



**IEEE AES Society
2019 Strategic Planning Meeting
February 9, 2019
Miami, FL | Marriott Biscayne Bay Hotel**

Attendees: Joe Fabrizio, Walt Downing, Hugh Griffiths, Robert Lyons, Marina Ruggieri (remote), Robert Rassa, Michael Braasch, Lorenzo Lo Monte, Jose Bolanos, Darin Dunham, Fabiola Colone, Maria Sabrina Greco, George Schmidt, Jane Buckingham

President's Welcome Message

Fabrizio

Joe Fabrizio called the meeting to order at 7:50 AM.

Joe Fabrizio welcomed all to the 2019 Officers' Strategic Planning Meeting, recognized the new VPs, reviewed the publications revenue surplus and the AESS Membership Numbers from 2018, which has been consistently increasing.

[ACTION ITEM: Fabiola Colone – Review the membership statistics to determine reasons for the increase. OAI-00218](#)

VPs should work with one another to accomplish initiatives that overlap and be very intentional to involve Committee Members. Rather than have a long list of initiatives, it's preferable to have selected priorities that will be realistically accomplished within the year. VPs were asked to write a strategy that is less than two pages for their initiatives that is more specific than what is included in presentations.

[ACTION ITEM: Walt Downing – Ensure that each VP drafts a written strategy with SMART goals and key expected results \(less than two pages\) prior to the Spring Board of Governors meeting. OAI-00246](#)

Approval of 2018 Officers' Meeting Minutes

Ruggieri

The 2018 Strategic Planning Minutes were accepted as written.

Officers' Strategic Planning Meeting Instructions

Downing

Best ways to utilize the IEEE Collabratec platform were discussed.

Walt Downing reviewed the 2020 Vision for the strategic planning process, specifically the differences between goals and SMART objectives, as well as the meeting ground rules.

Publications

Greco

Reducing the average submission-to-publication time for the AES Transactions to 9 months was discussed in detail.

The required term limit of three years for Associate Editors was discussed, as well as the requirements revolving around the number of Associate Editors needed to review and/or reject a paper. IEEE recommends at least two AEs are assigned.

The time limitations for the reviewers was discussed. We should consider setting tighter deadlines and allowing reviewers to ask for extensions as needed.

There was discussion about the number of Technical Editors, which is currently low and in the process of being increased.

There was discussion regarding ways that the AES Systems Magazine could reduce costs. There is a new contract with IEEE Publications, and AllenPress will no longer be used for the Magazine starting in March. The option to allow members to opt for an electronic only version was discussed, and the possibility to move from 12 to 6 issues is being considered in effort to save money.

The QEB has new articles and sections in place that encourage younger members to read and contribute.

[ACTION ITEM: Fabiola Colone – Work with Hugh Griffiths to consider adding a column to the QEB on historic milestone. OAI-00219](#)

A New Journal on Radar was presented. There was discussion about this competing with the AES Transactions. It was mentioned that because Open Access is eventually going to be required by IEEE, it may not be good timing to start it unless it's Open Access. The effect that a new journal would have on the Impact Factor of the AES Transactions was discussed.



Finance

Jose Bolanos presented primary finance objectives, which included implementing a seamless process for overlength page charge collection, reducing the bad debt by 50%, and identifying at least two ideas that can increase AESS surplus.

Ways to increase surplus were discussed: primary ways are through membership fees, conferences, publications, and the Short Course Initiative.

Bolanos

Treasurer's Update

The society is still solvent and is budgeted to generate a surplus for 2018.

Rassa

Membership has been slowly growing over the last 5 years, and this positively contributed to the 2018 budget, along with publications and conferences. The post conference publications sales are regularly increasing and provide a huge revenue to the society.

There was discussion regarding the changes Open Access will have to the AESS Publications processes and revenue. Overlength page charges will go away with Open Access and the ASPP revenue will be decreased once the new algorithm is fully in place. Most transactions papers that AES receives come from academics; the universities will no longer pay a subscription with Open Access and will likely help pay for individual papers instead.

There was discussion about expense reporting processes. There is a 60-day timeframe to submit an expense report. IEEE will move to an online expense reporting tool called Concur soon.

[ACTION ITEM: Bob Rassa - Send an email to the Officers with the process to submit expense reports for the 2019 Officer's Strategic Planning Meeting. OAI-00220](#)

Problem Solving Exercise: Communication Preferences

Varying communication preferences and ways in which they differ by generation were discussed.

Downing

Adding the Collabratec platform to work with already existing committee telecon meetings was discussed.

Member Services

There was discussion regarding the importance of selecting Chapter Chairs who will be actively involved. Chapters affiliate with AES, but fall under Sections, however AES should determine ways to influence the Chapter Chair process.

Colone

[ACTION ITEM: Bob Rassa – Discuss the Chapter Chair selection process to the TAB Committee. OAI-00221](#)

It was mentioned that we should investigate the possibility to form a communication channel through Collabratec for the Membership Development committee to communicate with Chapter Chairs.

The Chapter of the Year award process is unclear; this is a way to incentivize Chapter Chairs to become more involved.

[ACTION ITEM: Fabiola Colone – Work with Jane Buckingham to add Chapter Chairs photos and bios to the website. OAI-00222](#)

Ways to continue to engage younger members was discussed. IEEE staff is assisting with renovation of publicity material for new and renewing members. This should also be done through the QEB, website updates, and recognition.

[ACTION ITEM: Jason Williams \(lead\) with Fabiola Colone, Alfonso Farina, Kameron Lacalli, and Michael Noble - Establish a pattern of periodic communications with Chapter Chairs to increase awareness in AESS events and activities. OAI-00223](#)

[ACTION ITEM: Fabiola Colone \(lead\), Lorenzo Lo Monte – Prioritize promotion of AESS DLs at Chapter meetings. OAI-00224](#)

[ACTION ITEM: Fabiola Colone – Look into options to arrange local tours for local Chapters. OAI-00225](#)

[ACTION ITEM: Michael Noble \(lead\) with Jose Bolanos, Fabiola Colone, Alfonso Farina, and Jason Williams - Review and make suggestions to update the Chapters Handbook to include guidance for best practices and expectations. OAI-00226](#)

[ACTION ITEM: Fabiola Colone \(lead\), Stefano Coraluppi, Roy Streit, Jason Williams, Fulvio Gini, and Peter Willett - Review the Chapter of the Year award processes and requirements for assigning the award and work to stimulate nominations. OAI-00227](#)



[ACTION ITEM: Jane Buckingham – Work with Jose Bolanos and Fabiola Colone to setup a page on the website to include L31s. OAI-00228](#)

[ACTION ITEM: Fabiola Colone \(lead\), Stefano Coraluppi, Francesca Filippini, and Sabrina Greco – Update the publicity material and the messaging strategy we adopt to engage members in AESS initiatives; this includes the QEB and AESS Website. OAI-00229](#)

[ACTION ITEM: Fabiola Colone \(lead\), Stefano Coraluppi, Jose Bolanos, Sabrina Greco, and Fulvio Gini - Identify a feasible process to recognize the Best Reviewers of the year such as a certificate and a formal letter to the reviewer's superior. OAI-00230](#)

There was discussion regarding ways to engage student members and young professionals at conferences via social gatherings and more student paper competitions.

It was suggested that AES sponsor more Young Professionals events by setting up a booth with membership information. Industries would be willing to sponsor Young Professional events for recruiting purposes.

Education

Lo Monte

Lorenzo Lo Monte reviewed the Education 3-Year Goals.

[ACTION ITEM: Lorenzo Lo Monte \(lead\), Fabiola Colone – Draft and send email communications to local Chapters. OAI-00231](#)

Distinguished Lecturers should be given at local Chapters and Universities; if a Distinguished Lecture is given at a Conference, then AESS members should be able to attend at no cost.

The DL Slide presentation was discussed in detail; there is not currently a way to monitor whether the slides are presented.

[ACTION ITEM: Lorenzo Lo Monte - Survey the Distinguished Lecturers to determine how many are presenting the AESS slides and promotional materials that have been provided. OAI-00232](#)

[ACTION ITEM: Lorenzo Lo Monte - Explore options for adding content such as presentations from conferences, webinars, and data sets to the Resource Center. OAI-00233](#)

There was discussion about pushing to have Distinguished Lectures at “underserved chapters”. The cons of this is that it will cost AESS more money to go to certain locations, and it is likely that the Chapters in “underserved” areas would not be able to afford 50% of the funding and AES would potentially need to waive some of the funding.

Joe Fabrizio approved funding for the following:

- IEEE Rising Stars 2020 (\$1,000)
- IEEE YP In Space 2019 (\$1,000)
- IEEE Radar Summer School 2019 (\$1,500)

There was discussion regarding the travel funds for DLs that AESS covers.

Conferences

Braasch

There was discussion regarding a new Systems Security Symposium conference in 2020.

There was discussion regarding the motivation for someone to be on a Conference Organizing committee, and how Conference Organizers determine the financial allotments for financially sponsored conferences.

There was discussion regarding conference registration fees in correlation with attendance.

[ACTION ITEM: Bob Rassa – Look into how to correct the dates on Collabratec for AUTOTESTCON 2019. OAI-00234](#)

Technical Operations

Schmidt

[ACTION ITEM: Lorenzo Lo Monte – Contact Technical Panel leads to find candidates for the DL program. OAI-00235](#)

[ACTION ITEM: Marina Ruggieri – Determine topics and potential leaders for new Technical Operations areas. OAI-00236](#)

There was a suggestion for a new Systems Security Panel, which could be a joint panel with Systems Council; the Cyber Security Panel could be rebranded.



ACTION ITEM: George Schmidt – Consider setting up a rebranding the Cyber Security Panel as the Systems Security Panel. OAI-00237

New areas don't necessarily mean new topics, but rather, could mean refining specific topics within the already existing Aerospace Systems Panel.

ACTION ITEM: George Schmidt – Work with the Technical Operations Committee to determine if the Fusion Panel is necessary and supportable. Deadline: by the Spring Board of Governor's meeting. OAI-00238

ACTION ITEM: George Schmidt – Review of all panels for activity, communication, adherence to new Panel Policies, Procedures, and Best Practices before the Spring Board of Governor's meeting. OAI-00239

ACTION ITEM: George Schmidt – Work with the new Avionics Systems Panel chair in organizing the new Panel according to the new policies and best practices. OAI-00240

Industry Relations

Dunham

Darin Dunham explained that in his opinion, the ultimate goals of the Industry Relations Committee is to provide value to Industry and increase Industry participation and/or membership within AESS.

ACTION ITEM: Bob Rassa – Contact Eli Brookner and ask him to contribute something for the Industry page in the QEB and the Magazine. OAI-00241

ACTION ITEM: Darin Dunham – Review, edit, and update the Industry-related content on the website. OAI-00242

ACTION ITEM: Darin Dunham – Explore the Industry membership base to determine training needs within major companies and work with the Short Course Committee. OAI-00243

ACTION ITEM: Darin Dunham – Explore creating an Industry advisory panel made up of Fellows. OAI-00244

ACTION ITEM: Darin Dunham – Find out who the Public Relations point of contacts are within some of the major companies and work with them to determine what their employees need and how AESS can be involved. OAI-00245

There was discussion regarding IET Chartered Engineers and how AESS could potentially be involved.

Problem-Solving Exercise: AESS Mission, Vision & Brand

Downing

There was discussion about ways the AESS Vision Statement could be more concise. The ways that the AESS "Brand Identity" is viewed by other cultures such as China was discussed.

Professional Networking and Mentoring Report

Colone

There was discussion regarding the waiting period between students applying and being matched with a Mentor; there are many reasons why it may take time for students to be matched with Mentors. We should work to improve the process.

It was suggested that we consider creating an award for the "Best Mentee of the Year," and that the student representatives assist with the Mentoring Program communications.

Short Course Initiative Report

Fabrizio

The website is in the process of being updated with Short Course Instructors and their courses. A private webpage with potential instructors should be created and sent to instructors asking their permission to formally become part of the program.

ACTION ITEM: Judy Scharmman - Work with Stefano Coraluppi to outline short term tasks for the Short Course Committee: recruit new Short Course instructors, communicate program to the Chapter Chairs, recruit Chapter Chairs to host a short course (especially in US). OAI-00247

The registration and payout process for the Short Course Initiative program was discussed. The involvement with Industry and the Short Course program was discussed; demand is a function of time, geography, and opportunity.

Bylaws Repot

Griffiths

Hugh Griffiths reviewed Bylaws changes that were voted on previously and has since been submitted to IEEE for review. Feedback from IEEE on the exact wording has been received and Hugh will report back in April.



Hülsmeier Milestone

There was discussion regarding getting a formal approval from the BoG members and Radar Systems Panel for this Milestone. If this is not approved by IEEE, it was suggested that AESS makes their own plaque and move forward.

Griffiths

Past President Report

Robert Lyons discussed the progress that the Strategic Planning Meetings have made over the years.

Lyons

Motion to Adjourn

MOTION: Walt Downing moved to adjourn the meeting. Joe Fabrizio 2nd. Motion passed.