

IEEE AESS BoG Board of Directors Meeting Minutes
April 24, 2009
Disneyland Hotel, Wonder A
Anaheim, CA

Attendees: Peter Willett, Yaakov Oshman, Lance Kaplan, Jose Bolanos, [Teresa Pace](#), Joel Walker, Theo Saunders, Ram Gupta, [Brennen Vazquez](#), Bob Rassa, Dale Blair, [Dave Dobson](#), [Iram Weinstein](#), Jim Leonard, Bill Lyons, [Frank Reyes](#), Mark Davis, Bob Lyons, Ron Ogan, Barry Breen, Marina Ruggieri, Ellis Hitt, [Andrew Flanyak](#), and [Judy Scharmann](#) (Executive Assistant)

17 voting members, therefore a quorum is present. Non-voting members indicated in [blue](#); guests in [green](#).

Call to Order, Introductions, Adoption of Agenda – Rassa

President's Message to BoG – Rassa

Bob reviewed some of the IEEE details on the Director's Report.

ACTION ITEM: [Bob Lyons](#) – Find out how many standards AESS owns. (AI-0245)

Secretary's Report, approval of the minutes – Saunders/Scharmann

MOTION: [Jim Leonard](#) moved that the minutes be accepted as presented. [Marina Ruggieri](#) 2nd. **Motion passed.** (MO-0024)

MOTION: [Ron Ogan](#) moved to approve the agenda. [Bill Lyons](#) 2nd. **Motion passed.** (MO-0025)

Website Update – Rassa/Scharmann

We discussed the website.

ACTION ITEM: [Judy Scharmann](#) – Add the Boeing job opportunities and internship opportunities links to the web site. (AI-0246)

ACTION ITEM: [BoG Members in Industry](#) – Send in job opportunities for the website. (AI-0247)

There was discussion on email blasts and it was suggested that we generate a one-page email blast, with 6 things that AESS is doing, linking to further information. [Judy](#) will initiate a call for content and implement. It was voted to do this Quarterly.

ACTION ITEM: [Judy Scharmann](#) – Send call for content for quarterly email blast to the BoG and editors to get content. (AI-0248)

ACTION ITEM: [All](#) – Send email blast items to [Judy](#). (AI-0249)

ACTION ITEM: [Dale Blair](#) – Send example of monthly newsletter to [Bob Rassa](#). (AI-0250)

AES Logo: Decision Time – Ruggieri/Dean/Howard

The committee recommends the logo designed by Conference Catalysts. There was much discussion about whether we want to change our logo. Recess this discussion. We will re-visit the issue tomorrow.

Reports from Vice-Presidents & Chairs

Conferences – Breen

[Barry](#) reviewed open conferences. It was discussed that the IEEE conference site is sometimes incorrect. [Barry](#) reviewed net surplus for the financially sponsored conferences.

ACTION ITEM: [Judy Scharmann](#) – Update the AESS web site monthly with the conference information from IEEE conferences site. (AI-0251)

ACTION ITEM: [Judy Scharmann](#) – Send monthly updates on conferences to [Dave Dobson](#) for inclusion in the magazine. (AI-0252)

ACTION ITEM: [Brandon Ratzloff](#) – Get a link on the AESS web site that links directly to the IEEE Conference listing for AESS. (AI-0253)

There was more discussion regarding competing the registration services for our conferences.

ACTION ITEM: Bob Rassa/Marina Ruggieri – Work with Dave Woerner to get competing bids for the management of the Aerospace Conference. (AI-0254)

Education – Iram Weinstein

Iram gave background and issues relating to online tutorials. There was much discussion on current pricing structure of \$150 for non-members, \$100 for members, and \$0 for students.

MOTION: George Dean moved that we offer online tutorials to AESS members and AESS student members at no cost. Mark Davis 2nd. **Motion passed unanimously.** (MO-0026)

MOTION: George Dean moved that non-AESS members pay \$100 for online tutorials. 2nd Ellis Hitt. **Motion withdrawn.** (MO-0027)

MOTION: Jim Leonard moved that the cost for online tutorial for non-AESS members be \$50. 2nd Barry Breen. 15 yes, 1 no, 1 abstain. **Motion passed.** (MO-0028)

It was agreed that a tutorial could be shown for free at a society function.

Iram presented a demo of the site.

ACTION ITEM: Iram Weinstein – Make sure the IEEE Copyright gets put on the EVTS site. (AI-0255)

MOTION: Marina Ruggieri moved to remove the talking head from the tutorials and replace it with a photo in the introduction slide. 2nd Barry Breen. Barry moved to call the question. 2nd Jim Leonard. Motion passed. Vote on the motion: 16 yes, 0 no, 0 abstain. **Motion passed.** (MO-0029)

ACTION ITEM: All – Suggest topics and names for online tutorials and send them to Iram Weinstein. (AI-0256)

ACTION ITEM: Barry Breen – Get a list of all our conference tutorial presenters and send it to Iram Weinstein. (AI-0257)

MOTION: Ron Ogan moved to combine the Distinguished Lecturer Program and the Distinguished Tutorial Program into one designation as “Distinguished Lecturer Program”. 2nd George Dean. 12 yes, 1 no, 0 abstain. **Motion passed.** (MO-0030)

It was decided that written tutorials will stay with the Publications Committee.

MOTION: Bob Lyons moved to set the Distinguished Lecturer domestic travel reimbursement up to \$1,000 USD and up to \$1,500 USD for international travel per lecture. (RCR note; this is not a travel grant but expense reimbursement up to the stated amounts) 2nd Jim Leonard. **Motion passed unanimously.** (MO-0031)

Meeting recessed until morning.

Day 2

Fred Mintzer, IEEE Div IX Director, guest, joined the meeting.

Paul Gartz is now present, making 18 voting members. Bob Rassa opened the meeting with introductions.

Division IX Director Remarks – Mintzer

Mr. Mintzer gave an [overview of Division IX](#). There was much discussion on synergy and collaboration between societies. We discussed the public visibility effort by IEEE.

Bob reviewed Roberts Rules of Order.

Membership – Ron Ogan/for Jim Howard

Ron presented key membership points. We discussed the Boeing free membership initiative.

ACTION ITEM: Ron Ogan – Follow up with Jim Howard on tracking AUTOTESTCON free memberships and how many people retained their membership. (AI-0258)

ACTION ITEM: Jim Howard – Track the Radar Conference free memberships. (AI-0259)

ACTION ITEM: Jim Howard – Send the new member names to key committees like Technical Panels, to see if they want to get involved. (AI-0260)

We discussed the Conference Recruiting Program. The issue is keeping the new member once we get them.

ACTION ITEM: John Weyrauch - Challenged to do the Boeing-like program for his company, TKE. (AI-0261)

ACTION ITEM: Bob Rassa – Update AESS Home Page. (AI-0262)

We discussed the STEP Program, offering ½ price membership in the first year after graduation. It is not on the IEEE Membership page and it is hard to find.

MOTION: Jim Leonard moved to provide \$500 to fund a PACE project at MST. George Dean 2nd. 15 yes, 2 no. **Motion passed.** (MO-0032)

ACTION ITEM: All – Come up with some new ideas for Membership Development. (AI-0263)

ACTION ITEM: Jim Howard – Ping the board on what we should be doing. We need more involvement for our members. TPs need to be a keystone to get our members involved. (AI-0264)

ACTION ITEM: Jim Howard - Develop a strategic plan to grow membership, instead of keep doing what we've been doing. This is part of overall strategic plan. (AI-0265)

Technical Operations – Lyons

3 topics –

1. After much discussion, it was agreed to move DLP to Education Committee
2. Discussed the existing Technical Panels and their reports. (Mike Wicks will be new Radar Chair, replacing Hugh Griffiths) There was discussion on why SAR and IED when we have a Radar Panel. It was decided that they could work together.
3. There was discussion on how to expand our panels. Bob Lyons is still looking for ideas for new panels. We need the help of everyone in the room.

ACTION ITEM: All – Send Bob Lyons a topic and a name for possible chair for new panels. (AI-0266)

There was discussion on getting some of the panel reports in the magazine.

ACTION ITEM: Bob Lyons – Solicit short panel reports for the magazine. Get regular articles to the magazine, approximately 750 words. (AI-0267)

ACTION ITEM: Bob Lyons – Write a summary of Technical Operations for the magazine. Also, introduce new areas in the article to generate interest. (AI-0268)

Publications – Walker

Joel introduced the team. There was discussion regarding the Pubs summit. We discussed the upcoming review and preparation efforts. Dale Blair discussed the questionnaire.

ACTION ITEM: Dale Blair/Judy Scharmann: Build a reader feedback page. Dale will send Judy the information. (AI-0269)

ACTION ITEM: All – Review survey and send comments to Dale. (AI-0270)

Peter Willett – Transactions

Peter reviewed number of submissions. He discussed the issue of timeliness. We discussed the page-increase request. Now is the time to increase for 2010.

It was suggested to look at Displays as a Technical Area. (Also a Technical Panel) Work names off-line.

Impact factor, sub to pub time, and half life were discussed. Currently, submittal to publication is 18 months. It was agreed that we need to get it down to 12 months.

Magazine – Teresa Pace

Teresa discussed the transition and the mission of the magazine. There was much discussion on improving the magazine.

ACTION ITEM: Erv Gangl – 30 days after award is presented, a picture and write-up must be sent to the magazine. (AI-0271)

ACTION ITEM: Teresa Pace - Get schedule of magazine submission to all VPs to fill out. (AI-0272)

ACTION ITEM: Paul Gartz/Bob Rassa – Send John Tracey a request for to implement a senior industry executive. Paul will write up what we need. (AI-0273)

ACTION ITEM: Dale Blair - Add this senior industry executive idea to strategy plan. (AI-0274)

ACTION ITEM: Dale Blair/Teresa Pace/Mark Davis – Officially pursue a joint activity with Signal Processing. (AI-0275)

ACTION ITEM: Andrew Flanyak – Write a student-focused column or article for the magazine. (AI-0276)

ACTION ITEM: Brennen Vazquez – Write an article about transition from student, to interviews, to job market. (AI-0277)

Lance Kaplan – Tutorials
Lance reviewed tutorial submissions.

Dave Dobson – Discussed the popularity of tutorials. We discussed student connections. Twice a year we send the magazine to student chapters. It was suggested that we start sending more issues to student chapters.

ACTION ITEM: Teresa Pace – Send more issues of the magazine to student chapters. (AI-0278)

We are still looking for an Administrative Editor for the magazine.

Strategic Planning – Blair

125th Anniversary –

Make sure we are saying something about this. We discussed the IEEE History conference in August in Philadelphia. We are sending Eric Herz as our rep to present a history of AESS. Eric will also write an article for the magazine.

ACTION ITEM: Ron Ogan – Get Philadelphia Chapter and student chapter involved to go to the conference and show support. (AI-0279)

ACTION ITEM: Teresa Pace – Enlist someone to write a regular history column for the magazine. (AI-0280)

ACTION ITEM: Bob Rassa/Judy Scharmann – Get Eric Herz's History Conference presentation to Judy to put on the web. (AI-0281)

ACTION ITEM: Bob Rassa – Check to see if the presentations from the entire History Conference will be available to everyone. (AI-0282)

Awards – Bob Rassa for Erv Gangl

Bob reviewed the awards for the year.

ACTION ITEM: Erv Gangl – Change the presentation conditions for the Pioneer Award so that it must be presented at an AESS conference. (AI-0283)

ACTION ITEM: Erv Gangl – Document the awards process. Include a stipulation that there must be an article for the magazine for each award presented. (AI-0284)

Constitution and Bylaw Changes – Rassa

Bob reviewed the changes.

There was a lot of discussion on Officer Elections and the need for them to be society-wide. We must change the way we are doing elections since it is not in concert with IEEE requirements. There was much discussion on term limits and what the limits are for our VPs and BoG members. It was suggested that we go to 4-year BoG terms so it is in more sync with our 2-yr limits for officers.

ACTION ITEM: Bob Rassa/Marina Ruggieri – Come up with a transition plan for the change in terms. (AI-0285)

MOTION: Bob Lyons moved that we accept the change to require election of officers to come from existing Board of Governor members-at-large. 2nd Ron Ogan. 15 yes, 2 no, 0 abstain. **Motion passed.** (MO-0033)

MOTION: Bob Lyons moved to delete the office of VP of Administration. 2nd Theodora Saunders. 16 yes, 0 no, 1 abstain. **Motion passed.** (MO-0034)

MOTION: Bob Lyons moved to add the office of VP of Industrial Relations. 2nd. Ram Gupta. 16 yes, 0 no, 1 abstain. **Motion passed.** (MO-0035)

This becomes effective next election.

MOTION: Bob Lyons moved that the AESS Board of Governor members are to be elected by the Society members. 2nd Paul Gartz. Paul Gartz made a friendly amendment. It was moved that the IEEE AESS Board of Governor elections to be voted by the total AESS membership if TAB will not allow a hybrid model of some Governors elected by the membership and some by the Board of Governors. Bob Lyons 2nd friendly amendment. Paul called the question, 2nd by George Dean. Vote on call of question: 15 yes, 0 no, 1 abstain. Vote on motion: 15 yes, 0 no, 1 abstain. **Motion passed.** (MO-0036)

MOTION: Paul Gartz moved that we implement the IEEE Board of Directors and TAB requirements for Officer term limits. Verify and implement, if possible, variation on these requirements to the will of the AESS Board of Governors as allowed by IEEE. 2nd Peter Willett 15 yes, 1 no, 0 abstain. (MO-0037)

(Bob reminded the board that Signal Processing has a 3-year term for officers, so that's what Bob try and get approval for.)

Keeping in Touch with our Councils – Leonard

Jim reported on the reps. Jim has contacted them and will report next meeting.

Chapter Reports & Discussion – Ogan

Ron reviewed our chapters.

Note: the first 2 motions in Ron's presentation do not need a motion since they are already in the budget.

MOTION: Ron Ogan moved to approve up to \$5,000 additional funding for chapter rejuvenation activities for, but not limited to, these five chapters: Montreal, Pikes Peak, San Diego, Southeastern Michigan, and Vancouver. Jim Leonard 2nd. 16 yes, 0 no, 0 abstain. **Motion passed.** (MO-0038)

We discussed criteria for chapter awards.

Undergrad and Grad Student Reps

Brennen Vazquez discussed what students need, and what IEEE is offering. IEEE has lost its focus of contact with the students. Brennen is seeking a mentorship program for students. Other benefits of IEEE were discussed: salary survey, insurance, etc.

ACTION ITEM: Ron Ogan - Initiate an effort for all of our chapters to try to begin to work more closely with the student chapters and provide mentors. Discuss networking opportunities with our chapters. (AI-0286)

ACTION ITEM: Ron Ogan - Ask all of our chapters to form student branch chapters at their local universities. (AI-0287)

Andrew Flanyak discussed the fact that there is a disconnect between societies and students. IEEE is a networking opportunity. If we can figure out how to make the connection, what student wouldn't want to be a member of IEEE?

ACTION ITEM: Ron Ogan – Get the mentorship program on the web. Work with Steve Watkins. (AI-0288)

ACTION ITEM: Bill Lyons – Send internship opportunities link for web. (AI-0289)

ACTION ITEM: Bob Rassa – Work with Joe Lilly and try and get more student focused activities. (AI-0290)

ACTION ITEM: Jim Leonard – Start a KU student branch chapter. (AI-0291)

ACTION ITEM: Andrew Flanyak and Bob Rassa: Start student branch chapter at Rowan, jointly with I&M. (AI-0292)

ACTION ITEM: Jim Leonard – Follow up with Joe Hale regarding student chapter in Colombia. (AI-0293)

ACTION ITEM: Marina Ruggieri – Start a student chapter in Rome. (AI-0294)

ACTION ITEM: Judy Scharmann – Cancel Live Meeting. (AI-0295)

Marina Ruggieri talked about [earthquake disaster in Italy](#).

Marina proposes that we donate \$5,000 to help rebuild a professional building. AESS could sponsor a contest to get ideas for earthquake management. Then we can get AESS into the area and put sensors in the area to help alert earthquakes. Students then could have a contest on how best to get the sensors in there.

Discussion: IEEE needs documentation and must agree. The board can approve to go forward.

MOTION: Marina Ruggieri moved to contribute to restructure a facility in Abruzzo (the Italian area where the 06/04/09 earthquake happened) where a student contest will be hosted about the role of satellites and technology in pre/during/post earthquake management. The contribution will be of US\$5,000. (Five thousand) Jim Leonard 2nd. (MO-0039)

Discussion: IEEE needs documentation and must agree. The board can approve to go forward.

Jim Leonard called the question, Barry 2nd. **Motion passed.**
Vote on motion: 13 yes, 1 no, 2 abstain **Motion passed.**

The project related to this motion will be sent to TAB for approval.

International Report – Marina Ruggieri

Marina reported on the activities of the International Directors.

Ram Gupta - India

Ram has a proposal for a student activity. Coordinate that with Ron Ogan.

Ram will send proposal to Ron Ogan. George said we have the \$5,000 to do this. We don't need a motion because it is in the budget. This specific item is not in the 2009 Budget; the 2009 Budget contains a small amount of money designated for International Director Activities but is not specific and was intended to fund local travel if needed. This item would fall under President's Discretionary Budget.

Also asking for 8-day course and needs \$5,000.

Anyone going to request money in a board meeting needs to write it up ahead of time. Ram needs to write this up and Bob will discuss it with the executive board and then give approval.

ACTION ITEM: Ram Gupta – Send both student activity proposal write-ups to Bob Rassa. (AI-0296)

It was suggested that the financial picture be summarized at the beginning of each meeting so we know where we stand.

Bill Lyons – Australia

ACTION ITEM: Bill Lyons – Contact industry BoG members about bringing Australian students to their offices and see their facilities. (AI-0297)

MOTION: Jim Leonard moved that AESS fund the Divisional PACE Project for \$500 to support the MS&T Student Branch UAV team. 2nd. 15 yes, 2 no, 0 abstain. **Motion passed.** (MO-0040)

Finance – George Dean

George reported on revenues. We had a totally unexpected net positive of 348K for year-end 2008. We discussed history of our reserves.

Finance – Frank Reyes

We need to do better at forecasting conference surpluses. Don't be so conservative, be more realistic, recognizing the economic downturn. There was a lot of discussion on this issue. Frank reviewed IEEE recommendations on cutting back.

2010 budget shows surplus of \$138K. We made adjustments so now the projected surplus is \$28.7K.

MOTION: George moves to approve the 2010 1st pass budget as amended. It must reflect the increase Transactions page count by 128, taking it to 1768. Ron 2nd 17 yes, 0 no, 0 abstain. **Motion passed.** (MO-0041)

Info from the Feb. IEEE Board Meeting

Bob Rassa reviewed some issues from board meeting.

Strategy Discussion: How to make AES more viable

We discussed the support that we give to student activities: we support MS&T, but we need to have opportunities for more student support around the world similar to this. We discussed the High School Engineering Project at Loyola High School that Bob initiated with President's Discretionary Budget at the end of 2008.

ACTION ITEM: All – Within next 30 days, suggest a college prep high school that would benefit from a project that would help students get into engineering, or if you know a college that could benefit from AESS \$ to do something like MS&T, get them to Bob for funding consideration. Be specific. (AI-0298)

Possibly partner with industry for FIRST Robotics Competition. We can sponsor a high school to enter the competition. Much industry supports this. All agreed to do this. Straw vote show of hands, yes.

There was more discussion on funding a competition like Outback Challenge.

It was agreed to support the Cap Stone project at \$1,000 a pop.

MOTION: Jose Bolanos – AESS to provide \$2,000 to support plaques and monetary awards at the Region 6 paper contest. Jim Leonard 2nd. 17 yes, 0 no, 0 abstained **Motion passed.** (MO-0042)

Strategic Planning – Blair – We discussed the IEEE list of Strategic Themes.

ACTION ITEM: Dale Blair – Get a strategic plan written for AESS, taking into account the IEEE ideas. All VP's will assist in their areas. First inputs are due by May 31. Dale will review, rewrite, and then call a telecon. (AI-0299)

Bob Rassa formed a new AdHoc Committee to Review and Recommend the Student Support Activities (Region 1-10 competition, high school and middle school). Members of the committee: Bob Rassa, Jim Leonard, Marina Ruggieri, and Drew Flanyak. This committee will review requests and decide what is going to be funded.

Nominations

Nominations from the floor: Frank Reyes. His name was added to ballot.

Members spoke on behalf of candidates. The 13 candidates are as follows:

Michael Cardinale, Clyde Chittister, Reza Dizaji, Hugh Griffiths, James Howard, James Lumia, Reece Lumsden, Roger Oliva, Frank Reyes, Theodora Saunders, Steve Watkins, Iram Weinstein, George Zobrist

8 elected to the term 1/1/10 to 12/31/12:

Reza Dizaji
Hugh Griffiths
James Howard
Reece Lumsden
Roger Oliva
Frank Reyes
Theodora Saunders
Iram Weinstein

Logo decision: Committee recommends newest logo from Conference Catalysts with some minor changes. There was discussion on what it takes to change a logo. No decision was made.

ACTION ITEM: Bob Rassa - Engage a commercial artist to design a logo. (AI-0300)

Old Business: none

New Business:

If you want a name badge, send a note to Judy.

Dave Wallhermfachtel resigned his position as AES rep to the AUTOTESTCON Board of Directors. Jim Leonard has been appointed to complete his term.

Mike Cardinale is no longer PACE coordinator. Jim Leonard has been appointed.

New Business:

ACTION ITEM: Judy Scharmman – Add web page for Council reps and put their reports on. (AI-0301)

The next meeting will be in Rome Sept. 25 and 26 with planning meeting on 24th, or Nov. 6, 7, planning on the 5th.

MOTION: Jose Bolanos moved the meeting be adjourned. 2nd Theo Saunders. **Motion passed.** (MO-0043)

Respectfully submitted,

Judy Scharmann
Executive Assistant, AESS