



**AESS Chapter Summit
Hyatt Regency Cologne
Cologne, Germany
17 October 2019**

Attendees:

Marco Maffei, Italy Section Chapter, marco.maffei@thalesalieniaspace.com
Maria-Pilar Jarabo-Amores, Spain Section Chapter, mpilar.jarabo@uah.es
Heinz Wipf, Switzerland Section Chapter, heinz_wipf@bluewin.ch
Murat Efe, Turkey Section Chapter, murat.efe@eng.ankara.edu.tr
Mark J. Bentum, Benelux Section Chapter, m.j.bentum@tue.nl
Wojtek Krzysztofik, Poland Section Joint Chapter, wojciech.krzysztofik@pwr.edu.pl
Vadim Kaloshin, Russia Sect Joint Chapter, vak@cplire.ru
Kateryna Arkhypova, Ukraine Joint Chapter, arkhykate@gmail.com
Wolfgang Koch, Germany Chapter, wolfgang.koch@fkie.fraunhofer.de
Alexander Kukaev, Russia (Northwest) Chapter, askukaev@gmail.com

AESS Board members attending:

Joe Fabrizio, President
Walt Downing, President-Elect
Fabiola Colone, VP Member Services
Stefano Coraluppi, Short Course Committee Chair
Lorenzo Lo Monte, VP Education
Maria Sabrina Greco, VP Publications
Michael Braasch, VP Conferences
George Schmidt, VP Technical Operations
Francesca Filippini, Mentoring Committee Chair
Bob Rassa, Treasurer
Laila Moreira, AESS Board of Governors member
Judy Scharmman, Executive Assistant

Welcome from the AESS President

Joe Fabrizio opened the meeting at 8:05.

Joe made a presentation including meeting agenda, initiatives, information about the Society Professional Development Award, the Hulsmeyer event, and overall meeting strategy for today. This initiative was conceived to bring the Chapter Chairs and Board of Governors together.

Welcome for the AESS Executive Vice-President

Walt reviewed Region 8 Chapters, Chapter Chair roles and responsibilities, discussed the importance of succession planning. Walt reviewed suggestions for Chapter activities, as he is a Chapter Chair.

Session 1 – AESS New Initiatives

Short Course Initiative

Stefano Coraluppi laid out the model for the Short Course initiative. He listed all the instructors and topics that are currently available. The AESS is wanting to grow the program with more technically diverse, high-quality short courses. We want to expand the supply and also the demand.

[ACTION ITEM: Judy Scharmann – Talk with Fabiola about a regular column in the QEB for the Short Course.](#)

[ACTION ITEM: Judy Scharmann – Talk with Peter and Sabrina about a dedicated page in the Magazine for the listing of Short Course instructors.](#)

Turkey is not allowed to have a bank account. Local chapters may not have the infrastructure to host the event. We may be able to set it up as a conference with a CB account. The surplus will then go to the Section and they are obligated to give it to the Chapter.

There was discussion about the budget for a Short Course. It may be that a lecturer gives a course in several locations, traveling only once. Two chapters can host a short course and split the surplus.

[ACTION ITEM: Judy Scharmann – Update the resource materials for the short course to remove vTools and enter ICX.](#)

[ACTION ITEM: Chapter Chairs – 1\) Think about hosting a short course. What course topic would be appropriate? What instructor? \(It doesn't have to be someone on the list.\) 2\) Nominate someone as a short course instructor.](#)

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We need to address market analysis. The instructors are done through personal connections, not through a marketing effort. Instructors need to be high-quality, not necessarily an AESS member.

Session 2 – AESS Services for Members

The AESS Educational Resources

Lorenzo reviewed the educational services of the AESS.

- 1) Resource Center – AESS has a resource center. This has been developed by IEEE with inputs by AESS. We have approximately 80 video offerings. We offer CEU and PDH credits.

- 2) DLs

- 3) Education Awards

Robert T. Hill Best Dissertation Award and the IEEE AESS Engineering Scholarship

There is an application problem. Some students are not members, but the professor is. Fulvio is going to bring up this problem with the Board. He will propose some way to solve this problem. You must be a member when you apply for the award. There was a lot of discussion about the rules of the award. This needs to be communicated well on the website.

[ACTION ITEM: Fulvio Gini/Lorenzo Lo Monte – Rephrase the eligibility requirements of the Robert Hill. You don't need to be a member for a year, but a member at the time of application.](#)

- 4) Short course – there was discussion about what chapters have to give to the sections after events. Chapters are not supposed to have to give money to the Section.

[ACTION ITEM: Bob Rassa – send MGA manual to Marco Maffei.](#)

Challenges and opportunities for Chapters

Fabiola Colone spoke about her responsibility to the Chapter Chairs. She introduced her committee.

Fabiola introduced three main goals of the Member Services Committee:

1. Broaden and actively engage the membership of AESS.
2. Recruit and show tangible value to young members.
3. Offer assistance and provide opportunities to chapters.

Fabiola reviewed the AESS membership statistics. The AESS experienced growth in 2018.

To increase membership in AESS, the Chapters and the Board must work together.

Fabiola introduced the NEW Best Chapter of the Year Award.

Description: To annually recognize the AESS Chapter showed performance was particularly noteworthy.

All AESS Chapters are eligible.

Dec. 1 is deadline for application. There is an application form on the website.

There will be a monetary prize in addition to the certificate.

[ACTION ITEM: Judy Scharmann – Add this new award to the website and to the TAB Awards Manual.](#)

And idea was discussed to take advantage of local events by supporting the event with a small sum of money in exchange for visibility.

The AESS offers assistance to Chapters including Chapter Coordinator, Chapter Summits, communications and web pages dedicated to Chapters, Chapter Handbook, possibly a Collabratec Group.

ACTION ITEM: Chapter Chairs – Make suggestions and updates to the Chapter Handbook. This is a living document.

Kathleen gave a presentation on Chapter reporting in vTools.

Reporting is easy if already in the system. Put events into vTools beforehand.

Chapter Officers have access to OU Analytics.

Inputs from AESS Chapters

Round Table Discussion on Chapters needs/suggestions/issues

Ideas presented:

- One concern of a chapter chair is that people just want to take, not give. In any organization, you get what you give. How do we increase the awareness of this give/get mentality?
- The fee for AESS membership is very low. There are many advantages for this low price. Encourage young people to be engaged. AESS can help a lot by getting information to the Student Branches. Activities at Student Branches and engage. Arrange a tour or something. It is the Chapter Chair's responsibility and also the responsibility of the AESS Board.
- It is easy to for industry to partner with student activities. They have an interest as they are future employees.
- Professors can say something about AESS. They do not do this. Perhaps from the President there could be a request to inform the students. How do they know what they don't know?? We need to introduce activities to students.
- Bring the AESS magazine to the classroom. Free magazines.
ACTION ITEM: Chapter Chairs – Reach out to Judy Scharmann if you need AESS magazines for your Chapter meetings.
- If we want to reach students, we should think about offering something, like a review of a master's thesis, or something.
- The main benefit of IEEE is providing a technical home. We need to push the idea that AESS is a "technical home." We need to transmit this message to students. Networking is a tangible benefit. In social networks, if you offer a checkbox asking if user is an AESS member, it instills in students the need to join. They need a stimulus.
- Find student testimonials. Find some people that says "IEEE made my career." That could help! Professors can state the benefits of IEEE.
- There is a big difference between undergraduate and graduate student. The most successful student branches, IEEE is providing opportunities at a local level with hands-on projects. They have to be members to get this benefit.
- The students are highly motivated by job opportunities. Connecting students to industry is important.
- There is a lack of information about IEEE and how they can benefit. We need to package benefits. Publications is not so much a benefit because you can access that at any university.
- The networking is so important. Teachers need to provide information about IEEE.
- As an AESS member, you do not get access to AESS conference proceedings.
- The IEEE Historic Milestone is a local activity. This Milestone is a triumph of the local chapter (Germany Chapter.)
- The Resource Center is advertised but no one knows about it. We need to get the message across.
- Send the QEB out via social media. How do we reach the short attention spans of youth?
- Explore the possibility Best Final Project for Undergraduates.

Publication news and how Chapters can contribute

Sabrina Greco presented the AESS publications. In the Magazine, the Student Research Highlights would be particularly interesting to students. Student Activity Highlights – If you have a student branch that has an event, you can advertise this event and advertise a report. These things are submitted through the paper submission process and they are approved quickly. In the magazine, we have conference reports for our sponsored conferences. Also, event reports.

Sabrina spoke of the training sessions we held for the AEs to help with EJPress system.

The magazine has Industry Insights. We want to address the needs of the industry members. These are short papers focused on industry. The Chapter Chairs have better contacts in their local areas and could help solicit industry

insights. It should come from high up in an industry. These industry papers are general and short. They are not technical papers.

Role of Chapters in Conferences

We are wanting to engage the local chapter in conferences that come to their area. Chapters hosting or partnering with a conference are entitled to a portion of the surplus. AESS needs to be more proactive to ask organizers if there is a chapter in the area that could be involved in the conference. Or let Chapters know directly. We need to train our conference organizers to get local involvement.

How do we get representation on conference committees? Members can shape conferences, not just attend them.

Energizing the Technical Panels of the AESS

We have 7 TPs and all but one are involved in a conference.

Chapter Chairs, engage your chapter members in the AESS Technical Panels. George Schmidt reviewed what panels do. To get involved in a TP, review the description of the panel, decide on how you want to participate, prepare a bio and short email to the Panel Chair or VP, and start participating.

Session 5 – AESS for Students and Young Professionals

Young Professionals – Lorenzo Lo Monte presented in Kameron Lacalli's absence.

YP is an affinity Group and it is free. Students are not converting to general membership. YP has a good way to promote events. They have an event exchange, so if you need ideas, go take a look at the IEEE YP event exchange.

The AESS typically has YP events at conferences.

There are funding opportunities. Three types:

1. Meet up
2. Step
3. Seed funding

Mentoring

Francesca Filippini reviewed the opportunities available for the Mentoring Program, reviewing the program and sharing some success stories.

What can chapter chairs do?

- Promote the program
- Inform new mentees and encourage them to take part
- Encourage experts to be mentors

Student Initiatives and opportunities

What can chapters do?

- Liaise between AESS and students
- Promote initiatives dedicated to Students and Young Professionals
- Recruit locally
- Foster student engagement
- Organize local activities geared to Students and Young Professionals

We need to keep close contact with students and young professionals.

We need to advertise our awards that are geared to our younger members.

At the Radar Conference, they are doing the 3-minute dissertation.

Round Table Discussion

Ideas presented:

- Problem: Accessing data of members of the Chapter. Go to OU Analytics.
- You can have a joint meeting between your chapter and another chapter in another section.
- The society encourages chapters. If they want to be joint with another society, okay.
- Need centralized, stable PoC to route to officers. Judy Scharmann can be the PoC and do the routing.
- There was a lot of discussion about financial support of Chapters.

Guidelines for submitting reports and funding requests

Bob Rassa presented how to report expenses. All expenses must be submitted via Concur. Ukraine cannot use Concur.

ACTION ITEM: Bob Rassa – Find out how Ukraine should submit expense reports and send to Katerina.

Funding support – AESS gives \$50 per meeting up to 6 meetings.

The IEEE AdHoc Committee that Bob Rassa is on is recommending more money for our chapters.

If you have a request for funding, submit a request to Alfonso Farina, copy Judy.

ACTION ITEM: Kathleen Kramer/Bob Rassa: Put together a webinar for chapter budget preparation.

All questions about Concur should be directed to Bob Rassa, rcrassa@raytheon.com.

We need to facilitate getting DLs and Chapter Chairs connected, especially when DLs are traveling. DLs need to let the local chapter chair know they will be in the area.

It was suggested that we all have more interactions!

ACTION ITEM: Judy Scharmann/Fabiola Colone – Put QEB Highlights in the Magazine.

ACTION ITEM: Judy Scharmann – Check all Chapter Chair emails. Find a way to list the Vice chair also on our website?

ACTION ITEM: Chapter Chairs - Go to roster.IEEE.org and make sure you are listed.

What do we need to do in the future to maintain momentum? When we go home, we need to maintain the momentum.

ACTION ITEM: Chapter Chairs – Get all this information from today flowing to your members. Schedule 30 minutes at next chapter meeting to discuss selected topics from this chapter summit. Additionally, possibly post the presentations on the chapter website or a synopsis on the website.

It will be recommended to TAB to have quarterly webinars for Chapter Chairs.

This regional chapter summit was deemed a success. Thank you to the Chapter Chairs, for your time, for your active participation. Thank you to the AESS Board members.

Joe Fabrizio adjourned the meeting at 5:10 pm.