

AESS Officers Meeting Minutes
Hyatt Regency New Brunswick, NJ
April 22, 2010
2:00 p.m. – 6:00 p.m.

Attendees: Marina Ruggieri, Dale Blair, Bob Rassa, George Dean, Jim Howard, Iram Weinstein, Joel Walker, Jose Bolanos, Mark Davis, Hugh Griffiths, Bob Lyons, Judy Scharmann (AESS Executive Assistant)

Guest: Jayne Cerone, IEEE Director, Governance, Communications & Volunteer Relations

Call to Order, Introductions – Marina Ruggieri

MOTION: Jim Howard moved that the Agenda be approved. 2nd Bob Lyons. Motion passed.

President and Executive VP Message on Strategic Planning

Marina had words of welcome and explained the agenda. Marina introduced Jayne Cerone from IEEE. Jayne indicated that she is going to attend all AdCom and BoG meetings for all societies and councils within the next 5 years. This will help give better support from IEEE.

Bob Lyons congratulated Dale and the strategic planning meetings.

Feedback from the AESS Review and impact on our future strategy – Rassa

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

Bob reviewed the Response process.

Bob went over the highlights. We need to review each SRC recommendation and then Bob will formulate the response. There was discussion regarding what defines a quorum. Jayne Cerone doesn't think we need an actual number here, but a percentage of the voting members present. She will check on this issue.

Another issue is the eVote wording. The wording we used came directly from the IEEE wording, so we do not understand what the complaint is. Jayne Cerone said she would look into this.

Bob went through the Best Practices. We need to get the society overview into the hands of the DLs.

Strategic Planning – Dale Blair with Officers

[AESS Strategic Planning 2009 Update Report](#)

Dale has initiated action between meetings, or an Implementation Plan.

He also discussed Challenges, and the fact that we are competing for people's time and energy.

Dale discussed Execution and the bimonthly telecons.

Identify Partners

Improve Communications: Magazine

There was discussion on 80% of our articles being recycled conference papers. We can't change the articles, the author must do it.

Jayne Cerone asked that we look for articles that would be of interest to the general public, which would get press coverage, and possibly gain new members.

ACTION ITEM: Judy Scharmann – Put Teresa Pace in touch with I&M EIC, Shlomo Engleberg, because they are publishing conference papers, getting authors to re-write. OAI-0023

ACTION ITEM: Mark Davis – Begin process of asking Conference Committees to recommend papers, and put it in the MOU. OAI-0024

ACTION ITEM: Teresa Pace – Identify articles that would be of interest to the general public, then we could get press, and possibly members. We need to identify things that we could get press coverage on. OAI-0025

ACTION ITEM: Peter Willett and Teresa Pace – Get forthcoming articles on a CD and get it to Judy to put on web site. OAI-0026

There was a lot of discussion regarding going bi-monthly with the magazine. Start planning now and implement the change in 2012. We could possibly target bi-monthly topical issues. Like Radar and have Mark Davis as Guest Editor.

Many ideas were discussed for the Magazine:

- Interview articles. Possible names: Eli Brookner, Myron Kayton, Yaakov Bar-Shalom, etc. When we do these interviews, let's video tape them and put them on the web site.
- Set up goals for each issue of the magazine.
- Have 4-5 really solid issues in 2012.
- Student issue with a student guest editor, and could link it with the Student Paper contests at conferences. It could work with graduate students. Maria Greco would be a very good option since her students continue to win awards.

ACTION ITEM: Dale Blair – Send an email request to Marina and Mirko requesting \$400 for Target Tracking Panel meeting. OAI-0027

We've identified a chair for cybersecurity Panel: Fred Wright. Fred will draft charter and bylaws. We can ask Fred to contact AFCEA and form an alliance. We discussed having a Joint panel with Systems Council.

ACTION ITEM: Dale Blair – Ask Fred Wright (new chair of Cybersecurity Panel) to find a rep to the Carnahan Conference. OAI-0028

VP Conference Report – Mark Davis

[VP Conference Report](#)

Mark talked about a couple of issues, using the presentation for tomorrow.

ACTION ITEM: Mark Davis – Work with Judy to put a Technical Co-Sponsorship Process on the web site. OAI-0029

ACTION ITEM: Judy Scharmann – Separate the conference listing into 2 lists: financial and technically co-sponsored. OAI-0030

ACTION ITEM: Hugh Griffiths – Send the conference (something in the Tuscany region) to Mark to add to the Technical Co-Sponsored Conference list. Get the MOU. OAI-0031

ACTION ITEM: Mark Davis - Assemble a "Best Practices Document" for conferences. OAI-0032

There was a lengthy discussion regarding the Conference Recruiting Program.

ACTION ITEM: Judy Scharmann – Tally the reinstated members from the 2009 Radar free memberships. OAI-0033

Membership – Jim Howard

[VP Membership Report](#)

Jim Howard indicated that our membership was down, only by a few members, but it is the first drop in 3 years. Jim is going to bring up to the entire BoG, the Free Memberships pilot program, with a digital magazine. He wants to know if the board wants to do this.

Education – Iram Weinstein

[VP Education Report](#)

Iram reviewed the issues for the BoG meeting:

1. The budget for DL is now spent. Iram has prepared a motion.

2. Has a motion for new wording for policy on how to request a DL.

ACTION ITEM: Iram Weinstein - Put together an evaluation form for the video tutorials and DLs. OAI-0034

Publications - Joel Walker

VP Publications Report

Transactions

Joel discussed the page count issues. There was a lot of discussion.

Magazine:

Teresa is very motivated and has engaged the Magazine Associate Editors. We have new Admin Editor to replace Dave. We would like to begin thinking about moving it to Allen Press.

Please contact Lance with Tutorial authors.

Joel reviewed the Reader Survey. Let's continue the survey for another month. It was decided that it was too small a sampling to consider it representative of our membership.

Industry Relations – Hugh Griffiths

VP Industry Relations Report

Hugh discussed the Continuous Survey.

Hugh discussed coherent graduate-level education and training

Finance – George Dean

George reviewed 2009. We got way more from our investments this year: 772.8K. We also saved a lot of money on BoG expense.

We have about \$96,000 to play with. George and Marina are going to talk about some of that tonight and George will report tomorrow.

There was discussion regarding volunteers not submitting their expenses in a timely manner. This is unacceptable. It was decided that we can pay for Fall 2009, but we'll have to wait and see for Spring 2009 expenses. We'll wait until Sept. and see if we have the money, and if so, we can pay for Spring 2009. People must realize they must submit expenses in a reasonable time.

Marina wants to stay in the US this year, but perhaps travel to Europe for a meeting next year.

ACTION ITEM: Mark Davis - Look at projection of surplus for each of the conferences, compare to actuals, and then look at their budgets. We can start using this history to help know where we will be financially. OAI-0035

We should be starting to generate more income as Mark asks for a 20% surplus.

Meeting adjourned at 6:00 p.m.

Respectfully submitted,

Judy Scharmann
AESS Executive Assistant