

**AESS BOG MINUTES
SPRING MEETING
IEEE AEROSPACE CONFERENCE
MARCH 7-8, 2005**

March 7, 2005

I. Call to Order – Paul Gartz – President Paul Gartz called the Board to order at 8:15 a.m. on March 7. We have scheduled a day and a half for the meeting and intend to keep this format for future meetings. The agenda for the Board meeting is Attachment 1 to these minutes.

Attendees:

Dale Blair
Paul Gartz
Hugh Griffiths
Russell Lefevre
James Leonard
Robert Lyons, Jr.
Ron Ogan
Bob Rassa
Ed Reedy
Marina Ruggieri
Tsuneo Takahashi
Ronald Ticker
Bob Trebits
Mary Ward-Callan
Iram Weinstein
John Weyrauch
Peter Willett

Part 1 AESS Strategic and Growth Management – Paul Gartz

Today's Board meeting started with the introduction of the members using a new vu-graph package including photos. Then Paul Gartz presented a review of the AESS BoG Strategic Vision that he had first presented at the Fall 2004 meeting. The strategic vision highlights changing goals for AESS, issues facing the AESS and the BoG, and go forward actions to grow AESS in size and impact. Paul defined 4 BoG priorities: Daily Management, Growth/Strategic Management, Internal Processes, and Relationships. Paul discussed a set of organizational structure changes for the BoG that are in process: Executive Leadership Committee, VP Ed & Training, Chair Chapters, Chapter elected representative, International Activities (create 4 regional chairs for N. America; S. America/Africa/Oceania; Europe; and Asia/India), add GOLD member chair (Dan Berg has been appointed to this role) to Member Services, and add Large Scale Systems Panel to VP Technical. The goal of this strategic transition is to develop a set of actions around each of the initiatives covered in the presentation. This morning's exercises will focus on 4 areas:

- International Expansion
- AESS Processes and Data
- AESS Relationships
- Revisit AES Vision/Field of Interest

Discussion ideas generated by the BoG during the presentation:

- Need for timely customer feedback survey
- Need to tap into all leadership resources across the membership (through chapters and other sources)
- We have only 2 AESS student chapters and no GOLD members on the BoG and need more to build the leadership for the future
- Need to focus on getting women members involved earlier in society leadership activities to get them engaged throughout their careers
- In Japan we have very few young or women members in AESS however, ITS is attracting these groups because of the research funding - belief is that technical diversity is the strongest attractor to young members
- Need student activity committee
- Need standards committee
- Need standing strategic planning committee for long range planning (question whether to involve whole board or a separate smaller committee)
- Suggestion to add student affiliates to the BoG (non-voting) grad student and undergraduate student (lesson learned from Bob Rassa and his Instruments and Measurements society)

3 breakout groups were formed to discuss expansion of AESS international activities and impact. The report-out summaries are contained in Attachment 2.

Discussion ideas generated during report out session:

- Contact key department heads in International universities for programs focused on AESS technology areas (systems, radar, navigation, ...)
- University credits toward advanced degrees for attending / participating in AESS sponsored conference and workshop activities and tutorials
- Look into AESS Systems Engineering Conference (focus on process not applications)
- Invite Technical Region 10 director and various International region directors to Fall 2005 BoG meeting

- 3 current non-US BoG members should meet and form the International Committee with appropriate organizational structure
- Add roaming international editor to the Systems Magazine “staff”
- Need to explore use of existing IEEE interactive community capability for a link for m the AESS web site
- Create Web sites for every Chapter and links to AESS web site
- Explore IEEE Space Conference located in Europe

Part 2 AESS Daily Management

I. Call to Order – Paul Gartz – President Paul Gartz called the Board to order at 12:45p.m. on March 7

Adoption of Agenda – Paul Gartz – The agenda was adopted as published (Attachment 1).

II. Secretary/COO’s Report – John Weyrauch – John discussed location and timing options for the next meetings. The Fall 2005 meeting will be held with the IEEE Section Congress Oct 14-17 in Tampa, FL. The decision was made to meet Monday afternoon and all day Tuesday (start Oct 17 at 1pm & continue all day Oct 18 starting at 8am and ending at 5pm). Spring 2006 options are PLANS and the Radar conference. The decision was made to meet with the PLANS conference in April of 2006. Exact dates will be determined at the Fall 2005 BoG meeting based on the finalized PLANS conference schedule. The Board also decided to meet at the Radar Conference in Edinburgh UK in October 2007.

Approval of Minutes – minutes of the Fall 2004 meeting were approved as submitted.

III. President’s Report – Paul Gartz – Paul reported on current President’s activities. Aerospace Conference issue resolution is proceeding positively. Payments of ~\$380K have already been made to AESS for surpluses from prior conferences with additional payments and the audit reports for 2002-2004 to be delivered shortly. Paul, Bob Rassa and others will meet tomorrow with Aerospace Conference leadership to resolve remaining issues. Paul summarized recent TAB activities:

- Organizational structure changes are being driven by slow growth in membership
- Funding framework is changing in how revenue is split between publications and conferences with the change to more emphasis on conference surpluses. The plan is that IEEE Headquarters will provide resources to help conferences improve their conference management practices.
- Jim Leonard reviewed the current IEEE / industry collaborative activities including a standard MOA between IEEE and industry that is being led by Jim and Boeing. The BoG discussed ways to involve universities in a more formal relationship with IEEE (MOA with a university).
- TAB will create a Systems Council and AESS (through Bob Rassa and Jim Lefevre) will play a leadership role
- TAB new technology directions span the interests of many different societies

IV. Executive VP’s Report – Jim Leonard – Working to develop a stronger presence by young members in AESS and BoG leadership through a GOLD member and expanding the number of AESS student chapters. AESS only has 2 student chapters at the present time. Jim is also working on a survey of recent college graduates to assess if the curriculum they went through is relevant to their current jobs and if it prepared them well for their current professional environment. Bob Lyons discussed the idea to start an AESS student chapter at AFIT in Dayton through a Systems professor there. All BoG

members need to keep Ron Ogan in the loop about expanded student chapter activities. We must coordinate closely with existing IEEE student chapters as we try to expand AESS student chapters.

V. Treasurer's Report – Charles Gager – Full report is on the web. AESS is in a very strong financial position with adequate reserves.

VI. Special Report on Chapters Initiative Plan – Ron Ogan – Ron gave a presentation on his plans for AESS chapters. Initiatives include improved communications with the BoG, mini-symposia, and synergy between AESS chapters and other societies (INCOSE and others). AESS future plans need to focus on a win-win relationship with Chapters. Chapters need to provide more timely and complete information and they will receive resources from AESS to make meetings more meaningful. The Region director rather than AESS will determine the status of poor performing chapters. Dave Dobson asked for help in getting tutorials out to chapters and Ron Ogan has accepted the action to help make that happen. Ron Ticker made several comments: chapter officers can benefit from tools tailored to the details of running the chapter, use attendance at conferences by BoG members and Chapter officers as a mechanism for meeting chapter officers and use the meeting as an easy opportunity to communicate and acknowledge their efforts.

VII. Election of 2006 Board Members – Russ Lefevre– Elections were held for the 2006 BoG members. There are 8 open positions. There are 12 candidates for the Board positions. The new board members are: Bob Trebits, Iram Weinstein, Evelyn Hirt, John Weyrauch, Shunjun Wu, William Lyons, Ram Gopal Gupta, and Ron Ogan.

VIII. International Activities

China	Youen Ke
• No discussion	
Great Britain	Hugh Griffiths
• Planning underway for 2007 Radar Conference in Edinburgh	
India	Saj Durani/Zafar Taqvi
• No discussion	
Italy/Europe	Marina Ruggieri
• Promotion of IEEE at Advanced Communications and Navigation Satellite Systems workshop	
• Marina is publishing a book on Satellite Navigation	
Japan, et al	Tsuneo Takahashi
• Government support continues to be strong for research in support of ITS in the areas of wireless communications and RF tags	

IX. Acquisition Proposal: SAE Control & Guidance Committee – John Weyrauch – John reported that at the Control & Guidance committee Planning Advisory Board meeting on March 3, the members unanimously decided to join the AESS as the AESS Control & Guidance Panel. This group is also attempting to maintain co-sponsorship with the SAE and is currently in discussions with them. The G&C Panel has agreed that the IEEE will retain copyright privileges on any formal publications originating from the panel. John Weyrauch will coordinate with Jim Huddle to get an appropriate MOA drafted that will be sent to the C&G Panel by Paul Gartz.

XI. Action Item Review – John Weyrauch – Action items were reviewed and the status updated as shown in the attached action item list (Attachment 3). A lengthy discussion took place on population

demographics, IEEE membership philosophy, international collaboration and integration on multiple levels. A process check on action items resulted in the suggestion that each AESS officer incorporate action items in their report rather than the lengthy separate review of all actions during the BoG meeting. Paul will consider the options and make a decision for the Fall 2005 BoG meeting. It was also decided to put a brief summary of each BoG meeting into the Systems Magazine. John Weyrauch will work with Paul Gartz to develop this summary.

XII. VP Reports:

Technical – Jim Huddle – The board reviewed Jim’s report and attachments. Paul mentioned the desire for a more in depth review at the next meeting.

Administration – Bob Trebits – Bob presented his report to the Board. Several teams will review the e-mail aliases for their area to update the members of the list. Bob will add several features to the AESS web site including: moving BoG member bios to the public access side of the web site, adding e-mail addresses for all website points of contact, and adding a table of points of contact to the web site.

Conferences – Barry Breen/Iram Weinstein – No report at this meeting

Education – Saj Durani/Jose Bolanos (acting) – No report at this meeting

Member Affairs/Chapters – Walt Downing/Zafar Taqvi – No report at this meeting

Publications – Ed Reedy/Dave Dobson – Ed presented the Publications report to the Board with support from Dale Blair and Peter Willett. The recent publications audit was reviewed. A discussion took place over appropriate measures for determining the “effectiveness” of transactions publications. Ed and his team will think about this to develop more effective measures for our publications. Dale Blair has done a great job of Editor-in-Chief of the Transactions over the last 6 years. He is stepping down and Peter Willett will replace him as the new Editor-in-Chief. **Dale requested \$15K to have 14 issues of the transactions converted to electronic word searchable format. A motion was offered and seconded to provide the funding. The motion passed.**

John Weyrauch mentioned he had received an e-mail from Allen Butler over a problem Allen was having with electronic access to transaction publications. At the meeting we determined that there had been a misunderstanding with IEEE Headquarters over electronic access. Dale and Mary agreed to resolve the issue.

Bob Rassa brought forward a request to have AESS co-sponsor one issue of IMM for AUTOTESTCON. Only cost will be delta cost of additional manuscripts and mailing to all AESS members. Cost is ~\$2500. **Decision is to support this and send it out as an additional publication over and above the normal 12 issues of the Systems Magazine. A motion was offered and seconded to provide the funding for the additional publication. The motion passed.**

XIII. Old Business: No additional old business was introduced.

XIV. New Business: Mary Ward-Callan discussed the very positive AESS relationship with IEEE staff. She discussed new resources and features that will be in the EXPLORE product. Contact Mary to

get more details. Paul mentioned he would like to work with IEEE staff to develop a “Why IEEE?” marketing package for use with other organizations.

XV. Adjournment: Paul Gartz adjourned the meeting at 12:30 p.m. on March 8.

Attachment 1
Agenda
AESS Board of Governors Spring Meeting
 Big Sky, MT
 March 07, 2005

Part 1 AESS Strategic and Growth Management

<u>Item #</u>	<u>Description</u>	<u>Responsible Reviewer</u>
I.	Introductions	John Weyrauch and All
II.	Strategic Context and Plan	Paul Gartz
III.	BoG Breakout Session A. BoG Breakout Session B. BoG Breakout Session C.	All All All
IV.	Next Steps	All
V.	Process Check	John Weyrauch and All

Agenda
AESS Board of Governors Spring Meeting
 Big Sky, MT
 March 07-08, 2005

Part 2 AESS Daily Management

<u>Item #</u> <u>Reviewer</u>	<u>Description</u>	<u>Responsible</u>
I.	Call to Order Introductions (Any missed only) Adoption of Agenda BoG Photo Op	Paul Gartz
II.	Secretary/COO's Report Approval of Minutes Next 2 Meetings	John Weyrauch
III.	President's Report	Paul Gartz
IV.	Executive VP's Report	Jim Leonard
V.	Treasurer/CFO's Report	Charley Gager
VI.	Special Report on Chapter Initiative Plan	Ron Ogan

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| VII. | Election of Governors | Russ Lefevre |
| VIII. | International Activities
China
Great Britain
India
Italy/Europe
Japan, et al | Youen Ke
Hugh Griffiths
Saj Durani/Zafar Taqvi
Marina Ruggieri
Tsuneo Takahashi |
| IX. | Acquisition Status: SAE G&C Committee | John Weyrauch |
| X. | Action Item Review | John Weyrauch |
| XI. | VP Reports
Technical
Reconcile AESS "Reps"
Administration
Conferences
Advances in Space Technology Conference
Aerospace Conference Problem
IECEC
NAECON Resurrection (?)
Systems Eng Technology Conference
Others?
Education
Member Affairs
Publications
Member issue on Publication Policy
Co-sponsor of 1 issue of IMM for Autotestcon | Jim Huddle

Bob Trebits
Barry Breen/Iram Weinstein

Saj Durani
Walt Downing
Ed Reedy/Dave Dobson

Bob Rassa |
| | XII. 2005 Aerospace Conference Update | |
| XIII. | Old Business | |
| XIV. | New Business | |
| XV. | Adjournment | |

Attachment 2

International Focus Group Report Outs

Group 1

International Panel, 3/7/05.

Marina Ruggieri, Bob Rassa, John Weyrauch, Bob Trebits, Peter Willett.

- Link up with other societies.
- in Europe AESS has little competition in radar, space, its domains (not navigation)
- action: identify the societies, and hook up with the principals
- what does such a linkage mean?
 - talk at conference, have a booth
 - Tyrrhenian Workshop 9/06 on satellites, perhaps an option
- standards?
- need to "follow through", simply a relationship does not help (simply being a co-sponsor does not mean much)
- more membership of BoG from overseas
 - perhaps not per-capita membership, but more
 - expense is an issue
 - some meetings will be overseas (maybe later?)
 - AESS needs to contribute to members' travel expenses
- some resources might be made available to selected BoG members (president?) to go overseas
- perhaps encourage international students to join: a prize for good research, perhaps to visit Boeing (example)
 - action: start with one international school, perhaps increase later if successful
- seed IEEE AESS "workshops" to be sited in various places

- distinguished lecturers
 - action: perhaps either increase international "stable" of lecturers
 - but perhaps this just subsidizes "people who like to travel"
 - perhaps is it not cost-effective
 - action: "insert" our DLs to international conferences (pay and send the DLs)

- international chapters
 - talk to Regions 7, 8, 9 & 10 directors and ask them for help

Group 2

Group 2 Report Out

1. CANADA – we have four chapters there. How about a conference in Region 7 in 2007
2. We should get members of the board to attend chapter meetings
3. Griffiths – AESS International Committee – see Griffiths memo
 - a. Conduit for info to/from BoG
 - b. But not bypass chapters
 - c. International conferences
 - d. Liaison with other international societies
 - e. A means for soliciting contributions to magazine

- f. Probably would never have formal meetings but get together informally at conferences and BoG meetings
4. Approach non-US industry similar to Boeing/Raytheon initiative – Siemens, for example. Dialog is important to understand the situation of each company.
5. Look for BoG members from international industry
6. Hospitality suite at the various conferences for targeted industry leaders – generalized MOU in hand. Target the Radar Conference in May (budget 3 to 5K per event)
7. Think about how best to exploit links to other national societies
8. Improve Magazine focus on international readership – get an international editor
9. Give Dobson a budget to improve graphics
10. Interactive web-based communication is needed – message groups, etc. Look at the IEE version. Explore what we might do jointly.
11. Make use of distinguished lecturers
12. Make Systems magazine and tutorials in international context

Budget

Hosted room at Radar Conference \$3000

Group 3

BoG meeting on March 7, 2005 at Big Sky, MT

Paul Gartz, President

Group 3 members

Bob Lyons

Ronald Ticker

Paul Gartz

Tsuneo Takahashi

Ron Ogan

Determine initiatives w/SOW + Budget

Focus on Partnerships + Near Term

Designate a Scribe – Ron Ogan

Record Comments + conclusions

EICE –Electronic Information Communication Engineering

JSAE –Japan Society of Automotive - Aerospace

NDA – Nippon Defense Agency

No DARPA like agency

NASA- like organization –

JAXA – Civil space agency

Five ministries – communications, transportation, construction, Economics and Industry (MITI), National Police agency

Major technology areas for AESS

Raytheon is involved with Japan on JF-15 airborne radar program for F/A-15 aircraft

ISO TC204 – Standard for communications

Automotive – Hybrid cars

Nanotechnology

System-on-chip

Mass Transportation

Radio Frequency Identification

Focus on space technology is timely since there has been focus recently on failures such as Columbia disaster, and Mars mission failures. The successes such as Mars lander and the commercial space programs (Paul Rutan).

ACTIONS

1. Tsuneo and Ron to contact AESS Chapter in Japan

Chapter Chair's Name	Yoshiaki	Suzuki
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Address	National Institute of Information and Communications Technology (NICT), 4-2-1 Nukui-Kitamachi, Koganei, Tokyo (184-8795), Japan
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Telephone	
FAX	81-42-327-6698

Email	yosuzuki@nict.go.jp
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Last Elected/Term ending	12/31/2004
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2. Understand Japan's technical organizations NICT, JSAE, EICE, NDA, ITS-Japan
Get key contacts and addresses.

3. Explore conference opportunities in Japan and far east (Be aware of ITAR limitations)

4. Identify key technologies in Japan that are served by AESS –

Automotive, Space, aerospace, System on Chip (SoC), biomedical, transportation systems, and electronic systems.

5. Initiative –Look at an International Space conference and IAF/AESS membership Ron
Ticker – Commercial satellite.

Budget

\$7K

Attachment 3

IEEE AESS Board of Governors Action Items For Spring 2005 Meeting

Action Items:

(AI 2003-05-01) Develop a multi-year business plan for AESS – Action: **Charles Gager and Paul Gartz. OPEN – Paul and Jim and Leadership Team to develop Fall 2005**

(AI 2003-05-03) Create an email list of Chapter Chairs – Action: **Bob Trebits. OPEN Fall 2005**

(AI 2003-10-01) Investigate procedure for sending broadcast message to AESS membership - Action: **Russ Lefevre.**

(AI 2003-10-08) Obtain recommendations from international BoG members as to appropriate distinguished lecturer topics and lecturers - Action: **Jim Huddle. Tsuneo, to get Jim Huddle more detail on your proposed distinguished lecturers – biography and description / details of lecture. OPEN Spring 2005 Closed**

(AI 2004-04-01) Find a way for the 6 societies that make up Division IX to collaborate on a small set of specific strategic issues. Action: **John Reagan OPEN Spring 2005 (John Weyrauch to contact John Reagan and get update) Closed**

(AI 2004-04-02) Do survey and develop plan to create single source of AESS data including contact with Evelyn Hirt to explore link with higher level IEEE member data base. Action: **Bob Trebits, John Weyrauch, Jim Huddle, Evelyn Hirt OPEN Spring 2005 Modified Action: Get data base developed for Chapter officers, Distinguished Lecturers, and BoG information (photos, resumes, Excel spreadsheet) (Ron Ogan, Bob Trebits, Jim Huddle, John Weyrauch)**

(AI 2004-04-03) Each member/participant should create 1 page bio with picture and send to Bob Tribits. The bio should include a first section that describes your role on the BoG and areas of responsibility. Action: **All Active BoG Members and Participants OPEN Spring 2005**
All members who haven't gotten a bio and picture to Bob Trebits do so as soon as possible.

(AI 2004-04-06) Create web page for the System Engineering Panel. Action: **need information from Paul Gartz, Bob Rassa, Paul Kostek OPEN Spring 2005**
Paul Kostek response: No work begun on this yet. I have to get with Paul G and Bob to determine what is going to be done with the site.

(AI 2004-04-07) Create web page for the Target Tracking & Sensor Fusion Panel. Action: **need information from Dale Blair OPEN Fall 2005**

(AI 2004-04-08) Create a link to the 2005 IEEE Radar Conference Action: **Bob Trebits**

OPEN Spring 2005 CLOSED

(AI 2004-04-15) Develop an IEEE AESS Board of Governors electronic letterhead.

Action: **John Weyrauch call Bob Trebits OPEN Spring 2005 (John Weyrauch to obtain from Evelyn Hirt)**

Modified Action: Bob Trebits to work with Mary Ward-Callan to develop Word based letterhead that can be tailored to each individual member. Also, get IEEE AESS business cards for all BoG members that want them (Bob Trebits)

(AI 2004-09-01) Bob Rassa will lead this two track effort and will get help from Barry Breen, Evelyn Hirt, Marina Ruggieri, Charlie Gager, and Peter Willet (**Bob Rassa**).

CLOSED

(AI 2004-09-02) For the Spring 2005 meeting bring sample MOA to the Board and a plan for how VP Conferences will mechanize a process for conferences getting IEEE approval (**Barry Breen**) **OPEN Fall 2005**

(AI 2004-09-03) AESS to get update on IEEE XCELL training initiative and become resource for source material for training/tutorial activities (**Sajjid Durrani**) **OPEN Fall 2005**

(AI 2004-09-04) For additional Systems of Systems activities, contact Steve Bonk, committee chair, of IEEE Transportation and Aerospace Policy Committee (**Paul Kostek**) **OPEN Fall 2005**

(AI 2004-09-05) Develop training/orientation package for chapter leadership (**Zafar Taqvi**) **Transfer to Ron Ogan**

ACTION ITEM status as of Spring 2005 meeting:

Chapter Enhancement Plan

ACTIONEE: Zafar Taqvi, Ph.D., AESS Chapter Coordinator

1- Administrative Enhancements

- a) Establish contacts and communicate with chapter chairs to
 - i) Inform AESS policies on award, rebates and incentives
 - ii) Ask chairs to supply information on newly elected chairs
 - iii) Ask chairs to confirm L-31 reporting.
- b) Provide information to chapters on DL program
- c) Provide information to chapters on CE program
- d) Provide information on the AESS-sponsored conference activities.

2- Technical Enhancement

- a) Provide information and suggest chapter's involvement in joint programming with like-minded societies such as INCOSE and ISA.
- b) Provide information and suggest chapter engagement with joint programming with Nanotechnology council and others
- c) In cooperation with both CE group and International Affairs, sponsor and support regional-area minisymposia.

3- Leadership and Training

- a) Organize chapter workshops in various regions by rotation, to disseminate AESS chapter leadership requirement, chapter expectations, and methods to improve them.
- b) Present best practices at the workshops
- c) Solicit ideas from chapters to improve their performance.
- d) Provide tutorials and seminars at national/international conferences

Zafar Taqvi/03-05-2005
281-244-4436

(AI 2004-09-06) Develop and implement a plan to create and charter an IEEE SE council with AESS leadership (**Bob Rassa**) **CLOSED**

(AI 2004-09-07) Develop approach for getting AESS VPs monthly financial reports for their element of AESS possibly using the AESS web site and automatic downloads of the TAB data (**Charles Gager and Bob Trebits**). **CLOSED**

(AI 2004-09-08) Set up conference best practices session within AESS conferences in Fall 2005 in conjunction with the BoG meeting. Address both best practices and on-going issues. Include 2 members from each conference's board. Also, include a discussion of changes in the technical fields covered by the conference. Contact Mary Ann DeWald and Bob Rassa for IEEE resources. (**Iram Weinstein**) **OPEN Fall 2005**

(AI 2004-09-09) Develop ways to interact at the 2005 Section Congress and discuss these suggestions at Spring 05 meeting (**John Weyrauch and Evelyn Hirt**). **CLOSED**

(AI 2004-09-10) Propose new activities to be considered for the 2006 AESS budget that will support the vision and future directions discussed yesterday. (**All board members**) **CLOSED**

(AI 2004-09-11) Add a final item to the audit that is lessons learned and recommendations to improve the audit process. Specifically the concern is over the request for information that has not generally been accumulated over the years – if data is desired, the request to track the data must be made years in advance. Paul and Jim to contact the audit chair to get clarification prior to submittal on data requested that we simply do not have. (**Paul Gartz and Jim Leonard**) **CLOSED**

(AI 2004-09-12) Communicate decision to the AC&GS and finalize entry into AESS.
(John Weyrauch) CLOSED

(AI 2004-09-13) Develop specific recommendations for additional AESS actions in support of ITS on a global level. **(Tsuneo Takahashi) CLOSED**

(AI 2004-09-14) Track status of International Society for Information Fusion and report at each BoG meeting **(Dale Blair and Peter Willet)**

Modified Action: Dale and Peter will adjust an existing panel to better align it with the objectives of ISIF. **(Dale Blair and Peter Willett)**

NEW Action

(AI 2004-09-14A) Paul Gartz to write letter asking ISIF to join AESS **(Paul Gartz)**

(AI 2004-09-15) Generate paper work to get AESS as technical co-sponsor of new conference with NDIA in SoS - Interoperability / Net Centric Operations conference **(Bob Rassa) OPEN until next year**

(AI 2004-09-16) Generate paper work to get AESS as technical co-sponsor of Systems Engineering Research Conference **(Bob Rassa) CLOSED**

(AI 2004-09-17) Conduct web search for conferences AESS technically co-sponsored in the past to get them to continue AESS sponsorship in the future. **(Barry Breen) OPEN Fall 2005**

(AI 2004-09-18) Ed Reedy will send the AESS criteria for plagiarism and our assessment process to the VP Publications for IEEE and get IEEE approval of and comment on the AESS criteria and process. **(Ed Reedy) CLOSED**

(AI 2004-09-19) After action AI 2004-09-18 is completed, send findings of the AESS review of the plagiarism complaint to IEEE IP and Publications board **(Ed Reedy) CLOSED**

(AI 2005-03-1) Send Introduction VG and Big Sky picture to each member for them to update and send to Bob Trebits to put on web **(John Weyrauch and all BoG members)**

(AI 2005-03-2) Get AESS membership demographics by region to see where growth and decline is taking place **(Bob Rassa)**

(AI 2005-03-3) Tsuneo, Hugh, and Marina get together to form AESS BoG International Committee and develop a set of key near term actions with necessary budgetary and people resource needs, specific deliverables and measures of success. **(Tsuneo Takahashi, Hugh Giffiths, and Marina Ruggieri due by end of March 2005)**

(AI 2005-04-4) Develop options for relationships between universities and the IEEE and propose a modified MOU for university / IEEE relationship similar to the Boeing / IEEE MOU (**Hugh Griffiths**)

(AI 2005-04-5) Approach AFIT, SMU, and Stevens Institute faculty about setting up AESS student chapters on those campuses. (**Bob Lyons, JR. and Bob Rassa**)

(AI 2005-04-6) Ron Ogan to determine how much funding is necessary to support web site updates for all AESS chapters and have Charles Gager get the line item into the AESS budget. (**Ron Ogan and Charles Gager**)

(AI 2005-04-7) Dave Dobson needs help in getting tutorial materials out to chapters. (**Ron Ogan to work with Dave Dobson**)

(AI 2005-04-8) Hugh, Marina, and Tsuneo to develop topics for 15 to 30 minute DVD to highlight and grow international activities in their specific regions. (**Hugh Griffiths, Marina Ruggieri, and Tsuneo Takahashi**)

(AI 2005-04-9) Bob Lyons, Jr. to explore AESS involvement in health management & prognostics technology through collaboration with the Built-in Test Committee of the NDIA Systems Panel chaired by Bob Rassa. (**Bob Lyons, Jr**)

(AI 2005-04-10) John Weyrauch to contact Dr Kanai to make him aware of the AESS C&G panel and see if he would be interested in joining that panel. (**John Weyrauch**)

(AI 2005-04-11) Look into mechanisms for attendees of AESS world-wide events (conferences, distinguished lectures, etc.) getting recognition (like continuing education credit). Sajjad should consult with Cary Spitzer, Hugh Griffiths, Marina Ruggieri, William Lyons, Shunjun Wu, and Ram Gopal Gupta. Sajjad should also consult with Mariana on her idea of an MOU with individual universities. (**Sajjad Durrani**)

(AI 2005-04-12) Add hyper link for each AESS officer to their e-mail address on the AESS web site. (**Bob Trebits**)

(AI 2005-04-13) John Weyrauch to contact C&G committee to get XCELL and magazine tutorial material (**John Weyrauch**)

(AI 2005-04-14) Sajjad to contact David Dobson in reference to use of the Systems Magazine and tutorials for AESS education activities (**Sajjad Durrani**)