1. Welcome and Introduction

The meeting was called to order at 8:30am by the presiding officer, Tapan Sarkar, President of the AP Society. All members in attendance introduced themselves.

President Sarkar invited Prof. Jozef Modelski, Director of Division IV, to address the meeting. Prof. Modelski suggested that sister societies within Division IV should work together. A good platform is their joint chapters.

Prof. Atef Elsherbeni, General Chair of 2014 AP-S Symposium, welcomed the AdCom to Memphis on behalf of the Steering Committee and gave some highlights of the Symposium and venue. Prof. Bob Nevels asked about the renovation that was ongoing at Sheraton Downtown Memphis Hotel during the Symposium. Prof. Yahya Rahmat-Samii suggested the President write to the Sheraton management on behalf of the Society.

2. Approval of Prior Minutes

Prof. Magdalena Salazar-Palma reminded the meeting that the minutes of AdCom meeting should be ready within 30 days after the meeting. It was also suggested that a list of all the motions from the meeting whether approved or unapproved should be provided in a separate file.

Motion (Salazar, McPherson) Approve the prior minutes as circulated by email. Motion Carries Unanimously.

3. Discussion of the Meeting Agenda
Much time was spent on the discussion of the meeting agenda. Prof. Scott Tyo was asking why a special AdCom meeting was not planned even though he made the request in April. President Sarkar replied that the special meeting could not be held due to the lack of proper agenda. Dr. Dirk Manteuffel proposed to amend the meeting agenda by adding an item to clarify the relationship between the Society President and its AdCom. After a lengthy exchange of views including reflections from several AdCom members and experience sharing by past presidents, a motion was brought by Dr. Trevor Bird to ask AdCom to vote whether the proposed meeting agenda can carry on.

**Motion (Bird,Graglia)** Approve the agenda without amendments. **Motion Carries (3 Opposed and 1 Abstain).**

4. **Past President's Report** (Trevor Bird). Dr. Bird attended iWAT 2014 in Sydney representing the President. As the Chair of the AP Strategy Committee, Dr. Bird also reported that the Committee met on July 5, 2014 with the aim of keeping strategic plan up-to-date. The Committee also reviewed the items in both the Strategic and Operation plans. The Operation Committee consisting of six members had a kick-off Skype meeting and the first draft of the Operation plan was ready in time for Society Review Committee meeting last November. This document needs to be updated. In addition, as this year’s Chair of the Nominations Committee, Dr. Bird reported that 30 nominations had been received for candidates of AdCom members and President-Elect.

Prof. Yahya Rahmat-Samii asked who is on the Strategic Committee and how this committee is formed because the role of this committee is critical for the progress of our society. Dr. Bird introduced the members on the Strategic Committee and briefly explained how they were selected.

5. **President’s Report** (Tapan Sarkar). First, President Sarkar informed the meeting that two voting AdCom members could not attend this meeting due to family commitments. He also informed everyone that this year is the 65th Birthday of the IEEE AP-S and the 150th anniversary of two significant milestones in Electromagnetics (Maxwell’s equations and wireless telegraphy). The President also reported the recent dialogue with MTT-S. A working group was established consisting of key officers from both societies to identify, analyze and propose actions. Other areas of collaboration including joint publications and joint conferences/workshops are under discussion. Two joint journals (Computational EM and Biomedical) are already identified. A few issues about AP-S cooperation on the MTT-S THz Science and Technology Journal were also mentioned. President Sarkar also shared details about the AP-S membership statistics in populous countries such as China, India, etc. with the meeting. Initiatives have been taken to grow the AP-S membership in China, Southeast Asia and Africa. Finally, the President mentioned that the 2014 Sections Congress will be held in Amsterdam from August 22 to 24. A display booth will be established for AP-S and the cost is covered by TAB.

After the report, many past presidents and AdCom members expressed their views about the cooperation with MTT-S.

6. **President-Elect’s Report** (Roberto Graglia). Prof. Graglia made reference to four documents (TAB-Society Review Committee-AP-S including the comments of AP-S in Jan. 2014, Periodical Review and Advisory Committee (PRAC) report, Strategic Plan of the AP-S, Operation Plan of the AP-S). He first informed the meeting that the Secretary/Treasurer position is now separated: Don McPherson is the Treasurer and Zhongxiang Shen is the Secretary. Prof. Graglia then mentioned the need to develop new journals to better serve our members. Engagement with other sister societies is essential to reduce conflict and avoid overlap. Two new journals (Computational EM
A number of issues concerning the contents and cost were raised and discussed. Prof. Magdy Iskander suggested having an editorial board looking at the contents of the webpage.

**Motion (Graglia, Tyo):** Delegate the President to choose in consultation with the EIC of the website the commercial enterprise that has to upgrade the website. Contract value up to $30,000. **Motion Carries Unanimously.**

**Motion (Tyo, Bird):** Approve a total annual editorial budget of $50k for the IEEE AP-S webpage. **Motion Carries (1 Abstain).**

Prof. Graglia then focused on the AP-Magazine. Dr. Ross Stone became Editor of the AP-S Newsletter 30 years ago. It became the AP Magazine 24 years ago and Dr. Stone became the Editor-in-Chief of the Magazine in 1990. Prof. Graglia then shared details about the Society's concern regarding the EiC term limits through a number quoted statements taken from reference documents. He finally provided a number of charts and tables to highlight the current status of the AP Magazine.

**Motion (Graglia, Bird):** The EiC of the IEEE AP Magazine has a maximum of 2 three-year term limit. **Motion Passes (1 Abstain).**

Prof. Scott Tyo also inquired about the status of finding a replacement for Dr. Stone whose current terms is ending in Dec. 2014. Dr. Trevor Bird informed the meeting that the process has been initiated by the President in consultation with Immediate Past President, President-Elect, and Chair of the Publications Committee, in accordance with the By-Laws.

**The Meeting Adjourned for Lunch Break at 12:10.**

**The Meeting Reconvened after Lunch Break 14:10.**

7. **Distinguished Lecturer Program Committee’s Report** (Ross Stone for David Jackson). The Distinguished Lecturer Program (DLP) committee consists of eight members with Prof. David Jackson being the Chair. The purpose of the Committee is to oversee the DLP operations, update the DLP information on the AP-S website, maintain the DLP Handbook, and elect new DLs. Seven DLs concluded their three-year term in Dec. 2013. Three new DLs were appointed for the 2013-2015 term, five new DLs were appointed for the 2014-2016 term, and three new DLs were appointed for the 2015-2017 term. In 2013, there are 16 active DLs delivering lectures to chapters, and in 2014 there are 14 active DLs. Starting from 2014, the DLP committee has decided to standardize the procedures for electing new DLs. An initiative has also recently been implemented to notify the neighboring chapters when a DL plans to visit a specific chapter. A feedback mechanism has also been instituted since the beginning of 2014, to collect feedback from the chapters on the DL presentations. Issues related to the videotaping of DL lectures and DL chapter visits that are combined with conference visits were also mentioned. Finally, the statistics of DL presentations for 2013 was presented.
8. **Publications Committee’s Report** (Gianluca Lazzi). Prof. Lazzi reported that the application for the new journal on Biomedical has already been submitted and a vote may be expected in 1-2 months. The Phase 1 proposal for the new journal of Computational Electromagnetics will be submitted in November and the Phase 2 application may follow in Feb. 2015.

Prof. Magdy Iskander suggested that special issues should be planned in either TAP or AWPL if these new journals cannot be approved in the near future.

9. **Transactions Report** (Ben Leung). The latest 2-year impact factor is 2.332 in 2012. There were a total of 778 papers published from July 2013 to June 2014, which represents a 3.1% decrease compared to the number for the same period one year ago. However, the number of submissions increased by 11% and there were a total of 3155 submissions including both new and revised manuscripts from July 2013 to June 2014. The ratio between new and revised submissions is around 1:0.71. The acceptance rate is 43.5% based on the moving three-year data (Jan. 2011-Dec. 2013) and it is 42.6% based on the moving one-year data (Jan. –Dec. 2013). The current average processing time is 2.1 months from submission to first decision, while the average time from submission to final decision is 4.7 months. It was noted that the average time from submission to publication is about 10 months.

There are 41 active Associate Editors including 1 Senior Associate Editor. 3 Associate Editors and 10 reviewers will be presented with Certificates for their exceptional performance.

**Motion (Bird, Riley)** Approve a revised 2014 budget of 6700 pages. **Motion Carries Unanimously.**

Two special issues on “Antenna Systems and Propagation for Cognitive Radio” and “Innovative Phased Array Antennas Based on Non-regular Lattices and Overlapped Subarrays” were published in early 2014. Another special issue on “Antennas for Satellite Communications” is planned for the March 2015 issue with 79 submissions received.

A proposal of offering Associate Editors some discount off the registration fee at the annual symposium or a waiver of a certain amount of mandatory page charges was made and deliberated. Some members are of the view that monetary rewards may not be necessary because it is an honor to serve as an Associate Editor. Prof. Scott Tyo clarified that EICs have the privilege to waive page charges.

10. **AWPL Editorial Report** (Yang Hao). AWPL publishes letters of a maximum of 4 pages. The voluntary charge for the first page is $110. After that, a mandatory charge of $200 is levied for each subsequent page. The 2012 impact factor of the Letter is 1.66. One special cluster on “Terminal Antenna Systems for 4G and Beyond” was published in 2013.

AWPL is the second “fastest” journal among all IEEE publications. The median time from submission date to post date in IEEE Xplore is about 9 weeks. At the moment, there are 33 Associate Editors. In 2013, there were a total of 2027 submissions, which represents an increase of 10.6% compared to 2012. It is clear that the submission growth trend will continue. In spite of the growing submissions, the review time is reaching a steady state of around 40 days. AWPL’s acceptance rate including accept and minor revisions has dropped to 40.3% in 2013 from 44.3% in 2012. The average time from submission to decision was 38 days in 2013 and the predicted average for 2014 is 39 days.

Three special clusters are planned for 2014 and they are “Transformation Electromagnetics”, “Antennas for Wireless Body Area Networks“ and “Compressive Sensing as Applied to
Electromagnetics. The website for AWPL is now relocated at Queen Mary College. A change in manuscript handling process was recently implemented so that reviewers can now receive the decision letters. Prof. Hao also raised a few issues for consideration by the AdCom, such as open access, voluntary charges for the first two pages, and an additional complimentary page for references.

11. Magazine Editor’s Report (Ross Stone). The Magazine is doing very well. Submissions continue at the same pace with a backlog of about 10 months. Authors are informed of this backlog at the time of submission, but no pushback is experienced. There are no problems with new ad rates and we have started to see new recruitment ads for the first time in about six years. Conversion of issues to XML using an outside vendor is now down to a routine and its quality is accepted by IEEE Publications.

The Magazine will be part of a new subscription offering, from which we will make some revenue. More importantly, through this offering we will gain exposure to students who may be influenced to go into our field. 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.

Dr. Stone shared with the meeting that he was informed that he would not be reappointed as EiC of the Magazine at the end of his current term (Dec. 31, 2014) and he was asked to come up with a transition plan. Dr. Stone introduced what he has been doing for the past 30 years and how it would be done for the new EiC. He highlighted the advantages of the current practice. He then presented a detailed transition plan. This included identification of the six major tasks he currently performs in the production and editing of the Magazine, and how a combination of a new EiC, an assistant to that EiC, and an outside vendor could perform these tasks. Dr. Stone explained the extensive process he undertook to test and screen potential vendors for the editing task, and his success in identifying a vendor capable of adequately doing the job. Engaging an outside vendor for editing may incur a total added cost of $18,500 per year; hiring an assistant for the new EiC may cost an additional $50,000 per year, and there could be an additional $7,500 per year were a manuscript tracking system to be used. Dr. Stone concluded the report by saying that it has been a tremendous honor and pleasure for him to serve the Society as EiC of the Magazine and its predecessor publication. He would deeply appreciate being able to celebrate 30 years in the position with a couple of considerations.

The President suggested a round of applause thanking Dr. Stone’s 30-year service to the Society.

12. Joint Meetings Committee Report (Jeff Young). The AP-S/USNC Joint Meetings Committee has the following members:

AP-S: Jeffrey Young (Chair), Stuart Long, Anthony Martin, Allan Schell
USNC-URSI: Danilo Erricolo, Gianluca Lazzi, Mahta Moghaddam, Ross Stone

Prof. Young reported on the status of future AP-S Symposia and two items require AdCom’s approval.

Motion (Seconded by JMC) Approve Boston as the venue of the 2018 Symposium. Motion Carries Unanimously.
Motion (Seconded by JMC) Approve Montreal as the venue of the 2020 Symposium with Ahmed Kishk being the General Chair. Motion Carries Unanimously.

The JMC has adopted a Best Practices Manual based on a set of bylaws, which facilitate Conference Chairs and Conference Planners. The Manual is continuously updated to remove obsolete policies/practices and to incorporate new ones. The JMC also keeps a comprehensive spreadsheet of conference data, trends, and statistics. It is available upon request.

Prof. Young also reported a survey conducted by the AP-S Meetings Committee to seek members’ views on holding the annual symposium outside of North America. Based on the data collected, IEEE Research concludes: “The majority of respondents were likely to attend the conference if it were held in Europe. However, the likelihood to attend in another location such as Central or South America, or Africa, was low. Those who had attended their most recent meeting in 2010 or later were more likely to attend again.” Prof. Young also shared the Meetings Committee’s observations in terms of the venue selection.

Motion (Tyo, Nevels) No further discussion about the following Motion brought by the JMC regarding the selection of future Symposium venue. Motion Passes (2 Opposed, 1 Abstain).

Motion (Seconded by JMC): “To receive and review all symposia proposals in terms of their logistical and financial merits irrespective of proposed location.” Motion Passes (2 Abstain).

12.1 CAMA Conference Report (Christian Pichot). 2014 IEEE CAMA General Chair, Prof. Christian Pichot, reported on the organization of this inaugural conference. It consists of a 3-day conference and a 1-day short course. The conference will be held in Antibes (Nice), France, with an expected 200 attendees. In addition to regular sessions, 13 special sessions are planned. Three keynote speakers have already been identified and 3 short courses will be offered. In the end, Prof. Pichot also shared the lessons learned and experiences gained.

It was also confirmed that the fall AdCom meeting will be scheduled on November 14 (Friday) and 15 (Saturday), 2014, so that AdCom members can participate in the special sessions on Nov. 16 (Sunday). After the meeting, it was clarified by Prof. Christian Pichot that the AdCom special session would be held on Nov. 17 (Monday).

12.2 Computational Techniques Conference (Chi-Hou Chan). As one of the General Co-Chairs of the new 2015 IEEE International Conference on Computational Electromagnetics, Prof. Chan, reported on the status of the conference preparation. He briefly introduced the conference venue and organizing committee. The conference will be held in Hong Kong from Feb. 2 to 5, 2015 expecting 300 participants.

Motion (Graglia, Manteuffel) Approve the Cash Advance Request of $27,200. Motion Carries Unanimously.

The meeting also confirmed that the 2015 Winter AdCom meeting will be held from Jan. 31 to Feb. 1, 2015 in Hong Kong, just before this conference. Prof. Yahya Rahmat-Samii asked about the cost of holding an AdCom meeting outside the US and Prof. Tyo clarified that there is no difference whether the meeting is held in a US city or outside the US.

12.3 IEEE APWC (Roberto Graglia). 2014 IEEE APWC joint with ICEAA will be held in Palm Beach, Aruba from Aug. 3 to 8, 2014. The two conferences together feature 36 sessions including 25 special sessions organized by renowned experts. Among 442 papers submitted, 250 papers were
accepted for presentation. There will be three parallel sessions per day and a half-day short course on “Optimal antenna currents using MoM and convex optimization” will be held on Aug. 3 (Sunday).

13. Sponsored Meetings & Conferences Committee Report (Ross Stone). There is a list provided in Appendix A of conferences that have been approved for AP-S technical co-sponsorship so far this year. 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 into IEEE Xplore. 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 so far in 2014 and 5 such conferences scheduled for 2015. There are 17 countries in which we are technically co-sponsoring meetings with a total of 21 such conferences outside Regions 1-6.

14. Awards Committee Report (Ron Marhefka). The AP-S Field Awards Committee consists of 12 members from different continents with Prof. Stefano Maci as the Chair. The AP-S Paper Awards Committee has 9 members and is chaired by Prof. Kwai-Man Luk. Although the Paper and Field Awards Chairs are serving their first and second years respectively, several of their committee members are in their third years. Potential candidates for the committee members will be discussed and interviewed. The new list of the committees will be sent to AdCom for approval. Prof. Marhefka would like to thank Prof. Christos Christodoulou, the formal Coordinator, Liz Parascondola, as well as Nancy Sutta Berns and Kevin Guillory from CMS. He also noted some inconsistency in the language of the awards rules. Documentation needs improvement to make future coordinator transition smooth.

15. Chapter Activities Committee (CAC) Report (Zhongxiang Shen). There are currently 122 AP-affiliated chapters with 45 in Regions 1-6 (USA), 9 in Region 7 (Canada), 35 in Region 8, 4 in Region 9 and 29 in Region 10. There were 6 new chapters formed with a few more in the pipeline. 64 chapters submitted their 2013 annual reports, which is a historical record. So far, 41 chapters have received their 2014 financial support from AP-S. 8 chapters also received funding for special projects, workshops, or conferences. A special-project request was recently received from the newly established Kerala AP-S chapter for $10,000 to organize workshops for students and teachers.

Motion (Seconded by CAC): Approve special-project funding request of $10,000 by Kerala AP-S chapter. Motion Passes (1 Opposed)

For 2014, 13 Chapter Chairs received their Travel Grant. The 2014 Best Chapter Award went to the Kolkata Chapter, based on judging of the annual reports by a committee including the Chairs of the past three award winners. In the past one year, the Coordinator organized or attended five Chapter Chairs Meetings so that he can better understand chapters’ needs and more feedback/suggestions can be collected.

Motion (Seconded by CAC): Approve the 2015 Chapter Activities Budget of $64,500. Motion Carries Unanimously.

16. ASEAN Coordinator’s Report (Monai Krairiksh). Prof. Krairiksh reported on the ASEAN membership development initiative. The population of ASEAN countries is 583.7 million, while the number of AP-S members is only 214 with two-thirds from Singapore and Malaysia. A number of visits were made and lectures were given by DLs Prof. Krairiksh and Prof. Tapan Sarkar. More visits and membership drives will be scheduled to reach out to students and engineers in Brunei,
Myanmar, Philippines and Vietnam expecting that more researchers can join AP-S and more chapters can be established.

17. African Initiative (Vikass Monebhurrun). Prof. Monebhurrun briefly introduced the history of the RADIO (Radio and Antenna Days of the Indian Ocean) International Conference. Both the 2012 and 2014 RADIO conferences were held in Mauritius. The next RADIO conference will be held either at the end of 2015 or the beginning of 2016. A budget will be presented at the next AdCom meeting to request sponsorship.

18. Education Committee Report (Dave Kelley). Due to a tight schedule, Prof. Kelley only proposed a motion for next year’s budget.

   **Motion (Seconded by Education Committee):** Approve the 2015 Budget of $190,000. **Motion Carries Unanimously.**

19.1 WiEM Workshop Report (Parveen Wahid). The Workshop sponsored by IEEE AP-S, IEEE Bangalore Section and IEEE Women in Engineering (WIE) was held at the Indian Institute of Science, Bangalore, India, on March 7-8, 2014. There were approximately 70 attendees each day with 50% male participants. A future WiEM Workshop may take place in Dec. 2015.

19.2 Globalizing Electromagnetic Education (Parveen Wahid). Prof. Wahid briefly introduced the need for a change in EM education. The initial focus is to be on women in engineering and Region 10. The initial plan for 2014 and 2015 is to select 3 Sections in Region 10 to develop and share required resources. A committee was formed with participants from India, Taiwan, USA, Spain and Italy. A proposal was then made including a number of concrete ideas and action items.

   **Motion (Tyo, Salazar)** Approve a budget of $32,900 to support this initiative. **Motion Carries Unanimously.**

The Meeting Adjourned at 6:35pm.
APPENDIX A: 2014 and Later AP-S Technically Co-Sponsored Conferences

June 29, 2014


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


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

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

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

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

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

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

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-System 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


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

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


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

International Symposium on Antennas and Propagation (ISAP2015), November 9-12, 2015, Hobart, Tasmania, Australia
APPENDIX B: List of IEEE AP-S Distinguished Lecturers

2012-2014

Yahia Antar
Brian Kent
Monai Krairiksh
Kwok Wa (Ben) Leung
Stefano Maci
Levent Gurel

2013-2015

Ahmed Kishk
Mats Gustafsson
Ari Sihvola

2014-2016

Christophe Caloz
Steven Gao
Qing-Huo Liu
Ed Miller
Sudhakar Rao

2015-2017

Andrea Alu
Mike Jensen
Karl Warnick