

**AESS Board of Governors Meeting Minutes  
April 23-24, 2010  
Hyatt Regency New Brunswick, NJ, USA**

Attendance: Marina Ruggieri, Bob Lyons, Jim Howard, Mark Davis, Hugh Griffiths, Lance Kaplan, Dale Blair, Yaakov Oshman, Ram Gupta, Shunjun Wu, George Dean, Reza Dizaji, Ellis Hitt, Cosimo Stallo, Roger Oliva, Bob Rassa, Andrew Flanyak, Reece Lumsden, Iram Weinstein, Jose Bolanos, Theo Saunders, Joel Walker, Cary Spitzer, Judy Scharmann (AESS Executive Assistant)

Guests: Mary Ward-Callan: IEEE Managing Director, Jayne Cerone: IEEE Director, Governance, Communications & Volunteer Relations

**Call to Order, Introductions, Adoption of Agenda – Marina Ruggieri**

The meeting was called to order at 8:00 a.m.

**Motion:** George Dean moved to adopt the agenda, Hugh Griffiths 2<sup>nd</sup>. Motion passed. MO-0056

**President's and Executive Vice President's Message to BoG – Marina Ruggieri, Bob Lyons**

Marina spoke of the Society Organization and reviewed the [AESS Organizational Chart](#).

**ACTION ITEM:** BoG - Learn the Organizational Chart. AI-0321

**ACTION ITEM:** Judy Scharmann - Send Org Chart to the BoG. AI-0322

**Secretary's Report, approval of the minutes – Jose Bolanos, Judy Scharmann**

**ACTION ITEM:** BoG – Send names to Jose Bolanos if you want an AESS name tag. AI-0323

**MOTION:** Jose Bolanos moved to accept the minutes of the Fall 2009 meeting as written. Jim Howard 2<sup>nd</sup>. Motion passed. MO-0057

**Session 1 – Inputs to the BoG from IEEE HQ**

**Mary Ward-Callan – IEEE Managing Director, Technical Activities**

[2010 Highlights and Helpful Hints](#)

Mary discussed the many changes taking place at IEEE and the many opportunities that AESS could take advantage of. Mary discussed the new IEEE office in India and asked that we contact her with any activities in India.

Mary introduced new platform development: ICX, (New Conference Platform), and IBP (IEEE Business Platform). There was discussion of the new IEEE site and the various problems with it.

**Jayne Cerone - IEEE Director, Governance, Communications & Volunteer Relations**

[Governance in Technical Activities](#)

Jayne discussed Society Governance and issues.

IEEE is in the process of discussion various membership models. If you have an idea, send ideas to [Jayne Cerone](#) and [Roger Pollard](#).

## **Session 2 – Strategic Planning**

### **Results of Strategic Planning Sessions; progress on written plan – Dale Blair**

[AESS Strategic Planning 2009 Update](#)

Dale discussed developing an active written strategic plan.

During discussion regarding AESS Technical Panels, Marina spoke of [Cyberspace Issues](#). She discussed AFCEA and their commitment to cyberspace. We discussed the value of this new Technical Panel on Cybersecurity.

Cosimo volunteered to do an interview with an expert in the field for a video or the magazine.

**ACTION ITEM:** [Cosimo Stallo – Conduct an interview with Hugh Griffiths. AI-0324](#)

### **Inputs from AESS Society Review – Bob Rassa, Marina Ruggieri**

[Society Review 2010 - AES Issues & Response](#)

Marina gave a brief overview. The formal reply is due by April 30.  
Bob reviewed recommendations and responses.

### **Inputs from IEEE February Tab Meeting – Marina Ruggieri, Judy Scharmann**

Previously covered by Mary Ward-Callan

## **Session 3 – Reports from Vice-Presidents & Chairs**

### **Membership – Jim Howard**

[VP Membership Report](#)

Jim went over Key Membership Points, then discussed Tools, Suggestions, Plans.

There was discussion regarding membership booths at conferences. We also discussed the Conference Recruiting Program. The cost is high, retention rate is low. Jim suggested that we reconsider the Free Membership Program and consider doing a pilot project.

**ACTION ITEM – Jim Howard:** [Further investigate the Free Membership Pilot Program, looking into what we can offer digitally. Model it after CommSoc program. AI-0325](#)

Other ideas: New Member conference calls between Nov. and Jan. and remind them to renew, send letters to all authors of the magazine and invite them to be members, recruit and promote Senior Members.

ACTION ITEM: BoG – Encourage local sections to promote Senior Member elevations. AI-0326

## **Chapters – Ron Ogan**

### Chapter Report

Ron reviewed chapter activity.

ACTION ITEM: Ron Ogan - Send meeting reporting procedures out in the QEB. AI-0327

Ron proposed to approve Chapter rebates for 2009. Total = \$9,900. No motion necessary.

Ron discussed and then presented the AESS Chapter Awards for 2009. Chapter awards go to Ukraine, Tunisia, and Galveston Bay.

MOTION: George Dean moved to have a 3<sup>rd</sup> Chapter Summit in conjunction with the Section Congress and budget \$60,000. Bob Rassa 2<sup>nd</sup>. Motion passed. MO-0058

## **GOLD Activities Report – Cosimo Stallo**

### AESS GOLD Report

Cosimo outlined a plan to organize a Summer School. He also outlined the creation of a link between IAD School (University of Rome, Tor Vergata) and AESS in order to find new AESS members amongst IAD students.

ACTION ITEM: Cosimo Stallo – Send business plan for Summer School to the Student Activities Committee (Marina Ruggieri, Bob Rassa, Jim Leonard) for consideration. AI-0328

## **Undergraduate Student Report - Andrew Flanyak**

Drew is in the process of creating a student chapter at Rowan, jointly with I&M society.

## **Student Activities – Bob Rassa**

Bob discussed a major push to get student chapters started.

ACTION ITEM: BoG – Submit ideas for locations of Student Chapters to Bob Rassa and Jim Leonard. AI-0329

MOTION: George Dean moved that we reduce the membership for students to \$10.00. Bob Rassa 2<sup>nd</sup>. Motion withdrawn. MO-0059

IEEE rules state that students have to be at least 50% of regular membership. Offer a “promotion”.

MOTION: George Dean moved that we have a student promotion to reduce the student membership to \$10.00. Bob Rassa 2<sup>nd</sup>. Motion passed. MO-0060

Vote delayed until after lunch.

Roger Oliva offered a friendly amendment, lowering the amount to \$8.00 instead of \$10.00.

Discussion: This is for 2011. It will be \$2,000 less coming in. This will need to be well-advertised.

**ACTION ITEM:** Judy Scharmann - Add this wording to the Membership Brochure: IEEE offers professional affiliation, AESS offers technical and domain affiliation. AI-0330

There was a proposal by Mirko Antonini requesting \$12,000 for a [High Altitude Balloon Competition](#). This will be considered by the Special Projects Committee of Bob Rassa, Marina Ruggieri, and Jim Leonard.

## **Conferences – Mark Davis**

### [VP Conference Report](#)

**ACTION ITEM:** Mark Davis – Continue working to find a new liaison for Carnahan. AI-0331

A lot of MOUs are missing for 2011 and 2012.

POCO, Shannon can't go. Need another conference organizer that would benefit, to go to POCO.

**MOTION:** George Dean moved that we give \$5,000 seed money to FISTS and have Bob Rassa on Steering Committee and Reza Dizaji will be Program Chair for AESS. 2<sup>nd</sup> Bob Rassa. Motion passed. MO-0061

## **Publications – Joel Walker**

### [VP Publications Report](#)

Tutorials – BoG, please send ideas for tutorials authors to Lance.

There was discussion on ways to reduce sub to pub. Idea: publish electronically, which will increase our impact factor.

**MOTION:** Joel Walker moved to increase page count for Transactions to 3040 per year for 2010 and 2011. Jim Howard 2<sup>nd</sup>. Motion passed. MO-0062

Discussion: It was stated that the cost will be \$5,000. It will likely to be more than that. There was much discussion on this issue. It was determined that the actual cost would be \$50.00 per page, 1,000 pages, totaling an additional \$50,000. In light of new information, a new motion was made.

**MOTION:** Roger Oliva moved to reconsider the previous motion. Ellis 2<sup>nd</sup>. Motion passed. MO-0063

It was discussed that we could present a negative budget, but that is not desirable. We need to find more sources of funding. One possibility for additional funding is the voluntary page charges.

**Ellis Hitt called for the question. Bob Rassa 2<sup>nd</sup>. Motion passed.**

Vote on the motion.

The Finance Committee will meet tonight and get all the facts and will find the highest possible page number that fits in the budget. The issue will be re-visited tomorrow.

## Education – Iram Weinstein

### [VP Education Report](#)

There was discussion regarding the Video Tutorials. We started with 3 tutorials and that's what we have now. We could increase our numbers by taping conference tutorials.

**ACTION ITEM:** Iram Weinstein – Get the DL list organized by topic to Judy for the web site. AI-0332

There was a lot of discussion regarding the 2010 DL commitments totaling \$5,781 and the late submission of a 2009 lecture totaling \$5,062. This has caused a budget shortfall, so there was discussion on how to reallocate some funds to alleviate this budget shortfall.

**MOTION:** Iram Weinstein moved that the guidelines and procedures for Distinguished Lecturers be changed to read as follows: The AES Society will pay reasonable speaker's expenses for economy-class travel, lodging and meals. As a general guideline, speaker's expenses involving travel wholly within North America or within the European Union will be covered up to \$1,000. Expenses involving extensive international travel will be covered up to \$2,000. The Society encourages arrangements whereby more than one lecture is presented in a single trip, and costs in such situations will be considered on a case by case basis. The inviting organization is expected to cover 50% of the speakers expenses. Ron Ogan 2<sup>nd</sup>. Motion passed. MO-0064

There was discussion regarding the wording of the motion on the slide presentation.

**MOTION:** Jose Bolanos moved that we accept the wording on the slide. Ron Ogan 2<sup>nd</sup>. Motion passed. MO-0065

Ellis Hitt called for the question. Bob Rassa 2<sup>nd</sup>. Motion passed.

Vote on motion.

Iram shared an [email from Baltimore chapter](#), asking for \$1,000 donation to the Historical Electronics Museum in 2010.

**MOTION:** Bob Rassa moved that we donate \$1,000 to the Historical Electronics Museum in 2010. Iram Weinstein 2<sup>nd</sup>. Motion passed. MO-0066

**ACTION ITEM:** Marina Ruggieri – Ask Mirko Antonini to send \$1,000 check to the Baltimore Historical Electronics Museum. (Pioneer Hall Museum). AI-0333

It was suggested that we advertise this donation.

## Technical Operations – Theodora Saunders

### [VP Technical Operations Report](#)

Theo reviewed the AESS Technical Panels.

There was discussion regarding a new [Cyberspace Panel](#).

**ACTION ITEM:** Theodora Saunders – Get final wording for Mission of Workforce Panel to Judy for publication on the web site. Get a Call for Participation for the July QEB. AI-0334

A new Technical Panel on UAV was proposed by George Dean.

## **Industry Relations – Hugh Griffiths**

### [VP Industry Relations Report](#)

2 main issues discussed:

1. Continuous Survey
2. Coherent graduate-level education and training.

Continuous Survey – There was discussion on who we would send this survey to. Jayne Cerone can put Hugh in touch with the appropriate people at IEEE that could help. We do need some professional help for this.

Coherent graduate-level education and training - How do we properly educate for the industry? Hugh presented a proposal to accomplish this, using a range of modules. Hugh is looking for endorsement of this idea. Not financial support.

**MOTION:** Joel Walker moved that the Board of Governors endorse the plan for graduate-level education and training as provided by Dr. Griffiths. Ellis Hitt 2nd. Motion passed. MO-0067

**MOTION:** Bob Lyons moved that the meeting be recessed until April 24. Jose Bolanos 2<sup>nd</sup>. Motion passed. MO-0068

The meeting was recessed at 5:30 p.m.

## **April 24, 2010 – Day 2**

Guests: Mary Ward-Callan: IEEE Managing Director; Jayne Cerone: IEEE Director, Governance, Communications & Volunteer Relations; Naresh Chand, North Jersey Section Chapter Chair.

Marina opened the meeting by thanking Mary Ward-Callan and Jayne Cerone for attending our meeting and helping us solve problems in real time.

## **Finance – George Dean**

George Dean presented Mirko Antonini's Treasurer report.

Reported the investment gain of 772.8K.  
Meetings and conferences showed a good surplus of 754K.  
At end of 2009, 2.9 million in reserves.

George presented 2010 budget through 1<sup>st</sup> quarter. There was discussion about how the forecast works.

George presented the 2011 budget, discussing various line items.

**ACTION ITEM:** BoG – Make a prioritized list of things that you'd like to spend money on. In October, if the budget allows, we can begin funding the list. Check the status in June. AI-0335

**MOTION:** George Dean moved that the 2011 Budget be adopted with the caveat that the cost of the Transaction page count of 2800 by IEEE proves to be equal or less than the Budget item shown. This motion came from Committee, no 2<sup>nd</sup> needed. Motion passed. MO-0069

Discussion: Mary, double check the figure we approved corresponds to the number of pages. If the number is different than the motion, we will have an evote.

Because there is a difference between actual and budget, we need to network with this review in June so we can adjust our page count.

**MOTION:** Joel Walker moved, subject to confirmation by IEEE and AES Finance Committee that additional budget for 2010 would be available, that page count for Transactions be increased to 2,800 pages. Bob Rassa 2<sup>nd</sup>. Motion passed. MO-0070

## **Session 4 – Key Committee Chairs & Activities Reports**

### **International Directors Report – Marina Ruggieri and Directors**

#### [International Directors Report](#)

Hugh Griffiths – UKRI

Ram Gupta – India. Dr. Gupta is requesting \$5,000 for student project and \$5,000 for Summer School. Send requests to Student projects to Student Activities.

Shunjun Wu – China

Marina Ruggieri – Italy and Western Europe, including the Space Panel report, with comments by Cosimo Stallo, Chair of the AESS Space Panel.

Yaakov Oshman – Israel – Discussion regarding “AES Letters”. The Transactions is losing papers to Signal Processing because of our long sub to pub time. We need to consider an eJournal or a Quick Journal. The BoG supports this, need to initiate a study to come up with a concrete package.

**ACTION ITEM:** Ram Gupta - Send requests to Student projects to Student Activities committee. AI-0336

**ACTION ITEM:** Ram Gupta - Submit an article to the Systems Magazine regarding student project in India. AI-0337

**ACTION ITEM:** Yaakov Oshman – Write a couple of pages on the AESS Letters. AI-0338

**ACTION ITEM:** Joel Walker, Peter Willett, Dale Blair, Reza Dizaji - Study the prospects of “AES Letters”. AI-0339

### **Communications Team Report and Recommendations – Ron Ogan**

#### [Communications Report](#)

Proposals:

1. \$10 reduction in membership dues for selecting electronic (digital) version of magazine for 2011. Discussion – wait until a little later to see the bigger picture.
2. Provide a link to the AESS Magazine on our web site.
3. Provide a member feedback by category on our web site or by using Linked In.

**ACTION ITEM:** Ron Ogan – Write article for next QEB regarding what we are considering in the way of communications and find out what membership thinks. We need to solve the mailing problem, which is in the works at IEEE. AI-0340

There was discussion on whether to advertise in the magazine. We could make money here. Joel will take that to the Pubs Committee.

**ACTION ITEM:** Ron Ogan – Send a communications report to Officers before the Officers meeting. AI-0341

**ACTION ITEM:** Roger Oliva – Write up a proposal regarding hiring someone to work advertising for Systems Magazine. AI-0342

The Board then welcomed a guest, the Chair of the IEEE Awards Committee, David A. Hodges.

He spoke about a new technical field award. The proposed sponsoring societies would be AESS, Control Systems, Vehicular Technology Society, and Intelligent Transportation Systems. The cost would be \$15,000 per year, divided among sponsoring societies.

Defer this to Erv Gangl and Awards Committee to evaluate and coordinate with the other societies.

**ACTION ITEM:** Erv Gangl – Evaluate the proposed new technical field award and coordinate with the other societies (Control Systems, Vehicular Technology Society, and Intelligent Transportation Systems) and come back to the board in September with a recommendation. AI-0343

It was suggested and discussed that the Judy Resnik Award be a society award rather than an IEEE level award.

### **Website – Judy Scharmann**

#### Website Report

Judy reviewed the recent changes to the web site. We clarified that members of the AESS LinkedIn and Facebook pages would be limited to AESS members only.

**ACTION ITEM:** Judy Scharmann - Send an email to all IEEE and non-IEEE entities reps and to advise them that they will be asked for ½ page report to be sent to Marina and Bob Lyons. AI-0344

### **Awards – Marina Ruggieri, Judy Scharmann (for Erv Gangl)**

#### Awards Report

### **Logo Contest – Marina Ruggieri, Judy Scharmann**

Logo Contest submissions were reviewed by the Board.

**MOTION:** Theo Saunders moved that the logo submissions be reviewed by the Logo Committee and recommendations be given to the Board of Governors. 2<sup>nd</sup> Bob Rassa. Motion passed. MO-0071

After logo is selected, Raytheon will do the graphics work for free. Include old logo as one of the options.

**MOTION:** Roger Oliva moved that we add old logo to the list of the 2 favorites and vote today. There was no 2<sup>nd</sup>. MO-0072

The committee will address this and get back to the board with their recommendation.

**ACTION ITEM:** Logo Committee – Review logos and submit recommendation to the BoG. AI-0345

### **Report of Special Projects: Bob Rassa**

Bob Rassa reviewed the special projects that we currently have.

Student Projects:  
MST – UAV contest  
India  
Local HS in Maryland - starting an engineering program.  
Region 2 Student Activities Conference

The Special Projects Committee: Marina Ruggieri, Bob Rassa and Jim Leonard. If you have ideas for a special project, send to Bob Rassa.

**ACTION ITEM:** BoG – Send Student Activities Special Project ideas to Bob Rassa. Up to \$5,000 per project. AI-0346

The India student projects proposed by Ram Gupta and the High Balloon Competition proposed by Mirko Antonini will be sent to the Special Projects Committee.

### **Constitution & Bylaws - Bob Rassa**

#### [AESS Document Changes Report](#)

Proposed changes: eliminate “Transactions” from media list and add Web site

**MOTION:** Bob Rassa moved that the FOI change be accepted as presented. Motion passed. MO-0073

There was a lot of discussion regarding the change in FOI and the words “systems engineering”.

Bob reviewed the other Constitutional and Bylaw changes. It was determined that we can do a formula for the quorum. At least 1 more than ½ the voting members.

**ACTION ITEM:** Bob Rassa – Send out wording in a document and Marina will call for an e-vote for all the constitutional and bylaw changes. AI-0347

### **Nominations & Appointments – Bob Rassa**

#### [AESS Elections 2010 Report](#)

**ACTION ITEM:** BoG – Send qualified board candidates and CV to Bob Rassa in the next 30 days. AI-0348

**ACTION ITEM:** Bob Rassa – Once finalized, send candidates out to the BoG for an eVote. AI-0349

**ACTION ITEM:** Bob Rassa – Work with IEEE to work out the Exec. VP term limit issue. He will not be an elected BoG member when he is to move into the Presidency. An “Office Advancement” could be an exception. AI-0350

### **Action Item Review – Jose Bolanos, Judy Scharmann**

All action items from this meeting were reviewed.

### **Old Business, New Business – Marina Ruggieri**

Jose reported that he has had a misunderstanding about how page charges are collected. He is now going to be getting a monthly report on money taken in. He stressed the importance of meeting the IEEE

staff, because he had worked with Deborah Naicken at IEEE for many years, but had never met until recently. It was a good face-to-face meeting, as it cleared up some misconceptions by Jose.

**ACTION ITEM:** Jose Bolanos – Come up with how much money is collected for page charges, and propose how to get more. AI-0351

Encouraged new board members to review the Org Chart and find an area of interest and get involved. There was discussion on orientation for new board members.

Marina Ruggieri has been appointed by AI Hero as the Division IX voting member of the Society on Social Implications of Technology (SSIT).

Fall Meeting – Orlando, FL in conjunction with Autotestcon. Officers on Sept. 16, BoG on Sept. 17 and half day on 18<sup>th</sup>. Bob Rassa said he would block rooms.

Mary Ward-Callan announced that if you did not get a Senior member plaque and want one, she has the email address. \$27 plus shipping.

There was discussion regarding holding BoG meetings at universities. They can provide facilities at reduced cost, give opportunity to students to interact, and we target areas where we want to grow. We are saving money and involving our membership. GA Tech is an idea.

**ACTION ITEM:** Theo Saunders – Work on a proposal to have a BoG meeting at a university. AI-0352

Ron Ogan discussed IEEE member net.

Ron Ogan introduced guest, Naresh Chand. He is interested in serving on the board. Naresh spoke a bit about his chapter and his interest in the board.

**MOTION:** Bob Lyons moved that the meeting be adjourned. Theo Saunders 2<sup>nd</sup>. Motion passed. MO-0074

The meeting was adjourned at 1:00 p.m.

Respectfully submitted,

Judy Scharmann  
AEISS Executive Assistant