

**AESS BoG Meeting Minutes
Hilton Bayfront
St. Petersburg, FL, USA
22-23 September 2017**

Attendees: Joe Fabrizio, Bob Rassa, Hugh Griffiths, Mark Davis, Fulvio Gini, Maria S. Greco, Walt Downing, Vince Soggi, Jason Williams, Bill Walsh, Darin Dunham, Mike Wicks, Fabiola Colone, Jose Bolanos, Dale Blair, Michael Rice, George Schmidt, Kathleen Kramer

Non-voting Members: Lorenzo Lo Monte, Garrett Hall, Federico Lombardi, Erv Gangl, Ethan Lin

Remote: Teresa Pace

Staff: Judy Scharmann

Call to Order

Joe Fabrizio called the meeting to order at 8:00 am.

Teresa Pace gave a welcome remotely.

Joe Fabrizio appointed Sabrina Greco as acting Secretary.

Introductions

Self-introductions were made by all.

Adoption of Agenda

The agenda was amended: we moved the Governing Document Changes to Saturday at 10:45 am, and moved the IEEE Resource Center Update and the International Directors Summary to 4:00 pm today.

MOTION: Hugh Griffiths moved to approve the agenda as amended. Maria Greco 2nd. Motion passed. MO-0221

Executive Vice President's Message to BoG

Fabrizio

On behalf of Teresa Pace and himself, Joe Fabrizio gave some welcome remarks.

Secretary's Report, approval of the minutes

Greco/Scharmann

MOTION: Walt Downing moved to accept the Spring 2017 AESS Board of Governors meeting minutes as written. Jose Bolanos 2nd. Motion passed. MO-0222

Finance

Bolanos/Rassa

Bob Rassa presented the society finances. In 2016 we generated \$515.2K.

The conference numbers are not correct from IEEE. We must figure out what the discrepancy is.

AESS has a 5% share in a new Journal, the IEEE Journal on Miniaturization for Airborne and Space Systems (J-MASS), started by the Systems Council.

ACTION ITEM: Dale Blair – Inform Bob Rassa who the AESS selection is for the J-MASS Steering Committee and Editorial Board. AI-0705

Bob presented the 2017 and the 2018 (1st pass) budgets.

ACTION ITEM: Judy Scharmann – Develop a process for keeping track of deceased Life Members. AI-0706

Jose presented the AESS Financial strategic plan.

Member Services

Koch

Chapters – Wicks

Mike Wicks presented an update on the AESS Chapters.

ACTION ITEM: Mike Wicks – Send an email to all Chapter Chairs letting them know of the \$50 per meeting funding from the AESS. Judy will send him an updated Chapter Chair list. AI-0707

ACTION ITEM: Mike Wicks/Judy Scharmann – Update the Chapter Chair Manual. AI-0708

ACTION ITEM: Mike Wicks – Engage in regular chapter chair interaction. AI-0709

ACTION ITEM: Mike Wicks – Propose a Chapter Chair Summit and bring the Technical Panels together at the Radar Conference. AI-0710

Sections Congress

Kathleen spoke about the Sections Congress that was held in Sydney, Australia in August. It was suggested that at the next Sections Congress, we send a couple of officers to interact with our chapter chairs, and have a booth to promote AESS.

Mike Wicks introduced Ethan Lin.

Industry Relations

Walsh

Bill sent out an email to all the Chapter Chairs and only heard back from one.

ACTION ITEM: Bill Walsh – Work with Mike Wicks to establish open communication with the AESS Chapter Chairs regarding industry activities. AI-0711

Teresa Pace's employer, L3, reached out to IEEE about a Women in Engineering. This was very encouraging, to have industry reaching out to us. Teresa encouraged Bill and Kathleen to reach out to L3, but no progress.

ACTION ITEM: Bill Walsh/Kathleen Kramer – Follow up on Teresa Pace's request to contact L3. AI-0712

ACTION ITEM: Bill Walsh – Complete the update to the Industry Relations website. AI-0713

ACTION ITEM: Bill Walsh – Continue to leverage IEEE Industry Advisory Board. AI-0714

ACTION ITEM: Bill Walsh – Highlight and promote Chapter activities and events. AI-0715

There was discussion about reaching out to HR departments.

When reaching out to Chapter Chairs, we need to make it easy for them. Send materials to them directly.

Bill's vision is to have the committee make contacts with Industry, with their personal contacts.

ACTION ITEM: Mike Wicks – Develop a job description for the Chapter Chairs. AI-0716

Publications

Blair

Dale reviewed the mission and vision.

There was a status update of the Transactions.

There was a discussion about impact factor. AESS publications saw an increase in impact factor, but everyone's went up due to a change by IEEE.

ACTION ITEM: Dale Blair – Obtain the data for all IEEE Impact Factors to see how our increase compared to the median. AI-0717

There was a discussion about overlength page charges. We have \$31,594 in bad debt. Now that we know about this, we can go after it to collect.

ACTION ITEM: Jose Bolanos/Dale Blair – Work with IEEE to collect the bad debt by informing the bad debt authors that they will no longer be able to publish with AESS. Ask IEEE to put them on the Prohibited Author list. AI-0718

Peter Willett will be EIC of the Magazine beginning January 2018.

Lorenzo Lo Monte has interviewed Hugh Griffiths. The interview will appear in the October issue of the Systems Magazine.

ACTION ITEM: Judy Scharmman – Add the new Magazine editor to the website and to the distribution list. AI-0719

ACTION ITEM: Judy Scharmman – Find a transit case for the camera equipment in Dale Blair's possession. AI-0720

The Magazine has eight special issues planned.

We are trying to get a Cyber Security Tutorial.

ACTION ITEM: Bob Rassa – Put Kathleen Kramer and Dale Blair in touch with the Cyber Security Panel folks from AUTOTESTCON. AI-0721

ACTION ITEM: Bob Rassa – Write an article for the Magazine about the Cyber Security Panel at AUTOTESTCON. Get photo from Judy. AI-0722

Dale is working on the Tutorial Book.

ACTION ITEM: Judy Scharmman – When the Tutorial Book is out, put the book on the Resource Center and charge appropriate fee. AI-0723

Conferences

Davis

AESS is no longer associated with NAECON.

ACTION ITEM: Michael Braasch – Take on ICNS to try and re-invigorate with involvement of the Navigation Systems Panel. AI-0724

POCO

Michael Braasch attended and found it beneficial. POCO name has been changed to Convene.

ACTION ITEM: Mark Davis – Establish process for improving TCS Conference Proceedings Quality Control. AI-0725
Mark's goal is to start new Panels that can be the army of workers for the conference.

Education

Kramer

Kathleen requested \$1,500 for the Radar Panel YP Summer School at the Radar Conference.

ACTION ITEM: Bob Rassa – Send \$1,500 to the 2018 Radar Conference for the Radar Panel YP Summer School. AI-0726

Kathleen appointed Bob Rassa as chair of the Scholarship Committee. Kathleen Kramer and Mike Wicks are members of the committee.

ACTION ITEM: Jason Williams – Develop instructions for recording tutorials using Camtasia. AI-0727

Technical Operations

Downing

Walt Downing presented a status update of the AESS Technical Panels.

ACTION ITEM: Judy Scharmann – Change the chair of the Aerospace Control & Guidance Systems Panel to Brian Lee. Link their website to our website. <http://www.acgsc.org> AI-0728

AESS Professional Networking & Mentoring Program Update

Fabrizio

Joe gave a status update of the Mentoring Program.

ACTION ITEM: Judy Scharmann – Include the Resource Center on the Student focused flyer. AI-0729

Joe spoke of his idea of the Short Course. He ran a successful short course in 2013. Lorenzo is doing one in 2017.

This has great potential to serve the needs of industry, create surplus, and energize chapters.

ACTION ITEM: Judy Scharmann – Obtain Joe Fabrizio's short course, and Lorenzo Lo Monte's, and put on the Resource Center. AI-0730

Joe is taking personal responsibility for this short course initiative.

ACTION ITEM: Joe Fabrizio – Form a Short Course AdHoc Committee to champion this initiative. AI-0731

Student Activities

Rassa

Undergraduate Student (Hall)

Garrett did a survey of chapter chairs and only 2 responses were received.

Garrett would like to see AESS leaders go into a university and give a talk once a month. Most students do not know about our Technical Society.

Garrett would like to see a relationship continue between HKN and AESS.

Garrett spoke about Big Idea Group Events – monthly meetings to encourage collaboration to solve real world problems.

Graduate Student (Lombardi)

Federico suggests that we offer member discounts to AESS conferences, and possibly on publications.

Young Professionals Program (Lo Monte)

Lorenzo reported on Young Professionals in Space.

Lorenzo asked AESS for support for the IEEE Rising Star Conference. Region 6 is organizing this. We can sponsor for \$750. And we should send Lorenzo to the Conference.

ACTION ITEM: Lorenzo Lo Monte – Send Bob Rassa the information for the IEEE Rising Star Conference and Teresa or Joe can approve the money. AI-0732

Lorenzo is applying for \$2,000 funding for the 2018 Aerospace Conference and the 2018 Radar Conference.

Liaisons to IEEE and Non-IEEE Technical Societies

Walsh

Bill Walsh reviewed all the rep and liaison reports received. They are contained in the presentations for this meeting.

Women in Engineering

Kramer

Kathleen presented on the IEEE WIE. Teresa has approved Kathleen to attend the WIE meeting.

IEEE Resource Center Update

Kramer/Blair/Scharmann

Judy Scharmann presented a live demo of the AESS Resource Center.

ACTION ITEM: Sabrina Greco – Get the Radar Systems Panel Educational materials and send to Judy Scharmann to include on the Resource Center. AI-0733

ACTION ITEM: Sabrina Greco/Fabiola Colone – View Bob O'Donnell's course, group the lectures, and develop 10 questions per lecture. AI-0734

ACTION ITEM: Judy Scharmann – Obtain the slides from the Radar Summer School's to put on the Resource Center. Must get IEEE consent forms from each author. AI-0735

ACTION ITEM: Kathleen Kramer – Develop a submission process for video tutorials. AI-0736

ACTION ITEM: Dale Blair – Work with the 2018 Radar Conference to video the tutorials for the Resource Center.

AI-0737

ACTION ITEM: Darin Dunham – Work with the 2018 Fusion Conference to video the tutorials for the Resource Center. AI-0738

ACTION ITEM: Judy Scharmann – Find out from IEEE how can a member see their most recent purchases on the Resource Center. AI-0739

ACTION ITEM: Judy Scharmann – Take the electronic magazine off the AESS web. AI-0740

ACTION ITEM: Dale Blair – Pursue datasets for the Resource Center. AI-0741

ACTION ITEM: Judy Scharmann – Find out if the Resource Center can automatically notify AESS members when new content is posted. AI-0742

International Directors Summary

Greco

We received updates for the South Australia Section from Joe Fabrizio.

There is a request for financial support to the Columbia chapter.

\$400 for a breakfast and lecture, \$550 for a project prototype grant, and \$50 for media promotion.

It was decided that we can support the \$400 and the \$550, provided they write a report.

ACTION ITEM: Jose Bolanos/Bob Rassa – Follow up with the Columbia chapter and gather the paperwork and send to Bob Rassa who will transfer the funds. AI-0743

It was suggested that we have a finite budget for chapter support.

The meeting was recessed until tomorrow.

Saturday, September 23, 2017

Call to Order

Fabrizio

Joe called the meeting to order at 8:30 am.

Nominations & Appointments

Griffiths

Officer Elections for 2018

President (2018-2019)

Joe Fabrizio

Mark Davis

Joe Fabrizio was elected President.

Executive Vice President (2018-2019)

Walt Downing

Kathleen Kramer

Walt Downing was elected Executive Vice President.

VP Technical Operations (2018)

George Schmidt

Mike Wicks

George Schmidt was elected VP Technical Operations.

The following were elected by acclamation:

Maria Sabrina Greco, VP Publications

Jose Bolanos, VP Finance

Mark Davis, VP Conferences

Kathleen Kramer, VP Education

Bill Walsh, VP Industry Relations

Awards

Gangl

Presentations were made to the following outgoing BoG members:

Vince Socci

Dale Blair

Garrett Hall

A special recognition was given to Teresa Pace, outgoing President.
Erv presented the slides reviewing the status of recently given awards.
Erv encouraged the AESS N&A to consider past award winners as candidates for the BoG.

Awards AdHoc Report (Fabrizio)

Joe Fabrizio presented the status of the Awards AdHoc committee. This committee will continue in 2018.

AESS Scholarship (Rassa)

Bob Rassa gave an update on the AESS Scholarship. This has been sent to IEEE TAB-ARC for approval.

Governing Document Changes

Griffiths

Hugh presented the issues with our current governing documents.

Hugh presented three motions for consideration.

MOTION: Hugh Griffiths moved to amend the bylaws, as specified, to allow newly-elected members who have previously served on the Board of Governors to stand for Officer positions. Motion passed. MO-0223

MOTION: Hugh Griffiths moved to amend the bylaws, as specified, to substitute 'Executive Vice-President' with 'President-Elect'. Also, to replace the offices of 'Junior Past-President' and 'Senior Past-President' with 'Past-President'.

Kathleen Kramer moved to postpone the motion until the next BoG meeting. Bill Walsh 2nd. Motion passed with one abstention. MO-0224

MOTION: Hugh Griffiths moved to give voting rights to Undergraduate Student rep, Graduate Student rep, and Young Professionals rep.

Kathleen Kramer moved to postponed until the next BoG meeting. Bill Walsh 2nd. Motion passed. MO-0225

Old Business, New Business

Fabrizio

None.

New Action Items

Scharmann

There was not time to review Action Items. They will be sent out after the meeting.

Adjourn

MOTION: Sabrina Greco moved that the meeting be adjourned. Bill Walsh 2nd. Motion passed. MO-0226

The meeting was adjourned at 12:00 pm.