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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

Barbin: The IMS committee reports to the MTT Conference committee

Motion Carries Unanimously

2. Past President’s Report (Best)

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

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

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

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

Final Agenda
3. President’s Report (Bird)

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

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

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

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

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

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

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

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

Final Agenda
IEEE AP-S AdCom  
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Hilton Lake Buena Vista, Orlando FL  
Palm Ballroom, Salon 5

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

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

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

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

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

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

Salazar has been selected as the chair.

**Motion Carries Unanimously**

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

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

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

5. Financial Report (Tyo)

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

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

The largest expense items were:

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

The largest surplus generating items (revenues less expenses) were the Transactions ($621K), conference publications ($550K), AWPL ($119k, with the possibility of significantly more if the page charges are in error), and meetings ($230k).
For 2013 we have a budgeted surplus of $609K on $4.25M of revenue. It is worth noting that the IEEE budgets revenues extremely conservatively, and we do not find out about the increases in revenue until very late in the year or possibly even after the year is over. For this reason, we need to start developing a set of expenditure initiatives that we can implement quickly either at the end of the year when the surplus is becoming clear or early in the following year under the 50% rule. The 2013 committee budgets are included in Appendix 1. The 2014 budgeting process is just about to begin, and we need to approve and significant changes in committee budgets now in order to get them into the 2014 budget with the IEEE. At this time AdCom needs to approve the budgets in Table 1:

Table 1: Proposed 2014 Committee Budgets

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

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

In addition we will address the membership development initiatives tomorrow.

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

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

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

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

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

<table>
<thead>
<tr>
<th>Publication</th>
<th>Budget</th>
</tr>
</thead>
<tbody>
<tr>
<td>Transactions</td>
<td>6000</td>
</tr>
<tr>
<td>Letters</td>
<td>1900</td>
</tr>
<tr>
<td>Magazine</td>
<td>1725 Editorial, 1800 Total</td>
</tr>
</tbody>
</table>
6.1. **Motion (Seconded from Pubs Committee) Approve page budgets in Table 2 and set the non-member subscription rates at the level recommended by IEEE Publications.** Motion carries unanimously

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

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

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

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

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

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

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

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

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

Several changes to the Bylaws and Operating Manual were approved at the AdCom meeting in October and were included with the October minutes. They will be published in the Magazine according to policy.
At the October AdCom meeting other changes to the Bylaws were approved in principle and are now being brought forward for formal approval. The first set of changes concerns the descriptions of the Editors-in-Chief as outlined in Appendix 3. The second set of changes concerns the new nominations procedures as outlined in Appendix 4.

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

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

Motion Carries Unanimously

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

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

The EurAAP BoD would like to make a statement of gratitude to the AP-S AdCom and the AP-S President for their strong support on the trademark issue concerning EuCAP. Apart from AP-S also the IET and XXX (Bertram, I missed this second organization) in Germany provided support. Convey the greetings of Mosig.

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

9. Chapter Chair Budget Increase Request (Tyo for Shen)

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

Budget:

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

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

10. Sponsored Conferences Committee (Stone)

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

There are many benefits to sponsorship including:

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

11. 2012 Elections Report (Salazar)

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

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

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

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

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

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

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

13. Distinguished Lecturer Program (Jackson)

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

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

- Regions 1-6 (U.S.): 31
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Palm Ballroom, Salon 5

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

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

14. Discussion of Membership Fee Model (Stone)

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

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

15. Special Initiatives Solicitation Process (Tyo)

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

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

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

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

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

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

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

16. Membership Development Initiatives (Tyo)

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

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

17. Powers of the Society President (Best)

**Motion (Best, Stone) That the President has the authority to create an Ad Hoc Committee and report the creation at the next meeting of AdCom and that the Bylaws be amended to indicate such. The Motion Carries.**
On March 11, 2013, the Constitution and Bylaws Committee proposed the following motion to AdCom:

Amend paragraph 2.1.1.6. of the Society Operating Manual as follows (amendment indicated in bold):

2.1.1.6 Lot Shafai Mid-Career Distinguished Achievement Award

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

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

Discussion

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

MOTION WITHDRAWN

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

AdCom members voting in favor of the motion: Ando, Best, Bird, Davidson, El-Shenawee, Jofre, Manteuffel, Sarkar, Shields, Ukkonen (Note, the President cast his vote when the original vote
count was 9 in favor. An additional vote came in subsequent to the President casting the deciding vote).

AdCom members voting against the motion: Erricolo, Rao

AdCom members abstaining: None

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

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

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

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

AdCom members voting against the motion: None

AdCom members Abstaining: None

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

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

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

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

AdCom members abstaining: none

AdCom members not voting: El-Shenawee, Jofre, Kishk, Sevgi, Ukkonen
2013 AP-S Sponsored Conferences

February 2013

W. Ross Stone
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2013 AP-S Sponsored Conferences

• Except as indicated, technically cosponsored
• Except as indicated, proceedings go onto Xplore
• Benefits of technical co-sponsorship:
  – AP-S involvement, publicity
  – Direct and substantial AP-S involvement in technical program
  – Cooperation with conferences that wish to remain independent, and would otherwise perhaps develop a competitive relationship with AP-S
  – Direct financial benefit from Xplore content:
    • John Baar, past TAB Treasurer, claims each paper worth $150 over lifetime
    • AP-S get download revenue, or shares if other cosponsors
AP-S Sponsored Conferences

• January 9-12: USNC-URSI National Radio Science Meeting, Boulder, CO
• January 20-23: 2013 IEEE Radio and Wireless Symposium (RWS2013), Austin, Texas (with MTT)
• March 4-6: 2013 International Workshop on Antenna Technology: Small Antennas, Novel Metamaterials and Applications (iWAT2013), Karlsruhe, Germany
• March 18-22: META'13, 4th International Conference on Metamaterials, Photonic Crystals and Plasmonics, Sharjah-Dubai, United Arab Emirates
AP-S Sponsored Conferences

- **March 19-22**: AES 2013, 2nd Advanced Electromagnetics Symposium, Sharjah-Dubai, United Arab Emirates
- **April 8-12**: European Conference on Antennas and Propagation (EUCAP 2013), Gothenburg, Sweden
- **April 29-May 3**: 2013 URSI Commission F Triennial Open Symposium on Radiowave Propagation and Remote Sensing, Ottawa, Canada
- **May 20-23**: URSI 2013 International Symposium on Electromagnetic Theory (EMTS2013), Hiroshima, Japan
AP-S Sponsored Conferences

- August 1-3: 2013 IEEE International Workshop on Electromagnetics – Applications and Student Innovation (IEEE IWEM2013), Hong Kong
- August 5-7: Asia-Pacific Conference on Antennas and Propagation-2013 (APCAP2013), Chiang Mai, Thailand
- September 9-13: ICEAA2013 and APWC2013, Torino, Italy (APWC 100% financially sponsored)
- September 16-21: Seventh International Congress on Advanced Electromagnetic Materials in Microwaves and Optics – Metamaterials 2013 (META2013), Bordeaux, France
AP-S Sponsored Conferences

- October 15-18: IEEE International Symposium on Phased Array Systems & Technology (Phased Arrays 2013), Boston, MA (no Xplore)
- October 16-19: 11th International Conference on Telecommunications in Modern Satellite, Cable and Broadcasting Services - TELSIKS2013, Nis, Serbia
- October 21-23: 2013 IEEE International Conference on Microwaves, Communications, Antennas and Electronic Systems (COMCAS 2013) Tel Aviv, Israel (many other cosponsors)
AP-S Sponsored Conferences

- October 23-25: International Symposium on Antennas and Propagation (ISAP2013), Nanjing, China
- October 28-31: 2013 5th IEEE International Symposium on Microwave, Antenna, Propagation, and EMC Technologies for Wireless Communications (MAPE2013), Chengdu, China
- November 7-9: IEEE International Conference on Wireless for Space & Extreme Environments (WiSEE 2013), Baltimore, MD
AP-S Sponsored Conferences

- November 11-12: Loughborough Antennas & Propagation Conference (LAPC 2013) Loughborough, UK
- December 9-11: 2013 IEEE MTT-S International Microwave Workshop Series on RF and Wireless Technologies for Biomedical and Healthcare Applications (IMWS2013), Singapore
AP-S Sponsored Conferences

2014


• August 3-9: ICEAA2014 and APWC2014, Aruba

• August 16-23: XXXIst URSI General Assembly and Scientific Symposium, Beijing, China (CIE)
Thank you!
5.3 Nomination Slate Preparation

5.3.1 Timing

By April 15 of each year, the Chair of the Nomination Committee shall issue, by email to all AP-S membership and make available on the AP-S website, a call for “Nominations for Consideration for the Ballot”. The Chair shall issue instructions for the nomination, which include the deadline for submission, and a nomination form to be completed by the nominator. Self nominations are welcome. All nominations should be done online through the AP-S website. The nominator shall ensure that their nominated candidate is willing to serve in the proposed role (i.e., AdCom member or President-Elect). The form must state the deadline for nominations is May 31.

5.3.2 Selection Criteria

The Nominations Committee shall review all nominations received and, from those, select the top 16 candidates for AdCom and the top 4 candidates for President-Elect based on technical accomplishments, professional honors, and past service to the Society. The committee shall also consider the maintenance of a balance of academia and industry and the variety of technical areas and ensure that the candidates reflect the Society’s global nature and gender balance. Should the committee feel the list of candidates does not meet its goals, it may solicit additional nominations.

5.3.3 Determination of Final Candidate Slate

The Committee will present the list of candidates for AdCom and President-Elect to the Past Presidents’ Council for comment prior to the summer meeting of the AP-S AdCom. There shall be no additional names added to the list of nominees, except in extenuating circumstances.

At a meeting of the AdCom in Executive Session to be held in conjunction with the Annual Meeting or via mail or electronic means in accordance with IEEE policy, the Chair of the Nomination Committee will announce to the AdCom the list of 16 nominees for AdCom and 4 nominees for President-Elect. It is preferable that this list is provided to the AdCom prior to this meeting.

At this meeting, each AdCom member shall rank all candidates in the list of 16 nominees for AdCom membership and 4 nominees for President-Elect. The Nominations Committee shall hold a meeting as soon as possible after the AdCom executive session to determine ranking of the AdCom and President-Elect nominees. The chair of the Nominations Committee will provide the final ranked lists to the AdCom as soon as possible after this meeting.

5.4.5 Solicitation of President-Elect and AdCom Candidates

The Nomination Committee will take the ranked lists of candidates for AdCom and President-Elect and will contact each candidate, following the ranked order, to determine if he/she wishes to accept the nomination. The slate for election is final when 8 candidates from the list have agreed to stand in the election to the AdCom and 2 candidates have agreed to stand for election for President-Elect.

5.3.4 Nomination by Petition

For each elective office of the Society, individual voting members eligible to vote in such election may nominate candidates either by a written petition or by majority vote at a
nomination meeting of the AdCom, provided such nominations are made at least 28 days before the date of election. For a member to be nominated by petition for an elective office, signatures of 2 percent of Society members as listed in the official IEEE membership records at the end of the year preceding the election will be required. Signatures can be submitted electronically through the official IEEE society annual election website, or by signing and mailing a paper petition. The name of each member signing the paper petition shall be clearly printed or typed. For identification purposes of signatures on paper petitions, membership numbers or addresses as listed in the official IEEE membership records shall be included. Only signatures submitted electronically through the IEEE society annual elections website or original signatures on paper petitions shall be accepted. Facsimiles, or other copies of the original signature, shall not be accepted. Completed petitions, one nomination only per petition, should be forwarded to the Chair of the Nomination Committee, along with a written statement confirming the nominee(s) willingness to serve at or before the Annual Meeting of the year of the election. The number of nominations by petition for AdCom positions shall not exceed eight and the number of nominations by petition for President-Elect shall not exceed two. Acceptance of nominations by petition is limited to the first eight received for AdCom positions and the first two received for the office of President-Elect. AdCom and President-Elect candidates nominated by petition will be so designated on the ballot.
Proposed Changes to Bylaws concerning Editors-in-Chief
Changes are highlighted in BLUE

7.2 Editors-in-Chief for Publications

7.2.1 Editor-in-Chief for IEEE Transactions on Antennas and Propagation
The IEEE Transactions on Antennas and Propagation will hereinafter be called the Transactions.

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

7.2.1.2 Term of Service
The Transactions Editor-in-Chief shall serve for a three-year term and may be reappointed by the President, with the advice and consent of AdCom, for a second term of three years or less.

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

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

7.2.2 Editor-in-Chief for AP-S Magazine
The President, with the advice and consent of the AdCom, shall appoint the Editor-in-Chief for the AP-S Magazine.

7.2.2.1 Term of Service
The AP-S Magazine Editor-in-Chief shall serve for a three-year term and may be reappointed by the president for subsequent terms of three years or less with consent of the AdCom.

7.2.2.2 Ex-officio Membership in AdCom
The AP-S Magazine Editor-in-Chief, if not an elected member of the AdCom, shall be an ex-officio member of the AdCom during his/her tenure in that office and for a period to terminate on January 1st not less than one year and not more than two years after the termination of the Editorship.
7.2.2.3 Compensation
The President, with the advice and consent of the AdCom, may set the compensation for the AP-S Magazine Editor-in-Chief.

7.2.3 Editor-in-Chief for IEEE Antennas and Wireless Propagation Letters
The IEEE Antennas and Wireless Propagation Letters will hereinafter be called the AWPL.

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

7.2.3.2 Term of Service
The AWPL Editor-in-Chief shall serve for a three-year term and may be reappointed by the President, with the advice and consent of AdCom, for a second term of three years or less.

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

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

7.2.4 Editor-in-Chief for AP-S Electronic Publications (Website)
The AP-S Electronic Publication will hereinafter be called the AP-S Website.

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

7.2.4.2 Term of Service
The AP-S Website Editor-in-Chief shall serve for a three-year term and may be re-appointed by the president for subsequent terms of three years or less with consent of the AdCom.
7.2.4.3 *Ex-officio* Membership in AdCom

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

7.2.1.4 Compensation

The President, with the advice and consent of the AdCom, may set the compensation for the AP-S Website Editor-in-Chief.
Journal on Selected Topics in Applied Electromagnetics (STAEM)

General: There is need of a publication that provides a forum for recording and describing high-class engineering through the theory and practice of applied electromagnetics including antennas and propagation. Most existing journals in the area concentrate heavily on new topics and improvements where novelty of ideas and concepts are to the fore and which build-up the existing knowledge base. The intention of this new publication is to provide a venue for good quality applied electromagnetics activities to be reported that do not extend very far from the knowledge base but supports it through good quality and novel applications.

We propose a new journal on selected topics of applied electromagnetics. These topics may be applications of electromagnetics and particularly its implementation through applications, which also includes antennas and propagation, measurements, and numerical methods. The new journal is to be entitled “Selected Topics in Applied Electromagnetics” (STAEM). [This title is a place holder only until further discussion occurs within AdCom].

Papers for STAEM will be assessed on the quality of engineering electromagnetics and uniqueness of application. The intention is make papers accessible to as wide a readership through the usual means including papers that authors wish to be handled by Open Access. The format proposed shall be same as other Antennas & Propagation Society publications and its content will be solely in the area of the IEEE Antennas & Propagation Society as defined by the Society’s field of interest statement.

The specific topics for which a new IEEE publication is required are in:

Applications: There has been in recent years a significant increase in the number of applications and systems involving electromagnetic aspects including propagation and scattering. These applications range from biomedical areas, communications systems, such as wireless, mobile and satellite, to radar for both military and civil situations, and to radio astronomy and imaging systems at millimetre and submillimeter-wave frequencies. The objective of STAEM is to highlight the progress being made in such applications by emphasizing the engineering contributions to projects through implementations that have significant applied electromagnetic aspects and endeavours. As an example, is the variation of a known antenna design for biomedical sensors internal to the human body.

Measurements: An important aspect of our discipline is measurement techniques. They are naturally a vital part of the verification of the performance of antennas and also propagation aspects as through them improvements or acceptance of methodology can be established. The type and quality of the measurements undertaken vary considerably with frequency ranging from low hertz to the very high in the terahertz region and above. In many situations standard measurements techniques are used although sometimes users have unique aspects which would be valuable shared with the AP community. The aim within this part of the new journal is to report on usually existing measurement techniques and especially experience with them that may benefit other workers in the field. There will be a strong focus on measurements in engineering applications where the implementation has novelty. A possible paper in this topic area is the gain calibration of a hidden antenna by means a three-antenna measurement method.

Numerical Methods in Electromagnetics: The recent experience with research in numerical methods has shown that sharing knowledge and experience on practical implementations can help to decide on future approaches that could be adopted in much the same as with measurements. This experience happens within the confines of well-known methods and techniques when applied to different and potentially useful topics to Society members. The intention of the new journal is to provide a venue for sharing this experience through the description of novel implementations. Papers will normally employ known methods but applied to potentially new problems in numerical electromagnetics. An example is a paper on this topic concerns use of a standard finite element technique with a special element to take into account trapped resonances at an inclusion.

T.S. Bird - 14 December 2012
2013 Committee Budgets

- President: $50,000
- AdCom: $53,500
- Transactions: $80,000
- AWPL: $60,000
- Magazine: $80,000
- Web: $25,000
- Membership: $37,500
  (including $25k for R9)
- WPSC: $500
- ASC: $500
- Education: $155,000
- Publications: $500
- Meetings Related: $4000
- Awards & Fellows: $18,500
- Distinguished Lecturers: $100,000
- Chapters: $48,500
- History: $150
- Pubs: $500
- Electronics Museum: $5,000
- New Conferences Support: $40,000
- AP-S Symposium Business: $60,000