IEEE AP Society 2014 Winter AdCom Meeting  
Hyatt Century City, Los Angeles, CA


Non-Voting AdCom Members in Attendance: Silvio Barbin, Ross Stone, Jeff Young, Ben Leung

Voting AdCom Members Excused Absent: Leena Ukkonen

Saturday February 8, 2014

1. Welcome and Introduction

The meeting was called to order at 8:30 am by the presiding officer, Tapan Sarkar, President of the AP Society. The president introduced the five new members of AdCom (Graglia, Lazzi, McPherson, Shafai, and Tyo), and he thanked the five outgoing members of AdCom (Ando, Davidson, El-Shenawee, Rao, and Shields). Members in attendance introduced themselves.

2. Approval of Agenda.

Motion (Salazar, Best) Approve the Agenda as Circulated. Motion carries unanimously

3. Approval of Prior Meeting’s Minutes

Motion (Stone, Nevels) Approve the minutes as amended

Minor editorial items were identified by some members including Magdalena Salazar and Bob Nevels. Those changes were provided to the Secretary/Treasurer to be included in the final minutes.

Motion carries unanimously

Prof. Salazar noted that the minutes are usually distributed for comment to the AdCom a few weeks before the next meeting. At that time, many of the details have been forgotten. It would be better to have the draft of the minutes distributed to AdCom much closer to the end of the meeting.

Motion (Salazar, Manteuffel) Amend the operating manual to reflect that the draft of the minutes be sent to the AdCom members within 30 days of the end of the meeting. (Motion Carries Unanimously)

4. Procedures for Scheduling Meetings (Sarkar/Tyo)

Secretary/Treasurer Tyo noted that there were significant complications and controversies surrounding the scheduling of this meeting and the preparation of the agenda. Specifically, several AdCom members felt uncomfortable about the details of the planned executive session. Furthermore, changing the planned date of AdCom made it difficult for several folks to participate who were planning to attend later in the month in Memphis.

Motion (Tyo, Erricolo) Update the Operating Manual to indicate that the dates and location of the next AdCom meeting should determined by the end of the prior AdCom meeting when possible. If the meeting is to be held significantly in executive session, that should be approved by a vote of the AdCom no less than 60 days in advance of the meeting. AdCom is responsible for scheduling/planning its own Winter meeting.

Chairman Young of the Joint Meetings Committee pointed out that the logistics of the AdCom meeting can have impact on the conference organizers. If AdCom chooses to separate its meetings from the TPC meeting, then there may be difficulties in scheduling the meeting space. If AdCom is going to have the flexibility to schedule the Winter Meetings.

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meeting as necessary, then the symposium organizers should be freed from having to plan for the AdCom meeting as part of their TPC preparations.

Several members noted that three meetings annually seemed like a good idea. It was further noted that different items could be scheduled for the different meetings as necessary. Holding AdCom meetings in conjunction with the Society’s financially cosponsored conferences seems like a good way to benefit these conferences and make travel more efficient for AdCom members.

Several members noted that publicizing the meeting dates to our membership would help encourage attendance by the members. Holding the meeting at a conference also helps with making it available for people who are not AdCom members to attend.

**Motion Carries Unanimously**

Prof. Nevels noted that attendees incur additional costs for the hotel rooms when attending the AdCom meeting that precedes the summer symposium. While we have a longstanding tradition of not supporting supporting travel to the summer symposium, partial support for extra hotel nights is certainly reasonable. Prof. Tyo noted further that occasionally an AdCom member is unable to attend the Symposium, but does attend the AdCom meeting in advance. In these instances the Society has been paying for their travel.

**Motion (Nevels,Stone) Hotel costs for any additional nights needed to attend the AdCom or scheduled committee meeting in conjunction with the summer Symposium be paid by the Society. Also if the member has extenuating circumstances that prevent them from attending the summer Symposium then they may claim their travel costs subject to approval of the President. Motion Carries Unanimously**

President Sarkar announced the plans for the upcoming AdCom meetings. The Summer meeting will be July 6 and possibly July 5 in Memphis (more discussion later). The Fall AdCom meeting will be November 14 – 15, 2014, in Antibes, France, immediately before the new financially sponsored Conference on Antenna Measurements. The Spring 2015 meeting is tentatively scheduled from January 31 and February 1, 2015, at the City University of Hong Kong immediately before the new financially sponsored conference on computational methods.

5. **Past President’s Report**

Past President Bird offered a thank you to the membership for their support during his term of office. The Society had a year full of events, and it made quite a bit of progress. One of the most important events was the 5-year Society Review. Our report was submitted to the IEEE in advance Sarkar, Tyo, Stone, and Bird met with the Society Review Committee on 21 November in New Brunswick at the Fall OU meetings. Past President Salazar is a member of the committee, but did not participate as a representative of AP-S. Oral comments were provided by the SRC at the end of the meeting both at the session and in later conversations between the President, President-Elect, and the SRC chairman. A draft report was received from the SRC in January, and a response was sent by the Society on Jan 24. The SRC was overall complimentary to the Society in most areas. The committee identified several Best Practices that should be communicated across the Institute. Verbal comments included recommendations to better leverage the website with continuing education, develop sister society relationships with MTT-S and other relevant Societies, add language on standards to our Field of Interest (FoI) Statement, upgrade website to highlight the education program, and add specific scope for each publication rather than using the Society FoI statement. The SRC further recommended to change the Magazine EiC term limit situation, consider formal leadership training, and develop new leaders. The SRC suggested continuing to focus resources and energy on membership growth in Regions 9 and 10.

A Letter of Intent (LoI) was submitted on a new publication for the *IEEE Journal of Electromagnetics, RF, and microwaves in Medicine and Biology*. This is envisioned as a joint publication of AP-S, MTT-S, IM, EMBS, and MS. Discussions on scope are in progress, and we will hear more about this later in the meeting. There has been no

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further progress on the proposed Selected Topics in Applied Electromagnetics. A LoI was also submitted for a proposed IEEE Journal on Computational Electromagnetics Techniques. We will hear more details about the proposed journal later in this meeting.

The Strategic plan is in place now. The Society should use it and have it regularly updated. This is a role for the long-range planning committee (Ando). An ad hoc committee composed of Sarkar, Bird, Tyo, Ando, Riley, and Errico is developing an Operations Plan to complement the Strategic Plan. The Committee had a kickoff SKYPE meeting last fall. The first draft was ready in time for the SRC meeting. Priorities were ordered into short, medium, and long-term objectives. More work is required. A copy will be distributed to AdCom soon.

President Sarkar has secured a donation from XXXX Rohde to fund best paper awards for the two new conferences on antenna measurements and on computational techniques. The Harrington-Mitra award was approved by IEEE, and the first recipient will be selected this year.

Past President Bird has been elected to the IEEE Nominations & Elections Committee.

Past President Nevels asked for and received a round of applause for Dr. Bird’s efforts as President of the Society.

6. President’s Report

President Sarkar gave a personal note of thanks to Past President Bird for his leadership. As President-elect, Prof. Sarkar attended the Asia Pacific Microwave Conference in Seoul as a stand-in for the president. There were significant interactions with MTT community. There are ongoing interactions with the Chinese Institute of Engineers on the development of an agreement between AP-S and the CIE Antenna Section. New AP-S chapters have been started at Chennai and Madras that have interactions with several industries and institutes. The President visited the Bangalore chapter and discussed educational activities and the Women in EM conferences organized by Prof. Parveen Wahid. President Sarkar had interactions with the president of IETE who suggested distributing magazine electronically to prospective members in India. The venues and budgets of the two new conferences have been prepared with four new awards created for best paper prizes. IEEE has a formula for the awards that if you put in $28k instead of $25k then the IEEE guarantees it. Prof. Wahid was reappointed as the Chair of the WIE Committee, and she will groom a successor. Prof. Ukkonen was reappointed to the CRFID and will groom a successor.

7. President-Elect’s Report

Prof. Graglia indicated that there was not much to report, as he is just starting in the new position now. The President-Elect noted his opinion that our Society is representative of the N American and European communities, but we have work we need to do to improve our representation outside these areas. Our major conference should be held outside N. America with whatever periodicity that we choose, and it should be held in appealing cities and appealing venues. The Society needs to invest in new publications, continue to strengthen the DL program, and approach industries and companies in Europe. AP-S should consider creating synergies with other societies like MTT and CommSoc to improve our reach.

8. Discussion of the IEEE and How AP-S Fits

Prof. Sarkar gave an overview of the IEEE and its organizational and financial structures. Prof. Salazar noted that we need to have more visibility of AP-S members at higher levels of the IEEE. This will help the Society be aligned with and leverage the funding and initiatives of the IEEE.

Prof. Sarkar noted that approximately 50% of ieee membership is outside regions 1-6, and the proportion of non-US members is increasing. As noted in previous meetings, over 50% of IEEE members do not belong to a society, and this is an area that AP-S can exploit. There were a total of 17 societies with membership up by more than 1%

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(including AP-S). There were 13 societies with membership decreases of more than 1%, while eight societies were approximately flat. Since 2002 there has been a significant decrease in members from Regions 1 – 6, and there has been a concomitant increase in membership numbers in India, Canada, and China. There are now as many Indian student members as US student members. There are over 500 student sections in India.

IEEE Conferences Committee noted that there were 729 financially sponsored conferences and approximately 665 technically sponsored conferences in 2012. IEEE is increasingly in the Global Conference Business. 76% of all conferences were held in Regions 7 – 10. 76% of all conferences are cosponsored, 89% of these by a non-IEEE entity (over 1000). There is approximately a 9% annual growth rate in conferences since 2007, resulting in a 53% increase in conferences from 2007 - 2013. About half of the meetings have between 100 – 300 attendees. There has been significant recent discussion of the proposal to have the costs for technical cosponsorship be paid directly by the OUs rather than having it be charged to the administrative budget. In the past AP-S has strongly opposed this proposal, but the framing has changed. The proposal is now to charge $1,000 per conference and $15 per paper uploaded to IEEEXplore to the sponsoring OUs. Those OUs may choose to pass the expense on to the conferences if they choose.

**Motion (Bird, Tyo)** In light of the changes to the proposal, the AP-Society Supports the current motion. **Motion carries unanimously.**

9. **Awards Committee Issues**

Prof. Tyo relayed the comments of Awards Committee Chair Marhefka concerning the recent changes to Awards Committee procedures. The action taken in Torino to place AdCom at the top of the awards process had some unintended consequences regarding IEEE Conflict of Interest policies. Specifically, nobody who participates in any aspect of the award selection process can nominate, serve as a reference, or be nominated for any of the awards under their consideration. The only exception to this is for time-limited awards (such as our best paper awards). In these cases, the affected individual must recuse themselves from all considerations dealing with that award, and this recusal must be noted in the minutes. These are stipulated in the IEEE Awards Policies.

**Motion (Tyo, Stone)** Any AdCom members who nominated or wrote letters of reference be removed from the approval committee for ratification of the awards. Further, any voting AdCom members nominated for awards in 2014 are ineligible for consideration. **Motion Carries Unanimously**

**Motion (Best,Bird)** The one year ineligibility period for past members of the Awards Committee be waived for 2014, and come fully into effect in 2015. **Motion Carries unanimously.**

Prof. Manteuffel briefed the AdCom on the creation of the Felsen award at the request of the EurAAP Board of Directors. The Felsen award currently exists at three Universities, but there are fewer students at those universities. Plans have been initiated to open the awards to worldwide competition. The Felsen Trust has agreed to this, and the first awards will be presented at the next 2015 EuCAP. The EurAAP BoD is working on a proposal to team with other organizations such as APS, URSI, ISAP to compose the jury. This is informational only, and details will be forthcoming, likely after the next Board meeting at EuCAP 2014.

**Motion (Tyo, Stone)** AdCom encourages EurAAP to proceed with the Felsen award and looks forward to working with them. **Motion Carries Unanimously.**

10. **Discussion Regarding AdCom and Committees Structure**

At the past several AdCom meetings, a number of concepts have been discussed concerning the organization and structure of the Society governance. Issues concerning the geographic diversity of AdCom members have been discussed several times. Over the past several years, many procedures have been put in place to attempt to increase the non-North American membership of the AdCom, and these have been largely successful. Based on

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current membership statistics, Regions 1 – 6 are well represented (currently eight of 18 voting members), Region 7 has generally had one member on the AdCom (currently two members), which is slight over-representation, Region 8 has been over-represented recently (current AdCom has seven members, all but one from Western Europe). On the other hand, Region 9 has never had representation (though the membership base is small), and Region 10 is generally underrepresented. There is currently only one Region 10 member of AdCom, and there has been more than two members from Region 10 only one year in the past 15. There was significant discussion as to whether a structure should be put into place that ensured a more even geographical distribution of AdCom members. Though several ideas were discussed, none came forward.

Additionally, Prof. Sarkar, Graglia, and Salazar discussed the need for some of the duties of the President to potentially be divested. Concepts include the creation of Vice Presidents for different activities (Conferences, Membership, Publications, etc.), the creation of an Executive Committee of the AdCom, as well as the establishment of individual portfolios of AdCom members. Dr. Best raised the issue that before any specific proposal is put forth, a specific set of needs and goals needs to be enumerated, and that has not been done yet.

An AdHoc committee (Chair: Tyo, members Sarkar, Nevels, and Salazar) was created in Torino to discuss options. That committee only met once. A subset of that committee met here in Los Angeles along with Bird and Graglia and discussed some proposals. Prof. Tyo polled the AdCom informally on three issues. There was strong support for exploring the concept of divesting some of the current responsibilities into other members of AdCom, though sentiment was split on the creation of Vice Presidents. There was support for exploring an Executive Committee, but several members expressed concerns about creating a smaller group within the AdCom that controlled the agenda. The AdCom was relatively evenly split over the need and value for a plan to diversify the geographic representation on the AdCom. The Ad Hoc Committee will seek additional inputs and report back to the AdCom in the Summer with some new proposals.

The Meeting Adjourned for the Day at 5:30 PM

The Meeting Reconvened on Sunday February 9, 2014, at 8:30 am

11. Conference Issues
   11.1 Conference on Antenna Measurements and Applications

Christian Pichot is the chair of the first IEEE Conference on Antenna Measurements and Applications. The conference is envisioned as being quite different from AMTA, as CAMA will focus on measurement systems. Topics to be included include frequency vs. time domain measurements, multi-antenna system measurement, new measurement methods, anechoic environments, spatial diversity, materials and radomes, near-to-far field transformations, inverse problems and imaging, super resolution, and applications.

CAMA is envisioned as an annual conference that will occur in the western world in even years and the eastern world in odd years. The first meeting will take place at Antibes, France, 16 – 19 Nov 2014. The second offering will be in Macao in the autumn of 2015. The organizers are assuming approximately 300 attendees. There will be two Ulrich R. Rhode awards that have been created by President Sarkar’s initiatives with Dr. Rohde. The two awards of $500 each will be given for the best innovative papers. CAMA will be a three-day conference, with lunches included and one additional day of short courses.

The conference preliminary budget was computed assuming 300 attendees, but the figures require 150 attendees for the budget to balance. Registration fees will be 480/540 Euros for Members/non-Members. Overall expenses are expected to be

- Convention Center Costs to include AV, WiFi, and Cloak Room: 38 083€
- Food and Beverage to include lunch: 34 480€
- Exhibition costs 7 196€

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- Social Functions 14 460€  
- TPC Meeting 11 550€  
- Conference Management Service 16 145€  
- TOTAL Expenses (exclusive of VAT): 129 977€

Revenue is expected to be

- Registration Fees (300 Attendees) 110 290€  
- Short Courses (Assuming 80 participants) 14 000€  
- Exhibitions (15 exhibitors) 12 500€  
- Donations 20 000€  
- TOTAL Revenues (exclusive of VAT) 163 790€

The conference will need advances to pay deposits for the convention space, food and beverage, and the meeting planner that will be due before any registration revenue is received:

- 37 952€ Immediately  
- 9 441€ Six months before the meeting (May)  
- 14 161€ Three months before the meeting (August)  
- TOTAL of Advances 61 555€

Motion (Stone, Erricolo) Approve the presented budget and the processing of the advances on the schedule indicated. Motion Carries Unanimously

11.2 Conference on Computational Techniques in EM

The Conference Chairs for the first offering will be Jin-Fa Lee (Ohio State) and Chi H. Chan (City U. of Hong Kong) The conference is scheduled for Feb 2 – 5, 2015 at the City University of Hong Kong. Registration fee of $700 will include meals. There are several hotels of in the $150 - $200 price range within a 10 minute commute. The organizers are expecting to have four parallel sessions with posters a possibility. There will be two best paper awards sponsored by Dr. Rohde for this conference.

11.3 Future of AP-S Sponsorship of Conferences

President Sarkar raised the issue that there are many conferences that we are now technically cosponsoring. Cosponsorship requires an MoU, but often times there is no follow through and oversight after the fact to make sure that the conference adhered to the terms of the MoU. A question has arisen as to whether or not we should send AdCom members or other representatives to conferences. Dr. Stone pointed out that the technical cosponsorship process requires “direct and substantial involvement of the society” in the technical program. As a rule, AP-S requires that a representative of the society be on the TPC, and we further require that the conference outline their review processes.

Motion (Stone, Bird) The president in consultation with chair of the AP Sponsored meetings committee determine as needed if a representative be sent to a conference and provide a budget from AdCom travel for doing so. Motion Carries Unanimously.

11.4 JMC Report and Summer Symposium Issues

Chairman Jeff Young of the AP-S Meetings Committee and the Joint Meetings Committee (JMC) reported that the chairmanships of the summer symposium are full through 2019, and the JMC is currently considering options for 2020. Preliminary numbers indicate that there are 1,633 submissions for the Memphis Symposium. As always, the

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Society leadership should express personal gratitude to the volunteers that run the symposia. Chairman Young discussed the possibility of holding our flagship symposium outside the US. He indicated that he tells potential chairs that he will entertain proposals from anywhere in the world. So far he has only had one expression of interest from a potential chair from outside North America. Prof. Young indicated that USNC-URSI is on record by saying that it opposes the summer symposium outside of North America. He requested that the AdCom provide a policy directive as to whether or not the JMC should consider holding the symposium outside of the US.

Several members noted that the AP-S is an international society, and should consider holding its annual symposium anywhere in the world where a reasonable proposal is presented. Summer symposium should be open to other parts of the world, including Europe and Asia-Pacific. Some members indicated that there are some significant reasons why, from an AP-S standpoint, moving the symposium from North America would be detrimental due to cost, attendance, and competition with other large meetings. Members pointed out that attendance at these conferences are highly overlapping. While there is some financial risk that we may lose money, that is not necessarily a concern. Dr. Best pointed out that since we represent the membership of the Society, we should request input from the membership.

Motion (Stone, McPherson) Direct the Joint Meetings Committee to undertake a study including a survey of the membership on the benefits and risks of holding the flagship symposium outside North America.

Dr. Stone indicated that the survey should be succinct, and the Society should engage the IEEE offices that assist with surveys. The survey should consider competition with existing partners. Several members noted that the reason that EuCAP and ISAP were created because AP-S didn’t go outside the US.

Prof. Manteuffel presented the results of consultations that had taken place within the EurAAP BoD and amongst other colleagues in Europe. One potential proposal that arose was to hold a periodic worldwide conference on Antennas and Propagation that brought together players from the existing large conferences (AP/URSI, EuCAP, ISAP, etc.). Several members indicated that this is a complicated issue that bears further consideration.

Motion (Tyo, Riley) Amend the Motion to read: Direct the Joint Meetings Committee IEEE AP-S Meetings Committee to undertake a study including a survey of the membership on the benefits and risks of holding the flagship symposium outside North America. Motion passes unanimously

Prof. Young initiated discussion about the function of the AP-S Meetings Committee. According to AP-S governing documents, there are two committees: the JMC and the AP-S Meetings Committee, with members of the Meetings Committee serving on the JMC. According to the bylaws, the AP-S Meetings Committee has oversight responsibility for all conferences that are sponsored by the Society that originate from that committee. For the past several years the APS Meetings committee has not been involved in any conferences (new or old) outside the summer symposium. While Dr. Best was President, the chair of the JMC was approached to see if that committee could provide oversight on the new financially sponsored conferences initiated by Past President Nevels. Due to a misunderstanding of the roles of the JMC and the Meetings Committee, the JMC Chair declined for the JMC, and an ad hoc committee was created to oversee these new meetings. This committee is currently the Sponsored Meetings Committee and is chaired by Ross Stone.

Motion (Stone,Bird) Financially co-sponsored conferences and technically cosponsored receiving grants will be the purview of the AP Meetings Committee. Technically cosponsored not receiving a grant will be the purview of the Sponsored Meetings Committee. Motion Carries Unanimously

12. Interaction with MTT

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Prof. Sarkar noted that since November there has been a stronger interaction with MTT. This was instigated from the MTT members of the SRC who suggested working towards a sister agreement between the two societies. An inter-society liaison committee has been set up that has AP-S members Bird, Nevels, Erricolo, Salazar, and Lazzi. The Division IV Director is keen to see a strong interaction between AP and MTT, and the Division IV Director and MTT President would like to come to the summer AdCom meeting. President Sarkar suggested setting aside an hour for discussions. In addition, up to three members of the AP-S adcom have been invited to attend the MTT AdCom meeting in September in Rome. Prof. Lazzi pointed out that the whole effort began because of the new biomedical journal that is in the proposal stage. The AP-S Publications Committee Chair (Lazzi) started working with three societies in addition to MTT and AP-S. During this process the subject of encroachment issues arose, so a committee was constituted to start working through these issues. It was determined to wait until after the July AdCom to decide on a course of action regarding the MTT invitation for the fall.

13. Future Directions of IEEE AP-S Webpage

President Sarkar indicated that Editor-in-Chief Steve Best would be stepping down, and that an ad hoc committee consisting of Roberto Graglia and Don McLemore has been appointed to explore new possibilities for the website. The President noted the Society’s appreciation to the work done by Dr. Best in establishing the Society website and bringing it up to where it is now.

Motion (Best, Bird) The AP Society will honor the contract with Ballos Associates for web maintenance through the end of 2014. Ballos Associates is on retainer for approximately $2,300 monthly for ongoing web support functions. Motion Carries Unanimously

Dr. Best noted that on the past month or so several individuals have raised the discussion of term limits for the EiC of Electronic Publications. The Society has 2-term limits for the EiCs of the Transactions and the Letters, and it may be appropriate to initiate such term limits for the electronic publications as well.

Motion (Best, Manteuffel) The EiC of Electronic Pubs have a 2-term limit. Motion Carries Unanimously.

14. Society Elections Issues

Dr. Best discussed issues surrounding the collection of nominations and the counting of votes at various stages of the nominations process. While he did not have any preference for a specific procedure, he felt that our policies should be codified in the governing documents. Dr. Best ask for a positive determination by AdCom regarding the collection of nominations for the President-Elect.

Motion (Tyo, Salazar) Modify the Operating Manual to indicate that candidates for President-Elect in even years will be considered from Regions 1 – 6 and candidates for President-Elect in odd years will be considered from Regions 7 – 10. Motion Carries Unanimously.

Motion (Tyo, Best) For 2014 the Society will use the same voting procedure and counting method for selection of the AdCom ballot as we do for the general election. Specifically AdCom members will be presented a slate of 16 nominees for AdCom and four nominees for President-Elect. AdCom members will vote in executive session for up to eight nominees for AdCom and up to two nominees for President-Elect. The eight AdCom nominees with the most votes will proceed to the ballot. The two President-Elect nominees will proceed to the ballot. Motion Carries Unanimously

The Meeting Adjourned for the day at 5:30 pm

The meeting reconvened at 8:30 am on Monday, February 10, 2014

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15. **Publications Issues**

15.1 *New AP-S Journals: Submission of Phase I Proposals*

The Publications committee is currently working on two new journal concepts. Letters of intent have been submitted for both and will be considered at the upcoming OU meetings. The first is the *Journal on Electromagnetics, RF, and Microwaves in Medicine and Biology*. This is a joint publication of AP-S, MTT, EMBS, and IM. Recently the Magnetics Society has come on board as well. The group is currently working on various proposals for scope and operating procedures. The second is the *Journal on Computational Techniques in Electromagnetics*. This would be a three-track journal that is joint between AP-S and MTT. There are three potential publication paths:

- Author submits to T-AP and JTCEM. A specific associate editor within T-AP handles these papers and they are published in T-AP as well as on-line in JTCEM.
- Author submits to T-MTT and JTCEM. A specific associate editor within T-MTT handles these papers and they are published in T-MTT as well as on-line in JTCEM.
- Author submits directly to JTCEM. The review process is handled within the journal and the paper is published on-line in JTCEM only.

Over time the relative popularity of the three paths will be monitored to see if the model needs to be updated. A Letter of Intent was recently submitted and has made the agenda for the February OU meetings.

**Motion (Stone,Bird)** *If the TAB Publications Committee responds favorably to the JTCEM letter of intent then the AP-S Publications Committee is directed to proceed with developing a Phase I proposal. Motion Carries Unanimously.*

15.2 *Antennas and Wireless Propagation Letters*

Prof. Lazzi presented the status of AWPL for EiC Hao. A total of 1800 pages were published in 2013, which is the same as the total published in 2012. There was one special cluster in 2013 on “Terminal Antenna Systems for 4G and Beyond” edited by Buon Kiong Lau and Marta Martinez. The increase in submissions continues on the trajectory of 10% per year with no real sign of tapering off yet. Based on current submissions, the EiC is predicting an increase to approximately 2,235 pages in 2014. As the volume of submissions increases, the review time is creeping upwards. From a low of 23 days from submission to first decision in 2008, the current time is two weeks longer at 37 days. Current acceptance rates are 56.5% reject or reject & resubmit, 43.5 accept or accept with minor revisions.

**Motion (Stone, Nevels)** *Approve a page budget of 1900 pages for AWPL in 2015. Motion Carries Unanimously*

15.3 *Transactions on Antennas and Propagation*

Prof. Ben Leung expressed his thanks for the appointment. His term runs from August 1, 2013, to July 31, 2016. The editorial office has been set up at the City University of Hong Kong. The editorial assistant is now Ms. Sunny Tse. Prof. Christophe Fumeaux was appointed as Senior Associate Editor in December 2013 to assist in handling resubmission requests for rejected papers. Currently there are 41 associate editors and one senior associate editor. Nineteen of the associate editors continued from the previous editorial board, and 23 associate editors are new. The *Transactions* two-year impact factor is now 2.332. In 2013 a total of 789 papers were published covering over 6,268 pages. In the past 13 months the *Transactions* has received 3240 papers, 1896 of which are new and 1344 are revised. Of these, 689 papers were submitted from China, and 502 were submitted from the US. The current acceptance rate is 39% based on one-year data.

**Motion (Stone,Bird)** *Approve a page budget of 6600 for 2015. Motion Carries Unanimously.*

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Motion (Stone, Tyo) Set the non-member subscription rate at the level suggested by IEEE Marketing. Motion Carries Unanimously.

The Transactions was the most downloaded publication from Xplore for the first half on 2013.

15.4 Antennas and Propagation Magazine

The Magazine is doing well, and most issues are on schedule. August fell behind, and the Magazine is almost caught up for February. Production should be on schedule by April. The Magazine contained special sections on GTD in June and August. The backlog remains at about 10 months. Authors are informed of the backlog at submission, but few choose not to submit. New columns are doing well, including columns on open problems in computational electromagnetics (XXXX) and Antennas and Propagation around the world (yyyyyyyy). There were 62.5 pages of advertisements in 2013 (down from 66.25 in 2012). There were two software companies that suspended advertising in the latter part of 2013. The Magazine staff is proposing to change the advertising rates in 2014. The rates have not changed in five years. Costs are going up because we have to start providing material to the IEEE in Only one advertiser had problem with the new rates, and this issue was resolved. Ross, please insert the new rates, I don’t seem to have your report on the magazine.

Motion (Stone, Erricolo) Approve the new advertising rates starting in 2014. Motion Carries unanimously.

Motion (Stone,Bird) Approve a page budget 1850 Editorial and 1900 total pages for 2015 and that the non-member subscription price be set at the rate recommended by IEEE Marketing. Motion Carries Unanimously.

The Magazine has delivered XML to the IEEE. XML will enable delivery via mobile devices, and the Magazine should be coming to a kindle near you soon.

The President inquired as to what the Society can do to deliver the magazine free to non-members around the world? The EiC will explore options with the IEEE.

16. Membership Development

16.1 Region 9

Regional 9 representative Silvio Barbin noted that AdCom initiated a membership development process for Region 9 in 2011. The Region 9 Representative, Prof. Sarkar, and Prof. Salazar have made several trips to different parts of the region. When the initiative began the Society had 180 members and two chapters in Region 9. Now there are four chapters and 240 members. Formation of a Colombia Chapter is on the way as a result of a recent trip to Bogota. New chapters are planned for 2014 in Ecuador, Chile, Brazil, and Mexico. Now that chapters are being initiated, AP-S must encourage local volunteers to participate in activities. The time is ripe for enhancing the initiative. There is increasing enrollment and investment in engineering both by governments and private companies. Trips to Ecuador and Peru, Brazil, and Mexico are slated for 2014 and possibly 2015. We are exploring the option of delivering the AP-S Magazine to members or potential members in the region.

Motion (Stone,Graglia) Approve a budget of $40k from the $100k set aside for membership development for 2014 to foster AP-S Membership Development in Region 9.

Prof. Tyo encouraged the Region 9 Representative to involve more people to participate in the initiative. He noted that the program needs to leverage the Spanish Speaking membership of the Society Motion Carries Unanimously.

16.2 Region 8

The President proposed an initiative targeting Eastern Europe, N. Africa, and Middle East for the new Region 8 representative Ari Sihvola to execute.

Revision E. February 6, 2014
Motion (Salazar, Graglia) Approve a budget of $15k from the $100k set aside for membership development in 2014 for use in membership development in Eastern Europe, the Middle East, and North Africa. Motion Carries Unanimously.

The President indicated Prof. Monai from Thailand has also proposed an initiative. He is the acting President of his institution and an AP-S distinguished lecturer. He has been asked to be a liaison with the nearby Asian countries (Laos, Vietnam, Cambodia, Myanmar). He is proposing membership development in Southeast Asia for the society.

Motion (Nevels, Salazar) Approve $10,000 from the $100,000 set aside for membership development for Prof. Monai’s SE Asia Initiative. Motion Carries Unanimously

The President proposed a program to record the Distinguished Lecturer presentations and make them available on the website. It was estimated that the costs are up to $1,000 per lecture for capture, processing, and publication.

Motion (McPherson, Salazar) Approve a budget of $8,000 to record approximately 8 DL lectures. Motion Carries Unanimously

17. Constitution & Bylaws Committee

Prof. Tyo reported for Dr. Shields who could not be present. When the AdCom approved the changes to the Constitution that split the Secretary and Treasurer roles, the IEEE proposed several additional technical changes to the document to bring it into compliance with current IEEE policies and practices. These changes need to be approved.

Motion (Stone, Erricolo) Approve changes to the Constitution proposed by the IEEE. Motion Carries Unanimously.

Prof. Tyo noted that Dr. Shields’s term on the AdCom has come to an end. Further, Dr. Shields was recently elected to be the VP for Finance for the Sensors Council. In light of this, we should appoint a new Chair of the Constitution & Bylaws Committee. Given the importance of maintaining the governing documents, he suggested that the operating manual be amended to require that the Chair be a voting member of AdCom.

Motion (Tyo, Stone) Modify the Operating Manual to reflect that the Chair of the Constitution and Bylaws Committee must be a voting member of AdCom. Motion Carries Unanimously

The Meeting adjourned at 11:15 am