

**AESS Board of Governors
Spring 2014 Meeting
Marriott RiverCenter
Cincinnati, OH
May 22-23, 2014**

Attendees: Bob Lyons, Hugh Griffiths, Marina Ruggieri, Rob Ewing, Ron Ogan, Joe Fabrizio, Alfonso Farina, Peter Willett, Erik Blasch, Yuri Abramovich, Walter Downing, Maria Sabrina Greco, Lance Kaplan, Kathleen Kramer, Leo Lighthart, George Schmidt, Bill Walsh

(Via phone: Bob Rassa, Roger Oliva, and Jim Leonard)

Non-voting members: Erv Gangl, Jayne Cerone, and Jennifer McGillis

Absent: Teresa Pace, Iram Weinstein, Frank Reyes, W. Dale Blair, Jim Howard, Wolfgang Koch, and Judy Scharmann

Bob Lyons called the meeting to order at 8:00 am.

Adoption of the Agenda

MOTION: Bob Lyons moved that we adopt the agenda. Bob Rassa 2nd. Motion passed.

A quorum has been established.

Message from the President – Bob Lyons

Bob Lyons message to the Board of Governors included the following points:

- Our elections have led us to lose inclusion of Far East in leadership.
- Young engineer population is growing around the globe and we must strategically plan how to engage them.
- How do we grow our organization? We would like to grow in Regions 9 and 10.

Secretary's Report, approval of the minutes

MOTION: Bob Lyons moved to approve the Fall 2013 meeting minutes as written. Bob Rassa 2nd. Motion passed.

Division XI Director - Marina Ruggieri

(see posted presentation)

Marina presented an overview of Division IX: A Strategic and Technical Path Forward. The following points were highlighted:

- AESS is in Division IX, along with 6 other societies.
- We are part of a large IEEE, the division is our way to have a voice not only in the Board of Directors of IEEE, but in the group as a whole. How can we make the relationships more effective between society, division and TAB? We must develop a common strategy.
- We have a common technical interest within our division and we would like to develop a division project. Bob Lyons appointed Maria Sabrina Greco as our representative for this common project.

IEEE Senior Director - TA Volunteer Engagement – Jayne Cerone

(see posted presentation)

Jayne Cerone presented a Technical Activities Overview, highlighting the following points:

- Technical Activities is trying to focus at staff and volunteer level on 5 C's (connections, coverage, curation, content, competency).
- IEEE has established six Technical Communities. Members can join as part of the renewal process at no charge.
- IEEE has developed a "Yellow Card" Warning System for discouraging/documenting disruptive and/or questionable behavior.
- IEEE GOLD changed the name to Young Professionals.
- TA connect- monthly teleconference with IEEE heads, can dial in and ask any question.

Strategic Planning – Teresa Pace (Absent)

(see posted presentation)

Each officer will include a slide on their portion of the strategic plan during their presentations. Final strategic plan for the next three years will be developed from these discussions.

Technical Operations – Roger Oliva

(see posted presentation)

Roger collaborated with Ron Ogan to energize each panel's leadership.

Maria Greco is the new chair for Radar Systems Panel.

There is a critical need to collaborate more effectively between panels and chapters.

It was decided that no Standards chair is necessary, as each panel is separately pursuing standards. Formal peer review amongst panels is providing us with a better reporting process for the level of health of each panel.

MOTION: Roger Oliva moved to reactivate the Technical Panel of the Year Award Certificate. Ron Ogan 2nd. Motion passed.

Discussion: To lower the financial impact, it was decided to have a certificate instead of a plaque.

Panel activities were discussed:

- Target Tracking Systems Panel needs to be re-energized. Lance and Erik will take over task of finding someone to reenergize this panel.

ACTION ITEM: Lance Kaplan/Erik Blasch - Find a volunteer to lead and re-energize the Target Tracking Systems Panel.

- Cyber Security may need new panel chair, current one has no time to delegate leadership. Erik suggests moving this panel in to the Avionics Panel.
- Aerospace Workforce panel may need removal, board to give guidance offline.

Membership – George Schmidt

(see posted presentation)

George reviewed membership statistics.

George reviewed membership plans and goals.

Lower cost options for Xplore: There is a loss of income from Xplore downloads related to AESS Conferences. The Membership presentation includes some of George's ideas for cost recovery. There was discussion of a nominal fee to access Xplore, along with repercussions of adding additional fees or higher dues on membership retention.

If motions include financial implications, first meet with Finance VP and Treasurer in order to have an informed, solid motions brought to the floor at the BoG meetings.

ACTION ITEM: Bob Lyons – Discuss option for Xplore Cost Recovery in June.

Chapters – Erik Blasch

(see posted presentation)

The BoG has acknowledged that there can be an annual Chapter Recognition, which will be forwarded to Erv.

Chapter Activities– Local groups are failing to submit reports. There was discussion about how to engage non-responsive chapter chairs. We need primary and secondary emails for each chapter.

Re-send Summit 2014 attendance message, Leo needs more support.

MOTION: Erik Blasch moved to institute a Certificate of Recognition for Chapter Chair who recruits, sustains and increases membership and recognition for Chapter Activity of the Year. George Schmidt 2nd. Motion passed.

Student Activities – Bob Rassa

(see posted presentation)

High school programs are successful and show interest in AESS funded programs. AESS is one of the few societies that reaches out to high school students and funds support programs.

Maria Greco would like to use funds to grant travel funds for student participation in conferences. AESS does not currently do this, but some societies do offer these travel grants to students who have registered, and later the best student papers receive a cash reward. Ideally the funds would help with travel expenses. We could entertain a proposal for such a program.

There was discussion on increasing funding for student activities to cover UAV conference. Proposal to follow.

GOLD Activities – Cosimo Stallo

GOLD program is now named IEEE Young Professionals.

Stallo would like to consider a booth at the "Festival della Scienza", which has over 100,000 visitors. He would like to consider materials that would engage visitors. He will discuss with Education VP.

Fellows Report – Bob Rassa

(previously scheduled for Friday)

(see posted presentation)

AESS had six members elevated to Fellow.

Nominations for Fellow candidates are due March 1, 2015 to Maria Greco.

Publications – Peter Willet

(see posted presentation)

We would experience more impact if we were to cite within our own journal. In Aerospace there are 25 journals, we are ranked number one. We are in the lower end of the middle for IEEE Transaction Journals because of our publication time.

There is a new IEEE Xplore format. They used PDF format in the past, but now using an HTML metadata document format for mobile device viewing. It is now required that we submit a PDF and an HTML for all transactions and magazines. The January issue was not posted until April because of these new issues.

Would like to change paper format to left-right justified.

Lance and Peter would like to consider an IEEE AESS blog. Comments would be monitored. The would encourage membership, as only members would have comment privileges. Could we fuse this with QEB?

Associate Editors pool needs to become more sector diverse. A lot of AE's have an academic background. Reviewers are in industry, resulting in a longer review process.

Mike Rice has stepped down as AE to take the Associate EIC of the Transactions. He could become heir of Lance's position.

Content is welcome for QEB. Bill Walsh is now in charge of this, supported by Judy.

Systems Magazine is something to be proud of. Magazine now includes some historical content.

Publications strategic plans were discussed.

There was discussion regarding the need to remove bogus papers from IEEE Xplore.

Bob Lyons would like to clarify which VP is in charge of the AESS website.

Bob Lyons appointed Mike Rice as secondary representative for Journal of Lightwave Technology for telecons/meetings. Mike Cardinale is our primary rep.

There was discussion as whether to allow previously reviewed, published papers to appear at any AESS conference without any further review or publication within one calendar year of initial publication. Registration fees would be paid for these papers, just no further review or publication. This discussion was moved offline.

Conferences – Bob Rassa presenting for Iram Weinstein (Absent)

(see posted presentation)

ICNS is operating substantially below financial goal, but conference attendance is low because of DoD and NASA restrictions.

There was discussion of actions to deal with concerns from our co-sponsors about lack of AESS support. Send all ideas to Iram regarding how to better support our conferences.

There was discussion of splitting our co-sponsorship of ICNS.
There was discussion of volunteers to sit on AIAA committee. Kathleen Kramer volunteered.

ACTION ITEM: Erik Blasch – Speak with Denise Ponchak to ask where volunteers are needed and seek out those volunteers from AESS and BoG.

Beginning in 2016 there will be a \$1,000 fee and a \$50 per paper fee sent to Xplore. There was discussion on if we should begin establishing a stable cooperation with those organizations who seek our technical co-sponsorship. We need to start that now, so that when we ask them to pay the fee they do not protest.

ACTION ITEM: Marina Ruggieri – Suggest possible industry relationships for technical co-sponsorships to Bob; he will follow up with them.

There was discussion on the effects of these new charges on the ability to technically co-sponsor conferences.

Education – Joe Fabrizio

(see posted presentation)

ACTION ITEM: Erik Blasch – Send funding proposal for students.

Increase use of DL talks when they are already traveling for conferences or business. There was discussion on giving our DL's the opportunity to communicate their future travel plans (conferences attending), so they can be invited to speak in surrounding areas. We could include these DL travel plans on the current DL website (found on iee-aess.org).

ACTION ITEM: Erik Blasch and Joe Fabrizio – Work together so that chapter chairs are aware of DL travel, so they can schedule a talk during the DL's time in their area.

ACTION ITEM: Joe Fabrizio – Work with Judy and Bill to publish DL travels in QEB.

There was discussion on probing Middle East and other areas outside of the USA for DL nominations to enhance global participation.

ACTION ITEM: Joe Fabrizio – Solicit BoG for DL nominations.

ACTION ITEM: Joe Fabrizio – Establish committee for evaluating DL nominations, reviewing DL roster and soliciting nominations.

Overview of strategic goals for online tutorials (see posted presentation)

ACTION ITEM: Joe Fabrizio – Seek volunteers for assisting in broadening topics for AESS online tutorials along with ways to boost website hits for AESS online tutorials.

Overview of new education initiatives (see posted presentation)

Joe will draft a planning document for mentoring program for BoG review by next meeting.

There was discussion of nominations for mentoring roles. Seek Judy or Chapter Chair's help for oversight of full mentoring scheme. Goal is to offer mentors/mentees to areas with fairly little AESS membership, take this mentor relationship online. Begin this scheme at the chapter level, in a few vibrant Chapters within U.S. There was discussion on how to get support from senior AESS members as mentors. We can involve other societies within division, through GOLD representatives.

ACTION ITEM: Erik Blasch – Send email to chapters seeking support to implement phase 1 of mentor scheme.

ACTION ITEM: Judy Scharmann - Make sure listserv is set up with Chapter Chair latest information.

There was discussion on implementing this new Dissertation Award in memory of Robert Hill. The goal of the award is to attract new members. There was discussion on whether to begin this as a recognition or an award.

ACTION ITEM: Joe Fabrizio – Work with Erv and Judy to begin formalizing details of Dissertation Award with IEEE.

Finance – Bob Rassa and Ron Ogan

IEEE AESS Financial Report (as of April 2014)– (see posted presentation)

Conference net, AUTOTEST and others, was below budget, this was explained as an effect of the restriction on the U.S. Government Offices' participation in conferences.

ACTION ITEM: Bob Rassa – Send out to BoG the memo from U.S. Secretary of Defense re-establishing some conference travel for DoD.

AESS Society Strategic Planning and Execution– (see posted presentation.)

There was discussion on encouraging members to move upward for VP positions and for conference committees; mentoring and grooming members for positions.

Expense report rules should be followed and submitted on time.

Bob Lyons– Make sure that you are filling in Bob and Ron with each of your expenditures, work before the fact with VP Finance and Treasurer to verify that we can afford your proposed programs. You may need to solicit their help prior to presenting it to BoG.

There was a discussion led by Yuri Abramovich on an AESS endorsed educational institution certification. Jayne Cerone suggests speaking with IEEE Educational Activities office, as there may be a similar program. Could issue an Aerospace certificate that could be institutionally recognized.

ACTION ITEM: Brandon Ratzloff – Review the Industry website and give Alfonso reaction and feedback.

Meeting recessed at 5:30 pm until April 23, 2014

April 23, 2014

Nominations & Appointments– Hugh Griffiths

N&A committee met and slated 12 members under the direction of the President, elections will occur until 3rd of June, that will elect 6 board members. This gives the BoG the opportunity to elect two further members. The Committee did take into account– diversity, geographical representation, and range of subject interest. The BoG will vote on remaining two members electronically.

There was discussion on the nomination and election process.

There was discussion on difficulties of electing someone based on a 1-page resume online.

ACTION ITEM: Rob Ewing – Utilize your contact (J. Orkin?) currently representing US in China for some input on the election process.

There was discussion on methods of filling positions globally. We could fill positions with students or professionals with global awareness. It was proposed to take this larger issue up with MGA and IEEE.

Hugh has been conducting a review of the bylaws, asked that each member take a look at some items. Some issues have to do with grammar. Review of the proxy voting process (section 8) was discussed. Wording of sections of the bylaws were discussed.

International Directors Report – Marina Ruggieri

(previously scheduled after Awards presentation)

There was discussion on the difficulties of achieving global vision while dealing with missing global connections. Also discussed was how to close membership and conference attendance gaps with current economic situation.

Presentations were made on international activities related to AESS.

There was discussion on Argentina and Mexico. Also discussed was how to extend membership in Ukraine. Mention was made about e-membership option, which can be used for developing countries whose GDP is below \$15,000 USD.

It was proposed to forward this issue to IEEE, as it is a larger issue outside of society.

Awards – Erv Gangl

In order to institute PhD award, IEEE TAB must approve it.

ACTION ITEM: Joe Fabrizio – Forward information and details pertaining to Robert Hill PhD award to Erv.

Outstanding Organizational Leadership Award has been approved. It has not ever been awarded. We need to publicize nomination call.

Nominees for Outstanding Organizational Leadership Award were discussed— Bob Rassa, Jim Leonard, Alfonso Farina, Myron Kayton, Dave Woerner, Marina Ruggieri.

Peter Willett proposed idea of creating a list and conducting an email vote.

MOTION: Bob Lyons motions to consider list of five nominees for the Outstanding Organizational Leadership Award and for Erv to release a ballot of these nominees to the Board of Governors to be voted on by the end of June. Peter 2nd. Motion passed.

ACTION ITEM: Joe Fabrizio/Erv Gangl – Format the Robert Hill PhD Award for submission to IEEE TAB, BoG to receive first review rights.

ACTION ITEM: Joe Fabrizio – Research financial impact of awarding the Robert Hill PhD Award.

Discussion of changing casts for awards to reflect new IEEE and AESS logos, manufacturer quoted \$3,000 USD to change casts.

MOTION: Bob Lyons motions to maintain current cast for plaque awards and not to recast. Peter 2nd. Motion passed.

Initiatives – Ron Ogan

Tutorials for Technical Panels:

There was discussion on developing tutorials that are aligned with the technical panels, presenting and capturing them and to profit off this package. The proposal is to develop three tutorials each year beginning with Technical Panels as selected jointly by the Technical Operations VP and the Panel leaders as confirmed by the AESS Board of Governors. The idea behind the proposal is to publicize the technical panels and also generate intellectual property for publications. The proposal is to plan for one this year (2014) and to fully implement the process in 2015. The one for 2014 would function as a test for budget, execution and technicalities. This technical tutorial test in 2014 would be presented, recorded, published online and tracked to measure success. This tracking would later (within 2 months) be presented to BoG to minimize risks of fully adopting program with no knowledge of full course.

MOTION: Ron Ogan moved to institute \$5,000 USD seed money for production of one technical tutorial, to be chosen by Roger Oliva and approved by Board of Governors. Production should not exceed \$5,000 USD. Bill Walsh 2nd. Motion passed. (split vote 7-6)

Unmanned Aircraft Systems Competition:

This practice is rapidly growing both in expenditures and in integration in to the airspace system. Uses are far ranging. Proposal of planning, promoting and supporting two Unmanned Aircraft Competitions per year involving AESS Student Branches with directions and support of AESS BoG and other knowledgeable AESS members worldwide. Discussion of proposed expenses. Discussion on what benefits we have by accepting such proposal, benefits discuss include- aligning ourselves with a budding technology. Discussion on who would plan such a competition. Discussion on corporate sponsorship, is there any? Discussion on travel costs.

MOTION: Ron Ogan moved to approve \$30,000 for two Student Unmanned Aerial Vehicle (UAV)/ Unmanned Aircraft Systems (UAS) for competition in 2014 and reserve the same amount for 2015 budget. No 2nd.

MOTION TO TABLE: Bob Lyons moved to table this motion. Kathleen 2nd. Motion passed.

ACTION ITEM: Ron Ogan – Reach out to student groups for proposals on participating and receiving funding to participate in UAV/UAS competitions.

There was discussion on potentially creating an electronic UAV/UAS competition as an alternative to the previous proposal.

Old Business:

Strategic Planning – Bob Lyons asked that VP's and other BoG members continue to develop these strategic plans.

MOTION: Erik Blasch moved that when a conflict of interest arises, expenses must be approved by the President. Kathleen Kramer 2nd. Motion passed.

New Business:

There was discussion on allowing advertisements on <http://ieee-aess.org> homepage. We need to develop a policy for such advertisements.

ACTION ITEM: Peter Willett/Bill Walsh – Research proposal for webpage advertising, consult with Conference Catalysts.

Bob Lyons is concerned with governance and lack of background information when bringing items to the Board. VPs have authority to execute their missions without consulting president with every detail. Increase global impact of society. Recognize geographical, demographic, cultural barriers and work to lessen the impact of these issues.

ACTION ITEM: VP's of BoG – Create separate listserves with contacts of reasonably involved members.

ACTION ITEM: Bob Lyons – All VP's will have access to necessary governing resources (TAB, MGA, etc.) Be sure to consult and involve necessary officers and contacts to develop proposals.

Discussion of potential dates for next BoG meeting. East Coast seems to be best option for most attendance. Consult with Judy on these locations- potentially Colorado or Orange County. There are constraints in early October because of Radar Conference.

MOTION: Bob Lyons moved to adjourn. Ron Ogan 2nd. Motion passes.

Meeting adjourned at 12:00 pm.