The meeting was held in Kauai, Hawaii, on November 24, 1996. Juan Pimentel recorded the minutes of the meeting.

1. Agenda Review and Adoption
See Attachment 1. ISIE'99 was added as item (c) under conferences to be discussed. Election of new President and officers moved to Item 6 (from Item 15). Weaver moved to approve the agenda, Irwin seconded. Motion carried.

2. Minutes
Begun moved that minutes of last AdCom be approved. Wo seconded. Motion carried.

3. IES Volunteer Roster
Vice-President Haneda circulated the volunteer list to the attendees for updates (see Attachment 2).

4. President Report
Vice-President Haneda reported on the five year IE society review (1991-1995) (see Attachment 3). Haneda was concerned about membership.
5. **Vice-President for Administration Report**

5.1 **Nomination Committee:**
Irwin presented the proposed slate of officers and AdCom members for 1997. There are 4 new volunteers added to the AdCom: Hasegawa, Beale, Green, and Hashimoto. Irwin moved that the new slate be approved, Wo seconded. Motion carried.

5.2 **Awards Committee:**

5.2.1 **Awards & Honors**
See Attachment 4.
Mittelmann Achievement Award: R.C. Luo
Anthony J. Hoenfeck Service Award: R. Zurawski

5.2.2 **Mechatronics Transactions Best Paper Award**
Vice-President Haneda has asked that a Mechatronics Transaction Award be established (see Attachment 5). Haneda asked Begun, as chairman of the IES Transactions Management Committee to handle this issue. T. Low moved that AdCom delegate the issue to B. Begun. Wo seconded. Motion carried.

5.2.3 **Increasing the amount of awards**
H. Mergler has suggested that the amount of awards be increased significantly (see Attachment 6). T. Low suggested that these awards be addressed by the VPs for Administration, Publications, and Technical Activities. The issue was tabled for the next meeting.

5.3 **Fellow Committee:**
The following were nominated for IEEE Fellow: O. Kaynak, R. Krishnan, and R. Ishii.

5.4 **Chapters and Councils Committee:**

5.4.1 **Globalization Efforts in Region 8**
Zurawski spoke about opportunities in Eastern Europe (see Attachments 7, 8, 9, 10). Kaynak mentioned that our chapters are not effective and that we need the chapters to change their own people. He suggested that a transnational committee should handle this issue. Rudas agreed with Kaynak. Haneda spoke of the need to setup the structure and changes of the transnational committee. Fukuda moved that a transnational committee be formed as a standing committee and that a proposal be prepared for the next AdCom. The members are: Kaynak (chair), Luo, Rudas, and Zurawski. Low seconded. Motion carried.
5.5 **Education Committee:**
Vice-President Haneda appointed Micheli-Tzanakou as chair of the Education Committee.

5.6 **Finance Committee:**
Vice-President Haneda gave his report (see Attachment 11) noting that the society’s financial objectives can be accomplished by:
1. Continuous strict reduction control over the AdCom travel expenses;
2. Continuous globalized conference activities with increased attendees;
3. Increasing membership which leads to increased income through publication activities.

Allen Chen sent a written report (see Attachment 12) on his action item. B. Begun suggested that this issue be tabled for the March AdCom meeting.

5.7 **Membership and Publicity Committee:**

5.7.1 **Membership status of IES**
Hori sent a written report (see Attachment 13) on the membership status. Luo suggested that IES form a task force for membership due to concerns on the number of IES members.

5.7.2 **1997 Membership Development Retreat**
IEEE, TAB Membership Development Committee has announced a "1997 Membership Development Retreat" during January 17-19, 1997 in New York City (see Attachment 14). Micheli-Tzanakou will attend the retreat and will report at the next AdCom meeting.

5.7.3 **Membership development**
Haneda reported on a "Membership Development" presentation held at the IEEE Section Congress 1996, in Denver, CO, Nov. 1-4, 1996 (see Attachment 15).

5.8 **Standards Committee:**
Pimentel gave a report on Standards noting that there is increasing interest by IEEE Standards Committee that IES more actively participates in the standards process. Begun suggested that a "Strategic Standards Planning Session" be held in conjunction with the March AdCom. Pimentel will organize the session.

6. **Vice-President for Strategic Planning and Development Report**
Fukuda sent a Summary of Mission Group for IES to Haneda (see Attachment 16).
7. Vice President for Technical Activities Report

7.1 IES Technical Council/Committees Restructure
Zurawski discussed the formation of two committees: Industrial Software Engineering (M. Condry, Zurawski) and Multimedia (Irwin). There was not enough time to address this issue and it was tabled for the next AdCom meeting.

7.2 New IA Society Vision and Scope
The new vision and scope of the Industrial Applications (IA) society was discussed (see Attachment 17). Fukuda, Irwin, and Begun participated in a discussion which centered on an overlap with the vision and scope of the IES. Begun pointed out that this could be an opportunity for IES to change its field of interest. Begun moved that the AdCom authorize Haneda to write a letter to the IA society opposing their new vision and scope. Fukuda seconded. Motion carried.

8. Vice President for Conferences Report

8.1 Completed Conferences

8.1.1 1996 IEEE International Symposium on Industrial Electronics (ISIE'96):
ISIE'96 was held in Poland and a $20,150. surplus is expected (see Attachment 18).

8.1.2 IECON'96:
The books are not closed. A surplus of around $30,000. is expected (see Attachment 19).

8.2 Upcoming conferences

8.2.1 IEEE/RSJ International Conference on Intelligent Robots and Systems (IROS'96):
IROS'96 will be held at Osaka University, Japan.

8.2.2 Fifth IEEE International Conference on Emerging Technologies and Factory Automation (ETFA'96):
ETFA'96 was completed just prior to the AdCom meeting in Kauai. It had about 150 attendees. Expected surplus is around $10,000.

8.2.3 IEEE International Conference on Industrial Technology (ICIT'96):
ICIT'96 was held 2-6 Dec. in Shanghai, China. 246 accepted papers were organized in 29 sessions (see Attachment 20).
8.2.4 1996 IEEE International Conference on Multisensor Fusion and Integration for Intelligent Systems (MFI'96):
MFI'96 is being held in Washington DC, Dec. 8-11, 1996. This conference is being co-sponsored in conjunction with RAS, SICE, and RSJ. 112 papers have been accepted (see Attachment 21).

8.2.5 1997 IEEE International Symposium on Industrial Electronics (ISIE'97):
Begun gave a brief report on ISIE'97. It is on-time, on-schedule, and on-budget (see Attachment 22).

8.2.6 IEEE International Electric Machines and Drives Conference (IEMDC'97):
No report.

8.2.7 IEEE International Conference on Intelligent Engineering Systems 1997 (INES'97):
A report on was given (see Attachment 23).

8.2.8 IEEE International Conference on Intelligent Processing Systems (ICIPS'97):
Brief oral report on ICIPS'97 was given by Zurawski.

8.2.9 IECON'97:
Greene gave an oral report on IECON'97. He noted that the conference registration fees will include tutorials. There will be a poster session. Luo voiced concerns that paper review forms for major conferences keep changing and perhaps they should be standardized.

8.3 Conferences to be approved

8.3.1 IEEE/RSJ/GI International Conference on Intelligent Robots and Systems (IROS'97):
Fukuda mentioned that INRIA will print the proceedings for IROS'97. Thus, there will be no printing costs. Zurawski questioned the expected income of $35,000 from selling videos. Zurawski moved that the AdCom approve, in principle, the proposal for IROS'97 except for the budget (see Attachment 24). It is expected that final approval will be reached at the March AdCom meeting. Begun seconded the motion. Motion carried.

8.3.2 Sixth IEEE International Conference on Emerging Technologies and Factory Automation (ETFA'97):
ETFA'97 will be held at the UCLA campus. Zurawski moved that AdCom approve the proposal for ETFA'97 including the budget. Begun seconded. Fukuda pointed out that there is an overlap with IROS'97. Motion carried.
8.3.3 IEEE Conference on Intelligent Transportation Systems (ITSC’97):
Masaki gave a report on ITSC’97 (see Attachment 25). Haneda was informed of a TAB Intelligent Transportation Committee (see Attachment 26). Begun reported that the issue was handed to a group for study and found that the risk for IES was high. Masaki was questioned as to the steps taken to reduce the risk. He responded that steps are being taken to get good attendance. Zurawski moved that ITSC’97 be approved. Fukuda seconded. Motion carried. Haneda requested that Masaki give more periodic reports to the AdCom. Haneda also noted that the TAB Intelligent Transportation Committee will become a council next year.

8.3.4 1998 IEEE International Symposium on Industrial Electronics (ISIE'98):
Hancke gave a presentation on the location for ISIE’98: Pretoria, South Africa (see Attachment 27). Fukuda asked about security, and Hancke responded that the conference venue is safe. Zurawski moved that ISIE’98 be approved for Pretoria. K. Man seconded. Motion carried.

8.3.5 IECON’98:

8.4 Conferences to be discussed

8.4.1 IECON’99:
Planning for IECON’99 is underway.

8.4.2 IECON 2000:
Fukuda has suggested the dates for IECON’2000 as Oct. 22-27 in NAGOYA, Japan.

8.4.3 IEEE International Symposium on Industrial Electronics (ISIE’99):
Slovenia was discussed as a possible place to hold the ISIE’99 symposium. Kaynak argued that Slovenia is a good place to hold the conference and it would be better than Denmark. Haneda asked that trips should be kept to a minimum to reduce costs.

9. Vice President for Workshops Report

9.1 Financial Reports of Long Over-due Conferences

9.1.1 4th IEEE International Workshop on Robot and Human Communication (RO-MAN’95)
The surplus was about $1900. IES had a 10% stake in the conference.
9.2 Final Financial Reports Due to IES

9.2.1 3rd International Symposium on Distributed Autonomous Robotic Systems (DARS'96):
DARS'96 was held Oct. 29-31 in Tokyo. 33 papers were presented with an attendance of 100. An oral report was presented.

9.2.2 Intelligent Vehicles (IV'96)
A final report is being prepared.

9.2.3 Seventh International Symposium on Micro Machines and Human Science (MHS'96):
An oral report was given by Fukuda.

9.2.4 5th IEEE International Workshop on Robot and Human Communication (RO-MAN'96):
An oral report was given by Fukuda.

9.2.5 1996 IEEE Workshop on Power Electronics in Transportation (WPET'96):
No report.

9.3 Upcoming Workshops

9.3.1 1996 International Workshop on Variable Structure System (VSS'96):
No report

9.3.2 Power Conversion Conference (PCC’97):
No report

9.3.3 1997 IEEE Workshop on Factory Communication Systems (WFCS'97):
Zurawski gave an oral report on WFCS'97. The conference will be held in Barcelona, Oct. 1-3.

9.4 Sponsorship to be Determined

9.4.1 SRS'97:
Begun moved to table the approval of SRS'97 until the next AdCom meeting (see Attachment 28). Low seconded. Fukuda opposed. Motion carried by majority vote.

9.5 Workshops Proposed

9.5.1 ICIT'98
An oral report was given.
10. Vice President for Publications Report

10.1 Transactions
Luo noted that there are no papers on Factory Automation in the IE Transactions (see Attachment 29). Zurawski said that ETFA conferences could provide papers for transactions.

10.2 Transactions on Mechatronics
Weaver moved that Luo be our representative to the Mechatronics Management Committee (see Attachment 30). Kaynak seconded. Motion carried.

10.3 Newsletter
No report.

10.4 WWW IES Home Page
Discussion was centered on the following issues: who is the customer for the Web site?; links to conferences; use of various search engines; people should be able to download forms (e.g., to join our society). Pimentel requested funds to purchase art software to continue Web site development. Weaver moved that the AdCom approves up to $200 for software purchase. Luo seconded. Motion carried.

10.5 Ad-Hoc Factory Automation Transactions Committee.
Weaver moved to set up an Ad-Hoc FA Transactions Committee. Begun seconded. Discussion centered on two issues: 1) an alternative title for the transactions such as Manufacturing Technology; and 2) is there a market for a new publication in that area? Motion carried.

11. Treasurer's Report
A written report was given for discussion (see Attachment 31).

11.1 Finance Committee:
Haneda moved that the procedure be changed so that the IES President only names the chair of a committee and not the exact numbers of its members. Haneda appointed Zurawski, Luo, and Low as initial members of the committee. Haneda appointed K. Man as chair of the Finance Committee.

12. Other Items

12.1 Electronic AdCom Meeting
See Attachment 32.
12.2 Amendment of IESFORM.WSC
An amendment to conference proposals was discussed (see Attachment 33). Zurawski moved to approve the amendment. Begun seconded. Motion carried.

12.3 Ad-Hoc Strategic Planning and Review Committee
Haneda suggested that we have periodic strategic planning and review meetings at IECON’s. Begun moved to establish a business-oriented Strategic Planning and Review Committee. Fukuda seconded. Weaver discussed that the business planning should include a list of things that we can do. Motion carried. Haneda appointed Weaver to chair the Ad-Hoc Strategic Planning and Review Committee.

13. Next AdCom Meeting
The next AdCom meetings in 1997 will be held as follows:
Spring: End of March, Vancouver, Canada
Summer: July, Guimaraes, Portugal (ISIE'97)
Fall: New Orleans, Louisiana (IECON'97)

14. Adjournment
Begun moved to adjourn. Wo seconded. Motion carried.