approved, Prof. Scott Tyo, Immediate Past Secretary/Treasurer, revised the minutes with the added parts highlighted in red. A motion was then proposed to approve this revised minutes.

**Motion (Stone, Bird):** Approve the Revised Minutes. **Motion Carries Unanimously.**

The revised minutes for AdCom meeting held in February 2013 are attached as Appendix B.

18. *New and Other Businesses* (Tapan Sarkar). Prof. Bob Nevels mentioned that the AP-S International Symposium rejects too few papers, which was criticized by the IEEE and even joked by sister societies. In addition, it reflects badly on the image of AP-S when URSI papers that have only a one-paragraph abstract are included in Xplore. He therefore proposed the following motion.

**Motion (Nevels, Graglia):** The contents going to IEEE Xplore should have uniform double-column format of at least two pages.

Discussions: Dr. Ross Stone informed the meeting that the current requirement for papers submitted to the summer symposium is 2 pages maximum, but has no minimum. Prof. Scott Tyo suggested that a review of the MOU signed with URSI should be conducted before adopting this new standard. Prof. Mike Jensen commented that the previous 4-page single-column format is pretty much the same as the two-page double-column format. Dr. Ross Stone warned that it might be awkward that AP-S passes this motion without informing URSI. Prof. Nevels clarified that URSI can still have the one-page limit format for the summer symposium, but their one-page abstract will not go onto IEEE Xplore, but will go into the conference flashdrive.

**Motion Passes (11 Supported and 1 Opposed)**

Finally, President Sarkar expressed his gratitude to outgoing AdCom members, Prof. Bob Nevels, Prof. Danilo Erricolo, Prof. Luis Jofre, Prof. Christian Pichot, and Dr. Norma Riley.

The next AdCom meeting will be held on Jan. 31 and Feb. 1, 2015, in Hong Kong just before ICCEM 2015.

**The Meeting Adjourned at 6:00pm.**

## **Appendix A: 2014 and Later AP-S Technically Cosponsored Conferences**

November 6, 2014

Updated December 8, 2014

(All conferences have their proceedings going into Xplore unless noted.)

2014 United States National Committee of URSI National Radio Science Meeting (USNC-URSI NRSM 2014), Boulder, Colorado, January 8-11, 2014

iWAT2014: 2014 International Workshop on Antenna Technology: Small Antennas, Novel EM Structures and Materials, and Applications, March 4-6, 2014, Sydney, Australia

30th International Review of Progress in Applied Computational Electromagnetics (ACES2014) Hyatt Regency Jacksonville Riverfront, Jacksonville, Florida, March 23-27, 2014

2014 Communication, Devices, Information and Intelligence Systems (CDIIS 2014), Vidyasagar University, Midnapore, West Bengal, India, March 27-28, 2014; no Xplore

EuCAP2014: European Conference on Antennas and Propagation, April 6-11, 2014, The Hague, Netherlands

2014 Radio and Antenna Days of the Indian Ocean (RADIO2014), Mauritius, April 7-10, 2014; no Xplore

20th International Conference on Microwaves, Radar, and Wireless Communications (MIKON-2014) and the 2014 15th International Radar Symposium (IRS-2014), jointly MIKON/IRS 2014, Lviv, Ukraine, June 16-21, 2014

2014 16th International Symposium on Antenna Technology and Applied Electromagnetics (ANTEM), Victoria, BC, Canada, July 13-17, 2014

Third Asia-Pacific Conference on Antennas and Propagation (APCAP2014), Harbin, China, July 26-28, 2014

2014 Fifth International Conference on Communications and Electronics (ICCE2014), July 30 – August 1, 2014, Da Nang, Vietnam

ICEAA2014 and APWC2014, Aruba, August 3-9, 2014

XXXI General Assembly and Scientific Symposium of the International Union of Radio Science, August 17-23, 2014, Beijing, China

Metamaterials 2014, August 25-30, 2014, Copenhagen, Denmark

International Conference on Mathematical Methods in Electromagnetic Theory MMET\*2014, August 26-28, 2014, Dnipropetrovsk, Ukraine

XIXth International Seminar/Workshop on Direct and Inverse Problems of Electromagnetic and Acoustic Wave Theory (DIPED-2014), Tbilisi, Georgia, September 22-25, 2014

2014 IEEE Benjamin Franklin Symposium on Microwave and Antenna Sub-Systems for Radar, Telecommunications, and Biomedical Applications (BenMAS2014), Philadelphia, PA, September 26, 2014

4th International Conference on Wireless Mobile Communication and Healthcare (MobiHealth), Athens, Greece, November 3-5, 2014



2014 Asia-Pacific Microwave Conference (APMC2014), Sendai, Japan, November 4-7, 2014

2014 Loughborough Antennas and Propagation Conference, November 10-11 2014, Loughborough University, UK

ISAP2014: 2014 International Symposium on Antennas and Propagation, December 2-5, 2014, Kaohsiung 801, Taiwan

2014 IEEE International Microwave Workshop Series on RF and Wireless Technologies for Biomedical and Healthcare Applications (IMWS-BIO2014), London, UK, December 8-10, 2014

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

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

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

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

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

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

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) Oxford, UK, September 7-12, 2015

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

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

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

**Appendix B: Revised Minutes for AP-S AdCom Meeting held in February 2013**

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**AdCom Members In Attendance:** Makoto Ando, Steven Best, Trevor Bird, Magda El Shanawee, Danilo Erricolo, Mike Jensen, Lluís Jofre (by video teleconference), Ahmed Kishk, Gianluca Lazzi, Dirk Manteuffel, Robert Nevels, Christian Pichot, Sudhakar Rao, Norma Riley, Magdalena Salazar, Tapan Sarkar, Ross Stone, Scott Tyo, Leena Ukkonen (by teleconference)

**AdCom Members Excused Absent:** Mike Shields, David Davidson, Levent Sevgi

**Committee Chairs & Representatives Present:** Bertram Arbesser-Rastburg, Silvio Barbin, David Jackson, David Kelley (by Video Teleconference), Stuart Long, Parveen Wahid, Jeff Young

**Guests Present:** Jennifer Bernhard (AP-S Past President), Steve Reising (USNC-URSI Chairman)

1. Introduction, Welcome, and Approval of Agenda, Consent Agenda, and Prior Meeting Minutes (Best, Salazar, Long, Stone, Nevels)

The Meeting was called to order at 12:45 PM with the President presiding. The President welcomed AdCom members and guests and asked those in attendance to introduce themselves.

**1.1. Motion (Stone, Nevels) Convene an executive session on Sunday morning, February 24.  
Motion Carries Unanimously**

Parveen Wahid, the Chair of the 2013 Symposium Steering Committee, welcomed the AdCom members to Orlando and gave a brief introduction to the hotel facilities.

**1.2. Motion (Stone, Nevels) Approve the Consent Agenda. Motion Carries Unanimously**

**1.3. Motion (Stone, Nevels) Approve the minutes of the October 2012 AdCom meeting amended to include the Discussion concerning the procedure for creation of the committee as indicated.**

Salazar: At the October meeting I raised the issue as to whether the Sponsored Meetings Committee could be created as an Ad Hoc committee by the President without AdCom approval.

Best: Notwithstanding the need for future action, my recollection is that after discussion no formal action was taken and the Ad Hoc committee was created.

Stone: It is my sense of the AdCom is that the Bylaws need to be clarified regarding the powers of the president.

**Motion Carries Unanimously**

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**1.4. Motion (Stone, Nevels) Create of the Sponsored Meetings Committee as an AdHoc Committee to oversee the financially and technically cosponsored meetings other than the summer symposium. Over the next two years AdCom will work out the arrangements as to our overall conference oversight shared between the JMC and this new committee.**

Long: We have a meetings committee that is a standing committee of the Society.

Nevels: This responsibility was brought to the JMC and the AP-S Meetings Committee Chair, and he declined that responsibility.

Best: This committee is being set up to deal with all of the issues around technically and financially cosponsored meetings.

Salazar: Other societies (like MTT) have one committee to oversee IMS, and another committee to oversee the other conferences.

Long: Any time that we have had a meeting that was AP only.

Barbin: The IMS committee reports to the MTT Conference committee

**Motion Carries Unanimously**

**2. Past President's Report (Best)**

Dr. Best expressed his gratitude to all of AdCom for their support and participation. He indicated it was a pleasure and honor to serve the Society as President in 2012. He reiterated his goal as President was to focus on what we as a society can do for our membership. We have done a lot with money, including increasing student travel grants, sponsorship of conferences, expanding the DL program, Expert Now, webinars, and social networking. Specifically, our summer symposium should be THE go-to meeting for antennas and propagation globally.

The Past President attended several meetings representing the society. He attended iWAT 2012 (Financially cosponsored), EuCAP 2012 (Technically cosponsored), and the summer symposium under MITRE funding and attended Indian Antennas Week (Financially), APCAP (technically), ICEAA/APWC (Technically/financially), ISAPE (technically), and ISAP (technically) under AP-S funding.

Several important TAB issues arose during his term. These include changes to the acquisition fees for conference papers on IEEEExplore, the creation of the *IEEE Access* open access publication, fake conferences, and low society membership rates (Institute-wide).

Looking forward, the Society needs to develop an updated strategic plan. We will continue to consider the creation of a new journal for serving applied electromagnetics. We should consider a fall AdCom meeting. We will address our membership fee model at this meeting. The Sponsored Meetings Committee was established (and ratified by AdCom earlier in this meeting). Finally, issues around travel oversight will be dealt with by the reconstituted Finance Committee as will be outlined by the President.

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### 3. President's Report (Bird)

As President-Elect, I attended APMC in December 2012. MTT considers this conference to be one of "their events," but that feeling is not necessarily shared by all organizers.

There have been several chapters formed so far in 2013 including the ISCTE University Institute of Lisbon Stud. Branch (MTT/AP/ED), The Siberia MTT/AP/AES/C Joint Chapter, the University of Indonesia Student Chapter (AP), the Thiagarajar College Of Engineering-Madurai Student Chapter (AP), and La Universidad Nacional Mayor de San Marcos Student Chapter (AP).

The President attended the TAB Meeting Series in Austin, TX from February 12 – 18. Ross Stone was elected as the Division IV Representative to the Publications Committee and Tapan Sarkar was elected as the Division IV Representative to the Products and Services Committee. The IEEE is identifying several new initiatives, including life sciences (more later), and Society reviews are to focus more on such future plans than on the past. The IEEE is beginning to see publications revenue flattening, and conferences are being seen as the next revenue stream to develop. Technically co-sponsored conferences are growing at a faster rate (>20%) than financially co-sponsored ones (10%). Many within IEEE see this as a potentially bad trend. The new open access megajournal is in place, and the Photonics Journal has seen a large increase in submissions since their OA-only policy was introduced. The impact of OA as a whole on the Institute's publications is still an open question. Cross-check is now available to conferences at no charge, and it will become mandatory by 2016. The IEEE is adopting "engineering measures" to counter various misuses of citations and impact factor (more on this later). IEEE is currently fiscally healthy, and assures us that the budgeting process will be more transparent.

The President has made several appointments to committee chairs and representatives.:

The following individuals have been appointed to three-year terms:

- Susan Hagness – Fellows (appointed in conjunction with the Awards & Fellows Chair Christodoulou)
- David Jackson – reappointed as Distinguished Lecturer Committee Chair
- Zhongxiang Shen – reappointed as Chapter Activities Coordinator
- Michael Francis – reappointed as Antenna Standards Committee Chair. Will be seeking a replacement at the end of this term.
- David Thiel – reappointed as Wave Propagation Standards Committee Chair. Will be seeking a replacement at the end of this term.

The following individuals have been reappointed to 1-year terms:

- Parveen Wahid – Women in Electromagnetics
- Rick Ziolkowski – Nanotechnology Council Representative
- Bertram Arbesser-Rastburg – Region 8 Representative

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Appointment of the new Editors-in-Chief for the Transactions & AWPL need to be done this year.

There are several items that we will discuss this weekend concerning the path forward. These include the Society Review, Development of the Society Strategic Plan, Development of a Society Operational Plan, the Initiation of a new journal, the creation of new chapters and the expansion of chapter support, the revitalization of several committees, and potential changes to the AdCom structure.

The Society review is due this year. We have received no communications about any aspect of this from the IEEE. We are expecting a publications review in June and an operations review in November. We will need to develop a Strategic Plan for the November review. The President will work with a small group (Past President, President-elect, + 2 others) to draft the initial plan for presentation to AdCom in the first half of the year. The operations plan will follow from this strategic plan document.

There are several committees that need to be reinvigorated. The Finance Committee has languished and needs to be repopulated and charged with several responsibilities including travel oversight, disposition of the society reserves, the budgeting process, initiative spending, etc. The History Committee is currently an Ad Hoc committee and needs to be converted to a standing committee. A new chair needs to be identified. The Future Technology Directions Committee could be renamed the Future Directions Committee and aligned with the IEEE committee of the same name. Dan Sievenpiper has expressed willingness to assume this expanded role so long as the committee is expanded. The C&B Committee should be directed to make appropriate changes to the governing documents. The role of the Trans-national committee is unclear, and the committee is currently unpopulated.

The IEEE has created a new Life Sciences Initiative. The purpose of the initiative is to establish IEEE brand recognition within Life Sciences. This is a developing field with grand challenges such as personalized medicine. This is an intermediate step towards the creation of a new Life Sciences Council. The advantages for AP-S involvement include the ability to attract people who don't normally publish in our journals to do so, the ability to attract people to our Society and the IEEE, and the ability to develop a community of interest within our Society. We have options including doing nothing and appointing an AP-S Representative for Life Sciences. A potential further step is to contribute \$15k per year to the initiative for three years starting in 2014.

**3.1. Motion (Nevels, Stone) Form the AP-S History Committee as a Standing Committee and add the committee to the Bylaws and a description of its duties to the Operating Manual.**

Salazar has been selected as the chair.

**Motion Carries Unanimously**

**4. President-Elect's Report (Sarkar)**

The President-elect would like to thank everyone who voted for him for President-Elect. He would like to suggest that the society elections occur earlier so that the successful candidates could be introduced earlier. Since over 50% of the AdCom members are from Region 8, we should consider having an

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AdCom meeting in Region 8. The Region 9 Representative, in cooperation with Sarkar and Salazar has undertaken a series of presentations in Region 9. Following from these efforts there was a 20% increase in Region 9 AP-S membership. The goal for 2013 is to establish chapters in Brazil, Argentina, and Peru.

#### 5. Financial Report (Tyo)

Early-release FM13 data indicate that AP-S exceeded \$4M in operational revenue in 2012 for the first time. Coupled with the \$3.6M in operational expenses there is an initial operating surplus of \$393k. 2012 saw an increase of \$532k in Society reserves, which just about offset the \$576k loss in reserves in 2011. Overall there is a preliminary increase in Society reserves of \$926k at the end of 2012 over the beginning. The largest sources of revenue are:

- Conferences generated \$1.6M of revenue including \$550k from conference publications and \$1.05M from operations.
- The Transactions generated \$1.5M of revenue including approximately \$1.1M in revenue distributions from IEEEExplore and \$160K in mandatory over-length page charges.
- Preliminarily the AWPL generated \$435k of revenue, but this only included \$55k of page charges. This is a marked decrease from previous years, and is suspected to be in error. We are investigating with the IEEE.
- The Magazine generated \$490k of revenue, including \$145 in Society dues, \$125k of advertising, and the balance from subscriptions revenue.

The largest expense items were:

- \$752K Charge for administrative expenses by the IEEE. This is approximately 24% of society operational expenses.
- \$862K in production and distribution expenses for the Transactions
- \$821K in conference operational expenses. Note that this does not include the 2012 Chicago symposium, which has not closed yet.
- \$454K in production and distribution expenses for the Magazine. Note that the Magazine had a small net surplus, in part because all Society membership dues are credited as Magazine income.
- \$365K in committee expenses. This represents a marked increase over previous years due to significant expansions in the DL Program, Membership Development, and conference support that have been passed recently by AdCom.
- AWPL had \$316K in production and distribution expenses. Note that the AWPL was revenue positive for the first time *without page charges*, which is a significant milestone for the letters.

The largest surplus generating items (revenues less expenses) were the Transactions (\$621K), conference publications (\$550k), AWPL (\$119k, with the possibility of significantly more if the page charges are in error), and meetings (\$230k).

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For 2013 we have a budgeted surplus of \$609K on \$4.25M of revenue. It is worth noting that the IEEE budgets revenues extremely conservatively, and we do not find out about the increases in revenue until very late in the year or possibly even after the year is over. For this reason, we need to start developing a set of expenditure initiatives that we can implement quickly either at the end of the year when the surplus is becoming clear or early in the following year under the 50% rule. The 2013 committee budgets are included in Appendix 1. The 2014 budgeting process is just about to begin, and we need to approve and significant changes in committee budgets now in order to get them into the 2014 budget with the IEEE. At this time AdCom needs to approve the budgets in Table 1:

**Table 1: Proposed 2014 Committee Budgets**

<b>President's Office</b>	\$40k (\$20k for an assistant, \$20k for travel)
<b>AdCom Office</b>	\$50k (including travel to the winter AdCom meeting and funding for a potential third AdCom meeting)
<b>Magazine Editorial Expenses</b>	\$95k (\$65k in production, \$30k in editorial office)
<b>Distinguished Lecturer Program</b>	\$100k (Continuation of 2012 changed policy)
<b>New Conferences Support Fund</b>	\$40k (To be split between conference support and DL-to-conference program)

**5.1. Motion (Stone, Salazar) Approve the committee budgets in Table 1 for 2014. Motion Carries Unanimously.**

In addition we will address the membership development initiatives tomorrow.

**6. Publications Committee Report and Brief EiC reports (Bird)**

*Transactions (Jensen)* The approved page budget for 2013 is 5800, but it is likely that the actual number will be closer to 6300.

*AWPL (Lazzi)* The Letters continue to grow at over 10% per year. There were exactly 1800 pages published in 2012.

*Magazine (Stone)* The Magazine is back on schedule.

The 2014 page budgets and non-member subscription rates need to be set at this AdCom meeting. The proposed 2014 page budgets are listed in Table 2.

<b>Transactions</b>	6000
<b>Letters</b>	1900
<b>Magazine</b>	1725 Editorial, 1800 Total



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**6.1. Motion (Seconded from Pubs Committee) Approve page budgets in Table 2 and set the non-member subscription rates at the level recommended by IEEE Publications. Motion carries unanimously**

Over the past couple of AdCom meetings the topic of starting a new journal has been brought up. The Publications Committee continues to mature the concepts, and is starting to coalesce on a proposal. The journal will be an “Applications” journal, and a basic proposal has been circulated to AdCom and is included as Appendix 2. The emphasis will be on quality & novel demonstration of previously published methods for antenna applications, antenna measurements, and numerical methods. Papers will be subject to our usual AP review standards. The journal will likely be hybrid open access. A possible title would be something along the lines of “Selected (or Journal in) Topics in Applied Electromagnetics” (STAEm). The aim is for a rapid review and publication journal.

Riley: Why a new journal, and have we considered any unintended consequences on our existing publications?

Bird: One thing that instigated was the pressure that the current publications are under with submissions. There will several proposals for what to do, including splitting a given pub, separating new publications. The feeling was that it could reduce the load and provide a focus for some topics in the center of our interest area especially measurements and computer methods. We have competitors in those areas, and without bringing out a specific CAD journal, this was a way to address that field as well.

Best: TO be clear, the motivation for the new journal was not due to pressure on the existing publications, but rather to address under-served topical areas.

Riley: Is there the possibility that we will see industry papers go to the new journal and academic papers go to the Transactions?

Jensen: This presupposes that applications are the purview of industry. One of the reasons that our society has been so popular is because we are applied already. Antenna design is a fairly applied field. Much of the university work is very applied research.

Bird: The editors work as a team, and we can adjust accordingly.

The AdCom will need to decide soon how to proceed on this and whether a specific proposal is warranted for approval. We will discuss this more tomorrow.

**7. Constitution & Bylaws Committee Report (Tyo for Shields, Best, Salazar)**

Several changes to the Bylaws and Operating Manual were approved at the AdCom meeting in October and were included with the October minutes. They will be published in the Magazine according to policy.

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At the October AdCom meeting other changes to the Bylaws were approved in principle and are now being brought forward for formal approval. The first set of changes concerns the descriptions of the Editors-in-Chief as outlined in Appendix 3. The second set of changes concerns the new nominations procedures as outlined in Appendix 4.

**7.1. Motion (Seconded from C&B Committee) Approve the Bylaws changes outlined in Appendix 3 concerning the Editors-in-Chief.**

**Motion (Stone, Salazar) Amend nominations procedure for the Magazine EiC to include the same language concerning the search process as is included in the other three publications. Motion Approved Unanimously.**

**Motion Carries Unanimously**

**7.2. Motion (Seconded from JMC) Approve the changes to the Bylaws concerning nomination procedures as outlined in Appendix 4. The motion carries unanimously.**

**8. Report from the 2013 Symposium Steering Committee (Wahid)**

The conference will have 15 parallel sessions Monday through Friday. There will be exhibits on three days (Tuesday through Thursday), and there will be posters on Monday through Thursday. The Committee has started working on getting sponsorship, there are already committed one Gold and two Silver sponsors, as well as a couple of other smaller sponsors. Some exhibitors have already signed up for space. The committee will put out information for the attendees about restaurants, etc. The committee is planning a conference reception on Tuesday at Epcot Center. The WiEM reception will be on Monday evening, and the awards Banquet will occur on Wednesday. The Student Paper Contest Finals will be held between 3:30 and 5:00 on Tuesday afternoon. The hotel reservation link is live now. Breakfast will be provided.

**9. Report from the Joint Meetings Committee (Jeff Young)**

The current membership of the JMC is:

- AP-S: Jeff Young (Chair), Anthony Martin, Stuart Long, Allan Schell
- URSI: Ross Stone, Danilo Erricolo, Bill Davis, Amir Zaghloul

Conference planning is well on course, with the following chairs and venues identified:

- 2014 – Atef Elsherbeni (Memphis, TN)
- 2015 – Lot Shafai (Vancouver, BC)
- 2016 – Scott Tyo (Puerto Rico)
- 2017 – Dan Sievenpiper (San Diego, CA)

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- 2018 – Steve Best (TBD)
- 2019 – John Papapolymerou (Atlanta, GA)

The IEEE is currently paying an acquisition fee of \$25 per paper to the summer symposium for each paper that goes on Xplore. This is being continued effective 2014. This represents a loss of approximately \$30,000 in revenue to the conference committees, threatening the mandated surplus and potentially cutting into conference offerings.

**9.1. Motion (Seconded from JMC) Beginning in 2014 the Society pay the summer symposium an acquisition fee of \$25 per AP-S paper uploaded to IEEE Xplore.**

**Motion Carries Unanimously**

Bird: AdCom should be made aware the Jeff Young was reappointed to a three-year term as the chair of the JMC.

**10. Region 8 Report (Arbesser-Rastburg and Manteuffel)**

The EurAAP BoD would like to make a statement of gratitude to the AP-S AdCom and the AP-S President for their strong support on the trademark issue concerning EuCAP. Apart from AP-S also the IET provided support. Convey the greetings of Mosig.

Bird: I would like to convey thanks to EuCAP for allowing us a room at the conference for the AP Chapter Chairs meeting.

**11. Chapter Chair Budget Increase Request (Tyo for Shen)**

Two funding issues have been forwarded by the Chapter Activities Coordinator that need AdCom attention. The first is the funding request from the Kolkata chapter to support IAW and AEMC in 2013. This request has been forwarded to Ross Stone for the Sponsored Meetings Committee to vet. The second is around the travel grant program for chapter chairs. The current practice is to award up to five grants for chapter chairs to attend the summer symposium. The grant pays \$1950 + the registration fee. The proposal is to increase the number of travel grants from five to fifteen. Ten of these would be used to attend the summer symposium, and five would be used to allow chapter chairs to attend a regional conference. To partially offset the increase, the ten coming to the summer symposium would no longer include the conference registration fee.

Budget:

- Current:  $5 * (\$1950 + \$600) = \$12,850$
- Proposed:  $10 * \$1950 + 5 * \$1000 = \$24,500$  (increase of \$11,650 on 2013 budget)

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**Motion (Stone, Riley) Increase the chapter chair travel grants as proposed with the proviso that the “Regional Meetings” be those that include a chapter chairs meeting and that those attending the summer symposium be encouraged to attend AdCom as ex officio members. Motion carries unanimously.**

12. Sponsored Conferences Committee (Stone)

A list of AP-sponsored conferences with MoUs in place for 2013 is included in Appendix 5. Except as noted, all conferences in the list are only technically cosponsored. Except as indicated, the papers from all of these conferences go onto Xplore under the AP-S umbrella.

There are many benefits to sponsorship including:

- Publicity for the Society’s involvement
- Direct and substantial AP-S involvement in the technical program
- Cooperation with conferences that wish to remain independent and that might otherwise develop a competitive relationship with the Society
- Direct financial benefit due to Xplore downloads

13. 2012 Elections Report (Salazar)

AdCom began the electronic voting process in the Summer 2008 meeting for the 2008 election. Participation increased from 10.43% in 2007 to 19.65% in 2008. The process was refined and streamlined, and the participation has continually increased (with a blip in 2009). We seem to be stabilizing near 30% participation with our current system.

- 2007 – 10.43%
- 2008 – 19.65%
- 2009 – 15.64%
- 2010 – 22.69%
- 2011 – 27.94%
- 2012 – 28.06%

This years results were that Tapan K. Sarkar was elected as President. Ahmed Kishk from Region 7 and Dirk Manteuffel, Levent Sevgi, and Leena Ukkonen (Region 8) were elected to three-year terms on AdCom.

One issue that has emerged in the post election analysis is the disparity in participation between Regions 1 – 6 (US) and the rest of the world. In 2012, participation was between 31 and 35 percent for all regions except for Regions 1 – 6, where participation was only 21.5%. This may have been reflected in the fact that no AdCom members from the US were elected. This is an issue that we may choose to address.

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14. Proposal from the Awards Committee (Bernhard for Christodoulou)

The awards committee has been discussing the creation of a new award: “IEEE Harrington-Mittra Award in Computational Electromagnetics.” This award was proposed by former students, colleagues and friends of Roger F. Harrington and Raj Mittra, with donated funds in the amount of \$25,000 to the IEEE Foundation, to establish the award in honor and recognition of Roger F. Harrington and Raj Mittra for their extensive contributions to the field of Computational Electromagnetics.

The purpose of this award is to recognize the past technical accomplishments and future potential of an outstanding contributor to the area of Computational Electromagnetics. In order to be eligible, the recipient must be a member of the IEEE in good standing, and the prize will consist of a plaque and a monetary prize/honorarium of \$1000. Nominations are sought through a publication of the solicitation notice in the IEEE Antennas and Propagation Magazine and through IEEE Antennas and Propagation Society web site. Factors to be considered for evaluation of nominees include a letter of nomination, two additional letters of reference, and a resume/curriculum vitae that demonstrates a strong record of prior accomplishments and future potential. Accomplishments and markers of future potential may include but are not limited to, noteworthy contributions to publications in leading journals, such as the Transactions of Antennas and Propagation and Radio Science.

The AdCom noted that the current IEEE Foundation Standard for a perpetual award is \$30,000. A question was raised as to whether Prof. Harrington had been contacted to determine his feelings about the prize. Indications from the Awards Committee Chair were that he had not yet been contacted. No further action was taken.

15. Distinguished Lecturer Program (Jackson)

The current membership of the DLP Committee includes Jennifer Bernhard, David R. Jackson (Chair), Peter de Maagt, Prabhakar Pathak, Norma Riley, Magdalena Salazar Palma, Zhongxiang Shen (Chapter Activities Coordinator), Ross Stone, and Jeff Young. Norma Riley is the newest addition to the committee. The purposes of the DLP committee are to oversee the DLP operations, update the DLP information on the AP-S website, maintain the DLP Handbook, update the AP-S Society on the DLP, discuss various issues and recommend policies, and to elect new DLs.

Two outgoing DLs that have completed their terms are Marta Martinez and Roberto Graglia. There are three new DLs beginning their terms in 2013, Mats Gustafsson, Ahmed Kishk, and Ari Sihvola. There were 15 active DLs in 2012, and there are 16 active DLs in 2013. Ed Miller has been elected as a new DL for the 2014 – 2016 term. There are eight DLs completing their terms in 2013, and we need suggestions for new DLs. The DLP is beginning to work with the Chapter Activity Coordinator to alert chapter chairs about plans for a DL coming into their region. This would potentially enable multiple visits from a single DL, broadening participation and leveraging funds. In 2012 there were a total of 105 DL presentations from the 15 active DLs. These were distributed as

- Regions 1-6 (U.S.): 31

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- Region 7 (Canada): 15
- Region 8 (Africa, Europe, Middle East): 28
- Region 9 (Latin America): 5
- Region 10 (Asia, Pacific): 26

The meeting was adjourned for the day at 6pm. The meeting reconvened in Executive Session at 8:30 am on February 24.

16. Discussion of Membership Fee Model (Stone)

For decades the Society membership has been \$24, which included all publications including the print version of the magazine. In 2011, the IEEE instructed all Societies to develop a \$15 membership fee model, then withdrew the initiative. The Society went ahead with a \$15 membership fee that included only the electronic version of the Magazine. This decision created the unintended consequence that Life Members were required to pay \$9 in 2013 if they wanted the print magazine. This is because Life Members receive the *lowest membership level available*, and the IEEE did not have a mechanism in place allowing us to give life members the \$24 membership. We became aware of this only after the IEEE had sent out renewal notices to the life members. If we lower the Society membership fee to \$15 for everyone including the magazine, the problem is alleviated and all members benefit.

**Motion (Stone, Sarkar) Membership fees for 2014 are \$15 and include the magazine in print. Motion Carries Unanimously.**

17. Special Initiatives Solicitation Process (Tyo)

IEEE Allows us to spend up to 50% of prior year surplus or up to 3% of reserves in “initiatives.” Much of our recent budget increases have fallen under initiatives, including Region 9 development, new conference support, and DL budget increases. We need to have a list of initiatives that are ready to go so we can execute them as the forecasts come in.

We have seen a number of “Random” initiative requests coming in with no particular coordination. These include chapter initiatives that exceed the Chapter Activities Coordinator’s authority and need AdCom approval, membership development initiatives, and educational initiatives (especially from India). We currently have no program in place to solicit such proposals, and we have no organized review system in place to prioritize them and follow up.

The Society Treasurer proposes that the AdCom have two solicitations annually for “Special Initiative Requests” that go out to the membership on or about January 1 and June 1 each year. The call will be publicized in the Magazine and on the Website. The primary target would be chapters, but initiatives from other membership sources would be equally considered. Proposals would be evaluated by the Finance Committee for merit and ranked with recommendations based on available surplus funds. The Ranked lists presented to AdCom in February and July for approval delegating authority to the Finance Committee for execution as funds are available. Initiatives approved in February would be funded out

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of prior year's surplus, and initiatives approved in July would be funded out of current-year projected surplus. Funded initiatives required to report back to the committee, and these reports will be summarized to AdCom.

The new policy would be archived in the Operating Manual under the Finance Committee.

Bird: We should align the initiative process as much as possible with the Strategic Plan.

El Shenawee: Should there be caps? Tyo: I don't think there is a need for caps, but there will be guidelines to the proposers.

**Motion (Stone,Nevels) Charge the treasurer with initiating this plan. Motion Carries Unanimously.**

18. Membership Development Initiatives (Tyo)

We have funded \$15,000 in 2012 and \$25,000 in 2013 for membership development initiatives. As of now, this funding is not in our budget, it is instead being funded as part of the initiatives process. I would propose that we pass a membership development budget so that we can include it in the 2014 budget, then deal with how to specifically spend it later in the year.

**Motion (Stone, Sarkar) Approve a budget of \$100,000 in 2014 for membership development. Motion Carries unanimously.**

19. Powers of the Society President (Best)

**Motion (Best,Stone) That the President has the authority to create an Ad Hoc Committee and report the creation at the next meeting of AdCom and that the Bylaws be amended to indicate such. The Motion Carries.**

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**Addendum to the Minutes Concerning Electronic Business**

On March 11, 2013, the Constitution and Bylaws Committee proposed the following motion to AdCom:

**Amend paragraph 2.1.1.1.6. of the Society Operating Manual as follows (amendment indicated in bold):**

**2.1.1.1.6 Lot Shafai Mid-Career Distinguished Achievement Award**

This award recognizes the past technical accomplishments and future potential of an outstanding woman of mid-career status in the field of antennas and propagation. Eligible nominees consists of women members of the IEEE, less than 41 years of age on December 31 preceding the year of nomination, whose prior technical accomplishments and future potential earmark them as current and future leaders in the field of antennas and propagation, as well as role models for future generations of women in the field. The award consists of a plaque and a monetary prize/honorarium of \$1000. This award was proposed by the family of Lot Shafai, represented by his wife Joanne Therrien and his daughter Leili Shafai, with donated funds in the amount of \$30,000, in honor and recognition of Prof. Lotfollah Shafai's receipt of the 2011 Killam Prize in Engineering, and in support of outstanding mid-career women engineers in the field of antennas and propagation.

**If requested by the awardee at least 60 days in advance, the AdCom may grant expense reimbursement for travel to and at the symposium for the awardee and one guest. The travel expenses must conform to IEEE and AP-S rules which include a limit of \$25 / meal, coach airfare, and travel no more than 1 day in advance of the meeting and 1 day after the end of the meeting. The expense reimbursement request must be submitted on an IEEE expense report form with accompanying receipts for airfare and hotel.**

*Discussion*

A discussion ensued on the IEEE AP-S Blog Site, and the general theme of the discussion was opposed to making this change just for the Shafai Award. In light of this discussion the motion was withdrawn.

**MOTION WITHDRAWN**

**MOTION (Shields, Tyo): AP-S agree to cover round trip airfare for the Shafai award recipient and one guest if necessary for 2013 only in agreement with what is published in the IEEE TAB Awards and Recognition Manual approved and published by TAB. Full details of the permanent policy concerning travel support for this award and other AP-S awards will be taken up at the next AdCom meeting.**

AdCom members voting in favor of the motion: Ando, Best, Bird, Davidson, El-Shenawee, Jofre, Manteuffel, Sarkar, Shields, Ukkonen (Note, the President cast his vote when the original vote



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count was 9 in favor. An additional vote came in subsequent to the President casting the deciding vote).

AdCom members voting against the motion: Erricolo, Rao

AdCom members abstaining: None

AdCom members not voting: Kishk, Nevels, Pichot, Salazar, Sevgi

On April 15, 2013, the Awards Committee forwarded the following seconded motion to the AdCom for approval:

**Motion (seconded from Awards Committee) Approve the creation of the Harrington-Mittra Award in Computational Electromagnetics**

AdCom members voting in favor of the motion (12): Ando, Bird, Davidson, Erricolo, Jofre, Sevgi, Ukkonen, Nevels, Pichot, Rao, Riley, Shields

AdCom members voting against the motion: None

AdCom members Abstaining: None

AdCom members not voting (6): Kishk, Manteuffel, Best, El-Shenawee, Salazar-Palma, Sarkar

On May 6, 2013, the subcommittee charged with creating a list of nominees for the next Editor-in-Chief of the Transactions forwarded the name of Kwok (Ben) Leung from the City University of Hong Kong as the only nominee. The matter was referred to AdCom for approval as outlined in the Bylaws.

AdCom Members voting for Ben Leung as their first choice for EiC: Ando, Best, Bird, Davidson, Erricolo, Manteuffel, Nevels, Pichot, Rao, Riley, Salazar, Sarkar

AdCom members voting for someone other than Ben Leung as first choice: none

AdCom members abstaining: none

AdCom members not voting: El-Shenawee, Jofre, Kishk, Sevgi, Ukkonen