

European Power Supplies Manufacturers' Association EEIG

1Q16 Management Committee Meeting and AGM Minutes

Venue: Murata European HQ Hoofddorp Netherlands

Date: 9th February 2016

Present were:

MC Members

Bernhard Erdl (Chairman)	(BE)	PULS
Dave Connett	(DC)	Epcos
Paul Lee	(PL)	Murata PS (secretariat)
Manfred Schlenk	(MS)	Infineon
Hannes Schachenmayr	(HS)	Vicor
Gary Duffy	(GD)	Excelsys
Andreas Hoischen	(AH)	Delta
Heikki Viika	(HV)	Efore

Non-MC Members:

Paul Conway (by call-in)	(PC)	TC Chairman
Marius Ciorica	(MC)	Nextys
John Quinlan	(JQ)	Bel Power Solutions

Apologies:

Matthias Frindt	Siemens
Miro Adnan	TI
Richard Bartlett	XP Power

Actions from last Meeting

- | | |
|---------------------------------------|----------------------------------|
| 1. Cenelec membership investigation. | Complete. See notes later |
| 2. Change of EEIG Address | See notes later |
| 3. Bank change of signatory details | Complete |
| 4. Huawei membership invitation | Complete |
| 5. Affiliate membership fees | Complete see notes later |
| 6. Attendance rules for discount | Complete see notes later |
| 7. Final Invoice from IHS – discount? | Complete |
| 8. PCIM room availability | Post meeting - complete |

Administration matters

A quorum of management committee members was noted as present

1. It was **resolved** that the formation contract for the association as an EEIG (European Economic Interest Group, number GE000094) be updated to include current member details and be submitted to UK government companies house

PL stated that the formation contract would be changed so that the list of members would appear as an appendix rather than in the body of the document. This should make it easier to maintain and update with the UK company registration office.

The formation contract requires member company registration details, (registered address and registration number). PL will be contacting members to obtain/verify this information.

As Salcomp has resigned from the management Committee, nominations for replacement members were sought. Nextsys and Bel Power expressed a wish to join, a vote was held and their requests were unanimously accepted. Both companies will start to receive their MC member discount from the start of calendar year 2017.

Technical Committee update

Paul Conway reported on the activities and plans for the Technical Committee with his presentation shown in the main meeting foils.

PC notes that many documents from the TC still reference the old secretariat contact details in the body of their text and asked if these should be updated. The MC agreed it should be so. PC to start the process within the TC

Action PC

A discussion was held on possible new topics of investigation by the TC when they have resource available. Possible candidates are:

Power Supplies in Energy management systems (and their particular regulatory requirements) suggested by Marius Ciorica. Marius to send some rough guidance to PC about the topic.

Action Marius C.

Quality Assurance of firmware in digital Power Supplies suggested by Heikki Viika. PC to ask TC if there are any members with skills/knowledge in this area.

Action PC

380VDC Microgrid suggested by TC. Hannes Schachenmayr to send a contact name from the Fraunhofer Institute to PC

Post meeting - done

Membership Update

The meeting foils give a summary of the membership situation. Notable points are:

1. 19 full members, 2 supplier members and 5 affiliate members.
2. 11 MC members – before Bell Power and Nextsys join.
3. Traco have bought Convertec but have paid 2016 dues
4. Fairchild removed
5. Salcomp resigned as MC member
6. Membership pack sent to Huawei via Andy Stiegel

PL had an action to clarify TC membership discounts as financial year and calendar year quarters had been confused in the past. The rules are: membership dues are for calendar years. MC members are entitled to discount if they attend at least two MC meetings in the EPSMA financial year ending 30th September. That is, end of Q3 calendar year. In the case of 2016, all MC members are invoiced in December 2015 for 2016 with discount applied in advance. If members have not attended two of Q4/14, Q1/15, Q2/15, Q3/15 then members are also invoiced in December 2015 for reversal of the discount for this period.

PL had an action to verify the dues payable by affiliate members. Although the original website had said that affiliates pay £230 per year membership, no invoices had been raised since 2007. It was agreed at the meeting that

affiliates would not be asked to pay dues and the reference to £230 should be removed from the website.

Action PL

As usual, possible new members were discussed with no obvious candidates to approach. It was suggested however, that more affiliate members would be advantageous particularly with Universities and Institutes. Also the PSMA could be invited to be an affiliate. Affiliate members provide no extra admin but help promote the EPSMA name and give better credibility to the EPSMA. PL to investigate

Action PL

Efficiency measurements white paper update - PL

PL gave a summary of how the white paper had been distributed so far to news sites, publishers and CENELEC. At time of writing, only 'How to Power' had been seen to reference the document but others may have also done so. Search engines are picking up the document well though. 'Accurate Efficiency Measurements' returns #4 hit on Google, #2 hit on Yahoo and #4 hit on Bing for the document.

It was suggested that the document could be distributed to Universities. PL to check how to get contacts.

Action PL

GD suggested routing the document through PR companies. These companies normally are paid to promote white papers like this but may be interested if they have connections to EPSMA members. GD suggested two contacts and PL has contacts in Publitek. PL to approach them.

Action PL

A new version of the white paper was discussed which emphasised more 'how to' rather than the maths behind making accurate efficiency measurements. The embedded tools could also be made more accessible via links to the EPSMA website. The TC is looking into this.

Website Update – PL

The website was discussed and the features it includes. PL had enable 'Google Analytics in January and this is accumulating data. It does not yet register document downloads. PL is working on this.

Action PL

HS suggested that he might have a family contact who could recommend improvements such as metatags which would enable better SEO.

Action HS

Discussion was held about featuring new products and news from EPSMA members on the website. PL had posted some examples from Murata, Nextsys and PULS but it was felt that all members could be represented. This is PR for members and gives credibility to the organization to have member names more prominent. PL will insert a 'slide show' of member logos on the home page and will ask members for a few words of text to accompany the logos. The change will be trialed first for members to approve.

Action PL

The old website had some 'forum' functionality which the new site currently doesn't. Although this was possible, it was felt that a 'linked in' closed forum might be better for members, particularly on the TC to be able to communicate and for example, share drafts of documents. HS explained how he used the facility and how it could work for the EPSMA. PL to investigate how to set this up.

Action PL

Generally, PL requested that members 'push' news out to the secretariat rather than be asked. PL will be contacting member marketing departments to ask for this. Similarly, job vacancies should be pushed out to the secretariat where possible.

PL noted that the secretariat now has its own webmail account. Members and others will receive emails from secretariat@epsma.org. Communications for example with CENELEC will come to this address. Other email accounts could be set up if required. PL will distribute the log in details to BE and PC as security in case PL becomes unavailable.

Action PL

Finance Update PL

As shown in the meeting slides PL presented the final P&L and balance sheet for year ending 30/9/15 and the budget for y/e 30/9/16.

IHS had agreed to reduce their final invoice for secretariat duties with a net saving to the EPSMA of £3115 against budget after PL secretariat fees for the final month of 2015 financial year are included.

PL noted that the EPSMA could de-register for VAT as secretariat fees are now non VAT rated and there would be few other invoices with VAT such as UK MC/TC meals and stationery. PL felt that staying registered was little work and not worth changing.

All bank and VAT records have now been changed to PL address and PL has recovered all paper documentation from IHS.

PL will send a link to BE to a secure cloud storage location for all EPSMA admin and accounts records which will be updated regularly.

Action PL

CENELEC membership options

PL presented the different options for rejoining CENELEC as a 'collaboration organization'. The meeting slides give the detail. After discussion, it was agreed that the category of 'liaison organization' would be appropriate with participation in technical committee CLC/TC22X, 'Power Electronics'. PL to contact CENELEC and initiate.

Action PL

Secretariat mandate review

PL offered a list of possible new or extended secretariat responsibilities for the MC to consider although practically only a few might be chosen due to resource available. See slides. The following were discussed as feasible/desirable:

- Renewed CENELEC liaison
- Member newsletters quarterly?

- Active PSMA collaboration
- Improved Job opportunities facility website
- Improved/regular Member press releases on website
- Calendar of upcoming events PCIM, Electronica, APEC etc on website
- Regular 'Member spotlight' on website
- Start 'relationship' with ECPE
- Generate a database of observed non-European competitor 'non-conformances' particularly to safety standards. This would be available confidentially to members and be forwarded regularly to the regulatory authority such as UL.

PL will work on these items and report back at the next MC meeting. It was suggested that the PSMA website and organisation generally might provide new ideas to copy.

Q2 meeting at PCIM arrangements

Post meeting, Francesco di Dominico from Infineon has kindly arranged a room for the MC meeting at PCIM on Tuesday 10th May from 1pm to 4pm.

Market Update

IHS were unable to supply any data for this meeting

IPC9592, Any other business

No feedback from members about impact of IPC 9592 in Europe.

PL had received an invitation to present to the PSMA AGM at APEC in California in March for about 15 minutes, giving an update on EPSMA activities. The meeting was happy for PL to do this.

The PSMA also wish to discuss 'collaboration opportunities'. PL will do this and report back to the EPSMA MC on any proposals/suggestions by the PSMA.

Paul Lee 19th Feb 2016