
Committee Chairs and Representatives Present: Mike Francis, David Kelley, Koichi Ito, Joshua Li, Stuart Long, Zhongxiang Shen, Karl Warnick, Ali Yilmaz, Jeff Young

AdCom Members Excused Absent: David Davidson

AdCom Members Absent: Levent Sevgi

Sunday, July 7

1. The meeting convened at 10:40 am. President Bird welcomed AdCom members and guests and asked for a round of introductions. Parveen Wahid from the University of Central Florida welcomed the AdCom to Orlando on behalf of the steering committee and gave some highlights of the meeting and venue.

2. Approval of Prior Meeting Minutes and Consent Agenda. Secretary/Treasurer Tyo reviewed the minutes of February AdCom meeting and highlighted the contents of the consent agenda (Standards Committee Report, Fellows Committee, and Best Paper Prize subcommittee.

   Motion (Stone, Salazar) Approve the minutes as distributed. Motion Carries Unanimously

   Motion (Stone, Jensen) Approve the consent agenda as distributed. Motion Carries Unanimously

3. Discussion of Agenda and Overriding Issues. President Bird mentioned that AdCom has a fairly full agenda, as there is a lot going on that affects the society. The Society review is currently ongoing and is partly completed with the publications review having been completed at the OU meeting series. We still have the Society operations review in November, though the dates are not yet confirmed. Some of the issues facing the society include potential new journal(s), and the new chair of the Publications Committee will be presenting those ideas. There are new conferences that we might want to have, and there are potential changes to the bylaws concerning the nominations process. These points will be discussed later.

4. Past President’s Report (Steve Best). It was a pleasure and honor to serve as President last year, and I appreciate the opportunity. There was a Past Presidents Counsel meeting this morning, and one of the primary focuses was the detail of the nominations process, and the process precluded Past Presidents’ input to the slate. The Nominations Committee will bring forward proposals to refine the procedure put into place for the upcoming election. The second major issue facing the Society is the strategic plan, which is ongoing. There are also discussions and ideas of new conferences that we could potentially support.

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5. *President’s Report* (Trevor Bird). President Bird is pleased to serve the society in this role. He has attended several conferences earlier in the year representing the Society. As our visibility increases around the world, there is a greater demand for the leaders of the Society to be present and support these meetings.

- iWAT (Karlsruhe)
- EuCAP (Gothenburg)
- URSI Commission B EMT Symposium in Hiroshima (attended by Pres. Elect).
- A video-taped message was given at the opening of the Indian Antennas Week in June.

The President (along with several other Society leaders) attended the TA meeting series from June 26 – 29. A summary of the highlights of the meeting were handed out. The Society for the Social Implications of Technology is looking for contributions from other Societies, so we should consider having a representative appointed to that society. Also the Sections Congress has invited contributions from Societies. This is the second time that TAB personnel have been invited to attend the Sections Congress. In 2011 we were not given enough time to showcase our society at this event, but this year in Amsterdam we will have sufficient space to exhibit and get the messages out. We are looking for local representatives with suggestions for keynotes and breakouts at that event. More than 50% of the IEEE members are not members of a technical unit, and the IEEE sees involvement with a technical society as key to membership retention. Involving the TA personnel in Sections Congress may help to address that issue. Zhongxiang Shen went in 2011 and coordinated with Chapters, and we all found it to be quite useful.

There are some new administrative items within the IEEE. There is a warning system established now for identifying IEEE Volunteer Bad Behavior. Although there are risks in this there will be safeguards and best practices put in place moving forward. The process will come up for approval at the TAB meeting in November. The Societies have been encouraged to submit nominees for IEEE-level awards. We would like to see our Society field award winners nominated for Institute level awards. There was a report on conferences, particularly bogus conferences. With the review process that has been instituted, the number of rejected conferences has reduced from 140 per year two years ago to 5 (so far) this year. The trend for 2013 conferences is that the overall income is down by about 10% due to budget sequester and government travel restrictions, and we need to be aware and monitor this impact. The process for submitting new publications has been modified, and we will probably hear more about that as we move forward with proposed new journals.

There have been several appointments to highlight:

- Gianluca Lazzi has been appointed as the Chair of the Publications Committee.
- Ben Leung has been approved as the EiC of the Transactions, and will begin from August 1
- We are in the process of determining a new EiC for AWPL, by following the process set out in the bylaws, and the goal is to have that person identified by October.
The society review this year is occurring in two parts, publications and operations. The publications review was held on June 27 in San Diego. We prepared a publications report ahead of the June interview, and we still require a society operations report to be assisted by a revised Strategic Plan, and an Operations plan to implement the strategic vision. The publication review held in San Diego was chaired by the TAB Vice-chair, Jacek Zurada. The committee was very complimentary to the Society and to the EICs for the high standard of our publications. Our processes were recognized as being benchmark. Thanks to the EICs for their great work on our behalf.

Ross Stone asked the AdCom to thank Trevor for his leadership of the Publications committee, which was done with a round of applause.

A draft Strategic Plan has now been prepared and is presently under review. The members of the committee preparing the plan include the President, President Elect, Two Past Presidents (Best and Bernhard), and one Volunteer (Ross Stone). The committee has had two teleconferences and one face to face meeting. When the current draft is finished, it will be circulated to AdCom and the Past Presidents Counsel for comment and input. Ultimately AdCom will be asked to vote to approve the plan. After that, we will establish a committee to develop an operations plan, and we need to have all of this in place for the Society review in November.

Several items proposed for the action plan:

- Continue with the development of a new journal or journals to better meet our members’ needs.
- Establish a series of topical conferences to be organized by the society
- Review connections to technically cosponsored conferences.
- Establish Ad Hoc committee to review society structure and standing committees with the possibility of disbanding some and creating new ones, possibly with a technical focus in line with IEEE.
- Trying to enhance interest in chapters and integrate the DL program.
- Encourage ways to integrate industry, and making the society more attractive to join.

The IEEE Future Directions committee let by Roberto Saracco has indicated that input are required from the Societies. Initiatives for 2013 include Smart Grid, Green ICT, Life Sciences, Transport Electrification, Internet of Things, Cloud Computing, Re-booting Computing, Smart Urbanization, and Software-Defined Networks. AP-S has a Future Directions Committee and its Chair is encouraged to interact with the IEEE committee and as well its members could have interests that coincide with the Initiatives.

Technical committees define the technical directions of some IEEE societies. The draft Strategic Plan suggests that we do the same to develop a greater technical culture in the AP society.
6. President-Elect’s Report (Tapan Sarkar) The President-Elect attended the TAB meeting series as both President-Elect and as the AP-S Rep to TAB PSPB. One thing that was very clear is that AdCom should go to the IEEE webpage and look at the organization of the IEEE. There are committees within IEEE that have R&D budgets that exceed the total AP-S budget. We should align our committees with these committees to leverage funds that are coming from elsewhere in the Institute. There are many long-term members of AP that are presidents of other societies and are members of TAB, and we should try to engage with these folks. Finally, all IEEE meeting are open unless otherwise noted. If someone wants to go, coordinate with the President, as you need to be an invited guest. Agendas for all boards and committees are posted. We should be considering sending folks to these meetings as observers to increase visibility. Society review of pubs, we were commended that our AEs handle the largest number of papers and are extremely timely compared with other IEEE publications.

7. Secretary/Treasurer’s Report (Scott Tyo) This report will be confined to a report on the actions of the officer. Budgetary and financial matters will be deferred to the Finance Committee report later in the day. There are a number of ongoing activities being undertaken by the Secretary Treasurer:

- The Secretary/Treasurer is working with Mike Shields and the Constitution and Bylaws Committee to bring the governing documents up to date and into agreement with current practices (or vice versa). Some of this involves incorporating AdCom decisions into the documents, and others involve clarifying AdCom’s desires regarding specific items. The C&B Committee is reporting on the most recent draft of the Bylaws later today.
- At the direction of the President and AdCom, we are in the process of reconstituting the Finance Committee. More will be reported on that later.
- At the February AdCom, the Secretary/Treasurer was asked to initiate a process to allow the membership to provide ideas for spending initiatives. These initiatives will provide us with projects that can be executed at short notice with available current-year surplus or with the 50%-rule from the previous year’s surplus. The Finance Committee will be working to get a call for initiatives published in the August issue of the Magazine.
- In February the Secretary/Treasurer was directed to recapitalize the award accounts. This process turned out to be a bit more complicated than anticipated, and has not yet been completed.

Prof. Tyo announced his intention to step down from the position of Secretary/Treasurer no later than January 1, 2015. The future of the position needs to be considered. He recommended that the AdCom consider reorganizing its responsibilities over the next few months so that new policies could be in place in time for a transition by mid-2014.
8. **Publications Committee Report** (Gianluca Lazzi). The Publications Committee is currently composed of Gianluca Lazzi (EiC AWPL, Chair), Mike Jensen (outgoing EiC of the Transactions), Ben Leung (incoming EiC of the Transactions), Ross Stone (EiC of the Magazine), and Steve Best (EiC Electronic Publications). The incoming editor of AWPL will join the committee as soon as that individual is identified.

The PRAC review occurred in June 2013 as part of the five-year Society review process. We are waiting or written comments from the review. At the review meeting, the Society journals were generally praised for their policies including rapidity of publication and the capacity to handle large volumes of papers rapidly.

There are several proposed journals on the table that will be discussed at greater length during executive session.

9. **Transactions Report** (Mike Jensen). The new Editor-in-Chief is Kwok Wa (Ben) Leung from the City University of Hong Kong. His term will begin on August 1, 2013. In keeping with recent tradition, the incoming EiC will take over processing of new submissions to include the review process immediately, while the outgoing EiC will oversee preparation of the current issues in progress between now and the end of 2013.

T-AP has dropped from 2nd to 3rd out of all IEEE publications based on number of downloads in 2012. A relatively new journal on Power Electronics has moved past us based on a surge in downloads. Impact factor is 2.332 (2-year), 2.648 (5-year). There were over 2,700 submissions in 2012. The editorial office thought submissions would level off back in 2009, but instead has been seeing 10-12% growth over the past three years. T-AP Acceptance rate has dropped to about 42% (3-year moving average). Current average processing time is 69 days from submission to first decision. The time from final acceptance to publication is now at 2.5 months, which is about as short a time as it could possibly be (essentially no backlog).

**Motion (Stone,Nevels) Approve revised 2013 page budget of 6100. Motion Carries Unanimously.**

Digital table of contents for AP Publications will be coming. This will highlight feature articles, etc. Jensen will stay on Pubs committee to prepare the Digital ToC. Proposal will be coming forward in February or sooner. Thank you to Jensen for three years of service.

10. **AWPL Editorial Report** (Gianluca Lazzi) AWPL’s 2-year Impact factor up to 1.66. There have been two special clusters in 2013, one in Wireless Telemetry, one in Medical Imaging. AWPL is still the second fastest journal in IEEE from submission to online posting, with a median time of 9 weeks. Approximately #31 in number of downloads (steadily increasing as the tail increases). There are currently 33 Associate Editors, with new AEs including Yonxin Guo, Giampiero Lovat, Cyril Luxey, Nuria Llombard Juan, and Hao Xin.
The journal received 1,835 paper submission in 2012 compared to 1,646 papers in 2011. Submissions have increased by 380% since Lazzi took over as EiC in 2008. We predict an 8% increase in 2013.

Cross Check is flagging 30% of the papers, and as many as one third of those need to have some form of further action (ranging from true plagiarism to suggested rewriting). Submissions from US are saturating, but the number of submissions from Asian countries is continuing to grow.

**Motion (Stone, Nevels). Revised page budget to 1900 for 2013. Motion Carries Unanimously.**

Prof. Lazzi thanked AdCom for the opportunity to serve, and noted that this would be his last report as EiC.

11. *Magazine Editor’s Report* (Ross Stone) The Magazine is doing very well, and had a good review from PRAC. The Magazine will assembling a special section celebrating 50 years of GTD in June and August (Guest editors are Pelosi, Volakis, and Rahmat-Samii). The Magazine’s rejection rate is up to 60%, and the time to first decision about 3.2 months. The time from submission to publication is currently 18 months in part due to the 10-month publication backlog. The Magazine had a net surplus of $35k for 2012 compared to a loss of $43.5k in 2011. Some of this is due to timing vagaries of invoicing advertisers, but there has also been a reduction in expenses due to the conversion to computer-to-plate processing.

The IEEE has instituted a requirement that, by end of 2013, all outside publications must provide XML. The Magazine has made arrangements with a vendor that will add a cost of about $4-$5 per page, and XML conversion will start in June or in August. The Magazine’s two-year impact factor is over 1, with a cited half-life over 7 years.

12. *Electronic Publications Editor’s Report* (Steve Best)

13. *2013 Symposium Steering Committee Report* (Parveen Wahid) The total number of submissions to the conference was 1,698. A total of 434 of these papers were submitted to URSI. Submission from the US and Canada comprised 44% of the total. Short courses are taking place on Sunday before the conference and Saturday after the conference. The symposium started with 19 short courses, but eight of these were canceled due to low enrollment. We should compare these numbers with the experience of the 2012 symposium to see if there was any impact from the registration subsidy provided by AP-S. There were a total of 141 student papers, with 15 selected as finalists. There were 1,394 registrants as of today before the meeting.

The President noted thanks to Prof. Wahid for her work and the work of her committee.
14. **Report on the WiEM 2013 Workshop in India** (Parveen Wahid) The organizers of the WiEM workshop in Coimbatore, India were Ramalatha Marimuthu and Parveen Wahid. The workshop took place March 1 – 2, 2013. There were three keynote speakers: Magdalena Salazar, S. Raju, and Parveen Wahid. Sponsors of the workshop were AP-S and the IEEE Women in Engineering program. There were 205 registrants, 121 of whom were women. There were student poster and paper presentations, and winners of the best paper prizes were selected by the EM faculty in the college. A panel discussion took place that was focused on the difficulties experienced by women returning to profession after taking a break for family or health reasons.

The Bangalore section of IEEE is interested and willing to host a WiEM workshop in Spring 2014. Deepa Shenoy will be the organizer. Bangalore has a very active WIE student affinity group. WiEM is requesting $10k from AP-S AdCom to provide travel support for three AP-S members to attend this workshop. There is also interest in holding a workshop in Sri Lanka, but the details of such an arrangement are not yet mature.

**Motion (Salazar, Stone)** Approve $10k to support the WiEM workshop in Bangalore in Spring 2014. **Motion Carries (one opposed).**

15. **Finance Committee Report** (Scott Tyo) At the February AdCom meeting, the Secretary/Treasurer was directed to reconstitute the Finance Committee, a standing committee of AdCom enumerated in the bylaws. After discussion with the president, a committee composed of the Secretary/Treasurer (chair), President, President Elect, Immediate Past President, Immediate past Secretary/Treasurer was decided upon. The role of the committee will be to develop budget priorities, oversee expenditures, and evaluate spending initiative proposals.

The approved 2013 budget calls for $4.25M of revenue and $3.65M of expenditures, resulting in a $609k net operating surplus. In reality, the budgeted surplus will be closer to $500k due to increases in the DL program, chapter support, and the Education Committee budgets that have not officially made it into the IEEE budget. Committee budgets were approved in February for 2014, with the notable increases being in Chapters, Education, and the approval of $100,000 for membership development activities.

16. **Constitution & Bylaws Committee Report** (Mike Shields)

**Motion (Shields, Stone)** Approve the changes to the bylaws as suggested by the IEEE. **Motion Carries Unanimously.**

17. **Sponsored Meetings & Conferences Committee Report** (Ross Stone) There is a list provided in Appendix A of approved technically and financially cosponsored conferences. The proceedings of most of these conferences go on to IEEE Xplore. The benefits of technical co-sponsorship include AP-S involvement and publicity, as well as direct and substantial AP-S involvement in the technical program. Sponsorship provides cooperation with conferences that wish to remain independent.
There is an added financial benefit due to distribution of revenue from IEEE Xplore content. It has been estimated that every paper that comes on to Xplore via a technically cosponsored conference is worth approximately $150 of revenue over the life of the paper through distribution of subscription revenue based on downloads. There are a total of 23 sponsored conferences in 2013 in addition to annual symposium. The summer Symposium and the APWC conference (joint with ICEAA) are our only 100% financially sponsored conferences this year. There are 15 countries in which we are sponsoring meetings, with a total of 18 conferences outside of Regions 1 - 6.

Interest has been expressed in AP-S-sponsored topical conferences, particularly in Regions 8 - 10. Interested parties should submit proposals to this committee and the President. The committee will evaluate the proposals and make recommendations to the President and AdCom as appropriate.

18. **Region 8 Representative’s Report** (Dirk Manteuffel for Bertram Arbesser-Rastburg) Magdalena Salazar is being nominated for Region 8 Director, and the AP-S membership should be aware of that to support her nomination.

19. **AP-S Representative to EurAAP’s Report** (Ross Stone) The seventh EuCAP was held in Gothenburg in April. There were a total of approximately 1,000 papers, 1,200 attendees, and 50 exhibitors. The EurAAP Board and Delegate Assembly met. Upcoming EuCAP events are scheduled for the Hague, Lisbon, and then Davos. The European School of Antennas (ESoA) board meeting was also held at EuCAP. There will be 14 courses held in 2013. Student evaluations of the courses are very high. The availability of courses on AP-S website being worked out. ESoA will expand its presence to China in 2014 (course on Antenna Measurements, likely offered at 2 locations).

20. **Region 9 Representative’s Report** (Tapan Sarkar for Silvio Barbin) Magdalena Salazar and Silvio Barbin went to Arequipa in Peru, and the Peru Section has proposed a new chapter in Arequipa. There is a potential chapter that could be formed in Ecuador, as well as a third chapter in Brazil. This is the second year of membership development initiatives in Region 9. In June Tapan Sarkar went to six towns in Brazil, and his presentations were well attended. In the September/October time frame Buenos Aires has a conference (the conference is not supported by AP-S due to issues with IEEE procedures and timelines). Barbin and Sarkar will also travel to Santiago Chile to visit Atacama Radio Telescope facility. The AP Society approved $15k for membership development in the first year, and approved $25k in second year. A total of $15k is requested in third year.

**Motion (Stone, Salazar).** Request $15k travel budget for membership development initiatives out of the already approved $100k.  **Motion carries unanimously.**

21. **Region 10 Representative’s Report** (Joshua Li) **Region 10 Representative’s Report** (Joshua Li) The Region 10 representative attended most of the AP-S supported conferences in Asia in 2012 and 2013. In addition, he traveled to US, Europe, and around the Asia-Pacific region as an AP-S distinguished lecturer. The Region 10 representative attended the chapter chairs’ meeting at the symposia in Chicago & Nagoya (2012) and Orlando & Nanjing (2013). We need to set the strategy
for membership development of student and senior members. Some funds are necessary for AdCom members, Committee Chairs and Chapter Chairs to travel and support membership growth in Region 10.

**Motion (Li, Rao)** $7.5k in 2013 and $15k in 2014 for membership development initiatives in Region 10. 2014 funds will come from the $100k set aside for worldwide sponsorship. **Motion Carries Unanimously.**

22. **Chapter Coordinator’s Report** (Zhongxiang Shen) There are currently 116 AP-S-affiliated chapters, with 44 in Regions 1 – 6, 8 in Region 7, 34 in Region 8, 2 in Region 9, and 28 in Region 10. There have been new chapters formed in Siberia and Madras, as well as several new student branch chapters. We need to focus chapter grown on large, international cities. Petitions are currently ongoing in Honolulu and Shanghai. There is also work with the Region 9 Representative to create chapters in Latin America. 56 chapters submitted their chapter reports in 2012, with regions 8 and 10 being the most active regions. The Special Projects and Chapter Chair Travel Grants are published in Appendix B. This was the first implementation of the new travel grant scheme that simplified the grants and provided regional travel grants. The 2013 Best Chapter Award went to the Singapore Chapter, based on judging of the annual reports by a committee that included the Chairs of the past three award winners.

23. **Membership Committee Report** (Ali Yilmaz) Ali Yilmaz acknowledged his co-chair Vitaliy Lomakin who was unable to make the trip to AP. As of May 2013, Society membership stood at 7,468, with 364 of these student members. The Membership Committee is closely involved with the Education Committee in both the Student Research Awards and the Student Design Competition. The Membership Committee is coordinating with the Chapter Activities Coordinator on the membership fee subsidy program.

The Membership Committee is developing concepts for recruiting and retention. These include targeting non-members who publish and present in our journals and conferences, as well as reaching out to student members for visibility positions such as session chairs and reviewers, where appropriate. The Membership Committee sees chapter growth as a key to increasing membership, and is especially interested in grown in Region 10. The Membership Committee is exploring a concept of a reward system that provides incentives (such as reduced page charges, reduced registration fees, etc.) in terms for longevity of membership, service to the Society, etc.

24. **Education Committee Report** (Dave Kelley) The Committee co-Chairs are currently Dave Kelley and Karl Warnick. Karl coordinates the eLearning Library, Student Reception, and writes the Magazine column. Dave does the student research awards, student design contest, and coordinates special session recording. The reception this week is expected to have more than 530 attendees. It is a ticketed event with a free ticket to all student and GOLD members, and $18/person for others. The cost of the reception this year is $30k, above the $20 budgeted for 2013.

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Special session recording continues. The papers from 2012 will be posted soon once final video editing issues are taken care of. For 2013 have moved to a slide/audio capture method.

**Motion (Best, Stone).** Increase the Education Committee Budget to $177,638 to account for the permanent cost of the student reception. **Motion Carries Unanimously.**

25. *Industrial Initiatives Committee Report* (Sudhakar Rao)

The Industrial Initiatives Committee was formed in early 2010 with strong support past Presidents Nevels and Rhoads. The committee now has 12 member volunteers. The key objective of the committee is to promote active participation from the industrial community in AP-S activities. The IIC has been involved with proposing and organizing seven special sessions over the past three years and is responsible for the “Antenna Applications Corner” of the IEEE AP-Magazine. The IIC helps coordinate judges for the student paper contest and the student design competition.

The IIC is starting to mature and is ready to request a budget. The proposal is for $19,000 annually to be allocated. These funds will be directed by the 12 members of the committee to support IIC-related activities at local chapters. There will also be a budget of $7,000 for publicity (such as exhibiting at other conferences and symposia with high industrial participation) and travel of IIC members to conferences.

**Motion (seconded from IIC).** Approve an annual budget of $19,000 for IIC. **Motion Carries Unanimously.**

Break for Executive Session, 5:00 – 5:15

26. *New Journal Proposals* (Gianluca Lazzi) The AdCom considered several concepts for proposed new journals. The proposed *IEEE J. on EM, RF, and Microwaves in Biology and Medicine* is a joint endeavor between AP-S, MTT-S, Instrumentation-S, and EMB-S. The current proposal is to split ownership of the journal evenly across the four societies in terms of cost, editorial staff, and revenue. The journal will happen with or without AP-S involvement, and it is an important service to the membership.

**Motion (Best, Shields).** AdCom expresses its support for the continued development of the IEEE J. on EM, RF, and Microwaves in Biology and Medicine and that Gianluca Lazzi be our representative in the process. **Motion Carries Unanimously.**