IEEE AP-S 2017 Summer AdCom Meeting
10:00-18:00, Sunday, July 9, 2017
Manchester Grand Hyatt Hotel, San Diego, California, USA
Room: Coronado Ballroom, Section A


Honorary Life AdCom Member in Attendance: Ross Stone

AdCom Ex-Officio Members in Attendance: Danilo Erricolo, Yang Hao, Christophe Fumeaux, Dave Kelley, Karl Warnick, Stuart Long, Magdy Iskander, Lars Foged, Vikass Monebhurrun, Christian Pichot, Ajay Poddar, Magdalena Salazar-Palma, Ted Simpson, Peter de Maagt, Dave Michelson

Representatives and Past Presidents in Attendance: J. C. Chiao, Jennifer Bernhard, Yahya Rahmat-Samii, John Volakis, Yahia Antar, Koichi Ito, Bob Nevels, Charles Rhoads

1. Introduction

The meeting was called to order at 10:10 am by the presiding officer, Prof. Ahmed Kishk, 2017 President of the IEEE AP Society.

All members in attendance introduced themselves.

2. Approval of Prior Minutes and Consent Agenda (Zhongxiang Shen)

The minutes of the Winter AdCom meeting held in Kumamoto, Japan, in March 2017, and the documents under Consent Agenda were emailed to all members beforehand. Hardcopies of the minutes were also distributed to all attendees.

Motion (Stone, Bird): Approve the Minutes of the 2017 Winter AdCom Meeting and Consent Agenda of This Summer AdCom Meeting as Circulated by Both Email and Hardcopy Handouts. Motion Carries Unanimously.

3. Discussion of the Meeting Agenda and Overriding Issues (Ahmed Kishk)

The meeting agenda was circulated to all AdCom members by email several weeks before the meeting. Hardcopies of the meeting agenda were also distributed to all in presence. Prof. Ahmed Kishk highlighted a few minor changes in the circulated agenda: merging Items 2 and 7, removing Items 6.3, 8.8, and replacing Item 8.10 on InCap Project with a short report by the Future Directions Committee (FDC).

Motion (Stone, Bird): Approve the Circulated Agenda. Motion Carries Unanimously.
4.1 Past President’s Report (Michael Jensen)

Prof. Jensen’s report is primarily concerned with the establishment of AP-S Technical Committees (TCs). He first shared with the meeting the operation of MTT-S and ComSoc Technical Committees. MTT-S has 27 Technical Committees and they play vital role in the operation of MTT-S’ technical activities. ComSoc has 26 Technical Committees and they define and implement the technical directions of the Society. At the moment, AP-S has two technical committees: Antenna Measurements and Standards. Prof. Jensen then proposed an implementation strategy:

(i) Publish *Call for Technical Committees* and each TC may have a Chair and a Vice-Chair with 2-year term.

(ii) For 2018, 3 new TCs can be established with oversight by an Ad-Hoc Technical Coordinating Committee.

After the presentation, Prof. Yahya Rahm at-Samii said that the scope of AP-S Magazine, as the only tool to reach out to our members, may be broadened to accommodate this good initiative. Prof. Mahta Moghaddam, EiC of the Magazine, agreed and supported the idea of establishing TCs. Prof. Weng Chew suggested that we may have some joint TCs with MTT-S. Prof. Bob Nevels asked why the MTT-S TCs have been functioning so well and suggested that it may be good to study their operation and reporting structures.

4.2 President’s Report (Ahmed Kishk)

President Kishk reported that the recent gift agreement between Dr. Ulrich L. Rohde and the IEEE Foundation, was signed on June 24, 2017. The gift of $100K donated by Dr. Rohde is designed as the IEEE Ulrich L. Rohde Humanitarian Technical Field Project Award Fund. The program of this Fund will be administered by the IEEE AP-S and the Society is grateful to Dr. Ajay Poddar and Prof. Tapan Sarkar for their efforts to secure this gift. There are also two MOUs recently finalized: one with EuCAP and the other with AMTA. Prof. Roberto Graglia suggested that the signed MOUs with EuCAP and AMTA should be sent to all voting members of the AdCom.

Prof. Kishk also shared with the meeting that Dr. Zhongxiang Shen asked to step down as the Secretary and a proposal was then made to standardize the process of appointing the Society Secretary and Treasurer. It may also be helpful to hire a permanent assistant to the President who will keep record of all the society affairs. Various views were expressed by members concerning the appointment of Secretary and Treasurer as well as the hiring of a permanent assistant.

Prof. Kishk also proposed that half a day training may be required for new members of the AdCom before the winter meeting. He also provided a number of detailed suggestions about the Society's Standing Committees. Prof. Yahya Rahmat-Samii suggested to publicize the job responsibilities of Society Officers and Committee Chairs on the Society webpage so that candidates are aware of the expectations. Prof. Yahia Antar asked about the job descriptions of being a voting AdCom Member. Prof. Magdalena Salazar-Palma suggested a training session may be conducted for the new AdCom members and Committee Chairs in the fall AdCom meeting right after the election results are available.
Concerning the Society’s Committees and operation, Prof. Kishk suggested the following.

- Each committee must submit an annual report and young professions are encouraged to participate.
- The expansion of the current Meetings Committee should be implemented in the near future, as proposed by Prof. Mike Jensen.
- Subcommittees may be required to oversee these financially sponsored (or co-sponsored) conferences and major technically-sponsored conferences.
- Regular calls for proposals to host ICCEM and CAMA should be made to ensure continuity and wide participation.
- A Presidential Council may be formed and it includes President, President-Elect, Immediate Past President, Secretary and Treasurer. At least three meetings through WebEx every year should be held among the Presidential Council.

Prof. Kishk suggested that a webpage should be set up and it is only accessed by AdCom members. Similar webpages may also be established for Society Committees. Education tools may be developed to increase AP-S visibility and DL lectures may be made available through DL Webinars. Prof. Bob Nevels asked about the videos the Society recorded during many symposia over the years and they may be used for education activities. Dr. Ross Stone said that these videos are still available and can be made public by the IEEE though they are currently encountering some technical difficulties. Prof. Kishk suggested that the Education Committee may be tasked to look at the status and then report to AdCom.

Prof. Kishk also informed the meeting that the Society Review will take place next year and it is time to review the last report and to identify the points of strength and weakness. Past Presidents who were involved in the last round of Society Review should be invited to help Prof. Weng Chew, President-Elect. Dr. Trevor Bird said that he can provide some inputs about the previous society review. Prof. Magdalena Salazar-Palma suggested that an Ad-Hoc Committee should be formed to look at various matters for the Society Review. Prof. Magdy Islander said that he completed the society review in 2002 as the President at that time. One concern was the high acceptance rate of our conference papers and some preparation may be required to address this concern. Prof. Salazar-Palma said that different societies can have different cultures and varying background, which results in different considerations.

Prof. Kishk then shared several slides from Division IV discussions, in terms of best practices and governance. It appears that limits may be imposed on spending in the near future. Concerning the possible budget cutting, Prof. Jennifer Bernhard clarified that the situation is a bit complicated now and there will be uncertainties in the future.

Finally, Prof. Kishk reported that AP-S participated in several IEEE initiatives such as Special Interest Group on Humanitarian Technologies (SIGHT), Internet of Things (IoT), 5G, Future Directions and Smart Cities. Four other initiatives were also started and we might have interest in some of them: North & South Poles, Food Engineering, DIG ONCE, and Design 4 Ethics. The first meeting for IEEE Group of Hardware Societies was held in June 2017. It appears clear that 5G is on a very fast track and more information can be found on the web portal: 5g.ieee.org.

After the presentation, Prof. Magdalena Salazar-Palma said that many of the proposals should be taken up by the Committees. Prof. Magdy Iskander suggested that action plans should be
in place to implement these proposals. Prof. Roberto Graglia suggested that the Fall AdCom Meeting should allocate sufficient time to discuss these good ideas.

4.3 *President-Elect’s Report (Weng C. Chew)*

Prof. Chew began his report with a proposal of hiring an Administrative Assistant for AP-S to relieve many Society Officers with menial duties as well as to maintain stability and continuity of institutional knowledge. The concern that this person may become more powerful than the President can be addressed by making the assistant report to the President. Prof. Bob Nevels said that an annual budget of $15K was approved by AdCom to hire an Assistant to President. Dr. Ross Stone clarified that President’s Assistant can be a local one under the President’s employer. However, IEEE staff hired by the Society reports to the IEEE Technical Activities Board (TAB). He suggested that the Society should hire someone outside the IEEE. Prof. Jennifer Bernhard seconded Dr. Stone’s suggestion because it may be very difficult to remove IEEE staff once hired. Prof. Tapan Sarkar shared with the meeting that MTT-S has two paid volunteers. Prof. Dave Michelson suggested that consulting companies may be engaged to cover the operational duties.

The second item is the coming Society Review and Prof. Chew will need help from Dr. Trevor Bird, other Past Presidents and AdCom members.

He then proposed to get a new name for AP Society. The name of Antennas and Propagation Society is archaic and reflects the activities of the community from decades ago. Changing the name to Electromagnetics, Antennas, and Propagation will be commensurate with the activities of our society. A good example is the change of IEEE Quantum Electronic Devices Society to Laser Electronics and Optical Society, and now to IEEE Photonics Society, which has seen explosive growth in membership and globalization outreach. Concerning the society name change, Dr. Ross Stone asked why we want to change a successful brand. Members expressed different views regarding the proposed name change.

Prof. Chew also suggested that the Society should reach out to other societies and organizations: MTT, GRS, EMC, Magnetics, Photonics, Power Electronics, OSA, SPIE and EM Academy. He then explained how we can expand our global outreach, such as reaching into the third world, such as India.

Finally, Prof. Chew revisited the following four goals:

1. Help to lead AP-S into the modern era for new knowledge discovery. Novel electromagnetics research involving THz, nano-optics, quantum information, communications, EMC, and biology will offer new and exciting growth areas.

2. Electromagnetics has spawned many legacy technologies that have greatly benefited the modern world. We should foster better relations between AP-S, industry, and the world community to allow knowledge transfer from research to real-world applications.

3. Electromagnetic technologies are increasingly complex and integrated with other technologies. It is important that we build bridges with other societies to help solve emerging problems of the future. We should expand the society support for topical conferences internationally to foster interdisciplinary and international collaboration.

4. Students are the future of AP-S. We should provide more support for Chapters and students to promote their interest in our society. We will help to improve electromagnetic education worldwide to nurture talents of the future.
Discussions: Prof. Magdalena Salazar-Palma commented that AP-S has representatives for Women-in-Engineering (WIE) and Young Professionals. She also suggested that technical committees be established to look at the short courses and workshops. Prof. Kishk agreed that workshops/short courses should be reviewed by technical committees, not the local symposium organizer. Prof. Yahya Rahmat-Samii suggested that it may be good to look at the operation of European School of Antennas. Since the MTT-S is very successful in organizing workshops and short courses, it may also be important to know how much they charge participants and how much goes to the lecturers. Dr. Trevor Bird agreed that more information and historical data may be required.

4.4 Treasurer’s Report (Don McPherson)

As for his recent activities, Mr. McPherson reported the following:
- There are very limited financial reports for 2016 closing at the moment.
- Some expense reports experienced processing delays.
- He was unable to attend the March Treasurer’s workshop as well as the June TABFINCOM.

Mr. McPherson then reported the Society’s 2016 financial status as follows.
- Periodicals: Actual income of $2518.6K and actual expenses of $1339.2K
- Conferences: Actual income of $2154.1K and actual expenses of $1039.4K
- Administration: Actual expenses of $735.5K slightly below the budget of $770.1K
- Committees: Actual expenses of $545.3K closely matching the budget of $555.3K
- Initiatives: Actual expenses of $137.4K below the budget of $220K

As a summary, the Society has a net surplus of $859.1K for 2016.

For 2017, the budgeted income and expenses of periodicals are $2765K and $1377.5K, respectively. The budgeted income and expenses for conferences are $1928.3K and $952.7K, respectively. The 2017 TAB administration expenses are budgeted at $859.7K, while the Committee expenses are $613.7K. The budget for 2017 AP-S initiatives is $195K. The budgeted surplus for 2017 is $671K.

For 2018, the following activities were reported.
- IEEE Board of Directors directed a net surplus of 2.5% for the 2018 IEEE budget.
- 2018 first-round budget was submitted on June 30, 2017 with a target income of $4664.9K, target expenses of $3797.1K resulting a target surplus of $867.8K.
- The usual 3% rule is in effect for 2018. A list of initiative requests amounting to $195K has been submitted based on prior year activities and recent AdCom meetings.

After the presentation, Prof. Jennifer Bernhard asked whether the Society received any update concerning overspending. Mr. McPherson replied that he did not receive any news directly. Regarding the budget of $15K for IEEE Hardware Initiative, Prof. Bernhard said that meetings under Hardware Initiatives are mainly conducted through WebEx and there may not be a need of a big budget.

The Meeting Adjourned for Lunch Break at 12:05.

The Meeting Reconvened after Lunch Break at 13:05.
5.1 *Transactions EIC’s Report* (Danilo Erricolo)

Prof. Erricolo began his report by sharing a recent increase of the impact factor for the *IEEE Transactions on Antennas and Propagation* (TAP). TAP’s impact factor is now 2.957, while its 5 Year Impact Factor is 3.078. Other factors such as Eigenfactor Score and Article Influence Score also saw record high numbers.

TAP published 760 papers during the period from July 2016 to June 2017, a slight increase from 707 in the previous period. The total number of submissions stood at 3297 (1970 for original submissions and 1327 for revised papers) from June 2016 to May 2017.

TAP’s acceptance rate is 42.5% based on a moving three-year window (June 2014 to May 2017). The acceptance rate is 44.5% based on a moving one-year period (June 2016 to May 2017). The average time from submission to first decision is 76.6 days, while the average time from submission to final decision is 153.4 days. The average time from submission to acceptance is about 7.48 months and 80% of the papers are accepted within 11 months from their initial submissions. Papers accepted are normally published within 3 months upon receipt of final files from authors. The average time from submission to publication is about 10.2 months.

At the moment, there are 50 Associate Editors and 7 Track Editors. The following were recognized as outstanding Associate Editors for the year: Yong Mei Pan, Zhongxiang Shen, and Takeshi Fukusako. The following 10 people were recognized as Outstanding Reviewers: Mirko Barbuto, Tim Brown, Alessio Monti, Davide Ramaccia, Chew-Yen-Desmond Sim, Dagang Fang, Qammer Abbasi, Filippo Costa, Makoto Sano, Paolo Burghignoli.

A new format for Communications was introduced where the title and author list should spread across 2 columns. Another page charge update will be implemented in September with a free page for references.

The special issue on “Antennas and Propagation Aspects of 5G Communications” will be published in Oct. 2017, thanks to the Guest Editors Duixian Liu, Wonbin Hong, Wei Hong, Cyril Luxey, and Theodore S. Rappaport. This special issue consists of 21 Papers and 1 Communication. The following Special Issues are under preparation and will be published in 2018.

- Antennas and Propagation for Medical, Neuroprosthetic and Wearable Applications
- Propagation Modeling for Wireless Communications

For the Special Issue on “Antennas and Propagation for Medical, Neuroprosthetic and Wearable Applications”, Prof. Magdy Iskander asked whether there is any coordinated efforts with other societies. Prof. Erricolo replied that he would pass this suggestion to the Guest Editor, Prof. Gianluca Lazzi.

5.2 *AWPL EIC’s Report* (Christophe Fumeaux)

Prof. Fumeaux first reported the status of the *IEEE Antennas and Wireless Propagation Letters* (AWPL). A smooth transition from the former EiC, Prof Yang Hao, was effected on March 1st, 2017. There are 35 Associate Editors with 8 new appointments since March 2017.
The AWPL Editorial Assistant is Ms. Claire Sideri. In the last 12 months, the total number of submissions is 2445. The average time from submission to decision is 39.56 days. From June 1, 2016 to May 1, 2017, the percentages for Accept and Minor Revision are 19.6% and 14.8%, respectively. The 2016 Impact factor of AWPL is 2.533, a substantial increase from 1.751 in 2015.

The following were recognized as Outstanding Reviewers of AWPL this year: Filippo Costa, Yujian Li, Mingjian Li, Taha Shahvirdi Dizaj Yekan, Xue-Xia Yang, Yen-Sheng Chen, Hucheng Sun, You Zou, Tim Brown, and Mirko Barbuto. In addition, Amin Abbosh, Tzyh-Ghuang Ma, and Hang Wong are the Outstanding Associate Editors.

The following changes were implemented recently:

- Guidelines provided to AEs with some editorial and system changes;
- Reduction of backlog of in-print papers on track: 460 papers already published in 2017;
- AWPL will become an online-only journal in 2018.

Prof. Fumeaux then went through the proposed changes that were already approved by the AdCom under the Consent Agenda.

- **Proposed Change 1**: Introducing monthly issues (12 issues in a year) to facilitate the navigation of the single volume and identification of new papers
- **Proposed Change 2**: Introducing additional page for references only. The additional page is free of charge.

After the presentation, Prof. Magdy Islander said that it is good to have monthly issues for AWPL. He also suggested that some clarification or guidelines should also be provided when introducing the additional page for references.

### 5.3 Magazine EIC’s Report (Mahta Moghaddam)

Prof. Moghaddam informed the meeting that the Magazine intends to publish articles that are of a general interest and appeal to a large audience, such as review articles, tutorials, survey articles, technology/regulatory/society news and position papers. The Magazine contains Editorials, Technical Contributions, Columns, News and Events, and Varity. Currently, there are 18 columns: 9 contributed and 9 peer-reviewed. IEEE requires 11 weeks of lead time prior to print. All issues since the beginning of 2016 have been on time thanks to the cooperation of all AEs.

IEEE has made whole-issue downloads available for Magazines. One can now download an entire issue as a single pdf file. Most original Associate Editors (AEs) continued and their first terms will end in Dec. 2017. There are 6 new AEs onboard. From Dec. 2016 to Feb. 2018, four special issues and one special section have been planned.

Prof. Moghaddam then provided a number of tables showing the statistical data about the number of submissions, acceptance rate, and time from submission to decision. The 2016 impact factor of the Magazine is 1.873.
Regarding the page budget of the Magazine, it published 1320 pages in 2015 and around 800 pages for 2016. The approved page budget for 2017 was 600 pages, which appears insufficient due to a large number of announcements. The following two motions were then proposed.

**Motion (Stone, Bird): AdCom to Approve the 2017 Page Budget for the AP Magazine to Increase from 600 Pages to 800 Pages. Motion Carries Unanimously.**

**Motion (Stone, Bird): AdCom to Approve the 2018 Page Budget for the AP Magazine to Increase from 720 Pages to 800 Pages. Motion Carries Unanimously.**

In summary, the Magazine has fully settled in the new format and issues are coming out early in the target month. Finally, Prof. Moghaddam encouraged members to nominate good candidates to serve as Associate Editor for Women-In-Engineering & Young Professionals.

### 5.4 J-ERM in Medicine and Biology EIC’s Report (J. C. Chiao)

Prof. Chiao shared with the meeting that the new IEEE Journal of Electromagnetics, RF and Microwaves in Medicine and Biology (IEEE J-ERM) is owned by four organization units: MTT-S (35%), AP-S (35%), EMB-S (20%) and Sensors Council (10%). The journal adopts the IEEE Transactions format and has electronic version only. Research papers have a maximum of 6 pages and review papers are limited to 10 pages, excluding references.

The webpage and ScholarOne submission system were launched on March 1, 2017.

- Webpage: [http://www.ieee-jerm.org](http://www.ieee-jerm.org)
- ScholarOne System: [https://mc.manuscriptcentral.com/jerm-ieee](https://mc.manuscriptcentral.com/jerm-ieee)

The first issue is expected to be ready in July 2017 and the journal will be in full spin with 12 issues from 2020 onwards.

J-ERM encourages the submission of manuscripts with scopes in the state-of-the-art research related to electromagnetics theory, techniques and integration for medical and biological applications. The goals are to increase the base of readership, to publish clinically-relevant multidisciplinary works, and to promote IEEE publication to external societies.

The Steering Committee of J-ERM consists of 8 members from all four sponsoring societies. It has 23 Associate Editors now.

Related to the scope of J-ERM, there are special sessions at various conferences. For example, there are 3 oral sessions on biomedical applications and 5 workshops on biomedicine at IMS 2017. There are two special sessions at the 2017 APS/URSI symposium in San Diego. The IEEE MTT-S International Microwave Biomedical Conference (IMBioC) has been very successful. It is 100% financially sponsored by MTT-S with technical sponsorship from AP-S and EMB-S. The IEEE IMBioC 2018 will be held at Philadelphia, PA, on June 14-15, 2018, during the 2018 IEEE Microwave Week.
As an update of J-ERM’s current status, three special issues have been planned for 2017 and 2018. Up to July 5, 2017, 13 manuscripts are under review with 2 accepted, 2 rejected, and 2 reviewer papers.

Concerning IMBioC, Prof. Magdy Iskander said that the download income related to papers presented at IMBioC will all go to MTT-S since it is 100% financially sponsored by the MTT-S. Prof. Bob Nevels then suggested that AP-S should work with MTT-S to see whether AP-S can also be a financial sponsor of IMBioC. Prof. Magdalena Salazar-Palma said that the signed MOUs between four participating units states collaboration among them. After some discussions, Prof. Dave Michelson, Chair of the AP-S Meetings Committee, is tasked to talk to MTT-S about AP-S participation in IMBioc as one of its financial sponsors.

5.5 Electronic Communications EIC’s Report (Zhongxiang Shen for Kubilay Sertel)

Since Prof. Sertel would be arriving in San Diego the next day, Prof. Zhongxiang Shen quickly went through the slides prepared by Prof. Sertel. The Society’s Web-Site (http://www.ieeeaps.org) has been well maintained with a modern-looking front page and contents regularly updated. The main items on the second half of the front page are also regularly updated based on the inputs from EiCs and Committee Chairs. Changes in AdCom and Committee Chairs have been promptly made once such a request is received. Committee Chairs may want to check the webpage and let Prof. Sertel know if there is anything missing/incorrect/outdated.

The IEEE-centric single sign on (SSO) is back and working again. AdCom members and Committee Chairs can use their login credentials to access the restricted site. Work is currently ongoing to update the Video Library with the help of Prof. Dave Kelley, Co-Chair of Education Committee. Members are encouraged to send comments, suggestions, and requests to Prof. Sertel.

After the presentation, Dr. Trevor Bird suggested that it may be good to include things like “What is AP-S” and AP-S history. Prof. Magdy Iskander said that technologies are now available to make the webpage interactive. News and photos from Awards Ceremony can be uploaded to the webpage as soon as they are available. Dr. Ross Stone said that the Society may need a responsible Editor-in-Chief for the webpage, not just a webmaster. Prof. Shen agreed to pass on members’ feedback and suggestions to Prof. Sertel for his consideration.

5.6 Report from the Publications Committee Chair (Ross Stone)

Dr. Stone introduced the proposal for IEEE Journal of Selected Topics on Antennas and Propagation (JSTAP). As a short history and background information, the following was mentioned.

- The rate of submissions to the IEEE Transactions on Antennas and Propagation is increasing, which is putting strain on resources of publication.
- AP-S is sponsoring and co-sponsoring many high-quality conferences and they subsequently result in many high-quality papers. Many of them may go to other than AP-S publications.
Other societies have “selected topics” journals focusing on a special topic for each issue, which are very successful with large number of submissions and high impact factor.

AP-S President Ahmed Kishk asked the Publications Committee to evaluate a proposal for the new “selected topics” journal.

After discussion and refinement of proposal, the following journal model was unanimously approved by the Committee and is brought forward to the AdCom for consideration and approval.

The new journal JSTAP publishes papers on original contributions within the general topics of electromagnetics, antennas, and wave propagation. Its scope covers the full range of topics of interest to the IEEE AP-S. Most JSTAP papers are part of special issues that result from conferences sponsored by AP-S, or are extended versions of papers that have been presented at conferences. It will be electronic only and using the standard IEEE hybrid open-access model. It is estimated that six issues will be published yearly for the first two years and 12 issues in the third year. The page budgets for the first 3 years are 120, 240 and 360, respectively. It is expected that the new journal can start publication in January 2019 assuming that the approval of Phase II proposal will be granted by the IEEE by June 2018.

**Motion (Seconded by Publications Committee):** AP-S AdCom approves going forward with Letter of Intent, Phase I, and Phase II proposal for IEEE Journal of Selected Topics on Antennas and Propagation (JSTAP) based on the stated scope and model.

**Discussions:** Concerning the cost of this new journal, Dr. Stone added that it will not have any revenue for the first two years and it may break even in the third year. Prof. Weng Chew suggested that it may be good to include “Electromagnetics” in the journal title. As for the page budget for the first year, Prof. Mike Jensen said that each issue may have 2.5 papers assuming that the average page length is 8 pages. It may be more reasonable to have 4 issues in the beginning. Various views were expressed by members present and many suggested to broaden the journal's scope. Finally, a vote was called for with the final journal title to be determined at a later stage.

**Motion Carries (15 Yes, 0 No and 2 Abstain).**

### 6. Report from the Host Committee (Daniel Sievenpiper)

As the General Chair of 2017 AP-S/URSI Symposium, Prof. Sievenpiper provided an update on the summer symposium. He first introduced the members of his Steering Committee. The symposium expects a revenue of $1,266,919 and expenses of $945,666 providing a net surplus of $321,254.

The total number of attendees is 1,567 as of July 8, 2017. The symposium accepted 1,782 papers for presentation (1,413 oral presentations and 369 posters) out of the 1,937 submissions. There are 21 Special Sessions on various topics. The reserved hotel rooms have been fully taken.
During the week-long symposium, a number of social events have been scheduled. The dessert reception on Monday will take place on the Midway with fireworks. Events for Women-in-Engineering and Young Professionals are scheduled on Tuesday. The Reviewers Lunch will be held Wednesday noon. A dinner cruise is arranged for Thursday evening. The Organizing Committee introduced two new initiatives this year:

- Happy Hour poster sessions on Tuesday and Thursday
- Invited Talks of 40 minutes each morning

Finally, Prof. Sievenpiper briefly introduced the local area as well as the arrangement of meeting rooms.

After the presentation, Prof. Magdy Iskander said that the idea of separating the Award Ceremony and Banquet is good. However, other things may be considered, such as a cocktail reception may be arranged after the Award Ceremony.

7. Committee Reports

7.1 Awards Committee (Magdy Iskander)

As the Coordinator of Awards Committee, Prof. Iskander reported the following.

- 2017 Awards winners
- Progress from March AdCom meeting in Kumamoto
- Reports from two sub-committees
- Some observations and proposed suggestions

Prof. Iskander became the Coordinator of Awards Committee in January 2017 though the activities of the Awards Committee were already in progress at that time. He monitored the progress and consolidated the reports. In the meantime, he also worked on suggestions and improvements.

The 2017 Field Awards are as follows:

- **Distinguished Achievement Award**: Ulrich L. Rohde
- **Chen-To Tai Distinguished Educator Award**: Yahia M. Antar
- **John Kraus Antenna Award**: Kawi-Man Luk
- **Lot Shafai Mid-Career Distinguished Achievement Award**: Francesca Vipiana
- **Harrington-Mittra Award in Computational Electromagnetics**: Jian-Ming Jin

2017 New IEEE Fellows evaluated by the AP-S include: Nader Behdad, Filiberto Bilotti, Debatosh Guha, Mahbub Hoque, Ronghong Jin, Kenichi Kogoshima, Cyril Luxey, Marta Martinez-Vazquez, Charles Rhoads, Zhongxiang Shen.

The 2017 Paper Awards are:

- **Sergei A. Schelkunoff Award**: N. Chahat, R. E. Hodges, J. Sauder, M. Thomson, E. Peral and Y. Rahmat-Samii
- **Harold A. Wheeler Award**: D. J. Bisharat, S. Liao, and Q. Xue
- **R. W. P. King Award**: L. Liang and S. Victor Hum
- **Piergiorgio L. E. Uslenghi Award**: A. Tamagnone and J. R. Mosig
- **Edward E. Altschuler Award**: A. Thain et al.

Prof. Iskander also informed the meeting that the Award Ceremony will be held on July 12, 2017. There are some observations he made since the Winter AdCom meeting in Kumamoto.

- Some awards need to be endowed, such as Distinguished Achievements, while others like Don Dudley Award may be discontinued.
- Funds for some awards, for example, Chen-To Tai Award, may be better used. Two Chen-To Tai Awards (Teaching Excellence in Electromagnetics and Innovation in Electromagnetics) can be proposed to fully utilize the funds available.
- Best conference papers (Ulrich L. Rohde paper awards for CAMA and ICCEM) are new and may require guidance from the AdCom.

Since March 2017, Prof. Iskander has been working on the following.

- Identify avenues for increasing the nominations for our awards. For example, we should implement a self-nomination process.
- Establish new Fields and Best Papers Awards in the expanding areas of the EM technologies, such as Best Inter/Multi-Disciplinary Paper Award and Entrepreneurship in EM technologies, patents, start-ups, corporate technology advances. These new awards can provide broader and complete service to the AP-S membership. Funds for these new awards can be initially allocated by the AP-S, while the society can pursue donors and naming of the awards later. Prof. Iskander has contacted the IEEE and received the application template.

After that, Prof. Iskander quickly went through the reports prepared by the Fields Award Sub-Committee and Papers Award Sub-Committee. The Chair of the Papers Award Sub-Committee requested to receive the nominations earlier next year and the Track Editors may pre-review the list of nominated papers first. Seven members in the AP-S Fellows Committee have served for 3 years and there will be a big change next year. In view of the situation that a considerable number of members completed their 3-year term this year, it is time to establish a database with all appointments including the Committee’s name, starting and ending dates, and terms of appointments.

Finally, Prof. Iskander would like to thank Prof. Ron Marhefka for his help and support that led to a smooth transition.

After the presentation, Dr. Ross Stone said that the Society has enough funds to top up the insufficient accounts for some awards and to establish the newly proposed awards. Prof. Weng Chew commented that the success behind Chen-To Tai Award may be due to its good name and the Dudley Award may adopt a better and broader name. Prof. Roberto Graglia said that these suggested proposals are good and it would be better if the Awards Committee can propose motions so that AdCom can vote and approve. Prof. Christophe Caloz suggested that the Society establish Technical Committees so that these committees can help with the award
selection. Prof. Magdalena Salazar-Palma also suggested that Prof. Iskander should work with his Committee Members to come up with motions for AdCom’s consideration.

7.2 Education Committee (Dave Kelley and Karl Warnick)

Prof. Kelley first stated the Education Committee’s main responsibilities and they include Student Research Awards, Student Design Contest, Special Session Recordings, Annual Student/Young Professionals reception, eLearning Library (formerly Expert Now), AP Magazine’s Education Column, Education Section of the AP-S website, Student Papers Competition, and three new Subcommittees on Online Resources, Education Initiatives, and Student Activities.

The Coordinator of the Student Design Contest is Prof. Sean Hum. The final judging of this year’s design contest will take place on July 11 and the results will be announced at the Award Ceremony.

The number of applications for Research Grants varies widely over the years. There were about 10 applications for Pre-Doctoral Research Grants and about 50 applications for Doctoral Research Grants this April.

The annual Student/Young Professionals Reception is organized to build strong relationships between students, young professionals and AP-S members. The attendance is usually very high every year and the event has been greatly appreciated by students and young professionals. This year’s Kona Kai resort beach party will be a great event, much better than a sit-down luncheon though it is expensive. Future ticket prices may increase to partially cover the actual expenses.

The goal of the Educational Initiatives Subcommittee chaired by Dr. Raed Shubair is to support new ideas in EM education. This Subcommittee reviews proposals submitted by the public. Three proposals were funded this year in EM education and outreach. The Online Resources Subcommittee chaired by Dr. Mike Potter is to look at a repository of teaching and learning aids for educators and self-learners. A website repository created with test uploads by committee members will be rolled out society-wide next year. It is hoped that many disparate web resource sites around the world can be aggregated into a stable, professional, APS-branded site.

Before presenting the Committee’s budget for 2018, the following items were raised for AdCom’s consideration:

- How to fund the $40K event for Students/Young Professionals? It was suggested to limit the number of participants to 400 due to the budget constraint.
- Shift eLearning budget next year to develop Online Resources repository.

The proposed 2018 budget for the Education Committee is $210,938, the same as the 2017 budget.

Motion (Seconded by the Education Committee): AdCom to Approve the 2018 Budget of $210,938 for the Education Committee. Motion Carries Unanimously.
The Meeting Adjourned for a Short Break at 15:40 and Reconvened at 15:50.

7.3 Meetings Committee (Dave Michelson)

Prof. Michelson started his report by stating the mission of the Meetings Committee:

- Protect the IEEE AP-S conference brand
- Preserve and share institutional knowledge
- Provide a vision going forward
- Review conference proposals
- Provide feedback, opinions and decisions
- Detect and correct problems
- Manage relationships between stakeholders

The conferences under the Committee’s purview include IEEE AP-S/URSI, AP-S Financially Co-Sponsored Conferences (CAMA, ICCEM, APWC, and RADIO), AP-S Technically Co-Sponsored Conferences, AP-S Financially Supported Conferences, and Conference MoUs. The Committee consists of four members include the Committee Chair and Meetings Coordinator. Prof. Michelson also showed a chart detailing the relationships between various parties involved and the frequency of meetings in a year.

Prof. Michelson highlighted the accomplishments his committee has achieved over the past one year, including streamlining processes, establishing guidelines, and reviewing the Bylaws and Meetings Manual, in addition to the regular meetings among various conference stakeholders. One of the upcoming tasks is outreach, which may include increasing local section participation in APS/URSI, coordinating the conference column in AP Magazine, and increasing web presence, etc.

The Committee’s vision is to continue to encourage LOCs/PCOs to innovate, continue to increase Amateur Radio presence at APS/URSI, produce an AP-S Conference 2025 White Paper. After that, Prof. Michelson highlighted a number of issues the Committee or Joint Meetings Committee (JMC) faces and actions are required to address these items.

7.4 Chapter Activities Committee and SIGHT Committee (Ajay Poddar)

Chapter Activities

Dr. Poddar began his report by introducing a few initiatives he took, such as establishing and maintaining communications with AP-S Chapter Chairs, providing help to rejuvenate inactive chapters, assisting to establish new AP-S chapters, providing training materials for chapter officers, etc. He also talked about his short- and long-term goals, plans and the process of motivating volunteers.

As of July 1, 2017, there are 153 AP-S chapters altogether (27 AP-S chapters, 100 joint chapters, and 26 student branch chapters) serving 8898 members worldwide. In 2016, 14 new
chapters or student branches were established. In the first half of 2017, 5 new chapters were formed with another 5 petitions in progress. This year, three AP-S chapters, West Ukraine, North Jersey, and Harbin Chapters, are selected to receive the Outstanding AP-S Chapter Award. The Award Committee chaired by Prof. Michael Jensen and Prof. Roberto Graglia reviewed all the nominations and made the selection.

Dr. Poddar reported that 105 chapters submitted their 2016 annual reports and this indicates that about 70% of our chapters are active. He also showed the 2017 mid-year spending status including annual support to chapters, special projects, and travel grants to chapter chairs. 50 chapters have received their annual support till June 2017. One thing new this year is another AP-S Chapter Chairs Meeting during ICEAA & APWC 2017, which may require a budget of $15K. After that, Dr. Poddar proposed a motion for the 2018 budget for the Chapter Activities Committee, which is slightly more than the 2016 budget (an increase of $6,950).

Motion (Seconded by the Chapter Activities Committee): AdCom to Approve the 2018 Budget of $119,450 for Chapter Activities Committee. Motion Carries Unanimously.

Finally, Dr. Poddar expressed his appreciation to a number of individuals and all the Chapter Chairs for their voluntary service.

SIGHT

IEEE AP-S Special Interest Group on Humanitarian Technology (SIGHT) is a new initiative and the SIGHT Committee has 13 members at the moment. Dr. Poddar reported that a donation of $100K by Dr. Ulrich L. Rohde was approved for humanitarian projects. The agreement was signed by the donor, AP-S President and IEEE Foundation on June 23, 2017.

Dr. Poddar then briefly introduced a number of activities his SIGHT Committee has organized in 2016.

- Oct. 6, 2016: HAM Radio Training session at IEEE Mini Symposium, New Jersey
- Dec 4-9, 2016: SIGHT Panel and Interactive Sessions and Radio Training Workshop during APMC/IMARC 2016
- Dec. 12-14, 2016: SIGHT Panel and Interactive Sessions at LMC, Puerto Vallarta, Mexico

Finally, Dr. Poddar mentioned the Committee’s plans for 2017 and 2018.

- Team up with sister societies (MTT-S, EMC-S) for low-cost humanitarian technology for disaster readiness and humanitarian need;
- Investigate low-cost antenna engineering and technology as well as wireless solutions for susceptible communities;
- Focus on building skills and capabilities to apply wireless technologies and earth observations towards societal benefits.

Possible venues for 2018 SIGHT events may include Brazil, China, India, Japan, Mexico, USA and Africa.
7.5 Distinguished Lecturers Program (Peter de Maagt)

As the new Chair of the DLP Committee, Dr. de Maagt thanked Prof. Danilo Erricolo for his help during the transfer of responsibilities. There were some surprises and start-up problems when approving DL talks, enforcing multiple talks per visit, and introducing the Planning Sheet. He organized a few WebEx meetings so that members can raise concerns and address the problems.

Concerning the policy of multiple talks per visit, there is now a good working procedure in place after some initial confusion. The DL handbook may be revisited to reflect this new initiative. Although the introduction of the Planning Sheet is a great idea, its actual implementation may encounter difficulties due to low initial responses from Chapters and constant changes over time. Regarding the metrics of DL talks, it might be good to learn the experience from other societies before rolling it out.

The following DLs completed their terms at the end of 2016: Christophe Caloz, Steven Gao, Qing Huo Liu, Edmund K. Miller, and Sudhakar Rao. For this year, 7 self-nominations were received and the Committee will meet to select new DLs on July 10, 2017. Dr. de Maagt also mentioned that the DL expenses are well in line with the allocated budget.

Finally, Dr. de Maagt shared with the meeting a few minor issues: such as not all DLs are in favor of the new policy of multiple-talk-per-visit, unclear situation “who is inviting who”, the circumvented rule of “2 visits per chapter per year”, etc.

7.6 Standards (Vikass Monebhurrun)

Prof. Monebhurrun first reported that three active AP-S standards expire on Dec. 31, 2018. The project authorization requests (PARs) of the following three standards were approved by the IEEE Standards Association New Standards Committee (NesCom) in Dec. 2015:

- Std. 149: IEEE Standard Test Procedures for Antennas (Chair: Jeff Fordham, Co-Chair: Lars J. Foged)
- Std. 211: IEEE Standard Definitions of Terms for Radio Wave Propagation (Chair: Vikass Monebhurrun, Co-Chair: Dave Michelson)
- Std. 1502: IEEE Recommended Practice for Radar Cross-Section Test Procedures (Chair: Eric Mokole, Co-Chair: Mark Dorse)

Their PARs will be valid till December 2019 and the drafts of their revisions will be circulated near the end of 2017.

Standard 356 “IEEE Guide for Measurements of Electromagnetics Properties of Earth Media” will expire on 31st, December 2020. The PAR prepared by a working group led by Jaideva Goswami was submitted to the IEEE Standards Association Nescom in Oct. 2016 and approved in Dec. 2016. The potential members participating in the working group will be considered during the face-to-face meeting in San Diego.

The IEEE AP-S Magazine Column “Stand on Standards” helps to provide visibility about the standardization activities and to attract more volunteers and experts to support the standards development.
Concerning the AP-S membership for IEEE Standards Association (SA), Prof. Monebhurrun informed the meeting that AP-S usually paid for the IEEE-SA membership fees (about $54 per individual) for the Committee members, which amounts to about $1.6K. The sale of AP-S Standards generated about $1.2K revenue.

In view of the requests for invited talks about standardization activities at conferences to raise awareness about the existence and usefulness of AP-S Standards, a small budget of $12K for the AP-S Standards Committee is requested.

**Motion (Seconded by the Standards Committee): AdCom to Approve the Total Budget of $12K for AP-S Standards Committee. Motion Carries (16 Yes, 1 Abstain).**

### 7.7 Industrial Initiatives (Lars Foged)

Mr. Foged reported his Industrial Initiatives Committee (IIC)'s activities in terms of industrial participation at conferences, exhibition, special sessions dedicated to industry, promotion of IEEE Member/Senior Member/Fellow/Awards, conference collaboration, and local AP-S chapter support.

He then briefly introduced the findings from the survey conducted during the 2016 AP-S International Symposium in Puerto Rico. The survey clearly indicates that AP-S participants are interested in exhibitions and more than 90% of them are positive toward a stronger industrial involvement and “industrial sessions” at the symposium. IIC has collaborated with the local organizers of 2017 AP-S Symposium to define an “interactive exhibition” and implement a survey to “measure” the impact of industrial participation. For this year's survey, exhibitors have the possibility to demonstrate hardware and/or software in stations and/or their own booths. Thanks to the hard work by the Local Organizers, Exhibition Chairs, Nancy Sutta Berns, and Janet O'Neil of the IIC, all the exhibition booths at this year’s symposium were sold out. The IIC is collaborating with the local organizers of the 2018 AP-S Symposium to further improve the industrial involvement at the symposia.

### 7.8 AP-S Sponsored Conference (ICCEM 2018 by Chi Hou Chan)

Prof. Chan quickly reported the preparation of the 2018 IEEE International Conference on Computational Electromagnetics (ICCEM) that is financially sponsored by the AP-S. The conference will be held in Chengdu, China, from March 27 to 29, 2018. (After-Meeting-Note: the meeting dates have been changed to March 26 to 28, 2018.)

The conference venue is Minshan Hotel, which is located in downtown Chengdu. The conference website is: [http://www.emrc.uestc.edu.cn/iccem2018/](http://www.emrc.uestc.edu.cn/iccem2018/), where one can find more information about the conference.

Chengdu is very attractive for landscape sightseeing and historical museums. It is also famous for local food. Chengdu International Airport is the largest aviation hub in Central and Western China, which has direct flights to 209 domestic and international destinations.

Prof. Weng C. Chew, President-Elect, informed the meeting that the 2018 AP-S Winter AdCom meeting will be scheduled on March 24 and 25, 2018, just before the 2018 ICCEM.
7.9 Future Directions Committee (Yahia Antar)

Prof. Yahia Antar, as a voting member of the IEEE Future Directions Committee (FDC), briefly reported to the AdCom that there will be two FDC meetings in a year and one phone/teleconference meeting each month. He will make a more detailed report in the AP Magazine in the near future.

8.0 Other Business

President Kishk informed members that the 2017 Fall AdCom meeting will be held on Oct. 14 and 15 (optional), 2017, in Montreal.

The Meeting Adjourned at 17:20 pm for the Executive Session.