

IEEE MTT-S ADCOM MEETING
20-21 September 1997
Phoenix, Arizona

Attendees:

John Barr, R. E. Skip Bryan, Eliot Cohen, E. James Crescenzi, Jr., Samir El-Ghazaly, S. Jerry Fiedziuszko, Vladimir G. Gelnovatch, Aditya Gupta, K. C. Gupta, Michael Harris, Jerry Hausner, Rudy Henning, John Horton, Ho C. Huang, Tatsuo Itoh, Ferdo Ivanek, Charles Jackson, Rolf Jansen, Reynold Kagiwada, Tim Kemerley, Ralph Levy, J. K. McKinney, Roger Marks, D. Mc Quiddy, James Mink, Vijay Nair, Roger Pollard, Ed Rezek, Ted Saad, Fred Schindler, Richard Snyder, Richard A. Sparks, Peter Staecker, Michael Steer, Steven S. Stitzer, Roger W. Sudbury, Frank Sullivan, Dan Swanson, Glenn Thoren, Kiyoo Tomiyasu, Robert Trew, Austin Truitt, Karl Varian, John Wassel, Eikichi Yamashita, Claude Weil

I. Welcome and Introduction

The meeting was called to order by Skip Bryan at 8:30 p.m. on Saturday, 20 September 1997 at the Hyatt Regency Hotel in Phoenix Arizona, U.S.A.

A. Adoption of June 1997 Meeting Minutes

There being no discussion the minutes of the June 1997 meeting were accepted without vote.

B. Adoption of Agenda

There being no discussion the agenda of this meeting was accepted without vote.
The agenda is included as Appendix I.

C. Introduction of Guests

Guests to the meeting were welcomed and introduced by Samir El-Ghazaly

II. President's Message

Skip Bryan presented an oral report.

He congratulated AdCom on their work over the past year.

A lot of progress was stimulated by the Long Range Planning Committee. There is a lot of emphasis by all of the Committees on electronic publishing. We need to be the pioneers for our MTT members. We need to present a society that has an evolving face. We need to do this through electronic information. He urged that the Electronic Publishing Committee continue and step up their work.

III Secretary's Report

Presented by Michael Steer.

A. Future AdCom Meetings

January 1998 Meeting:

Sunday, January 11 5:30 p.m. AdCom Reception
 6:30 p.m. AdCom Dinner
 8 p.m. to 11 p.m. AdCom Meeting
Monday January 12 8 a.m. to 3 p.m. AdCom Meeting

Hotel: Renaissance Hotel in the Inner Harbor, Phone: +1-410-547-1200 fax: +1-410-539-5780
Closest airport is Baltimore Washington International Airport (BWI).

B. Report on E-Mail Balloting

There was no activity.

IV. Highlighted Items

A. 1997 IMS Chairman's Report

Presented by Claude Weil. The full report is included as Appendix IV.A. He presented an activity summary for the last three months. Skip Bryan congratulated Claude and his team on a job well done.

B. 1998 IMS Chairman's Report

Presented by Steven Stitzer. The full report is included as Appendix IV.B.

Some concerns were expressed about the registration process. Roger Sudbury stated that he has, in writing from Harlan Howe, that they will be open for advanced registration on Sunday afternoon. This will be in addition to workshop registration.

Steer and Pollard argued that workshop registration needs to be opened up for Saturday night. This would address the major registration problem experienced this year. Steve Stitzer will look into this.

V Nominations and Appointments

Presented by Reynold Kagiwada.

A. Nomination/Election of AdCom Members

The new AdCom members elected for a three year term beginning in 1998 are Jerry Fiedziusko, Kazuhiko Honjo, Tim Kemerley, J. Stevenson Kenny, Roberto Sorrentino, Michael Steer.

B. Nomination / Election of President

Roger Pollard was elected President.

C. Nomination/Election of Vice-President

Ed Rezek was elected Vice-President.

VI. Publications Committee

A. Chairman's Report

Presented by Jerry Fiedziuszko.

Moved *"That the term of the MGWL Editor Roberto Sorrentino be extended for one more year"*

Moved: Jerry Fiedziuszko Seconded: Roger Pollard

The following amendment was proposed.

Amendment to Motion: *"That the publication committee set in motion the search for a new MGWL editor and the term of the current editor be extended for not more than one year until the new editor has been selected."*

Moved: Roger Pollard Seconded: Glen Thoren

The amendment was passed.

In Favor: 18 Oppose: 0 Abstain: 3

Vote on the amended motion:

Passed

In Favor: 21 Opposed: 0 Abstain: 1

Jerry appointed Dr. H.C. Bell as MTT MGWL Patent Abstract Editor and in accordance with procedure, Jerry is seeking concurrence of AdCom. Eighteen members of AdCom voted to support this appointment.

B. Transaction Editor's Report

Presented by James Mink and included as Appendix VI.B.

Jim Mink reported the statistics on Electromagnetics papers handled by Enricki Yamashita from January 1996 to

September 17, 1997: Total 197, Accepted 57, Revise and Submit 30, Rejected 31, Under review 79.
A total of 197 papers were submitted over the same period broken down as follows

AMERICAS	63	EUROPE	62	ASIA	72
USA	46	UK	13	Taiwan	17
Canada	16	Germany	7	Japan	11
Brazil	1	Spain	12	China	12
		France	9	India	8
		Israel	2	Hong Kong	6
		Italy	3	Korea	8
		Switzerland	3	Saudi Arabia	2
		Sweden	2	Singapore	8
		Turkey/Greece	3		
		Finland	2		
		Poland	1		
		Russia/Sloneia	2		
		Belgium/Portugal	3		

Moved *"That .a special issue on `Global Modeling of Millimeter-Wave Circuits' be approved."*

Moved: Jim Mink Seconded: Bob Trew

Passed

In Favor: 25 Opposed: 0 Abstain: 0

Moved *"That .a special issue on `Microwave and Millimeter-Wave Photonics' be approved."*

Background: This proposal is jointly prepared with the Journal of Lightwave Technology.

Moved: Jim Mink Seconded: Bob Trew

Passed

In Favor: 23 Opposed: 0 Abstain: 1

There was discussion by Rolf Jansen and KC Gupta about a special issue concerning planar circuits. It seems that the issue is not being handled adequately.

Action item Linda Katehi, Jim Mink. This matter must be presented to January 1998 AdCom meeting.

C. MGWL Editor's Report

Presented by Jerry Fiedziuszko on behalf of Roberto Sorrentino. Report not included.

D. IEEE Press/MTT Book Series

Presented by K.C. Gupta on behalf of Larry Dunleavy and included as Appendix VI.D.

VII. Standards Coordinating Committee

Presented by Roger Marks and included as Appendix VII.

VIII. Intersocietal Liaison Committee

No report was submitted.

The meeting adjourned at 11:00 p.m. and resumed at 8 a.m. on Sunday Morning.

IX. Membership Services

A. Chairman's Report

Presented by Glen Thoren. and included as Appendix IX.A.

B. Chapter Activities

Presented by Samir El-Ghazely and included as Appendix IX.B. There are now 92 chapters.

D. Newsletter Report

An oral report was presented by Austin Truitt. There was considerable discussion about the delays in delivering the Newsletter.

D. 1998 Distinguished Microwave Lecturer

Presented by Mike Harris and included as Appendix IX.D.

Eikichi presented an Activity Report of Dr. Wakino's Activity Report.

"Miniaturization Techniques of Microwave Components for Mobile Communication Systems"

- Radiation Lab Seminar, University of Michigan, June 16 1997. Attendance: 25; Organizer Prof. Katehi, MTT-S
- Dept. of Electrical Engineering Colloquium, Ohio State University, June 17, 1997, Attendance 20, Organizer: Columbus Joint Chapter/AP-S, MTT-S
- MTT/AP/ED Meeting, E-Systems, ECI Division, St. Petersburg, June 19 1997, Attendance 30, Organizer: Florida West Coast Section.
- School of Electrical and Computer Engineering, Georgia Institute of Technology, June 20 1997, Attendance 20, Organizer MTT-S Atlanta Chapter.

Glen Thoren presented a proposal for a technical speaker's bureau.

Motion: *"That the Distinguished Microwave Lecturer funding line item in the Membership Services budget be increased to \$40 K with the additional funds to be used to support the microwave speakers designated by the Technical Committees as qualified technical speakers for chapter meetings and that the funds added be applied to cover travel costs."*

Moved: Glen Thoren Seconded: J.K. McKinney

Passed

In Favor 22 Oppose 0 Abstain 1

Action Item Glenn Thoren to check on the operation of the Distinguished Lecturer Program.

X. Budget Committee Report

The budget committee agenda was introduced by Roger Pollard.

A. Treasurer's Report

Presented by Ed Rezek and included as Appendix X.

Moved *"That that the advertising budget be increased to \$20,000."*

Moved: Charlie Jackson Seconded: Dan Swanson

Passed

In Favor: 21 Opposed: 0 Abstain: 0

XI. Long Range Planning Committee

A. Chairman's Report

Presented by Elliott Cohen. The report is included as Appendix XI.

XII. IEEE Reports

A. TAB Meeting Report

Presented by Skip Bryan.

- Book broker program adjustments were made. Restructuring prepaid order plan to allow books that come in latter in the year to be sold to libraries. Reviewing IEEE/IEEE IEL program – should allow TAB products to be separated. Criteria for new publications – no new criteria expected till March 1998.
- Best practices meeting guide being developed for Regions 8-10.
- Page and replacement issue. We pay a substantial amount to replace journals that are lost in the mail. The problem seems not to have much definition. Thanks to Disk Sparks's diligence we are beginning to take steps to control this situation.

XIII. Meetings and Symposia Committee

A. Chairman's Report

Presented by Roger Sudbury and included as Appendix XIII.A

B. 1998 IMS (Baltimore) Report

Presented by Steven Stitzer.

C. 1997/1998 RFIC Symposia Report

Presented by Vijay Nair.

1997 Symposium highlights: Attendance: 730, increased from 550 in 1996. Financial results not finalized. Surplus expected to exceed \$15k.

The report on the 1998 symposium is included as Appendix XIII.C.

D. 1999 IMS (Anaheim) Report

Presented by John Horton on behalf of Bob Eisenhart. Additional material is included as Appendix XVI.D. The theme is "The Magic Touch of Microwaves"

- Symposium organization is proceeding per plan.
- Bob Eisenhart and Harlan Howe recently held a meeting with the Anaheim Convention Center Management and reviewed the IMS'99 facilities. IMS 99 will use Exhibit Halls A and B, allowing for exhibit space equal to that of Denver.
- A complete review of all facilities for Microwave Week 1999 was recently completed by Ed Rezek and J.K. McKinney. Facilities can support expected IMS'99 attendance equal to Denver.
- Staffing of major committees on schedule.

General Charman	Bob Eisenhart	Vice-Chairman	John Horton
TPC Chairman	Ed Rezek	TPC Vice-Chairman	Madhu Gupta
Special Sessions	Rick Sturdivant	Local Arrangements	J.K. McKinney

John Barr commented that the IMS' 99 committee should expect a much larger attendance.

E. 2000 IMS (Boston) Report

An oral report was presented by Glen Thoren. Everything is going well.

F. 2001 IMS (Phoenix) Report

Presented by Samir El-Ghazaly and included as Appendix XIII.F

G. 2002 IMS Report

No report.

H. 2003 IMS Report

Presented by R.V. Snyder and included as Appendix XIII.H. Symposium is conjunction with the APS Symposium. Symposium dates: June 8-15,2003. Symposium location: Pennsylvania Convention Center, Philadelphia, PA Microwave Week dates: June 6-15, 2003
Headquarter's Hotels: Philadelphia Marriot for MTT; Wyndham-Franklin Plaza for APS.

I. 2004 IMS Chairman's Report

No report.

J. 1997/1998 Wireless Communications Conference

Presented by Roger Marks and included as Appendix XIII.J

K. Meeting Sponsorship Requests

Presented by Fred Schindler.

1998 Radio and Wireless Conference

Motion: *"That MTT-S approve 90% Co-Sponsorship of the 1998 Radio and Wireless Conference"*

Moved: Fred Schindler Seconded: Jim Cresenzi

Background: Successor to the WCC. 10% Co-Sponsored by IEEE Pikes Peak Section

Passed

In Favor: 20 Oppose: 0 Abstain: 0

Technical Co-Sponsorship of "Conference on Microwave and Millimeter wave Technologies" (ICMMT'98)

Motion: *"That MTT-S Approve Technical Co-Sponsorship of 'Conference on Microwave and Millimeter wave Technologie' (ICMMT'98), to be held in Beijing, China, August 18-20, 1998 contingent on selection of a date acceptable to the APMC Steering Committee and proportional MTT-S representation on the TPC."*

Background: Sponsored by Chinese Institute of Electronics(CIE)

Co-sponsors: IEEE Beijing Section, IEE Beijing Center, Institute of Electronics Information and Communications Engineers(IEICE), The Korea Institute of Telematics and Electronics (KITE)

Moved: Fred Schindler Seconded: Dan Swanson

Action: Provide Technical Co-Sponsorship (with no financial involvement)

In Favor: 19 Oppose: 0 Abstain: 0

Upgrading Involvement in EDMO

Motion: *"That MTT-S upgrade its involvement in EDMO from Continuing Cooperative Sponsorship to Continuing Technical Co-Sponsorship"*

Background: Full name of the meeting is "International Workshop on High-Performance Electron Devices for Microwave and Optoelectronic Applications. EDS is already a Continuing Technical Co-Sponsor. EDMO'97 is planned for 24-25 November at King's College, London. Terry Oxley is the Chairman.

Action: Provide Continuing Technical Co-Sponsorship (with no financial involvement)

Moved: Fred Schindler Seconded: Roger Pollard

In Favor: 20 Oppose: 0 Abstain: 0

Co-Sponsorship of EuMC'98

Motion: *"That MTT-S 10% Co-Sponsor the 1998 European Microwave Conference (EuMC'98)"*

Background: In June AdCom approved a \$50k loan, level of involvement was not resolved. We have a Draft MOU. A Budget has been submitted. EuMC Management Committee is a 90% Sponsor

Action: Provide Co-Sponsorship

Moved: Fred Schindler Seconded: Roger Pollard

In Favor: 20 Oppose: 0 Abstain: 0

Technical Co-Sponsorship of ISSSE'98

Motion: *"That MTT-S approve Technical Co-Sponsorship of the International Symposium on Signals, Systems and Electronics (ISSSE'98)"*

Background: Although taking place shortly after EuMC'98, the EuMC does not consider ISSSE'98 a competitive event

Action: Provide Technical Co-Sponsorship (no financial involvement)

Moved: Fred Schindler Seconded: Roger Sudbury

In Favor: 20 Oppose: 0 Abstain: 0

Technical Co-Sponsorship of MMET'98

Motion: "That MTT-S approve Technical Co-Sponsorship of the 1998 International Conference on Mathematical Methods in Electromagnetic Theory (MMET'98)"

Background: EDS is supporting this event through FSU Chapter support funds, the same is requested of MTT (but is not required for this motion).

Action: Provide Technical Co-Sponsorship (no financial involvement)

Moved: Fred Schindler Seconded: Dan Swanson

In Favor: 20 Oppose: 0 Abstain: 0

Cooperative Sponsorship for 1998 Emerging Technology Symposium of Wireless Communications and Systems

Motion: "That MTT-S approve Cooperative Sponsorship of the 1998 Emerging Technology Symposium of Wireless Communications and Systems"

Background: This is a Dallas Section Meeting with significant MTT Chapter involvement

Action: Provide Cooperative Sponsorship (no financial involvement)

Moved: Fred Schindler Seconded: Karl Varian

In Favor: 19 Oppose: 0 Abstain: 0

1998 Topical Meeting on Microwave Photonics

Motion: "That MTT-S approve 50% Co-Sponsorship of the 1998 Topical Meeting on Microwave Photonics (MWP)"

Background: To be held in Princeton NJ. This is a continuing event. 50% Co-Sponsorship from LEOS

Action: Provide 50% Co-Sponsorship and 10% Conference Loan

Moved: Fred Schindler Seconded: Roger Sudbury

In Favor: 20 Oppose: 0 Abstain: 0

1997 Microwave Workshops and Exhibition MWE'97

Yamashita made a brief presentation.

XIV. Education Committee

A. Chairman's Report

Presented by Dan Swanson.

- MTT Scholarship
- CAEME has accepted state matching funding from the state of UTAH. High school level applicants. They are now focusing on high school physics and calculus applications.
- Graduate fellowships

Aditay Gupta presented report on MTT fellowships

- Advertising the MTT-S graduate fellowship program was the main activity since the June AdCom meeting.
- Full page ad in issues 8, 9, 10 and 11 MGWL.
- Special mailing by IEEE to all MTT-S members who are associated with Universities and Colleges Regions 1-6 (490); Region 7 (86), Regions (8-10) 1171
- Advertised on MTT-S Web page; MTT-S Newsletter article and advertisement
- Applications deadline is November 10, 1997

XV. Awards Committee

A. Chairman's Report

Presented by D. McQuiddy.

The following individuals were selected by the Microwave Theory and Techniques Society to receive Awards in 1998. The Awards will be conferred at the Awards Banquet during the IEEE MTT-S International Microwave Symposium in Baltimore, Maryland, the week of 7-12 June 1998.

- Microwave Career award: Harold Sobol, "For a Career of Leadership, Meritous Achievements, Creativity, and Outstanding Contributions in the Field of Microwave Theory and Techniques"
- Microwave Application Award: Randall E. Lehmann & David D. Heston, "For the Invention and Application of Series Inductive Feedback to Monolithic Low-Noise Amplifiers"
- Microwave Prize: Tapani Narhi, "Frequency-Domain Analysis of Strongly Nonlinear Circuits using a Consistent Large-Signal Model", IEEE Transactions on Microwave Theory and Techniques, Vol. 44, No. 2, February 1996, pp. 182-192.
- Pioneer Award: G. Ross Kilgore, "For Pioneering Work in 1931-1934 on Internal Circuit Magnetron Oscillator Tubes for the Generation of 9 cm Waves"
- Distinguished Educator Award: Robert J. Trew, "For Outstanding Achievements as an Educator, Mentor and Role Model of Microwave Engineers and Engineering Students"
- Distinguished Service Award: Martin V. Schnieder, For his Outstanding and Meritous Service to the Society"
- N. Walter Cox Award: Roger Kaul, "For Exemplary Service, Given in a Spirit of Selfless Dedication and Cooperation"

Moved "That the above individuals be declared the recipients of the designated awards".

Moved Dan McQuiddy Seconded Glen Thoren

In Favor: 19 Oppose: 0 Abstain: 0

Action: The student paper award needs to be made a formal award.

Tomiyasu mentioned that there will be a new technical field award

XVI. Operations Committee

A. Chairman's Report

Presented by John Barr and included as Appendix XVI.A.

B. Committee on Electronic Communications (Web Site Update)

Presented by Scott Wetenkamp and included as Appendix XVI.B.

Karl Varian presented a strategy for using the web site. A Strategy requires a goal. NEED SLIDES

Action Item Skip charged each of the committees to determine the level of resources required to implement web pages. Either adequate volunteer or hired help to manage the electronic communication process/

C. Administrator's Report

Presented by Dick Sparks and included as Appendix XVI.C. Additional material included are:

- Appendix XVI.C.4 Financial Report: 1997 MTT-S International Topical Symposium on Technologies for Wireless Applications.
- Appendix XVI.C.6 Financial Report: 1997 IEEE Wireless Communications Conference.
- Appendix XVI.C.7 Memorandum of Understanding, European Microwave Week.

D. On-line Periodicals & Research Area (OPeRA) Project

Formerly the JOLLY project. Presented by John Barr.

E. CDROM Archival Project

Presented by Charlie Jackson. The MTT Digital Library consists of three projects:

- Complete Archive
 - Complete Archive of all Publications Since 1953
 - Expect 17 CDROM Set.
 - Target Cost to Members- 5\$/CD, \$90 total.
 - Trial Scan of Old Digests and Transactions Completed Successfully.
 - Trial Scan of Index Volumes (With Fine Print) at high dpi successful.
 - Thanks to Ted Saad and Ed Ray for Test Specimens.
- Cumulative Abstract Index
 - Based on Complete Archive- Similar to 1997 Symposium Index.
 - Stand-Alone, but Offering Special Cross-CDROM Approach.
 - Plan to Update and Offer Every Year to All Members.
- 1997 Annual CDROM
 - Give to Journal Subscribers for 5\$ (cheaper to give away for free).
 - Offer to Non-Subscribers for \$10.
 - Offer to Non-Members at non-member subscription rate.
 - Will Use Denver IMS and IEEE Pubs Material.

Near Term Actions:

Need to Sign Contract; Get CDROM Reviewers- need 20 to 60 people to review CDROMS; Finalize IEEE Pubs Input

Marketing and Distribution

Decide on Costs to members; Determine Best Vehicle for Advertising- Newsletters, Transactions, or ...; Determine pre-offer time spans.

CDROM SCHEDULE

- Archival Project: Scanning will be complete by the end of June 1998. Reviewing to be completed by the end of July 1998. Delivery end of October 1998.
- 1997 Annual CDROM: To be completed at the end of July 1998

I. Electronics Product Committee Report

Presented by John Wendler. Report not included.

XVII. Technical Coordinating Committee

A. Chairman's Report

Presented by Frank Sullivan.

Technical Coordinating Committee

Chairman:	Frank Sullivan
Vice-Chairman:	Tim Kemerley
Winter Technical Committee Meeting Coordinator:	Guo-Chun Liang
European Liaison:	Terry Oxley
Far East/Other Liaison:	Open

- MTT Web Page
 - TC Chair list with email address page in place.
 - MTT-3 developing web page: Mission Statement; Membership List; Activities
 - Pushing other TC's to follow
- Long Range Committee/TCC Interface
 - Tutorials at IMS & Local Chapters
 - MTT-3 proposed tutorial at IMS'98 (as a pilot case) & to offer an honorarium to the speaker
 - Very effective and profitable at ICC & Globecom
 - Tutorial differs from standard workshop: Single presenter (field expert); Focus specifically on "How

- to Topic”
- Internet/TC & MTT Discussions
 - MTT-8 (Richard Snyder Chair) initiating steps to serve as test case.
- Speakers Bureau for Local Chapter interaction
 - Resurrect practice
 - Focus at Local chapters
 - Extend to have TC members describe own committee’s objectives, activities etc.
 - Not in conflict with Distinguished Lecturer Program
 - MTT-8 (Richard Snyder Chair) first to initiate activity with 2 presentations planned and list of speakers put together.
 - Travel costs guidelines/rules need to be established with AdCom.

ACTION ITEM Meetings and Symposia (Roger Sudbury) and Technical Coordinating Committees (Frank Sullivan) to develop a formal procedure to handle the tutorial issue.

Moved “That MTT supports the payment of a keynote speaker to the amount of \$1,500 at the EDMO conference.
 Moved Frank Sullivan Seconded: There was no seconder.
 The motion died for the lack of a seconder.

B. Technical Committee Chairpersons Information Items

Bert Berson resigned as MTT-19 Chair.

C. Winter Meeting

A presentation on "Wireless Local Loop (WLL) Technology" is planned with such topics as Wireless Local Loop Technology, WLL Status and Development, WLL Economics, WLL Industry and Trend.

XVIII. New Business

Roger Pollard had several items to discuss

Roger Pollard requested formal approval of

Moved that “AdCom Approve the appointment of Scott Wetenkamp as 1998 Secretary”

Moved: Roger Pollard Seconded: Skip Bryan

In Favor: 18 Oppose: 0 Abstain: 0

The TAB Society Review of MTT-S is scheduled for February 1998. Roger requested volunteers.

Roger Pollard (the 1998 MTT President, <r.pollard@ieee.org>) requested that any requests for AdCom Committee Assignments should be sent to him by email by the end of October 1998.

Skip was congratulated on his role as president.

Action Item: Send out email requesting address updates to all AdCom members.

Relay this to Scott Wetenkamp.

Motion: “*That the meeting adjourn.*”

Moved: Skip Bryan Seconded: Roger Pollard

Passed Voted on by foot.

The meeting adjourned at 11:55 a.m. Sunday June 8, 1997.