

**AESS BOG MINUTES
FALL MEETING
AUTOTESTCON CONFERENCE
SEPTEMBER 21-22, 2004**

September 21

I. Call to Order – Paul Gartz – President Paul Gartz called the Board to order at 1:00 p.m on September 21. We have changed to a day and a half for the meeting and intend to keep that format for the next meeting. Some questions were raised about the best days of the week to hold the meeting. Decision on dates deferred until the end of the meeting. The agenda for this portion of the Board meeting is Attachment 1 to these minutes.

Attendees:

Dale Blair
Barry Breen
Dave Dobson
Walt Downing
Charles Gager
Paul Gartz
Hugh Griffiths (had to leave early)
Evelyn Hirt
Jim Huddle
Jim Rankin
Bob Rassa
Marina Ruggieri
Ron Schroer
Cary Spitzer
Zafar Taqvi
Bob Trebits
Joel Walker
Iram Weinstein
John Weyrauch
Peter Willett

II. Discussion of Aerospace Conference – Barry Breen and Evelyn Hirt

To accommodate Evelyn's travel schedule a discussion was held on data she and Barry had collected on the Aerospace Conference. The Aerospace conference has not settled their books for the last 3 conferences with IEEE. Conference organizer Bob Profet is contesting the IEEE change in publication volume required and wants IEEE to continue with past practices. He believes the IEEE committed and owes him \$16,000 for planned printed proceedings. Evelyn reported that the Aerospace conference is viewed by IEEE Western region personnel as a Big Sky conference not an IEEE conference. Evelyn made a recommendation to withdraw IEEE sponsorship of the conference. Marina Ruggieri talked about strong European interest in the Aerospace conference. IEEE sponsorship is very important to European participants from a professional benefit perspective. Marina recommended getting a co-chair with Bob Profet rather than dropping the conference. Marina has expended much effort to strengthen European participation and has been successful. Dropping the conference will be very damaging to the stature of AESS in the space / satellite community. Paul Gartz discussed the multiple perspectives buried in this issue. The bottom line from Paul's perspective is that the rules must be followed for all conferences. Paul suggested starting a lawsuit against Bob Profet and the conference to comply with IEEE rules and accounting practices as a way to motivate Bob Profet to comply. Charlie Gager suggested that dropping the conference would be a bad idea and that IEEE should be used to force compliance. He suggested that having this issue appear in the November 5 year audit of the society would be helpful in getting formal IEEE support. At the conclusion of the discussion a two track approach was proposed in the following motion which as approved by the Board:

Bob Trebits motion: A volunteer needs to develop a plan and lead corrective actions to develop a dual track approach to resolving the Aerospace Conference issue: Track 1 – work to preserve the conference and offer to help Bob Profet make that happen; Track 2 – make Bob Profet aware of how serious this situation is and that the board is committed to do whatever is necessary to collect the AESS funds. Motion Seconded. Motion Approved.

(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)

Paul recommended to Barry Breen that a formal agreement exist for each conference that outlines specific expectations and obligations.

(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)

III. AESS Vision and Changes – Paul Gartz

The first half-day of the Board meeting will be used to build board relationships and start moving out on strategic directions for AESS. Our responsibilities include fiduciary,

ethical/legal oversight, and leadership. Our domains of interest include subsystems (radar, navigation, guidance and control, displays, HMI, systems engineering, space systems, sensors, and sensor processing); integrated systems (avionics, car vetronics, ship electronics, National Weather Service, biomedical); and systems of systems (transportation [ATM & ITS], defense/security [C4ISR and GIG/Infospheres], earth observation [global info/prediction]). To effectively manage new directions, the AESS organization structure needs to change: 1) add the Executive Leadership Team as defined last Spring; 2) add new products and services focused on A) education and training; B) large scale systems panel (systems engineering process, transportation, earth observation, security); and C) communications both intra-AESS and outside.

(AI 2004-09-03) AESS to get update on IEEE “Excel” training initiative and become resource for source material for training/tutorial activities (Paul Gartz)

(AI 2004-09-04) For additional Systems of Systems activities, contact Phil Holmer, committee chair, of IEEE Transportation and Aerospace Policy Committee (Paul Gartz)

(AI 2004-09-05) Develop training/orientation package for chapter leadership (Zafar Taqvi)

A lengthy discussion took place over the AESS vision. Final version is:

Provide worldwide leadership in advancing electronic and aerospace systems-of-systems, integrated systems and subsystems technology.

IV. New Directions

Bob Rassa presented a summary of NDIA Systems Engineering Division efforts that focused on top issues in systems engineering for the department of defense. The presentation is available on the AESS web site. SE Division is the industry sponsor of CMMI that integrates software engineering, systems engineering, and general hardware design. Bob proposes that IEEE create a SE council with AESS in the leadership position within IEEE. There are many strategic actions in which AESS could participate: lead in forming council, panel to strengthen AESS SE efforts, play a larger role in NDIA, and become involved in updating SE CMMI. Future comprehensive efforts could include in modeling and simulation, architectural standards, SE SoS, and overall strategy of net centric operations.

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

V. AESS Financial Mechanics Overview – Charles Gager

How the finances work, what the processes are, status and trends, and how to use the finances to accomplish our goals.

Major cost centers – investments, transactions, systems magazine, conferences, IEEE administration, AESS management.

Budgets are established annually in each of these accounts. The FY05 budget process starts in April of 04. We start with TAB budget based on history, inflation factors, and special situations. We respond with our new sources and uses of finances. In June IEEE board of directors finalize all fees and prices for the next year. Based on the June output, the TAB is given revised budget goals that are passed down to AESS. In August AESS and the TAB negotiate the viability of these changes. The expense handling procedure was explained. Monitoring of status during the year is accomplished by using TAB monthly financial reports covering each of the cost centers that include: financial status, income & expenses, and consolidated expenses. A discussion was held around who has access to the financial data. A decision was made that each of the VPs need access to information that will allow them to determine how their segment of the AESS is performing financially. A major problem is that not all VP functions are directly tied to single / unique cost accounts. Charlie will look in to pulling together a separate report for the VPs based on the TAB web site data.

(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).

At the end of the year there are 13th (initial final) and 14th (final) month reports that finalize distributions from investments, publications, and infrastructure. To look at annual budgets, Charlie removes the gross conference income and expenses and just works with the net values. Wide variance seen in year-end reserves is due to IEEE investment returns and IEEE overall expenses and how they are apportioned to societies (reserves, services, etc.). AESS reserves are \$1417K as of the end of 2003 with projections for 2004 of \$1662.7K and \$1980.1K. Charlie reviewed expense sources as a percent of total for 2001, 2003 and projected for 2004. Biggest variance is in IEEE corporate expenses (2003 ended up with a negative expense due to returning funds to societies that were collected in previous years). We also reviewed income sources in the same way. 60-70% of income is dependent on IEEE publication business practices over which we have no control. To increase revenue we have 2 basic choices; 1) greater amount of publications and 2) more total conference surplus. Charlie also noted that increases in AESS membership actually reduce net revenue. Requirements on reserves usually allow AESS to spend an additional \$25K per year without TAB approval.

A discussion on future directions and finances resulted in encouraging Jim Huddle to look at expanding distinguished lecturer budget to allow more global travel by the lecturers. Paul Gartz encouraged all BoG members to think about new opportunities to push strategic objectives. We have large reserves and should be aggressive about coming up with new good activities.

September 22

I. Call to Order – Paul Gartz – President Paul Gartz called the Board to order at 8:00 a.m on September 22. Today’s Board meeting started with a Pluses & Minuses assessment of yesterday’s session. The results are attached to these minutes (Attachment 2).

Attendees:

Dale Blair	Bob Rassa
Barry Breen	Marina Ruggieri
Dave Dobson	Ron Schroer
Walt Downing	Cary Spitzer
Charles Gager	Bob Trebits
Paul Gartz	Iram Weinstein
Jim Huddle	John Weyrauch
Jim Rankin	Peter Willett

Discussion of support to ITS as it transitions to a society. Decision was made to have Paul Kostek continue as the liason between AESS and ITS.

Adoption of Agenda – Paul Gartz – The agenda was adopted as published (Attachment 3).

Recommendation by David Dobson to occasionally move Publications to earlier in the agenda as a general comment.

II. AUTOTESTCON Conference Report – Andy Nodine – AUTOTESTCON is a rallying point for a broad base of participants in the industry and adjacent industries. Conference attendance is 1989. The number of paid registrants is 508 (average) with full conference registrations at 741 (includes comped registrations that go with booths). Financial surplus will exceed \$130K. This conference has more booths than ever before. Have 12 contracts to execute the conference – much more complicated to integrate than other venues. Will share their operations manual with AESS. Is located on the web and available to anyone who accesses the site. Lesson learned from this conference would be to have detailed review of conference plans at around 120 days prior to the conference to catch anything that the committee might have missed. AESS would like to have a board member attend an AUTOTESTCON board meeting.

(AI 2004-09-08) Set up conference best practices session within AESS conferences. Include 2 members from each conference’s board. Include a discussion of technical changes in the fields covered by the conference (Barry Breen)

III. Secretary’s Report – John Weyrauch – John discussed location and timing options for the next meetings. The Board decided to meet next at the Aerospace Conference in Big Sky, MT on March 7 and 8, 2005. The board will meet for a full day on the 7th and ½

day on the 8th. Strategic session will be the morning of the 7th and the tactical session will be the afternoon of the 7th and the morning of the 8th. Bob Profet will be invited to talk to the Board on Tuesday morning. The Fall 2005 meeting will be held with the IEEE Section Congress Oct 14-17 in Tampa, FL. Spring 2006 options are PLANS and the Radar conference.

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

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

IV. Treasurer’s Report – Charles Gager – Full report is on the web and many details were discussed at yesterday’s Board meeting. Paul wants everyone to look for new activities that need to be considered for the 2006 AESS budget that will support the vision and future directions discussed yesterday. Charlie suggested that Paul bring up the topic of appropriate society reserve levels given the current high level of AESS reserves. Charlie will also look into a summary of monthly financial information.

(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)

V. Election of 2005 President / EVP – Russ Lefevre/Charles Gager – Charles Gager ran the election. The candidate from the nominating committee for President is Paul Gartz . Paul was re-elected by acclamation. The candidate from the nominating committee for Executive Vice President is Jim Leonard. Jim was re-elected by acclamation.

VI. Executive VP’s Report – Jim Leonard – Paul Gartz gave the report for Jim. Jim needs input from Board members for the 5-year audit of AESS that IEEE is conducting this fall. Dale needs to provide transactions information. Barry has provided initial data for conferences and will provide additional information. Everyone needs to get data as outlined in Jim’s report on the AESS web site to Jim in the next 3 weeks.

(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 be 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)

VII. International Activities

Paul would like to add this item to the standard tactical day agenda with the intent to broaden the global nature of AESS activities and strategies. The strategic half-day would address strategic directions for global growth of AESS activities. This tactical day agenda item would consist of regular reports from each representative on activities in their area of the world. A detailed discussion took place on how to have DASC explore non-USA

venues for the conference. Options include: a conference separate from AIAA activities; region sponsored smaller conferences; and targeted smaller efforts with Thales and Smiths. This DASC conference topic is a good example of the type of activity that the lead International Activities BoG members can help facilitate.

Marina made several suggestions for how to broaden AESS global impact. She provided an example. In wireless technology she started expanding Italian presence by hosting a small event (closed door meeting) followed by a broadly distributed report of the conclusions of the activity. She then received agreement to arrange a much larger activity. Marina will look at special sessions in conferences like DASC to highlight European research and development. She will also help expand the distinguished lecturer program to include more European experts. Hugh Griffiths is actively creating a network of European contacts to expand AESS activities.

Paul Gartz suggested trying to start a unique event (only-game-in-town) that “everyone” would want to participate in because it would be the only source of exposure in that area.

Marina discussed her idea to have AESS “invest” in future European research students through some type travel/registration grant to participate in AESS conferences. She will formalize this idea for the next meeting. Paul suggested a targeted activity at getting ITS interactions in front of European automotive companies to increase interest in IEEE and then offer direct AESS involvement in the SoS aspects of ITS. David Dobson suggested holding a Radar conference in Canada to reduce the difficulty in having Chinese members participate (US Visa issues). Bob Trebits will explore a Canadian venue with the Radar Conference.

Paul encouraged all members to document specific ideas for expanded international activities and get them to John Weyrauch who will collect them and distribute them to the Board. Ron Schroer suggested sponsoring the travel and registration for a student from Finland to attend an AESS conference. The sponsorship would also include a required presentation to their department head on return from the conference as well as a summary from the student for publication in the Systems Magazine.

VIII. Acquisition Proposal: SAE G&C Committee – John Weyrauch – John presented an overview of the SAE Aerospace Control and Guidance Systems (AC&GS) Committee with the recommendation that AESS bring the AC&GS into the IEEE as an AESS panel. The following motion was made:

Cary Spitzer motion: Offer the AC&GS Committee the opportunity to become the AC&GS Panel within AESS and **require** that AC&GS drop their bank account and develop a cash-flow plan with the AESS treasurer (and approved by AESS BoG) based on “break-even” funding for each semiannual technical meeting. Seconded. Motion amended to replace require with recommend. **Motion became:** Offer the AC&GS Committee the opportunity to become the AC&GS Panel within AESS and **recommend** that AC&GS drop their bank account and a develop cash-flow plan with the AESS

treasurer (and approved by AESS BoG) based on “break-even” funding for each semiannual technical meeting. **Motion as amended was approved.**

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

IX. Action and Discussion Items – Paul Gartz – Action items were reviewed and the status updated as shown in the attached action item list (Attachment 4).

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

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

X. VP Reports:

Administration – Bob Trebits – Discussion on how to update various AESS e-mail lists. Result was for Bob to create a list of all existing e-mail address groups and discuss with Paul Gartz. For the BoG web site, username is **aess** and password will be changed to **aess** (all lower case).

Conferences – Barry Breen/Iram Weinstein – Barry is tracking IECEC. Full report is on the web site.

(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)

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

(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)

Two major conferences on Systems Engineering are sponsored by NDIA and INCOSE. Bob Rassa would like to have AESS member (Paul Gartz or alternate will do this) attend NDIA Systems Engineering conference to present AESS thrusts and interest. Barry led a PLANS / ION collaboration discussion. Initial MOA with ION has been prepared and is being discussed today with ION board. A discussion on pros and cons resulted in recommendation for Barry to get results of telecon and then bring revised MOA and recommendation on action to the BoG. Dave Dobson suggested that the PLANS board should solicit the attendees of the last conference to get new volunteers for PLANS board membership.

Paul Gartz suggested that the Board hold a special session for the new BoG members every spring where each VP presents what their part of the organization does and what the longer-term strategy is. Suggestion is that for conferences Barry could pull together a summary of the operational elements of each AESS sponsored conference. We can use the results of the 5-year audit material as the basis for the material for this “welcome wagon” session.

Education – Saj Durani/Jose Bolanos (acting) – Report vu-graphs provided at the BoG meeting and sent to Bob Trebits for posting on the AESS web site.

Member Affairs/Chapters – Walt Downing/Zafar Taqvi – No report.

Publications – Ed Reedy/Dave Dobson – Detailed report is on the web. Dale Blair led the discussion of the report. Dale also mentioned that there is a major effort to investigate and resolve a plagiarism complaint. Peter, Ed and Joel are the committee that will investigate the complaint.

(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)

(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)

For this portion of the BoG meeting, Paul wants each VP to develop a graphical representation of the status of their area to minimize time spent explaining the status so that the BoG can spend the time discussing major issues (e.g., PLANS / ION merger in Conferences and plagiarism issue in Publications).

Dave Dobson would like a news summary from each panel for publication in the Systems Magazine.

Technical – Jim Huddle – Detailed report is on the web site with many attachments. Paul Gartz made the suggestion to use part of the next half-day strategy session to discuss AESS interactions with the external world through Technical Committee and Council Representatives.

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

XIV. New Business: No additional new business was introduced.

XV. Adjournment: Paul Gartz adjourned the meeting at 6:00 p.m. on September 22.

Attachment 1
Agenda
AESS Board of Governors Fall Meeting
San Antonio, TX
September 21-22, 2004

Day 1

AESSS Strategy Session

<u>Item #</u>	<u>Description</u>	<u>Responsible Reviewer</u>
I.	Call to Order	Paul Gartz
II.	Introduction, AESS Vision, Structural Changes	Paul Gartz
III.	New Directions: SoS Committee on Defense/Security SoS Committee on Transportation Education and Training Acquisitions	Bob Rassa Paul Kostek Jose Bolanos/Sai Durani John Weyrauch
IV.	AESS/IEEE Finance 101	Charley Gager

Attachment 2 21 September 2004 Feedback

- +Marginal to moderate productivity
- Need to get out of mode of just talking and move in to action
- Need discussion on all of the SoS thrusts
- +Made management decision to address the Aerospace Conference issue
- +Worth a try – looking into the future, plans are important
- Spent too much time talking – wordsmithing – need to charter groups to take action
- +Wordsmithing was valuable from getting ideas from members out on the table
- +Dialogue on strategic planning necessary, it will help orient the board into planning and implementing actions
- + Charlie’s talk on finances was very revealing showing enablers for taking new actions
- +Will get most out of ½ day session if stay on strategic topics
- Should not have discussed the aerospace conference as part of strategic session should have waited until next day
- +Dinner was good: valuable to have social time together which led to some different topics that would not have been discussed in a different setting
- +Organization of ½ day good – need to take the time to take a look at things from a strategic perspective. Helps in working tactical issues as well. Motivated several board members to spend the evening thinking about the future and new directions. Good to talk about tactical subjects as well – Aerospace issue was discussed in a different way and with a different result
- Extra time necessary to do day and a half
- Spotty attendance yesterday, last night, and today. Need to have more timely communications on dates and agenda. Advance agenda with pre-work assignments would be very beneficial. Need to have agenda that specifically highlights strategic and tactical session, timing, etc. Suggest results of first half day be synopsized in Systems Magazine with request from readership to comment and make suggestions.
- +Strategy session was good.
- Concern over continuity from meeting to meeting – may just restart at the same point each time. Need to have way to motivate the actions and keep them going
- +Interaction between board members very useful – getting to know the individuals
- +Liked president’s vision presentation
- Laundry list of where we are and where we are going seems too long. Would be better to pick one or two and focus on those
- Didn’t see any focus on communications for membership that just uses the web
- No discussion on how to attract new members – our membership is dropping faster than IEEE. Perhaps we are not providing what the members need. We should think about this. A counter discussion took place that centered around the notion that formal membership is not as important as participation in AESS activities
- +Liked dinner and open bar – good to get to know each other
- Didn’t get to all the possibilities for the session that were originally envisioned by Paul. Would like to see that happen in future sessions. We need to get to know each other on several different levels.

- Paul talked too much
- Disappointed didn't get to group exercises

Closing Comments

1. Need to switch to action. First step is making organizational/structural changes then implement the actions. Next step to get whole boards ideas, networks, and passions to develop go forward actions.
2. Communication suggestion – short e-mail with physical highlighting – larger font size – more complete subject for e-mail – subject including URGENT
3. Meeting timing – much easier after end of Government fiscal year. Holding with a conference forces built-in conflicts with several board members.
4. Continue to have Board meetings at conferences and rotate them
5. Mixed feedback about overlap with Board meeting mid-week and conference
6. Good thing for board to be visible at the conference
7. When chairman from conference gives a report – should invite all conference leadership to attend

Attachment 3
Agenda
AESS Board of Governors Fall Meeting
San Antonio, TX
September 21-22, 2004

Day 2 AESSS Daily Management

<u>Item #</u>	<u>Description</u>	<u>Responsible Reviewer</u>
I.	Call to Order Introductions Adoption of Agenda	Paul Gartz
II.	AUTOTESTCON Conference Report	Wright A. Nodine, Jr.
III.	Secretary's Report Next Meetings Approval of Minutes	John Weyrauch
IV.	Treasurer's Report	Charley Gager
V.	Election of 2005 President/EVP	Russ Lefevre/Charley Gager
VI.	Executive VP's Report Review of AESS Audit Plan	Jim Leonard
VII.	International Activities China India Italy/Europe Japan, et al	Youen Ke Saj Durani/Zafar Taqvi Marina Ruggieri Tsuneo Takahashi
VIII.	Acquisition Proposal: SAE G&C Committee	John Weyrauch
IX	Action and Discussion Items Mini BoG Survey Action Item Review	Paul Gartz All
X.	VP Reports Administration Conferences Advances in Space Technology Conference Aerospace Conference Problem IECEC NAECON Resurrection (?) Systems Eng Technology Conference	Bob Trebits Barry Breen/Iram Weinstein

Others?
Education
Member Affairs/Chapters
Publications
Technical

Saj Durani/Jose Bolanos (act)
Walt Downing/Zafar Taqvi
Ed Reedy/Dave Dobson
Jim Huddle

XI. Old Business

XII. New Business

XII. Adjournment

Attachment 4

IEEE AESS Board of Governors Action Items from Fall 2004 and Prior Meetings

Action Items:

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

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

(AI 2003-10-01) Investigate procedure for sending broadcast message to AESS membership - Action: **Russ Lefevre. OPEN Spring 2005**

(AI 2003-10-07) Provide list of distinguished lecturers along with brief biographies and content descriptions to Bob Trebits for posting on the website - Action: **Jim Huddle /Bob Trebits CLOSED**

(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**

(AI 2003-10-09) Investigate the potential for adding "timely topics" to the distinguished lecturer program - Action: **Jim Huddle. CLOSED**

(AI 2003-10-11) Explore what AESS should do in conjunction with the ITS World Congress in Nagoya and the IEEE ITSC in Washington and discuss with Paul Gartz - Action: **Tsuneo Takahashi. Request participation of BoG member(s) at a workshop to be held in conjunction with Nagoya meeting (Mid October 2004). Paul suggested that Paul Kostek will be asked to attend. Tsuneo has arranged for 4 key researchers from Japan to participate in ITSC. Suggestion to have side meeting at ITSC on large scale systems of systems research. 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)**

(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**

(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**

(AI 2004-04-04) All board members to review suggested procedure changes over the next week and J Weyrauch administer e-mail vote. Action: **John Weyrauch CLOSED**

(AI 2004-04-05) Create web page for the Integrated Avionics Panel. Action: **need information from Glen Logan CLOSED (but not done)**

(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**

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

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

(AI 2004-04-09) Create a link to the 12th International Conference on Integrated Navigation Systems. Action: **Bob Trebits CLOSED**

(AI 2004-04-10) Create a link to the Carnahan 2004, The 37th International Conference on Security. Action: **Bob Trebits CLOSED (but not done)**

(AI 2004-04-11) Create an e-mail distribution list of AESS chapter chairs. Action: **Zafar Taqvi and Bob Trebits CLOSED**

(AI 2004-04-12) Post conference MOU form on AESS BoG web site. Action: **Barry Breen CLOSED (John Weyrauch to e-mail to Bob Trebits)**

(AI 2004-04-13) Marina Ruggieri will contact Bob Profet about the Aerospace Conference along with Peter Willets and Evelyn Hirt and coordinate with Barry Breen. Action: **Marina Ruggieri, Peter Willets, Evelyn Hirt, and Barry Breen CLOSED**

(AI 2004-04-14) Provide SAE Control and Guidance background material at the next AESS BoG meeting. Action: **John Weyrauch 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)**

(AI 2004-04-16) Establish selection criteria for becoming a distinguished lecturer. Action **Jim Huddle CLOSED**

(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).

(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)

(AI 2004-09-03) AESS to get update on IEEE “Excel” training initiative and become resource for source material for training/tutorial activities (Paul Gartz)

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(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)

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

(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)

(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)

(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)