IPCSD meeting minutes 15/09/2021

The only item on the agenda was the planning and organization of the technical committee meetings which will be held online in the period October November 2020. Thy will occur according to the following schedule:

Industrial Drives Committee	Friday 15th October 10am – 11.30am EST Mahesh Swamy mswamy@ieee.org
Transportation systems Committee	Saturday 6th November 10am – 11.30am EST Bulent Sarlioglu sarlioglu@wisc.edu
Renewable and sustainable energy conversion systems Committee	Friday 29th October 10am – 11.30am EST Adel Nasiri NASIRI@mailbox.sc.edu
Industrial Power Converters Committee	Saturday 30th October 10am – 11.30am EST Luca Solero luca.solero@uniroma3.it
Power Electronic Devices and components Committee	Saturday 11th December 10am – 11.30am EST Tanya Gachovska tgachovska@yahoo.com
Electrical Machines Committee	Saturday 23rd October 8.00am – 9.30am EST Akira Chiba chiba@ee.e.titech.ac.jp
IPCSD Industrial Power Conversion Systems Department	Saturday 4th December 10am – 11.30am EST Pericle Zanchetta Pericle.zanchetta@nottingham.ac.uk
IPCSD Standards	Saturday 20th November 10am – 11.30am EST Emmanuel Agamloh Emmanuel_Agamloh@baylor.edu

The committee meetings structure will be the same as in previous years when done "in person", except for the following:

- There will be no introduction and no fellow recognitions;
- The roster will be sent via email some days before the meeting to all committee members, who can then return it in case there is a change of information. New members who want to participate in the committee meeting will have to contact the chair in order to be included in the webex. With the info in their email they will be added to the roster. It is foreseen not many new members this year.
- Attendance will be taken by the secretary on the webex participant list.
- There will be only one presentation managed by the chair. All contribution will need to be sent to the chair and collated together. It will always be the chair having control on the slides and go forward when requested by the presenter. This to avoid connection problems and screen sharing issues.
- Members who want to request to talk during the meeting will do so by sending a message in the chat.
- For motions to be voted, considering that most of them are usually unanimously approved, it will be asked if there is anybody who vote against or abstain. This vote will be collected in the webex chat and checked by the secretary and vice-chair.

- Collection of business card will be replaced with email sent at the end of the meeting. During the meeting the chair will have a slide in which he will ask whoever wants to volunteer as session chair or topic chair next year, to send an email with his details to the secretary and the chair (in cc).
- Once the dates/times of TCs meetings are defined, TC Chairs will contact Lynda to set up Webex for the meeting.
- To boost the attendance especially of new members, the details of all TC meetings (time/date/Webex link) will be emailed by Lynda to IAS members (IPCSD will take care). TC will also email the details to their members.

IPCSD Chair

Prof. Pericle Zanchetta

IPCSD Vice-Chair

Prof. Fernando Briz