

IEEE AP-S 2018 Spring AdCom Meeting
Saturday and Sunday, March 24 and 25, 2018
Minshan Hotel, Chengdu, China
Room: Jinsha (3rd Floor)

Voting AdCom Members in Attendance: Weng Cho Chew, Koichi Ito, Ahmed Kishk, Roberto Graglia, Tapan Sarkar, Guido Lombardi, Kin-Lu Wong, Silvio Barbin, Don McPherson, Agostino Monorchio, Zhongxiang Shen, Ajay Poddar, Monai Krairiksh, Rod Waterhouse

Honorary Life AdCom Member in Attendance: Ross Stone

AdCom Ex-Officio Members in Attendance: Christophe Fumeaux, Karu Esselle, Yongxin Guo, Vikass Monebhurrun, Magdalena Salazar-Palma, Meisong Tong

Invited Members in Attendance: Wei Hong, Jun Hu

Voting AdCom Member Participating by Teleconference: Francesco Andriulli

Voting AdCom Member Excused Absent: Michael Jensen, Eric Mokole, Parveen Wahid

<u>DESCRIPTIONS</u>	<u>ACTION</u>
<p>1. Introduction</p> <p>The meeting was called to order at 13:40, March 24, 2018, by the Presiding Officer, Prof. Weng C. Chew, 2018 President of the IEEE Antennas and Propagation Society (AP-S).</p> <p>All members present introduced themselves.</p> <p>2. Approval of Prior Minutes and Consent Agenda (Zhongxiang Shen)</p> <p>The minutes of the 2017 Fall AdCom Meeting held in Montreal, Canada, in October 2017, and the document under Consent Agenda were emailed to all members beforehand. Hardcopies of the minutes were also distributed to all attendees.</p> <p>Motion (Stone, Barbin): Approve the Minutes of the 2017 Fall AdCom Meeting and the Consent Agenda of This Spring AdCom Meeting as Circulated. Motion Carries Unanimously.</p> <p>It should be mentioned that the Consent Agenda of this meeting only contains the Report on Boston (2018 AP-S International Symposium Site) prepared by Prof. Stuart Long, AP-S Meetings Coordinator.</p>	

3. Discussion of the Meeting Agenda and Overriding Issues (Weng Chew)

The meeting agenda was circulated to all AdCom members by email several weeks before the meeting. Hardcopies of the meeting agenda were also distributed to all in attendance.

A minor change was proposed to split the Executive Session into two parts: one on March 24 and the other at the end of March 25, so that all Committee Chairs and the compositions of several committees can be approved before their reports. It was also suggested that Item 8.1 in the circulated Agenda should include both ICCEM 2018 (Hu) and ICCEM 2019 (Tong).

Motion (Stone, Graglia): Approve the Circulated Agenda with the above Minor Changes. Motion Carries Unanimously.

4.1 Past President's Report (Ahmed Kishk)

Prof. Kishk first welcomed new AdCom members (Prof. Koichi Ito as President-Elect, Dr. Francesco Andriulli, Dr. Ajay Poddar, Dr. Monai Krairiksh, and Dr. Rod Waterhouse). The Society has been thriving and has 8,908 members as of January 2018. AP-S is the 13th out of 39 societies and councils in size. It has 149 chapters around the world though more may be established in the future.

Regarding 2018 Nominations, Prof. Kishk reported that the Call-for-Nominations would be sent out on April 15th and May 30th is the deadline for accepting nominations. AdCom members were encouraged to solicit potential nominees. For 2019 and future nominations, an earlier schedule may be discussed so that new AdCom members can participate in the fall AdCom meeting before their terms start. It should be good to organize a half-day training session for new AdCom members so that they know how AdCom functions and what their duties are. In the meanwhile, they can also learn the Society Constitution, Bylaws, and Operating Manual.

Concerning the Society's Committees, Prof. Kishk suggested the following:

- Summer committee's meetings to be held on Saturday or Sunday to avoid the rush
- Move summer AdCom meeting to Friday after the conference
- AdCom to approve the Committee Chairs and Members during the fall AdCom meeting so that they can start their term at the beginning of the new year. This may also allow some overlap between new and old committees to share information and provide continuities for the subjects handled by the committees.

He also indicated that we need to discuss restructuring the schedule for the nomination and election.

All

- November 15th: call for nominations with a deadline on December 30th.
- List be prepared by the Nomination Committee by January 15th to be sent to AdCom electronically at least two weeks in advance before the Winter AdCom Meeting for voting.
- Petitions to be open after the Winter Meeting (2 months from April 1st to May 30th).
- Election to start June 1st and results to be known end of July or beginning of August.
- This window might increase the membership participation on the voting as personal interaction between nominators and the attendees of the summer meeting.
- New members to participate in a training session during the fall meeting.
- New members will be ready for active participation from the beginning of the year.

Prof. Kishk then briefly reported the status of newly proposed IEEE Journal of Selected Topics on Antennas & Propagation (JSTAP). Thanks to Dr. Ross Stone, the Phase 1 Proposal was already approved and the preparation of the Phase 2 Proposal is currently going well.

It is essential to increase the visibility of our society by providing Webinar. It may also be good to provide antenna basics for beginners and non-professionals so that we can attract non-society members. More volunteers should be encouraged to create such educational tools and distinguished lecturer (DL) webinars.

For the IEEE Group of Hardware Societies, Prof. Kishk reported that the first meeting was held in June 2017, the second meeting in November 2017, and the third in February 2018. The next meeting will be held in June 2018. Dr. Dylan Williams, Immediate Past President of IEEE MTT-S, is suggested as the Chair and Dr. Bill Bottoms, Chairman of Fulence Analytics, as the Vice-Chair.

Finally, for the coming Society Review this year, Prof. Kishk suggested looking at the best practices from Society and Council Review Committee (SCRC), which are available at the following webpage.

SRC

<http://ta.ieee.org/operations/society-and-council-operations/society-and-council-effective-practices>

4.2 **President's Report (Weng Chew)**

President Chew began his presentation by thanking outgoing AdCom members (Past President Trevor Bird, AdCom members Christophe Caloz, Mahta Moghaddam, Jamesina Simpson, and Karu Esselle) and welcoming new AdCom members (President-Elect Koichi Ito, AdCom members Francesco Andriulli, Ajay Poddar, Rod Waterhouse, and Monai K). He also extended a warm welcome to all the Chairs of AP-S Standing Committees.

Concerning the Society Review this November, Prof. Chew reported that Prof. Magdalena Salazar-Palma agreed to chair the Society Review Committee while

Dr. Ross Stone would lead the review of the Society's Periodicals. The previous society review happened five years ago in 2013, and we need to make sure that the Society is aligned with the IEEE mission and goals.

To better reflect the proper scope of our activities, Prof. Chew suggested to have a new name for the Society: **Electromagnetics for Antennas and Propagation**. He has already obtained agreement on the new name from MTT-S President (Tom Brazil), EMC-S President (Bruce Archambeault), and GRS President (Adriana Camp). Concerning the proposed name change, Prof. Guido Lombardi said that an *ad hoc* committee should be established to study its feasibility and consequences, according to the minutes of the 2017 Fall AdCom Meeting. Dr. Ross Stone said that proper steps must be followed to change the society name. He then suggested that an ad hoc committee be established to look into the procedures for the name change. Such a name change may require an amendment of the AP-S Constitution and might need the approval of two-thirds of the full membership. Prof. Magdalena Salazar-Palma mentioned that this membership vote can be combined with the 2018 society election. Prof. Roberto Graglia also asked if we are limiting electromagnetics for antennas and propagation under the new name. Prof. Salazar-Palma suggested that the new ad hoc committee look into the advantages and disadvantages of this name change. Dr. Stone also suggested that the ad hoc committee should talk to IEEE Strategic Research about the branding and effects of a name change.

W. Chew

Prof. Chew then reported the TAB requirement for AdCom to vote on the following Code of Conduct Statement:

"IEEE members are committed to the highest standards of integrity, responsible behavior, and ethical and professional conduct. The IEEE Technical Activities Board reaffirms its commitment to an environment free of discrimination and harassment as stated in the IEEE Code of Conduct, IEEE Code of Ethics, and IEEE Nondiscrimination Policy."

Motion (Stone, Kishk): AdCom to Approve the above Code of Conduct Statement. Motion Carries Unanimously.

Prof. Chew shared with the meeting that the Society has 22 Standing Committees. Some of them have grown too large, while some have laid dormant. It was suggested that some committees should work together or be consolidated. For example,

- Chapter Activities, SIGHT, MGA, and DL
- Industrial Initiatives and Institutional Listings
- Membership and Member Benefits Committees
- Standards and Antenna Measurements
- Awards, Field Awards and Paper Awards

Prof. Chew also suggested that the Operating Manual should be rewritten with the help of the Standing Committee Chairs. The charter of each standing committee should be clearly stated in the Society's Operating Manual so that it can ensure the smooth transition of the Society. He felt that it is good to

All Committee
Chairs

introduce an immersion program for new AdCom members and President-Elect by asking them to serve as Standing Committee Chairs or members of Standing Committees. The President-Elect should attend IEEE TAB meetings so that he/she can see how the IEEE works.

Prof. Kathie Melde, AP-S Awards Coordinator, submitted the following winners for the 2018 Field Awards selected by the Sub-Committee chaired by Prof. K. M. Luk.

- Shafai Mid-Career Award: Diane Titz
- Kraus Antenna Award: Burnside and Gupta
- C. T. Tai Distinguished Educator Award: Stuart Long
- Harrington-Mitra Award: Qing Huo Liu
- Distinguished Achievement Award: Lot Shafai
- Dudley Award: S. Y. Lim

Motion (Kishk, Stone): AdCom to Approve the above Selected Winners of the 2018 Field Awards. Motion Carries Unanimously.

Prof. Chew then introduced an unofficial new organizational chart he hopes to use for the smooth operation of the Society. The President along with the President-Elect, assisted by Chief Finance Officer and Chief Secretary, will oversee 5 key tracks led by Past Presidents: Nominations/Awards; Members; Meetings and Liaison; Bylaws and Technical Activities; and Publications. This new structure can effectively share resources within the Society and ensure committees can work together with synergy.

After having attended the IEEE TAB meeting series this February, Prof. Chew felt that the meeting is a good platform for sharing the goals and mission of the IEEE, which is "Advancing Technology for Humanity". The recent meeting discussed a few issues, such as financial transparencies, term limits, open-access journals, and the power of volunteerism.

It is important for the Society to improve existing conferences, nurture new conferences, and co-sponsor relevant conferences. Similarly, the Society may want to further improve existing journals (TAP, AWPL and AP Magazine), and nurture new journals (JMMCT, JERM). For the new journal (IEEE Journal of Selected Topics on Antennas and Propagation) under preparation, it would be good to expand its scope to capture emerging topics in electromagnetics (bio-tech, nano-tech, big data, machine learning, and quantum technology). It may be also good to introduce special issues for joint efforts with sister societies.

In terms of working with sister societies, Prof. Chew felt that it would be good to co-locate or have joint conferences to reduce time and budget for participants. A good example was last year's Electromagnetics Week in China, which combined three conferences together. It may also be good to introduce joint journals on electromagnetic technologies. For the Hardware Roadmap initiated by MTT-S, software roadmap should go hand-in-hand with Hardware Roadmap. Speaking of global outreach, Prof. Chew suggested that MGA, Chapter Activities, SIGHT, and DLP committees should work together to further the

mission of the IEEE. Now, AP-S membership is rapidly growing in Regions 8, 9, and 10. Something less elitist than the DL program, for example, regional DL or Speaker Bureau, is needed.

Finally, Prof. Chew said that knowledge dissemination is an interdisciplinary activity. Social science, info-science, and computer science are involved. We should encourage volunteerism world-wide and need to work with sister societies.

4.3 President-Elect's Report (Koichi Ito)

Prof. Ito first revisited the position statement he used for last year's AP-S election:

- Revitalize AP-S to provide students or young researchers with more opportunities of learning and discussing fundamentals
- Make AP-S more open and appealing for people in other societies and institutions by enhancing inter-society and inter-institution activities
- Make positive connections with other fields like architecture, chemistry, mechanics, medicine, and so on.

He looks forward to working with all towards a healthy and solid society.

For now, Prof. Ito had a concern regarding the timing of committee approval by the AdCom. Some felt that AdCom's approval of committee chairs and members in March may be too late though its remedy may need further discussions and feedback from different committees.

4.4 Treasurer's Report (Don McPherson)

Mr. McPherson first reported that the 2017 finance book has not been closed yet and the final All-Society Periodicals Package (ASPP) payments have not been posted. He also informed that IEEE recently rolled out new expense report guidelines.

His recent activities include working through the IEEE system for new contracts for AP Magazine Editorial Assistant and Website support. He is expected to attend the Treasurer's workshop scheduled for April 20, 2018, in New Brunswick. In the meanwhile, he will continue to track down overdue travel reimbursements.

For 2017, almost all the actual income and expense items are fairly close to the budgeted amounts. The Society expects a net surplus of \$556.2K for 2017.

All 2018 budgets were approved by TAB and the IEEE Board of Directors during the 2017 November Board Meeting Series. No 2018 financial reports have been posted to date. The final budget for 2018 income is \$4,618.8K, while

the total budgeted expenses for 2018 are \$3,957K

The Meeting Adjourned for a Short Break at 15:40 and Reconvened at 16:10.

5.1 AWPL EIC's Report (Christophe Fumeaux)

It has been nearly one year since Prof. Fumeaux became the new EIC of AWPL on March 1st, 2017. As a summary, he has implemented the following.

- Eliminated the backlog
- Transitioned to online-only publication
- Introduced monthly issues for better navigation
- Introduced free reference page
- Reduced time to first decision to below 30 days

It was reported that 806 papers were published in 2017 and the number of submissions in 2017 was 2605. At the moment, more than 50% of the papers are handled in less than a month while the aim is to eliminate those taking more than 2 months to reach the first decision. For the period from Jan. 1 to Dec. 31, 2017, the percentages for Accept and Minor Revision are 19.01% and 15.46%, respectively.

The impact factor of AWPL in 2017 is 2.533 and there may be fluctuations in the near future. There are 899,373 downloads for AWPL from Xplore in 2017, which ranks at the 18th journal out of all IEEE Periodicals.

In 2018, two special issues are planned and they are (more details available at <http://awpl.eleceng.adelaide.edu.au/fspecial.htm>):

- "Magnet-less Nonreciprocity in Electromagnetics" edited by Christophe Caloz and Andrea Alu
- "3D Printed Antennas and Electromagnetic Structures" edited by Hao Xin, Bae-Ian Wu, Satish K. Sharma, Yiannis Vardaxoglou, and Chi-Hou Chan

Future clusters/special issues depend upon the launch of the new journal JSTAP. Prof. Fumeaux also informed the meeting that the Society Periodicals Review will take place on June 21, 2018, and preparation of the report is underway.

In view of the free reference page introduced recently, the 2018 page budget should be increased accordingly.

Motion (Fumeaux, Stone): AdCom to Approve the Request to Increase the 2018 AWPL Page Budget from 2200 to 2600. Motion Carries Unanimously.

For 2019, a budget of 2800 pages was proposed.

Motion (Fumeaux, Stone): AdCom to Approve the 2019 Budget of 2800 Pages for AWPL Accepting the IEEE’s Recommendation for Non-Member Subscription Pricing. Motion Carries Unanimously.

After the presentation, Prof. Fumeaux opened a discussion about the page charge for AWPL. Since the Society should be serving its members, it may be good to have 2 or 3 pages with voluntary page charge and 1 or 2 pages with compulsory page charge. After some discussion, Dr. Ross Stone proposed that the group consisting of three people: Prof. Christophe Fumeaux, Mr. Don McPherson, and Dr. Ross Stone can study the financial implications of reducing the number of pages with compulsory page charge and then report the findings in the July AdCom meeting. Prof. Guido Lombardi suggested that a flat fee of fixed amount may be levied for a 4-page letter excluding the reference page.

C. Fumeaux,
D. McPherson,
R. Stone

5.2 Update of Society Periodicals Review and JSTEAP (Ross Stone)

Dr. Stone first provided an update of the status of IEEE Journal of Selected Topics on Electromagnetics, Antennas, and Propagation (JSTEAP). After AdCom’s approval in October 2017, the Letter of Intent (LoI) for this new journal was prepared for the November Board Meeting Series last year. Due to strong opposition to “Electromagnetics” in the title from MTT-S and EMC-S, the title of JSTEAP would not have passed the Periodicals Committee. As per the AdCom motion, the new journal’s title was then changed to “IEEE Journal of Selected Topics on Antennas and Propagation (JSTAP)”. A survey was sent to about 3,000 members from AP-S, MTT-S, EMC-S, GRSS, and VT-S with a 14% response rate. It was found that 53.6% of the respondents will likely read JSTAP, while 31.7% will likely submit papers to JSTAP. Out of all the respondents, 64.7% had submitted one or more peer-review paper in the past five years. Among those who had submitted peer-reviewed papers in the past five years, 44.5% would submit papers to JSTAP in the first year, which indicated about 120 submissions to JSTAP for the first year.

For JSTAP, the Phase 1 proposal was prepared and the Periodicals Development Committee strongly recommended adding two sentences at the end of the journal scope. In the end, the Periodicals Committee unanimously approved the Phase 1 proposal with three sentences in its scope removed. When the Phase 1 proposal came up for approval in the TAB meeting, two Societies objected to the word “Electromagnetics” appearing in the first sentence of the scope. Dr. Stone was able to point out that the first sentence of the proposed scope of JSTAP was essentially identical to the first sentence of the current, long-standing scope of the *IEEE Transactions on Antenna and Propagation*, and TAB approved the Phase 1 proposal. The final JSTAP scope as approved was as follows:

The IEEE Journal of Selected Topics on Antennas and Propagation (JSTAP) publishes papers on original contributions within the general topics of electromagnetics, antennas, and wave propagation. The scope of JSTAP covers

the full range of topics of interest to the IEEE Antennas and Propagation Society; however, each issue is devoted to one or more selected topics within this range.

The JSTAP Phase 2 proposal will be presented to Periodicals Committee and TAB at the June Board Meeting Series. Detailed marketing and budget information will be available in six to eight weeks. As a rough budget estimate, the new journal should be able to break-even from the third year onwards.

Motion (Stone, Kishk): AdCom to Approve Submission of JSTAP Phase 2 Proposal Providing IEEE Financial and Marketing Estimate That Shows Approximately Break-even or Small Net Loss by the Third Year. Motion Carries Unanimously.

For the coming Periodicals Review and Advisory Committee (PRAC) review, Dr. Stone reported that he has been on the Committee for a total of more than 10 years. It is noted that all IEEE publications are reviewed on a five-year cycle. AP-S publications were last reviewed in 2013, and all recommendations from the previous PRAC review as well as the Society Review for all three publications were implemented. For this round, TAP, AWPL, and the Magazine will be reviewed in June 2018. Their recommendations will then be used in the Society Review in November 2018. Dr. Stone shared with the meeting that PRAC report templates had been sent to all EiCs in December 2017. Additional instructions were sent to EiCs a week before the AdCom meeting. The PRAC reports cover the following aspects, among others:

- Structure, policy, practices of publications
- Conformance to IEEE policy and procedures
- Timelines
- Quality practices
- Overview of financials.

All three EiCs will have the first draft reports ready in April and the PRAC reports are due on May 18, 2018. Dr. Stone and the three EiCs will attend PRAC review on June 21, 2018. Since Dr. Stone has conducted about 100 PRAC reviews, he knows what to look for. Reports will be returned to EiCs with PRAC comments about two weeks after the review. EiCs will have two to three weeks to revise their reports and the revised reports will then be approved by the Periodicals Committee and TAB. Recommendations will be checked at the next five-year review.

Concerning the coming PRAC review, Prof. Magdalena Salazar-Palma asked if the jointly sponsored journals would be reviewed as well. Dr. Stone replied that no jointly sponsored journals are scheduled for review, and none were reviewed during the MTT-S PRAC review.

Dr. Stone also provided a brief update on TAP and the Magazine.

For TAP, it is the third most downloaded periodical on Xplore (1,917,720 downloads in 2017) after Access and Trans. on Power Electronics. Its current impact factor is 2.957. It is on time and no backlog. Over the past seven years, it

has experienced an 8.5% annual compound growth rate in pages published.

For the AP Magazine, its total download were 258,343 in 2017, ranked 71st among all IEEE periodicals. Its current impact factor is 1.873 and its publication is also on time. It expects to publish 850 pages for 2018.

Finally, Dr. Stone proposed a number of motions for AdCom to approve the 2019 page budgets for the AP-S publications.

Motion (Stone, Kishk): AdCom to Approve the 2019 Page Budget of 8000 Pages for the *IEEE Transactions on Antennas and Propagation* Accepting IEEE Marketing's Recommendation for Non-member Subscription Pricing. Motion Passes (12 Yes, 1 Abstain).

Motion (Stone, Kishk): AdCom to Approve the 2019 Page Budget of 850 Pages for the *IEEE Antennas and Propagation Magazine* Accepting IEEE Marketing's Recommendation for Non-member Subscription Pricing. Motion Carries Unanimously.

Motion (Stone, Kishk): AdCom to Approve the 2019 Page Budget of 400 to 500 Pages for the *IEEE Journal on Multiscale and Multiphysics Computational Techniques (JMMCT)* Accepting IEEE Marketing's Recommendation for Non-member Subscription Pricing. Motion Carries Unanimously.

Motion (Stone, Kishk): AdCom to Authorize the Approval of the 2019 Page Budget for the *IEEE Journal of Electromagnetics, RF and Microwaves in Medicine and Biology (J-ERM)* as Determined by the Steering Committee, and Accepting IEEE Marketing's Recommendation for Non-member Subscription Pricing. Motion Carries Unanimously.

Finally, Dr. Stone briefly talked about the potential impact on the Society from the IEEE's shifting from indirect to direct charges based on some information and graphics provided by Ron Goldfab and Roger Fujii.

6. Collaboration with Chinese Societies (Wei Hong)

Prof. Wei Hong of Southeast University, China, was invited by President Chew to give an introduction of antennas and propagation societies and activities in China. Prof. Hong is currently the Vice-President of the Antenna Society of Chinese Institute of Electronics (CIE). He was an AdCom member of IEEE MTT-S from 2014 to 2016.

The China Association of Science and Technology (CAST) has 210 institutes/societies including Chinese Institute of Electronics (CIE). On the other hand, CAST has 3141 local branches in various provinces and cities. The Chinese Institute of Electronics (CIE) has 47 societies including Antenna Society, Propagation Society, Microwave Society, and others, It has more than 100,000 members in China.

The Antenna Society of CIE has a Standing Group consisting of 1 President, 9 Vice Presidents and 1 Secretary General. It also has a number of Special Committees, such as Computational Electromagnetics Committee, Scattering and Inverse Scattering Committee, and so on. The Antenna Society has sponsored or co-sponsored many national and international conferences.

There are many universities and research institutes in China, which are conducting research activities related to antennas. There are also a number of funding agencies in China, from which one can apply for antenna-related research projects: National Natural Foundation of China (NSFC), National Major Projects, Ministry of Science and Technology of China (MOST), and various Ministry/Province/City funding agencies.

Prof. Hong, as the Director of State-Key Laboratory of Millimeter Waves at Southeast University, Nanjing, China, then briefly introduced several antenna projects conducted in his lab: Multi-beam Arrays for 5G Massive MIMO Systems, Tera-Hertz Antennas, and Coded Metamaterials. His lab is equipped with a variety of advanced measurement instruments ranging from DC to 3.5 THz and almost all the simulation packages.

Finally, Prof. Hong made a few suggestions for the potential collaboration between CIE Antenna Society (AS) and IEEE AP-S.

- Co-organizer of international conferences and workshops
- Joint publication on antennas
- Promotion of IEEE AP-S chapters and membership in China

Considering the joint publication on antennas, it was suggested that AP-S can learn from the journal: *China Communications*, which is a joint effort between IEEE ComSoc (50%) and China Institute of Communications (50%). In the end, President Chew, on behalf of the AP Society, thanked Prof. Hong for his informative presentation.

The Meeting Adjourned at 18:10 for the First Part of the Executive Session, and Reconvened at 9:00 am on Sunday, March 25, 2018.

7.1 Constitution and Bylaws Committee Report (Guido Lombardi)

Prof. Lombardi first reported the composition of the 2018 Constitution and Bylaws (C&B) Committee:

- Guido Lombardi, Chair
- Koichi Ito
- Gianluca Lazzi
- Robert Nevels replacing Charles Rhoades
- Magdalena Salazar-Palma
- Zhongxiang Shen

He also thanked Prof. Jamesina Simpson, the former Committee Chair, for the many suggestions and smooth transition. He also summarized a number of key clean-ups and updates of the AP-S Bylaws. The current status of the AP-S governing documents is:

- Constitution: No change and effective from Jan. 1, 2016
- Bylaws: TAB approved the revision on Oct. 14, 2017 and effective on Nov. 14, 2017
- Operating Manual: AdCom approved and effective on Nov. 20, 2016

Prof. Lombardi then noticed some changes to be made in Item 3.18 of the AP-S Operating Manual for the newly established joint journals, as highlighted in red below.

3.18 Publications Committee

3.18.1 Committee Function

*The function of the Publications Committee is to supervise and otherwise arrange for the publication of the Society's publications **and any publications sponsored jointly with other societies**, endeavoring to produce high-quality publications of relevance to the Society and IEEE membership.*

3.18.2 Committee Composition

*The Publications Committee shall consist of a chair who has been a former Editor-in-Chief of a Society publication and the Editors-in-Chief of the Society's publications (including the Transactions, the Letters, and the Magazine) and optionally the Editor for electronic publications who is appointed to the position by the President with the advice and consent of AdCom. **Editors-in-Chief of any publications jointly sponsored by the Society with other societies will serve as non-voting members.***

Motion (Lombardi, Stone): AdCom to Approve the Change of Section 3.18 of the Operating Manual as Highlighted in Red above. Motion Carries Unanimously.

In addition, Prof. Lombardi noticed a few new items concerning the integration of AP-S Bylaws and Operating Manual. For example, IEEE staff may not be aware of our Operating Manual though TAB approves every version of amended Bylaws.

Motion (Lombardi, Stone): AdCom to Task the Constitution and Bylaws Committee to Investigate Further Integration of Operating Manual into the Bylaws. Motion Carries Unanimously.

Although the new Bylaws (Section 11) requires AdCom's approval of the Standing Committees, Ad-hoc Committees, and Representatives, the Society's governing documents do not provide any path to get this approval.

Motion (Lombardi, Graglia): AdCom to Task the Constitution and Bylaws Committee to Implement Official Calendar and Steps into the Bylaws for the AdCom Approval of Committees/Representatives.

Discussions: Some members said that it is good for AdCom to approve the Committee Chairs, while it may not be necessary for AdCom to approve the committee members and representatives. Dr. Ross Stone suggested that an ad-hoc committee should be established to study all the options. Prof. Magdalena Salazar said that we may keep the current practice for a couple of more years to fully examine the effect before an informed decision can be made.

Motion Carries Unanimously.

Finally, concerning the AP-S elections, Prof. Lombardi proposed the following.

Motion (Lombardi, Stone): AdCom to Task the Constitution and Bylaws Committee to Align IEEE AP-S Bylaws to Section 4.2.B.6 of TAB Operations Manual. Motion Carries Unanimously.

7.2 Distinguished Lecturer Program (Karu Esselle)

Prof. Esselle first reported that there may be a need to change the reimbursement formula specified in the Distinguished Lecturer Program (DLP) Handbook because Regions 8 and 10 are very large and travel between Europe and Africa and between Asia and Australia/New Zealand can be quite expensive. He then proposed some possible changes to the reimbursement formula. After some discussions and comments made by AdCom members, it was decided that the reimbursement limit should be based on the travel distance, rather than the IEEE regions. Concerning the non-DL activities, it was suggested that general IEEE travel rules must be followed by all DL visits.

Prof. Esselle felt that some lectures are not adequately advertised. He then proposed to make at least one IEEE eNotice and vTools mandatory for each lecture. After a DL event, he suggested that both the Lecturer and the host (Chapter Chair or its delegate) should submit a brief report.

Prof. Esselle mentioned that there is an interest in the Society to form an AP-S Speakers Bureau and this may be discussed by the AdCom. Prof. Weng Chew said that local speakers within regions/sections may be more economic. Dr. Rod Waterhouse also suggested that DLP may be expanded to cover industries. No conclusive action was taken by the AdCom.

Finally, Prof. Esselle reported that there were about 50 distinguished lectures conducted in 2017. The current AP-S DLs are:

- Susan Hagness, Fan Yang, and Yue Ping Zhang (2018-2020)
- Buon Vince Lau, Karu Esselle (term postponed), and Carey Rappaport (2017-2019)
- Jianming Jing and Andrea Massa (2016-2018)

7.3 Member and Geographic Activities Committee Report (Tapan Sarkar)

Prof. Sarkar first introduced the members in his MGA committee and they are: Tapan Sarkar (Chair), Ulrich Rhode, Silvio Barbin, Roberto Graglia, Monai Krairiksh, Yahia Antar, Eric Mokole, Karu Esselle, Parveen Wahid, Vikass Monebhurrin, Ajay Poddar, Zhongxiang Shen, Hang Wong, Felix Vega, and Rod Waterhouse.

The MGA goals are as follows:

- Recruit and retain members (MGA)
- Inspire and engage members (SIGHT)
- Develop new technical avenues (FDI)

In order to realize the above goals, MGA tries to contact members and potential members directly, educate them about IEEE and AP-S, and introduce new relevant technical projects. It was mentioned that AP-S Membership Initiatives started in 2014 when Prof. Sarkar was the Society President.

The 2018 AP-S Initiatives include the following nine activities:

- Australia and New Zealand Initiative (Karu Esselle)
- China Initiative (Hang Wong and Quan Xue)
- Asean Initiative (Monai Krairiksh)
- Region 10 Initiative (Zhongxiang Shen)
- India and Sri Lanka Initiative (Parveen Wahid)
- Central and South America (North) Initiative (Felix Vega and Silvio Barbin)
- South America (South) Initiative (Gustavo Fano and Silvio Barbin)
- West Asia and North Africa (Yahia Antar)
- Central and South Africa (Vikass Monebhurrin)

It was reported that a total budget of \$108K (approved in 2017) is required for these new projects and new initiatives. A current effort is trying to link our MGA activities with IEEE & IEEE TAB Initiatives on Africa. Prof. Sarkar mentioned that the MGA Chair is just a facilitator because funds are distributed to the Program Managers.

Prof. Sarkar then reported that AP-S Higher Grade Members have been steadily increasing over the past few years, unlike MTT-S and ComSoc. In the meanwhile, the number of AP-S chapters are also increasing and it stands at 153 now.

AP-S obtained \$100K donation from external funds for various humanitarian projects last year. Potential for obtaining external funding to deal with ground-penetrating radar (GPR) is currently under exploration. New potential initiatives include Food Engineering started by IEEE TAB and Reinventing Communication Theory – TV White Space Communication (IEEE FDI). Other possible interactions are:

- Buried ordinance and IED detection emphasis in Colombia and Mexico,

also possible in Laos and Cambodia;

- Possible use of electromagnetics for early earthquake detection in Peru;
- Development of WiFi related systems in the rural areas like in the Amazon along with the set-up of WiFi during disasters being worked out in Thailand.

Finally, Prof. Sarkar pointed out a few new technical areas that may require the joint efforts of MGA+FDI+SIGHT).

- Food Engineering and Food Processing
- Propagation Modeling
- Relevance of Electromagnetics in System Design (AESS) & 5G+IoT Connectivity (MTT-S & ComSoc)
- Dynamic Spectral Management (ComSoc New Initiative)

After the MGA report, Prof. Sarkar quickly went through the slides on “Financial Transparency” prepared by Roger Fujii and Ron Goldfarb.

The Meeting Adjourned for a Break at 10:30 and Reconvened at 10:45.

Right after the meeting reconvened, Dr. Ross Stone provided a suggestion concerning the society name change. He suggested that instead of changing the society name, one can add a tagline “Advancing Electromagnetics for Humanities”.

7.4 Meetings Committee Report (Roberto Graglia)

Prof. Graglia first reported the composition of the AP-S Meetings Committee: Roberto Graglia (Chair), Parveen Wahid (Meetings Coordinator), Wei Hong, and Andrew Peterson. Prof. Stuart Long will continue serving till needed to pass the baton to Prof. Wahid as the Meetings Coordinator. He also introduced other members in the Joint Meetings Committee (JMC) from the URSI-USNC side: Gary Brown, Susan Hagness, Yahya Rahmat-Samii, and Ross Stone (Meetings Coordinator for URSI-USNC).

From the data reported from beginning 2015 to early 2018, it is seen that AP-S conferences have been doing very well in terms of average time-to-accounting close, aggregate net/expense ratio, and average time to publish though there is room for improvement. Compared to other societies, AP-S may want to reduce the percentage of technically co-sponsored (TCS) conferences to achieve a better balance. The financial performance of AP-S conferences is very healthy. In terms of conferences’ technical program, the Society is doing very well. At the same time, we should increase the paper quality and reduce the number of published papers. Prof. Graglia then showed a number of charts showing the statistics of AP-S conferences.

The second part of Prof. Graglia's presentation is to report on the AP-S Meetings Committee (MC) meeting held on Feb. 23, 2018. Two items were discussed:

- As per IEEE MCE suggestion, financially sponsored conferences should have a surplus of at least 20% of the expenses. (This is not a mandatory policy.)
- IEEE MCE requires AdCom's approval of the budget of all the financially sponsored conferences, no matter what is the percentage of its sponsorship.

In view of the situation, the following motions were proposed and voted by the AdCom.

Motion (Graglia, Stone): AdCom Approves ICCEM 2018 Budget. Motion Carries Unanimously.

Motion (Graglia, Stone): AdCom Approves an Advance Loan of \$10K to EMTS 2019. Motion Carries Unanimously.

Motion (Stone, Graglia): AdCom Delegates the Authority to the Meetings Committee to Evaluate and Approve the Budgets of AP-S Financially Sponsored Meetings. Motion Carries Unanimously.

Motion (Seconded by the Meetings Committee): AdCom Approves CAMA 2018 Budget. Motion Carries Unanimously.

Motion (Seconded by the Meetings Committee): AdCom Approves ICEAA-APWC 2019 Budget. Motion Carries Unanimously.

Motion (Seconded by the Meetings Committee): AdCom Approves an Advance of \$25K for 2019 ICEAA-APWC. Motion Carries Unanimously.

Concerning the structure of the AP-S Meetings Committee, it has been noted by a number of Past Presidents that the committee should be enlarged to handle both financially (co-)sponsored and technically co-sponsored meetings.

Motion (Seconded by the Meetings Committee): AdCom to Approve Addition of Two More Members to the AP-S Meeting Committee. The Added Members Will Serve as "Ex-Officio" Members on the Joint Meetings Committees of the IEEE AP Society. Motion Carries Unanimously.

To reflect this addition, AP-S Operating Manual should also be updated in the near future.

Motion (Seconded by the Meetings Committee): AdCom to Task the Constitution and Bylaws Committee to Modify the AP-S Operating Manual Accordingly. Motion Carries Unanimously.

Other issues reported include the following.

- Meetings Handbook to be circulated to all committee members
- AP-S/URSI-USNC JMC Bylaws to be circulated to all committee members
- Proposals for 2022, 2023, and 2024 Summer Symposia to be solicited

Regarding the travel expenses of AP-S MC members, the following motion was proposed.

Motion (Stone, Graglia): AdCom to Approve the Same Reimbursement Rule to AP-S MC Members as AdCom Members for Their Winter and Summer Meetings.

Discussions: Prof. Zhongxiang Shen said that AdCom might want to formulate a unified policy that can be applied to all committee members and representatives. Prof. Weng Chew suggested that WebEx should be used for committee meetings and most face-to-face meetings can be arranged during the summer symposium.

Motion Carries Unanimously.

In the final part of his presentation, Prof. Graglia reported on the recent AP-S/URSI-USNC JMC meeting held on Feb. 23, 2018. The summer meetings from 2017 to 2021 were discussed during the JMC meeting. It was noted in the financial report that JMC requires 26% surplus, while IEEE requires 20%. Dr. Ross Stone suggested that MC should study the financial impact of lowering the surplus from 26% to 20%. Other things discussed during the meeting included: high student registration fee, JMC documents, and structure of the JMC.

MC

For 2021 Singapore symposium, it is the first time our flagship conference will be held outside North America. Following the analysis of various quotations and discussions among LOC, MCE, and JMC, it was decided that two professional conference organizers (PCOs): Conference Management Services (CMS) and Pacific World (PW), will be engaged with a clear division of the various tasks. Sherry Russ Sills of MCE has been very helpful and is overseeing the contracts with CMS and PW, while Stacie DeMicco at IEEE is in contact with Marina Bay Sands and LOC for the hotel contract.

Prof. Graglia said that “Bo Yu” software was used for pre- and post- conference processing of our summer meetings in the long past and it was switched to CMS. In response to the “dependency” concern, Dr. Ross Stone said that URSI also decided to switch from “Bo Yu” to IEEE MCE software. He also suggested that JMC should discuss this issue in the near future.

JMC

Finally, Prof. Graglia reported that he was invited by IEEE MCE to attend IEEE Convene (formerly known as POCO) from July 19 to 21 in Berlin, Germany.

7.5 Society Review and Strategic Planning Committees (Magdalena Salazar)

Prof. Salazar first thanked AdCom for approving her appointment as the Chair of Strategic Planning Committee and the *Ad Hoc* Society Review Committee (SRC). She was a member of IEEE TAB Society Review Committee from 2013

to 2015, and has been actively participated in MTT-S Strategic Planning Committee for the last six years. She is currently an invited member of the IEEE TAB Strategic Planning Committee, member of IEEE MGA Strategic Planning Committee, and the Chair of IEEE Region 8 Strategic Planning Committee.

Prof. Salazar then introduced the coming society review process.

- Report to be sent to TAB SRC
- Face-to-face meeting with TAB SRC during the 2018 November Meeting Series
- TAB SRC sends back their comments and recommendations
- AP-S provides responses as needed in February 2019
- Final report sent by TAB SRC around February/March 2019

The report to be sent to TAB SRC should follow a given template provided by TAB SRC and cover all aspects of the society status and operation. It should include the feedback of the TAB PRAC review of the society publications conducted in June. It may have the following sections.

- Purpose of the Society
- Strategy and Operation
- Conferences and Technical Meetings
- Publications
- Education
- Membership
- Finances
- Governance
- Previous Review
- Society Successes

Prof. Salazar then introduced the action plan of her *Ad Hoc* Society Review Committee.

- Approval of Committee Members by AdCom on March 24 and 25, 2018
- Documents of previous review sent to Committee on April 15, 2018
- TAB SRC report template sent to committee members with a description of what each member should prepare within a month
- Preliminary draft
- Committee face-to-face meeting in conjunction with Summer AdCom Meeting

The AP-S *Ad Hoc* Society Review Committee consists of Magdalena Salazar-Palma (Chair), Trevor Bird (Past Chair), Weng Chew (AP-S President, *ex-officio*), Roberto Graglia (Meetings Committee), Koichi Ito (President-Elect), Guido Lombardi (Constitution & Bylaws Committee), Don McPherson (Treasurer & Finance Committee), Eric Mokole (New Technology Directions Committee), Tapan Sarkar (MGA Committee), Kubilay Sertel (Electronic Communications Committee), Ross Stone (Publications Committee), Karl Warnick (Education Committee), and Rod Waterhouse (Industrial Initiatives Committee).

Prof. Salazar then introduced what Strategic Planning means and why effective strategic planning is important. Two plans are required for the society review: Strategic Plan and Operation Plan. The Strategic Plan includes the goals, while the Operation Plan divides them in short, medium, and long-term objectives. It is important to review and develop new Strategic and Operation Plans well before the TAB Society Review. The Operation Plan should include the actions to be taken in order to achieve the envisioned strategy, together with a timeline and a definition of metrics. There are many goals listed in the previous strategic plan. Some of them have not been achieved, while others need to be reformulated, and most probably, new goals should be added. Dr. Trevor Bird has given a lot of suggestions for the new Strategic Plan.

The action plan for the Society's Strategy Committee is as follows.

- Previous documents to be sent to committee members on April 15, 2018
- Monthly WebEx meetings starting in April and face-to-face meeting in Boston
- Approval by AdCom, either through email vote in September or during the Fall AdCom meeting provided it takes place before the mid-October.

Finally, Prof. Salazar introduced the members under the AP-S Strategic Planning Committee and they are: Magdalena Salazar Palma (Chair), Trevor Bird (Previous Chair), Weng Chew (AP-S President, *ex-officio*), Roberto Graglia (Meetings Committee), Koichi Ito (AP-S President-Elect), Guido Lombardi (Constitution & Bylaws Committee), Don McPherson (Treasurer & Finance Committee), Eric Mokole (New Technology Directions Committee), Tapan Sarkar (MGA Committee), Kubilay Sertel (Electronic Communications Committee), Ross Stone (Publications Committee), Meisong Tong (SIGHT Committee), Karl Warnick (Education Committee), and Rod Waterhouse (Industrial Initiatives Committee).

The Meeting Adjourned for Lunch Break at 12:20.

The Meeting Reconvened after Lunch Break at 13:20.

7.6 Industrial Initiatives Committee Report (Rod Waterhouse)

As the new Chair of Industrial Initiatives Committee (IIC), Dr. Waterhouse first introduced the functions of his committee. He then introduced his committee members and they are Yijun Zhou, Wonbin Hong, Wilhelmus Theunissen, James Schaffner, Duixian Liu, and Ajay Poddar.

Dr. Waterhouse proposed the following IIC focuses.

- Entrepreneurial/small business focus
- Industry Day
- Webinars

- Review articles in AP Magazine
- Mentoring
- Award for industry contributions, Entrepreneurial Award, Application Award, and Humanitarian Award
- New areas such as 5G, IoT, Agriculture
- Close interaction with WIE, Young Professionals, Chapters, and other societies

Another thing Dr. Waterhouse then proposed is to establish Antennas, Propagation, EM “You Tube”. It can be part of the Members Only section of the Society website, which provides searchable video content relevant to industry as well as others. He will work with the Education Committee for this initiative.

Some other ideas of interest to industry include:

- Jobs/Internships/Studentship Listings
- Start-ups and Entrepreneurship
- Product Prize in Antennas and Electromagnetics

Finally, Dr. Waterhouse welcomed feedback and suggestions from all members regarding perception change of the Society focusing on academia, social media presence, and industry role in the Society and at our conferences.

After the presentation, Prof. Ahmed Kishk said that the previous IIC Chair, Mr. Lar Foged, spent a lot of effort on exhibition, which should be continuing. Dr. Waterhouse appreciated that and agreed to continue this effort.

7.7 SIGHT Committee Report (Meisong Tong)

Prof. Tong first introduced all the members in his SIGHT Committee: Meitong Tong (Chair), Ajay Poddar (Vice Chair), Eric Mokole, Timothy Lee, Mahta Moghaddam, Ulrich L. Rohde, Karu Esselle, Silvio Barbin, Monai Krairiksh, Jawad Y. Siddiqui, Roberto Graglia, Christian Pichot, Qun Wu, Qingxin Chu, and Albert Lysko. He then briefly explained the SIGHT mission:

- Identify relevant AP-S areas that might address humanitarian problems
- Collaborate with other IEEE societies
- Increase AP-S membership by closely working with Chapter Activities Committee and MGA Committee.

For 2018, Prof. Tong proposed the following activities:

- SIGHT event at ICEAA-APWC 2018
- SIGHT event at CAMA 2018
- SIGHT event at IMArc 2018
- SIGHT events in China
- SIGHT events at 2018 AP-S summer symposium in Boston
- SIGHT display at RADIO 2018
- North Jersey AP-S Mini-Symposium 2018
- Joint sister-society SIGHT efforts on IoS, IoT, and 5G initiative

Motion (Tong, Poddar): AdCom to Approve a Budget of \$35K for Organizing the above SIGTH Events in 2018. Motion Carries Unanimously.

Prof. Tong also reported that the call for SIGHT proposals for IEEE Ulrich L. Rohde Humanitarian Project Award (\$10K for 2018) was published in the AP Magazine. He then quickly went through previous activities under IEEE and AP-S SIGHT programs. Finally, Prof. Tong shared some ideas on further developing the SIGHT program. Among them are setting-up a SIGHT Award and fund-raising.

7.8 Technical Committee on Antenna Measurements (Yongxin Guo)

The Technical Committee on Antenna Measurements (TCAM) consist of the following members: Yongxin Guo (Chair), Hiroyuki Aria, Chi-Chih Chen, John Estrada, Jiro Hirokawa, Wongbin Hong, Tian Hong Loh, Cyril Luxey, Daniel Janse van Rensburg, Atif Shamim, Ed Szpindor, Buning Tian, Handong Wu, and Xingfeng Wu. The committee has roughly half from academia and another half from industry, covering most regions of the world.

The vision of the TCAM is:

- to promote activities related to antenna measurement technology and science
- to increase both the vitality and visibility of the measurement community with AP-S
- to pursue strong partnerships with neighboring societies
- to develop, sponsor, and organize joint conferences, technical sessions, and workshops within international conferences with sister societies
- to investigate and understand the art and practice of antenna measurements
- to work with the Standards Committee in developing and establishing IEEE standards and best practices for antenna measurements.

There are many challenges and opportunities, such as:

- Many of the emerging topics such as 5G and beyond, autonomous mobility, THz applications are inherently multidisciplinary research topics, which require close collaboration across traditional academic boundaries.
- The transition to higher frequencies has spiked various measurement techniques.
- On-chip antennas
- THz antennas
- Nano-antennas
- Plasmonic antennas
- Emerging material characterization

It is planned to organize annual professional meetings and workshops at major

antenna conferences (APS/URSI Symposium, CAMA, EuCAP, AMTA, ISAP, and URSI General Assemblies etc.). Finally, Prof. Guo also provided a list of on-line resources for antenna measurements.

8.1 ICCEM 2018 (Jun Hu) and ICCEM 2019 (Meisong Tong)

As the TPC Chair of the 2018 International Conference on Computational Electromagnetics (ICCEM) to be held from March 26 to 28, 2018, Prof. Jun Hu welcomed all members to Chengdu, China. As the Vice-President of the University of Electronic Science and Technology of China (UESTC), he briefly introduced the history of UESTC in the beginning. ICCEM 2018 is the 4th edition after ICCEM 2015 in Hong Kong, ICCEM 2016 in Guangzhou, ICCEM 2017 in Kumamoto, Japan.

Prof. Hu then quickly introduced the Organizing Committee and topics of interest for ICCEM 2018. The conference received 297 regular submissions and accepted 265 papers for presentation. In addition, it attracted 61 invited papers including 4 plenary talks. The conference will present 2 Ulrich L. Rohde Innovative Conference Paper Awards and 3 student paper awards. It has received 152 registrations so far and on-site registration is available during the conference. Finally, Prof. Hu introduced the conference venue and nearby attractions.

Prof. Meisong Tong of Tongji University, Shanghai, China, presented a proposal to hold ICCEM 2019 in Shanghai. He first provided a brief introduction to Tongji University and Shanghai. He then mentioned a number of potential university and industry partners for the organization of ICCEM 2019. He said that he would start to source a suitable hotel for holding the conference in March 2019. Prof. Tong was the organizer of 2016 Progress in Electromagnetics Research Symposium (PIERS) that attracted 1,700 registrations.

8.2 RADIO 2018 (Vikass Monebhurrn)

Dr. Monebhurrn made a brief report on RADIO 2017 and RADIO 2018. RADIO International Conference refers to Radio and Antenna Days of the Indian Ocean. RADIO 2017 was held in Cape Town, South Africa, from September 25 to 28, 2017. The conference had a surplus of \$12K due to its strong sponsorship.

RADIO 2018 will be held in Mauritius from October 15 to 18, 2018 with AP-S being one of the two financial sponsors. A few potential venues have been identified and a likely choice may be Hilton Resort & Spa in Mauritius. An estimated budget was shown and it expects a surplus of \$8K representing 25% of the gross revenue.

Motion (Monebhurrn, Sarkar): AdCom to Approve an Advance of \$15K for the Organization of IEEE RADIO 2018.

Discussion: Dr. Ross Stone suggested that IEEE MCE should be engaged to

sign the contract with the conference hotel (especially Hilton) for a better rate and attached insurance coverage.

Motion Carries Unanimously.

8.3 Technically Co-Sponsored (TCS) Conferences (Roberto Graglia)

Prof. Graglia reported that AP-S typically gives technical co-sponsorship to 20~30 conferences per year. A dozen congresses have obtained the continuing technical co-sponsorship from AP-S, while others ask sponsorship from time to time. The following conferences have continuing technical co-sponsorship by the AP-S:

- American/European Electromagnetics Meeting (AMEREM/EUROEM)
- EuCAP
- ICEAA (now financially sponsored at 10%)
- International Symposium on Antennas and Propagation (ISAP)
- International Symposium on Antennas, Propagation, and EM Theory (ISAPE)
- International Symposium on Antenna Technology and Applied Electromagnetics (ANTEM)
- International Symposium on Microwaves, Antenna, Propagation, and EMC Technologies for Wireless Communications (MAPE)
- International Conference on Mathematical Methods in Electromagnetic Theory (MMET)
- International Workshop on Finite Elements for Microwave Engineering
- Days on Diffraction
- International Conference on Telecommunications in Modern Satellite, Cable, and Broadcasting Services (TELSIKS)
- Direct and Inverse Problems of Electromagnetic and Acoustic Wave Theory (DIPED)
- IEEE International Workshop on Antenna Technology (iWAT)

Here is a list of conferences with a signed MOU this year.

- 2018 IEEE International Microwave Biomedical Conference (IEEE-IMBioC 2018)
- 2019 IEEE International Microwave Biomedical Conference (IEEE-IMBioC 2019)
- 2019 IEEE Radio and Wireless Symposium (RWS)
- 2018 United States National Committee of URSI National Radio Science Meeting
- International Workshop on Computing, Electromagnetics, and Machine Intelligence (CEMi'18)
- The Loughborough Antennas and Propagation Conference (LAPC 18)

Prof. Graglia mentioned that the list of financially and technically co-sponsored conferences should be posted on our Society webpage, which should also be

updated regularly.

8.4 CAMA 2017 and CAMA 2018 (Tapan Sarkar)

Prof. Sarkar provided a short report on both CAMA 2017 and CAMA 2018.

2017 IEEE Conference on Antenna Measurements and Applications (CAMA) was held in Ibaraki, Japan, from Dec. 4 to 6, 2017. It accepted 130 papers with 22 oral sessions and 1 poster session.

CAMA 2018 will be held in Vasteras (the robotics capital), Sweden, from Dec. 3 to 6, 2018. The conference has already identified 3 keynote speakers and planned 20 special sessions. There is a train or direct bus from Stockholm Arlanda Airport to Vasteras. The conference will take place at the Aros Congress Center, which is conveniently located in the city center.

8.5 Open Access Publications (Ross Stone)

Dr. Stone provided an update of IEEE Open Access (OA) Planning based on a presentation by Karen Hawkins, Chief Marketing Officer. There are three business models: subscription, open access, and hybrid. Except for *IEEE Access* and a few topical journals, all IEEE publications are hybrid open access: the author may choose between the subscription model and paying the article processing charge (APC) to have his or her article be published as open access after the article has been accepted for publication. The Open Access Planning Task Force is currently studying a number of key areas of focus. At the moment, funders, both government and private, are driving the Open Access movement.

The article processing charge (APC) for IEEE OA ranges from \$1350 to \$1950. Competitively, IEEE discipline-specific journals are very low priced, but IEEE multidisciplinary journals are among the highest priced. Today's IEEE workflow provides rejection on scope with no alternative route to IEEE publication. It has been noted that both the publishing industry at large and IEEE would find current OA modeling unsustainable because the actual costs are well above the APC pricing. A cross-functional team was set up in November 2017 to build and execute a long-term Open Access plan that is financially sustainable for the IEEE and its OUs. Recommendations will be made by the task force at various levels in 2018. Finally, Dr. Stone also shared a number of IEEE OA thoughts.

The Meeting Adjourned at 16:15 for the Second Part of the Executive Session.