# AESS Board of Governors Meeting Minutes
## April 26-27, 2019
### The Westin Boston Waterfront
### Douglas Room

**Attendees: Joe Fabrizio, Walt Downing, Hugh Griffiths, Mike Cardinale, George Schmidt, Michael Braasch, Stefano Coraluppi, Roy Streit, Jason Williams, Jose Bolanos, Shannon Blunt, Alfonso Farina, Fabiola Colone, Bob Lyons, Mike Noble, Mike Wicks, Lorenzo LoMonte, Sabrina Greco, Fulvio Gini, Peter Willett, Mark Davis, Marina Ruggieri, Michael Rice, Darin Dunham**

**Non-Voting: Francesca Filippini, Kameron Lacalli, Judy Scharmann**

**Guest: Ethan Lin**

### Call to Order, Introductions, and Adoption of Agenda
Joe Fabrizio called the meeting to order at 8:00 am. Joe welcomed everyone. Self-introductions were made. Agenda was adopted.

### President's Message to BoG – Joe Fabrizio
Joe Fabrizio reviewed activity since the last Board meeting. He outlined several initiatives that he would like to see receive attention over the next 6 months.

### Executive VP Message to BoG – Walt Downing
Walt Downing discussed Strategic Planning and reviewed the ground rules for the meeting.

### Secretary's Report, approval of the minutes – Marina Ruggieri
MOTION:  Hugh Griffiths moved that the minutes of the Fall 2018 meeting are approved as written.  Maria Greco 2nd.  Motion passed. MO-0237

### Session 1 – Officers' Briefing

### Finance – Jose Bolanos
Jose reviewed status of actions.
Jose is working with IEEE on the overlength page charges.
Jose spoke about the new publication algorithm. We will lose about $10K per year over the next 5 years.
Jose reviewed the financial goals and objectives. We are looking for two ideas to increase our surplus.
In 2018, we generated good surplus. There was a discussion about the board members developing and proposing initiatives and activities that benefit AESS, preferably those that are accessible to a broad cross-section of members.
ACTION ITEM: Bob Rassa – Send Concur instructions out to the BoG. Deadline: May 1. AI-0843

### Technical Operations – George Schmidt
George presented a full report of panel activity over the last 6 months.
Since we are going to be in Cologne in the fall, it was suggested that DLs consider booking a talk in the area to coincide with the meeting.
The committee has put together a Policies, Procedures, and Best Practices for all AESS Technical Panels. It is on the AESS website.
The Avionics Panel has been revived.

There was discussion regarding a Fusion Panel. They are possibly going to form a subcommittee in another panel, possibly framed with the space systems matter (that is under heavy re-organization). We need to identify the person to lead that subcommittee. It could then spin out at a future time.

ACTION ITEM: Marina Ruggieri – Chase Cosimo Stallo to finish the Space Panel article for Systems Magazine. Deadline: May 15. AI-0844

The Future Directions subcommittee is chaired by Marina Ruggieri. All committee members are involved in this activity. Some of the Committee members have been assigned to specific panels, to stimulate the vision on future directions within the panel activities.  It has also been created a sub-committee to search for new topics.

In the frame of the future directions activities, a proposal has been conceived by Marina and Dr. Claudio Sacchi to form a new panel on space systems, named on "Glue Technologies for Space Systems", that is focused on very futuristic trends in the matter. This proposal includes also a sub-area dedicated to data fusion, in order to eventually host the abovementioned subcommittee on the matter.

MOTION: It is moved that based on the recommendation of the VP, Technical Operations, the Board of Governors establish the Glue Technologies for Space Systems Panel effective April 26, 2019. This came from committee so no 2nd necessary. Motion passed. MO-0238

It was suggested that we reach out to TP to nominate highly esteemed researches that already have short courses and include them in our instructors. ACTION ITEM: Stefano Coraluppi – Work with George Schmidt to reach out to TPs to get short course presenters. AI-0845


## Member Services – Fabiola Colone

Fabiola reviewed membership statistics. She joined Collabratec group: Membership Development Volunteers.

ACTION ITEM: Judy Scharmann - Join Membership Development Volunteers on Collabratec. AI-0846

We lost student members in 2018 but increased in higher grade. We increased overall by 1.2%, the same as IEEE. However, Societies in our division increased by 4%. GRSS improved by 7.9% because the President became involved in IEEE-wide activity.

Fabiola also looked at the Region breakdown of the increase.

We need to be strategic about China. Xiaopeng Yang is the key. ACTION ITEM: Mark Davis (lead), Judy Scharmann – Reconnect with Xiaopeng Yang. AI-0847

PELS growth was attributed to holistic program of consistent year to year communication; and a healthy portfolio of activity, and a willingness to sunset non-productive/low-valued services. GRSS attributes growth to visits to local China and South American chapters. We need someone on the ground in China. Joe Fabrizio suggested that we might want to hire someone to spend a couple of months in China.

It was suggested to organize small workshops around the world with hot topics. This gives opportunity for new blood to organize a workshop. ACTION ITEM: Fulvio Gini – Explore the concept of small workshops around the world with hot topics. AI-0848

We need to support our students and YPs in a more beneficial way through more summer schools.

ACTION ITEM: Sabrina Greco – Work with your contact in India to start a summer school or small workshop in India. AI-0849

How to grow our students? Give significant registration discounts to students. We need more student travel awards. The RSP reviewed a lot of papers from students. Could we require AESS membership to be in the student paper contest.

ACTION ITEM: Fabiola Colone – Based on the analysis of membership statistics, create some strategy and recommend ideas and distribute to the relevant VPs for implementation. AI-0850

ACTION ITEM: Fabiola Colone - It was suggested to lower the student membership fee to possibly $1. Work with Finance VP to implement. AI-0851

Alfonso Farina presented the Chapter Report. No Best Chapter Award given this year. This process is being re-worked.


## Industry Relations

Darin paired down the objectives to focus only 4 objectives.

ACTION ITEM: Mike Wicks – Educate industry on the benefits of the short course initiative. Deadline May 26. AI-0852

ACTION ITEM: Darin Dunham – Update industry relations website. AI-0853

ACTION ITEM: Bob Lyons - Develop strategic partnerships with relevant industry. Reaching out to Raytheon fellows (by October 2019) and Lockheed and work with Mike Noble to reach out to L-3. Work with Darin and our student reps to link our students to existing industry recruitment days. As we form key relationships with industry fellows, discuss this topic. AI-0854

ACTION ITEM: Darin Dunham/Marina Ruggieri/Claudio Sacchi - Propose a social function for industry at the Aerospace Conference. Get speakers from industry for the event. Launch the new Glue Technologies for Space Systems Panel at this event. AI-0855

There was a new idea presented to obtain college credit for short courses. Mike Wicks is doing some initial research with University of Dayton. If we can get our short courses in a university for credit, that would be a big win. It could be a requirement for a student's independent study. ACTION ITEM: Stefano Coraluppi/Mike Wicks – Develop the idea of the short course for college credit concept as part of the short course initiative. AI-0856


**Publications – Maria Sabrina Greco**
The number of weeks from sub to pub is very long for the Transactions. We need to improve this before the PRAC next year. One of the points of the last PRAC was this very issue. The goal is to reduce the time from sub to pub for TAES to nine months.
The Magazine transitioned from Allen Press to IEEE Publications. It was a difficult transition, but it is running well now.

QEB – "The Story Behind the success" has been popular and successful.
Also new is "Society Happenings." VPs can take advantage of this and write something.
We also added content for young members.

Sabrina reported on the new proposed journal on radar.
Shannon Blunt, chair of the RSP, appointed an adhoc committee to work on this proposal. Discussion will take place over email and then the proposal can be refined. We need to invite comments from outside the RSP. We want this to be a decision of the community.

Sabrina reviewed Plan S.
"Compliant" means you have to publish in a fully open access journal. It cannot be a hybrid journal. This will completely change the IEEE model. We can start a new journal called Open Access Journal of the AESS. We could also use a section of the IEEE Access Journal. We can also open a shared OA journal with an allied society.
We will no longer have the large amount of money from academia subscriptions.
AESS is taking a wait and see attitude.
ACTION ITEM: Sabrina Greco – When we have positive changes to report on sub to pub, report these positive changes in the QEB to let people know that the sub to pub is getting better. AI-0857
Most of IEEE uses Scholar One. We are considering moving to Scholar One.


**Conferences – Michael Braasch**
2019 Financially Sponsored Conferences:
- Aerospace Conference
- AUTOTESTCON
- DASC
- ICCST
- ICNS
- MetroAeroSpace
- Radar Conference

2019 Technically Co-Sponsored Conferences:
- International Radar Conf
- IEEE Topical Workshop on Internet of Space
- ICINS
- IEEE International Symposium on Phased Array System & Technology (PAST)
- IEEE COMCAS
- Signal Processing Symposium
- APSAR
- International Conference on Recent Advances in Space Technologies
- International Radar Sympos
- International Conference on Integrated Navigational and Unmanned Aircraft Systems
- DGON Inertial Sensors & Sys
- International Conference on Localization and GNSS
- International Symposium on Measurement and Control in Robotics
- European Space Power Conference
- European Radar Conference (EuRAD)
- International Workshop on Tracking, Telemetry and Command Systems for Space Applications
- Sensor Data Fusion

ACTION ITEM: Judy Scharmann – Make sure the AESS logo is on all the conference websites. AI-0858
We have a new conference: The Systems Security Symposium sponsored by the Systems Council to be held in March 2020.
There was a lot of discussion about turning a conference paper into a journal paper. A conference paper must have substantial new content to be published in the journal.

**Education – Lorenzo LoMonte**
Resource Center:
Lorenzo discussed additions to the Resource Center.
ACTION ITEM: Judy Scharmann – Upload Lance Kaplan and Jason Williams tutorials to the Resource Center. Also get the data set by Eric Evans to put on the Resource Center. (Alex Charlish has it.) Work with Melissa Handa. AI-0859
Lorenzo wants to standardize tutorial recordings at AESS conferences.

DLP:
Lorenzo is working to standardize duties of organizers and DLs.
DLs need to use Concur.
ACTION ITEM: Lorenzo LoMonte – Contact all chapter chairs to organize one DL. Our DLs also need to be proactive. AI-0860
DL organizers need to use Vtools to log their event.
Lorenzo discussed the IEEE Learning Network. This is the next initiative being worked.
MOTION: Lorenzo LoMonte moved to give $1,500 support for Young Professionals in Space. Fabiola Colone 2nd. Motion passed. MO-0239
It was suggested to invite Jane Hill to the International Radar Conference in DC. We should also notify her each year of the winner.

**Board of Governors Self-Assessment – Walt Downing**
We discussed the survey questions and feedback was given.
ACTION ITEM: Walt Downing/Judy Scharmann – Facilitate onboarding for new Board members. AI-0861
ACTION ITEM: Judy Scharmann – Next year, put Call for Nominations on website and also in QEB and social media. AI-0862
ACTION ITEM: Walt Downing/Judy Scharmann – Work on getting job descriptions for all VPs and BoG members. AI-0863
ACTION ITEM: Judy/Walt – Put survey analysis together and send to BoG. AI-0864
There was discussion that the Short Course has significant overlap with Education, Membership, Industry Relations, Technical Operations.

**Session 2 – Key Committees' Briefing**

**Student Activities – Hugh Griffiths**
There was a lot of discussion regarding the applications for Student Projects. These tend to be US-centric.
Nominations are only made by AESS Board members. Nominations due by Sept. 1.
ACTION ITEM: Bob Rassa –Send an actual Call for Student Projects out to the BoG. With regards to Region 2 and Loyola High School, the board wants a full reporting of what the money has been spent on, how many years we have given to them, what benefit has come out of this as a result of our support. AI-0865
Once we get that information, we can have an eVote. Right after the September 1 deadline, if there are other proposals, we can have another eVote.
ACTION ITEM: Bob Rassa – Communicate to conference chairs (advertise in conference materials) and chapter chairs that we have AESS Scholarships. Build a list of Universities that are involved in AESS and send the information about the Scholarships to them. AI-0866
ACTION ITEM: All BoG – Find nominations for Engineering Scholarships. New deadline July 1. Judy will advertise broadly. AI-0867

**Graduate Student Rep Report – Francesca Filippini**
Mentoring program was advertised at the YP event at the Radar Conference.
ACTION ITEM: Judy Scharmann – Check the mentoring applications after the Radar Conference and Francesca and Kameron know if there is a spike in applications after the conference. AI-0868

**Kameron Lacalli – YP Rep**

Kameron discussed the YP event held at the Radar Conference.
ACTION ITEM: Kameron Lacalli - Send survey out to email list from YP Event. AI-0869
Next year, we will invite people of all ages. We want this to be a networking event.
Upcoming Events:
YP Committee, May 2019
S/C YP Reps Summit, June 2019
DASC, Sept 2019

How do we measure the effectiveness of the events?
We need to make YP event STANDARD at our conferences.


**Awards – Fulvio Gini**
Fulvio reviewed all the recent award winners.
ACTION ITEM: Fulvio Gini - Include how many people applied and other pertinent metrics in Award slides in the future. AI-0870
Fulvio presented the work of the Awards AdHoc committee. The goal of the committee was to revise the awards of the Society.
There was discussion about the PLANS Best Paper Award that is included in the TAB Manual. It was decided not to remove it from the TAB Manual. This is an AESS and ION Award.
Fulvio reviewed the changes for the Award guidelines and the TAB Manual.
It was discussed the idea to have the Society Awards to have a common deadline.
The Chapter of the Year Award still has revision ongoing.
ACTION ITEM: Fulvio Gini/Fabiola Colone – Provide process for the Chapter of the Year Award and present at Fall BoG meeting. AI-0871
ACTION ITEM: Fulvio Gini/Judy Scharmann – Set annual timeline for Awards, with deadlines and advertising schedule. AI-0872
ACTION ITEM: Fulvio Gini – Provide form to provide metrics after awardee is selected. AI-0873
ACTION ITEM: Judy Scharmann – Check nomination forms on the AESS website to ensure Erv Gangl is replaced by Fulvio Gini. AI-0874
ACTION ITEM: Judy Scharmann – Create web forms for all nomination forms. AI-0875


**AESS Professional Networking & Mentoring Program Update – Fabiola Colone**
We need to cut down the time between initial registration.
ACTION ITEM: Judy Scharmann – Every Tuesday, administer Mentoring Program. AI-0876
ACTION ITEM: Ethan Lin/Judy Scharmann – Automate the collection of mentee information. AI-0877
ACTION ITEM: Kameron Lacalli/Francesca Filippini /Judy Scharmann – Target recruitment of mentees at conferences. AI-0878
ACTION ITEM: : Kameron Lacalli/Francesca Filippini /Judy Scharmann – Re-evaluate all the mentors we have and recruit new mentors. AI-0879
ACTION ITEM: Judy Scharmann – Send packet of AESS materials for the 100+ Radar event in Rome. AI-0880
It was suggested that we support selected mentees to attend a conference with their mentor. Possibly support with travel and registration.
ACTION ITEM: Kameron Lacalli/Francesca Filippini – Research a process for offering support to mentees for attending conferences with mentors. AI-0881
For the next conference, we need to plan the YP Event as a "meet up" for Mentor and Mentee.
MOTION: Fabiola Colone moved that AESS support with $1,000 USD the 3rd Italian Workshop on Radar and Remote Sensing meeting in Rome on May 30-31, 2019. Marina Ruggieri 2nd. Motion passed. MO-0240
ACTION ITEM:  Fabiola Colone – Submit a report to the Magazine and QEB after the Italian Workshop on Radar and Remote Sensing.
ACTION ITEM: Francesca Filippini/Judy Scharmann – Use the database for mentees and get them involved in other activities. AI-0882
ACTION ITEM: Alfonso Farina – Write an article on mentoring for the Magazine. AI-0883
ACTION ITEM: Mark Davis – Work into our Mentoring Program the interview room at the International Radar Conference. AI-0884
ACTION ITEM: Joe Fabrizio – Find a new Chair for the Mentoring Program. AI-0885
It was again suggested to reduce AESS student membership fees.
ACTION ITEM: Kameron Lacalli/Francesca Filippini /Judy Scharmann - Communicate with the mentees and ask the mentors to distribute messages to their mentees. AI-0886

**AESS Short Course Initiative – Stefano Coraluppi**
Stefano spoke about the Short Course Initiative.
The minimum for a short course is 6 hours (1 day).
ACTION ITEM: Judy Scharmann – Add David Crouse to the website as short course instructor. AI-0887
ACTION ITEM: Judy Scharmann – Ask Bob Rassa, Nils Smith, and Mike Wicks to fill out the online application. AI-0888
ACTION ITEM: Judy Scharmann/Stefano Coraluppi – Design a one-page file for the magazine to be included monthly with the other magazine files. AI-0889
If they are listed, they must be ready to give that course today.
Once we get the instructors, we can approach the chapters in a personalized approach.
The committee also needs to vet and have oversite to actual courses. We need to review the budgets and be individually approved.
Stefano brought up the funding issue of the Bolivia Section Chair who wants to put on a short course, but Bolivia has no money. They cannot afford to charge for this event and want to offer it for free. Will we support with a speaker? There was positive feedback. This is an opportunity and we will have requirements.
ACTION ITEM: Stefano/Judy – Reach out to tutorial speakers from our conferences after our website is more formalized. AI-0890


**International Directors Summary – Sabrina Greco**
Sabrina Greco appointed Jason Williams as Australia/New Zealand International Director, replacing Joe Fabrizio.
We may want to replace Rangaswamy for India.
Marina asked to be replaced for Italy, Western Europe. Marina suggested Fredrick.
ACTION ITEM: Sabrina Greco – Reach out to Fredrick Gustafson and ask him to be International Director for Italy, Western Europe. AI-0891
Eastern Europe – Marina suggests someone from Croatia, Bosnia, Slovenia…some place we would like to expand.
Russia – the Ukraine Chapter Chair was suggested.
India – we have 3 AEs that Michael provided.
We have active members from Poland.
Since the International Director must be a Board member, the non-board members will be designated Liaisons.
Sabrina reviewed the ID reports.

Meeting recessed at 5:00 pm, to reconvene on Saturday, April 27.

### Saturday, April 27, 2019

**Call to Order**
Joe Fabrizio called the meeting to order at 8:30 am. Joe introduced Charles David, mentee, who is attending to discuss his mentoring experience.

Marina Ruggieri announced the results of the eVote.

**Session 2 – Key Committees' Briefing - Continued**

**Nominations & Appointments – Hugh Griffiths**
Hugh gave a status of the election procedure. The slate has been approved. Hugh discussed the slate and the desire for diversity in the slate.
The IEEE-run election will now take place. The AESS membership will elect 6 members, and then the AESS Board of Governors will elect 2 members from the remaining slate.
The next issue will be the officer elections. Hugh will consult with the existing VPs. We will also elect our next President Elect.
Hugh reviewed how the APS run their elections: 8 from Region 1-6, 1 from Region 9, and 3 from Region 10. The candidate for President Elect rotates between the regions. This process explicitly controls the geographic diversity. We should be aware of what they do. Hugh will research other societies to see how they manage this.
ACTION ITEM: Hugh Griffiths – Research how other IEEE Societies run their elections for their boards, as well as their officers. AI-0892
There was discussion about the low percentage of members that vote. We brainstormed ideas to get more people to vote.
ACTION ITEM: Judy Scharmann – Send emails to AESS members reminding them to vote: 1 at the beginning of voting and one reminder in 3 weeks. Hugh/Marina will write text. AI-0893
ACTION ITEM: Hugh Griffiths/Marina Ruggieri – Send wording for an email discussing diversity and current board composition. Immediately. AI-0894

There was discussion about giving a randomly chosen prize chosen by people that voted.
There was discussion about how to help the AESS members to get to know the candidates.
There was discussion about the IEEE requirements of how we elect our BoG members.
We need to show our members how much the AESS cares about diversity. Prepare a short article for the magazine talking about geographic, technical, and gender diversity.
ACTION ITEM: Hugh Griffiths/Marina Ruggieri – Write an article for the magazine and QEB on diversity, showing our membership demographics. AI-0895


**Governing Documents – Hugh Griffiths**
Hugh reviewed the changes passed by the Board. TAB will approve these changes this next week.
1. Previously elected members can serve as officers immediately.
2. We've previously had Exec. VP and then that person stood for election to President. We changed to a President Elect, automatic assume President. Past President is reduced to one term. No more Jr. and Sr.
3. We added voting rights to YP, graduate, and undergraduate reps.
4. Formalized the Fellow Evaluation Committee.
We do have a Society Review in June of 2020. Include time at the Fall BoG meeting and February Officers' Meeting to begin preparation for the 2020 Society Review.
Hugh reviewed the Hülsmeyer Milestone.
Our Fall meeting will take place on October 18-19, 2019, with the Hülsmeyer ceremony on the 19th.


**Review of Society Development Award Application – Lorenzo LoMonte and Judy Scharmann**
Push link between education and technical panels. Tie the two together.
Link education to other areas of activity.
Document the impact of accomplishments in the evidence. Discuss impact.


**Presentation by Charles David, Mentee in the AESS Mentoring Program**
Note on the website that a mentee can have more than one mentor.
ACTION ITEM: Judy Scharmann – Testimonials are not accessible. Fix. AI-0896
ACTION ITEM: Judy Scharmann – Connect Charles David with Kameron and Francesca. AI-0897
Most students don't experience how networking is important.


**Succession Planning – Walt Downing**
We will be voting on officers in the fall, so looking at succession planning is important. We need to look 5 years out.
ACTION ITEM: VPs and Committees – Discuss and have a dialog with Hugh Griffiths about 2 recommendations for VP. AI-0898
Nominations from the floor must be made one week ahead.
There was discussion about why Treasurer has no term limit. The high learning curve with IEEE finance is main reason.


**Old Business, New Business – Joe Fabrizio**
ACTION ITEM: Judy Scharmann – Reach out to Chapter Chairs for photos and bios to include on the website. AI-0899
ACTION ITEM: VPs – Look at your area of the website and send updates to Judy. AI-0900
Joe Fabrizio appointed Kameron and Francesca as co-chairs of the Mentoring Program, to replace Fabiola Colone. The Board agreed.


**Wrap Up/Action Item Review – Joe Fabrizio and Judy Scharmann**
Judy reviewed all actions taken at this meeting.
Joe reviewed highlights of the meeting:
- Think about initiatives to use some of $600K surplus. Bring ideas to BoG meeting in October. Make good proposals, not to spend money to spend money.
- Focus on students and young professionals. Reach out to under-represented countries. Focus on better serving industry members.
- We need a succession plan for Treasurer. We need knowledge to not be confined to one person.
- Tech Ops revitalization was a highlight. This presentation was a perfect example of the strategic process. The new Glue SS TP is a highlight.

- The membership analysis was vitally important.
- Industry Relations is becoming more engaged and is becoming beneficial. There is a strong connection now to the Short Course.
- Highlight is tackling the sub to 1$^{st}$ decision of Transactions. Also, the proposal of new Transactions on Radar.
- New Systems Security Symposium. Expanding portfolio.
- Board self-assessment was helpful. We need to take an inward look.
- Resource Center growing. Summer School success. YP Event is very successful.
- Mentoring Program continues to grow. Timeliness of our response is important.
- Fresh look at all awards has been achieved.
- Short Course is starting to take shape. We are going from "pilots" to actual successful running of the program.
- The committees are working well together. Joe asked that committees meet a couple of times before Fall BoG meeting.
- We have the right people in the right jobs right now.

Next meeting: October 18-19, 2019 in Colone, Germany.


**Adjourn**
Meeting adjourned at 12:00 pm.