



## MICROWAVE THEORY AND TECHNIQUES SOCIETY

DATE: 18 September 1997

TO: John T. Barr IV, Operations Chairman

FROM: R. A. Sparks, Administrator

SUBJECT: Administrators Report for September AdCom Meeting

This report includes all activities since the June AdCom Meeting held in Denver prior to ~~the~~ **1997IMS**. The organization and format for this report is the same as previous submissions.

A summary of meetings and functions participated in during this report period include:

- a) attendance at the 1997 IEEE Intelligent Transportation Systems, **ITSC '97**, TPC meeting held at Ohio State University, Columbus, OH on 26 June.
- b) attendance at the **ITSC '97** Steering Committee meeting held at OSU, Columbus, OH on 27 June.
- c) attendance at the TAB Committee and TAB ITS **AdHoc Committee meetings held** in Cleveland, OH on 28 June.
- d) attendance as Interim Treasurer at the IMS 2000 Steering Committee meeting held in Chelmsford, MA on 24 July.
- e) attendance at the Organizing Committee meeting of the 1998 Microwave Photonics International Topical Meeting, MWP 98, held at the David Sarnoff Research Center in Princeton, NJ for which I have been asked to serve as Finance Chairman.
- 9** attendance at the Microwave Photonics International Steering Committee meeting held at Schloss Hugenpoet in Duisburg, Germany on 3 September.
- g) attendance at the **MTT-S** Budget Committee Meeting held in Phoenix, AZ on 20 September prior to the AdCom Meeting.

### Task Activities

#### 1. Support to the Budget Process

The most recent 1998 Society/Council Budgets and guidelines from IEEE were received in late August and carefully reviewed. It is noted that **Paid & Replacements** again has been allocated at **\$49K** for 1998. IEEE Staff has been trying to arrange a conference call to review this issue with President Bryan, Vice President Pollard and myself.

The Book Broker revenue and expense distribution to Societies for 1996 was detailed **for** each conference, **Attachment 1**, in response to recent concerns raised by several Society Presidents. It is interesting to note that the IMS Digest continues to be the major source of income that offsets the expenses incurred for nearly all other MTT-S sponsored conference publications.

Periodic Financial Statements, Consolidation Reports and Asset Analysis/Net Worth Reports through August have been received and reviewed, also. The Investment Committee met during the June IMS and recommended that **\$1M** be transferred from Short Term Investments to Long Term Investments which was effective on 1 July. The Society Net Worth as of 31 August is **\$3,576K**.

The next TAB Finance Committee Meeting is scheduled for 17 October, and will be held at the Sheraton Newark Airport Hotel.

## 2. Publication Page Charge Income/Expense and Page Budgets

Page charge and overlength page charge collections through August for the Transactions are ahead of budget, **\$132.3K** versus **\$123.8K**; for the Letters Journal the collections are **\$7.7K** versus **\$13.6K** budgeted. Collection expenses are **\$13.9K** versus **\$15.2K** budgeted for the Transactions and **\$2.2K** versus **\$2.4K** budgeted for the Letters.

Published pages versus total budgeted pages for the Transactions through August are **1580/2800** or 56%; corresponding figures for the Microwave and Guided Wave Letters Journal are **296/580** or 51%. A summary of the monthly Production Reports is included as **Attachment 2**.

## 3. Support to Conference Financial/Audit Committee

A second Interim Financial Status Report for the Vancouver Wireless Symposium was prepared for the Budget and Meetings & Symposia Committees. A final surplus of **\$18K** is projected.

An e-mail report was submitted by Prof. Denise Consoni on the 1997 **SBMO/IEEE MTT-S IMOC** held 11 - 14 August in Natal, **Brazil**, and has been edited and provided to the Meetings & Symposia Committee. Although **MTT-S** had approved a loan of up to **\$25K** for this meeting, there were no follow up requests for the money made by the Steering Committee.

A letter of intent requesting **MTT-S** co-sponsorship and support for the 1999 **IMOC** to be held in Rio is forthcoming. A budget and MOU are in preparation.

The 1997 Wireless Communications Conference held 11 - 13 August in Boulder, CO was very successful. An Interim Financial Status Report was submitted to the Budget Committee. A decision has been made not to co-sponsor this meeting with **IMAPS** in the future.

Extensive communications have been maintained over the summer with Prof. Roberto Sorrentino regarding the budget and MOU preparations for the 1998 European Microwave Conference to be held in Amsterdam next October. An initial draft MOU and budget have been submitted to the Budget and Meetings & Symposia Committees.

The July 15 delinquent conference financial status report was received and all outstanding meetings are being tracked. Of the ten conferences listed, four are from 1997, three are in the IEEE **audit** process and the other three should be closed out by late October. An initial draft of the 1995 **MMWMC** final report has been reviewed and comments forwarded to the Finance chairman to accelerate its close-out.

## 4. Selected AdCom Information Items

Per the 1992 agreement with TAD to provide microfiche copies of the Society meeting minutes, a copy of the 1996 records were recently received and filed with all the others dating back to 1952, see **Attachment 3**. The annual cost of approximately \$130 needs to be compared with the cost to convert these records to an electronic format that would be more manageable in the future.

Responsible Entity/Description	Ratio	Sale	OOP	POP	POP+	Misc.	REVENUE	Direct	Indirect	Indirect	Indirect	indirect	Misc.	EXPENSE	NET	ENTITY
<b>MTT-17</b>																
Intl Conf Math Mthds-Electromag Theory(96	0.33	\$0.0	\$0.0			\$3.9		\$3.9	(\$2.3)	(\$2.3)	\$0.0	(\$0.5)		(\$5.1)	(\$1.2)	(\$0.4)
96 Gallium Arsenide & IC Symp	0.10	\$2.4	\$0.4	\$9.9		\$3.8		\$16.6	(\$6.2)	(\$2.3)	(\$0.3)	(\$1.5)	(\$0.5)	(\$10.8)	\$5.8	\$0.6
96 Elect Perform-Elect Pkg	0.80	\$0.1	\$0.0			\$3.4		\$3.5	(\$3.4)	(\$2.3)	\$0.0	(\$0.5)		(\$6.2)	(\$2.7)	(\$2.2)
96 Microwave & Millimtr-Wave Monolithic	0.90	\$3.5	\$0.6	\$8.8		\$3.4		\$16.3	(\$11.8)	(\$2.3)	(\$0.3)	(\$1.5)	(\$0.5)	(\$16.4)	(\$0.1)	(\$0.1)
Intl Conf on Semiconductor Electronics	0.50	\$0.0	\$0.0			\$3.5		\$3.5	\$0.0	(\$2.3)	\$0.0	00.5)		(\$2.8)	\$0.8	\$0.4
Intl Topcl Mtg Microwave Photonics	0.50	\$0.0	\$0.0			\$3.0		\$3.0	(\$1.5)	(\$2.3)	\$0.0	(\$0.5)		(\$4.2)	(\$1.2)	(\$0.6)
High Perf Electron Devices for Microwave...	0.33	\$0.0	\$0.0			\$2.8		\$2.8	\$0.0	(\$2.3)	\$0.0	(\$0.5)		(\$2.8)	\$0.0	\$0.0
96 MICROWAVE Symp	1.00	\$19.8	\$3.5	\$20.6		\$7.9		\$51.8	(\$36.0)	(\$2.3)	(\$0.3)	(\$1.5)	(\$0.5)	(\$40.6)	\$11.2	\$11.2
<b>MTT-17 TOTAL</b>																<b>\$8.9</b>



ATTACHMENT 1

# TRANSACTIONS/JOURNALS 1997 PRODUCTION REPORT

\* Special Sections/Issues

\*\*Society Did Not Provide Estimates

28-Aug-97

\*\*\* Page Count Includes Covers

PUBLICATION	ISSUE	MAIL DATE	1996 PAGES/ISSUE	1997 PAGES/ISSUE	1997 PAPER MS PGS
Microwave Theory & Techniques	Jan	1/27	172	168	18
	Feb	3/3	192	160	33
	Mar	3/18	144	156	13
	Apr	4/2	148	104	25
	May	5/5	156	308	21
	Jun	6/4	204	144	10
	Jul	6/26	408	136	15
	Aug	8/22	132	404	34
	Sep		104		
('96 Index Pgs 111)	Oct		364		
	Nov		156		
'97 TAB PAGE BUDGET 2800	Dec		756		
<b>TOTAL PAGES:</b>			2936	1,580	169

PUBLICATION	ISSUE	MAIL DATE	1996 PAGES/ISSUE	1997 PAGES/ISSUE	1997 PAPER MS PGS
Microwave & Guided Wave Letters	Jan	12/19	76	36	6
	Feb	1/27	48	28	6
	Mar	2/24	52	44	6
	Apr	3/24	32	28	5
	May	4/22	40	28	6
	Jun	5/21	28	44	6
	Jul	6/18	28	32	7
	Aug	7/21	36	56	6
	Sep		48		
('96 Index Pgs 18)	Oct		48		
	Nov		40		
'97 TAB PAGE BUDGET 580	Dec		96		
<b>TOTAL PAGES:</b>			572	296	48

## MICROWAVE THEORY AND TECHNIQUES SOCIETY

**May 1, 1952:** First meeting held. They started out as 'IRE Professional Group on Microwave and Electronics'. During the same meeting the name changed to 'Professional Group on Microwave Theory and Techniques.'

**Jan. 1, 1963:** Became 'IEEE Professional Technical Group on Microwave Theory and Techniques'.

**May 18, 1964:** Changed to 'IEEE Microwave Theory and Techniques Group' or 'Group on Microwave Theory and Techniques'.

**May 15, 1966:** A Technical Committee merger occurred between the following: 'Standards on Antennas and Waveguides' with the 'Group on Antennas and Propagation' and 'The Group on Microwave Theory and Techniques.' There was no name change.

1974: They became 'Microwave Theory and Techniques Society'. (Approved at Sept. 10, 1973 AdCom meeting, and approved by Board of Directors shortly thereafter).

1952:	1956:	1959:	<b>1962:</b>
May 1	Jan. 18	Jan. 19	Feb. 1
June 20	March 19	March 23	March 26
	April 6	May 12	May 21
1953:	Sept. 6	June 1	Sept. 11
Jan. 9	Nov. 1	Sept. 10	Nov. 28
Sept. 3	Dec. 6	Dec. 16	
Nov. 5			1963:
Dec. 18	1957:	1960:	Jan. 28
	Jan. 17	Feb. 8	March 25
1954:	March 20	March 21	May 20
Feb. 10	May 8	May 9	Sept. 25
March 25	June 20	June 21	Nov. 20
May 19	Sept. 12	Sept. 29	
June 23	Nov. 21	Nov. 30	1964:
Oct. 1			Jan. 21
Nov. 8	1958:	1961:	March' 23
Dec. 15	Jan. 17	Jan. 12	May 18
	March 27	March 20	Sept. 25
1955:	May 5	May 14	Nov. 30
Feb. 3	June 18	June 15	
March 22	Sept. 17	Sept. 14	1965:
May 11	Nov. 18	Nov. 9	Feb. 1
June 29			March 22
Sept. 21			May 4
Dec. 14			Sept. 13
			Nov. 15

<b>1966:</b> Jan. 19 March 21 May 15 Oct. 13 Dec. 16	<b>1973:</b> Jan. 23 March 26 June 3 Sept. 10	<b>1981:</b> Jan. 28-29 June 14 Oct. 19-21	<b>1990:</b> May 6 Oct. 12-13
<b>1967:</b> Feb. 14 March 20 May 7 Sept. 29 Dec. 11	<b>1974:</b> Jan. 28 March 25 June 11 Sept. 9	<b>1982:</b> Jan. 19-20 June 13-14 Oct. 18-19	<b>1991:</b> Jan. 14-15 June 9 Sept. 28-29
<b>1968:</b> March 20 May 19 Sept. 13 Dec. 4	<b>1975:</b> Jan. 21 May 11 Sept. 9 Dec. 3	<b>1983:</b> Jan. 17-18 May 30-31 Sept. 19-20	<b>1992:</b> Jan. 12-13 May 30-31 Sept. 19-20
<b>1969:</b> March 27 May 4 Sept. 26 & 27 Dec. 15	<b>1976:</b> Jan. 27 June 13 Sept. 13 Dec. 13	<b>1984:</b> Jan. 17-18 May 28 Sept. 17-18	<b>1993:</b> Jan. 10-11 June 12-13 October 8-9
<b>1970:</b> March 23 May 10 Sept. 17 Dec. 7	<b>1977:</b> Feb. 22 June 20 Oct. 20-21	<b>1985:</b> Jan. 16-17 June 2 Oct. 14-15	<b>1994:</b> Jan. 9-10 May 21-22 Sept. 24-25 Dec. 11-12'
<b>1971:</b> March 22 May 16 Sept. 13	<b>1978:</b> Feb. 21 June 26 Oct. 5	<b>1986:</b> Jan. 14-15 June 1 Oct. 6-7	<b>1995:</b> May 13-14 Sept. 9-10
<b>1972:</b> Feb. 1 March 20 May 21 Sept. 11	<b>1979:</b> Jan. 9 April 29 Sept. 17 Nov. 8-9	<b>1987:</b> Jan. 15-16 June 7 Oct. 1-2	<b>1996:</b> Jan. 14-15 June 15-16 Sept. 7-8
	<b>1980:</b> Jan. 15 May 26-27 Oct. 27-28	<b>1988:</b> Jan. 12-13 May 22-23 Oct. 9-10	
		<b>1989:</b> Jan. 10-11 June 11 Sept. 26-27 Dec. 12-13	

# ADMINISTRATORS REPORT

ADCOM MEETING 20 - 21 SEPTEMBER 1997

- **BUDGET COMMITTEE REVIEW PARTICIPATION**

REVIEWED AND ANALYZED CONSOLIDATION REPORTS, FINANCIAL STATEMENTS AND ASSET ANALYSIS REPORTS RECEIVED THRU AUGUST. NET WORTH ~ **\$3.6M.**

1998 **PAIDS** AND REPLACEMENTS CHARGES AGAIN WILL BE BUDGETED AT **\$4.1K/MO.** AS AN ALLOCATION.

BOOK BROKER NET RETURN FROM IMS DIGEST MORE THAN OFFSETS ALL OTHER SOCIETY SPONSORED CONFERENCE PROCEEDINGS NET RETURN.

NEXT TAB FINCOM MEETING WILL BE 17 OCTOBER AT NEWARK AIRPORT.

- **PUBLICATION BUDGETS AND PAGE CHARGE/IPC INCOME AND EXPENSE**

TRANSACTIONS PUBLISHED (THRU AUGUST) 1580 PAGES (56%) VERSUS 2800 BUDGETED FOR 1997; LETTERS JOURNAL PUBLISHED 296 PAGES (**51%**) **VERSUS** 580 BUDGETED.

TRANSACTIONS PC/IPC INCOME THROUGH AUGUST IS **\$132.3K** VERSUS **\$123.8K** BUDGETED; LETTERS JOURNAL PC INCOME IS **\$7.7K** VERSUS **\$13.6K** BUDGETED.

# ADMINISTRATORS REPORT (CONT.)

ADCOM MEETING 20 - 21 SEPTEMBER 1997

- CONFERENCE STEERING COMMITTEES BUDGET AND AUDIT SUPPORT

OUTSTANDING CONFERENCE FINANCIAL REPORTS CONTINUES AT ALL TIME LOW.

1997 **SBMO/MTT-S** SYMPOSIUM INTERIM REPORT SUBMITTED; LETTER OF INTENT SEEKING SUPPORT FOR **1999** IMOC IS EXPECTED.

SECOND INTERIM FINANCIAL REPORT FOR VANCOUVER WIRELESS SYMPOSIUM COMPLETED; LOAN REPAID TO MTT-S; BOOK BROKER PAYMENT RECEIVED. **\$18K** SURPLUS PROJECTED.

INTERIM FINANCIAL REPORT FOR 1997 WCC COMPLETED; PRELIMINARY BUDGET FOR 1998 IEEE RADIO AND WIRELESS CONFERENCE PREPARED.

SUPPORTED DEVELOPMENT OF BUDGET AND MOU PROVIDED BY THE 1998 EUROPEAN MICROWAVE CONFERENCE TO BE HELD IN AMSTERDAM.

- FOLLOW UP ON SELECTED ADCOM MEETING ACTION ITEMS

RECOMMEND MICROFICHE COPIES OF ADCOM MINUTES BE CONVERTED TO AN ELECTRONIC FORMAT IN THE FUTURE.



## BUDGET COMMITTEE INFO /ACTION ITEMS

20 September 1997

### ACTION ITEMS

1. Review Budget and Approve \$1 OK seed money for MWP ' 98.
2. Review Budget and Approve \$15K seed money for 1998 Radio and Wireless Conference.
3. Review/Approve Budget and MOU for 1998 European Microwave Conference. Clarify terms of \$50K seed money approved at June 1997 AdCom.
4. Review/Approve in principle intention to support 1999 SBMO/IEEE MTT-S IMOC.

### INFORMATION/DISCUSSION ITEMS

1. Review Second Interim Financial Report for 1997 Vancouver Wireless Symposium.
2. Review First Interim Financial Report for 1997 Wireless Communications Conference.
3. Review status report on 1997 SBMO/IEEE MTT-S IMOC.
4. Review Outstanding Conferences Status Report.
5. Discuss 1998 Budget assessment of \$49K for Pairs & Replacements line item.
8. Review 1998 Book Broker Income/Expense Report for MTT-S.
7. Review August 1997 Asset Analysis/Net Worth Report.

**IEEE MTTs Meeting**  
**during the**  
**“1997 SBMO/IEEE MTT-S International Microwave and Optoelectronics Conference” -**  
**IMOC'97**

Imira Plaza Hotel, Natal, RN, Brazil August, 13th, 12:00h

**1. Comments on the IMOC'97**

- 201 attendees
- 04 Short Courses
- 13 invited papers
- 160 submitted papers
- 129 published papers
- authors from 23 countries
- a few participants from Latin America (Argentina and Colombia)

130 Proceedings (2 volumes each) will be sent to the IEEE.

As requested by the IMOC'97 Steering Committee, the **MTT-S** loan was not sent to Brazil. As soon as the Conference Financial Report is completed, **MTT-S** will be informed about it. The final financial arrangements between SBMO and **MTT-S** will then be tied up, based on the Conference surplus (or deficit) and on the total due to the selling of the Proceedings.

23 papers of the Conference have been preselected, and the authors have been invited to present an extended version for a possible inclusion in a Mini-Special Issue of the MTT Transactions. Prof. Giarola (the Guest Editor) has now sent the extended versions to the reviewers, for their assessment. He pointed out that most of these papers regards Optoelectronics, and only a few are strictly related to Microwave Theory and Techniques . Prof. L. **Katehi** (Editor for Special Issues) has been contacted about that, but sent us no reply.

Prof. T. Itoh and Prof. Herczfeld expressed their feeling that, as long as approved by the reviewers, the papers could be published in the **MTT** Transactions, as the subjects of the Conference are of interest to MTT-S members too.

**2. Organization of the IMOC'99**

Prof. Hugo H. Figueroa (Unicamp, Campinas) has been appointed by SBMO as the General Chairman for the next IMOC, in 1999. He presented a proposal for the Steering Committee, including: Vice-Chairmen, Technical Program Chairmen, Secretaries, Treasurers, Local Arrangements, Publicity, International Liaisons, and the Brazilian members for the Technical Program Committee.

Rio de Janeiro will be the venue for the IMOC'99. Date is still being studied: there is a proposal for November (close to Globecom'99) or July, as traditionally. Prof. Figueroa and the Local Arrangement Committee will check on other Conferences' dates, prices for hotels and flights to Rio.

Besides **MTT-S**, a closer co-operation with other Societies will be implemented :  
AP-S, LEO-S, Education-S, OSA.

-For each one of these Societies, there will be a SBMO Liaison and the respective Society Liaison. For the MTT-S, Denise (the SBMO Liaison) suggested Richard Sparks, and for the **LEO-S**, Prof. Herczfeld suggested John Bowers. Prof. Herczfeld will contact John Bowers about that.

-The co-operation from these Societies would involve no cash money, but: support for Invited Speakers, support for students (authors), wide publicity of the Conference in Transactions and Newsletter, Board of Reviewers for the selection of papers.

-The name of the Conference may have to change, in order to accommodate for these other Societies (e.g. 1999 **SBMO/IEEE** International Microwave and Optoelectronics Conference), as well as the MOU with **MTT-S**, in order to exclude any money transactions, which proved to be very complicated.

Other comments and suggestions were discussed :

- the organization **of poster** (interactive) sessions, -the organization of a session on power applications of microwaves (Prof. Senise volunteered for that),
- a contest for students' papers.

The following people were present at this Meeting :

Hugo H. Figueroa  
Tatsuo Itoh  
Alvaro A.A. de Salles  
Rui F. Souza  
Jose R. **Bergmann**  
Luis A. Bermudez  
Hypolito J. Kalinowski

Denise Consonni  
Jose T. Senise  
M. Thereza M.R. Giraldo  
Adaildo G. **d'Assuncao**  
Attilio J. Giarola  
Peter R. Herczfeld