



**AESS Board of Governors Meeting
September 28-29, 2018
Rome Park Hotel, Rome, Italy
Room: Bramante 12**

Friday, September 28, 2018

Attendees: Joe Fabrizio, Walt Downing, Bob Rassa, Darin Dunham, Fabiola Colone, Federico Lombardi, Fredrik Gustafsson, Fulvio Gini, George Schmidt, Hugh Griffiths, Jose Bolanos, Kathleen Kramer, Leo Lighthart, Lorenzo Lo Monte, Marina Ruggieri, Mark Davis, Michael Cardinale, Michael Rice, Roy Streit, Sean Malek, Shannon Blunt, Stefano Coraluppi, Wolfgang Koch

Non-Voting Attendees: Alfonso Farina, Xiaopeng Yang, Francesca Filippini, Judy Scharmman, Jane Buckingham

Call to Order, Introductions, and Adoption of Agenda

Fabrizio

Joe Fabrizio called the meeting to order at 8:00 am.

Introductions were made. The Agenda was adopted as changed, moving Federico Lombardi's Graduate Student presentation to Saturday morning, before the N&A presentation.

President's Message to BoG

Fabrizio

Joe Fabrizio presented a welcome to the BoG. He reviewed all the activities that have occurred since the last BoG meeting. The 2019 Presidential appointments were presented. There were no objections and the appointments were approved by consensus.

Executive Vice President's Message to BoG

Downing

Walt Downing discussed SMART Objectives and ground rules for Board meetings.

Secretary's Report, approval of the minutes

Ruggieri/Scharmman

MOTION: The minutes of the Spring 2018 BoG meeting were approved as written.

Finance

Bolanos/Rassa

Jose Bolanos reviewed the Finance Action Items and SMART Objectives from 2018.

The bad debt was reduced to 8.5%; In 2017 the bad debt was \$37,599, while bad debt for 2018 is \$3,200 (actual).

Bob Rassa presented the Finance goals and objectives.

The AES Society is still solvent. The AES final surplus for 2017 was \$ 1,173.9k.

It was suggested that the 50% surplus and 3% of reserves be shown each year during the Strategic Planning Meeting.

The finances involved with sending promotional materials to chapters affiliated with AES were discussed; if requests become excessive, financial approval should be sought.

Member Services

Koch

Wolfgang Koch reviewed the SMART objectives and ongoing Action Items for AESS Membership Services.

The Hülsmeier milestone proposal in Cologne has passed.

It was proposed to have the IEEE AESS 2019 Fall Board of Governor's Meeting right after the annual IEEE AESS Symposium *Sensor Data Fusion - Trends, Solutions, Applications* at the conference center of the University of Bonn on October 11 – 12, 2019 in Bonn, Germany. This will coincide with the Hülsmeier plaque unveiling, and the AESS Board of Governors can attend this ceremony in Cologne.

This will be a press / media event. Different ways to publicize this event were discussed.

There are currently four European milestones on the IEEE agenda for 2019. The event will be passed by the IEEE History Committee by October 20, 2018.

ACTION ITEM: Hugh Griffiths – Pass the dates of the milestone ceremony along to the IEEE History Committee and will invite the IEEE president elect, José M.F. Moura. AI-0805

ACTION ITEM: Mark Davis – Invite the IEEE Executive Director and Chief Operating Officer, Steve Welby to the Milestone ceremony. AI-0806

MOTION: Wolfgang Koch moved to have the Fall AESS Board on October 11-12 in Cologne Germany, conditioned on a positive IEEE board approval of the IEEE milestone. Marina Ruggieri 2nd. Motion passed. MO-0233

It was discussed to use our initiative funding for action items related to AESS profiting from NATO Science and Technology Organization with emphasis on Artificial Intelligence.

It was suggested that we should consider creating a new panel on FUSION.

ACTION ITEM: Stefano Coraluppi (lead), George Schmidt– Create a new Fusion Technical Panel. AI-0807

It was mentioned that in the US, there could be potential issues for industry employees when it comes to defense related matters.

It was proposed that Chapter Development funds be used to setup a scientific and research related Fall event (example: IEEE AESS SDF) and Spring event focus on industry.

Wolfgang Koch is currently preparing a Short course / tutorial on “AI for Military IRS Technology.”

ACTION ITEM: Jane Buckingham – Add Wolfgang Koch as a Short Course instructor to the AESS website. AI-0808

ACTION ITEM: Jane Buckingham – Merge the AESS LinkedIn Group that Wolfgang Koch created with the existing AESS LinkedIn group. AI-0809

ACTION ITEM: Jane Buckingham – Attempt to reconnect Wolfgang Koch’s mentees with him. AI-0810

ACTION ITEM: Jane Buckingham (lead), Luke Rosenberg, Jason Williams, Lorenzo Lo Monte – Actively contact chapter chairs and encourage them to organize a short course. AI-0811

Publications

Rice

Michael Rice presented the Publications Report on behalf of Maria S. Greco and discussed the SMART objectives and open Action Items.

Industry Relations

Streit

Roy Streit presented on the Industry Relations SMART Objectives and ongoing Action Items.

It was proposed that AESS offer free advertising to companies who pay for IEEE AESS membership fees for their employees; this will be an incentive for companies to pay for AESS membership for their employees.

Marina Ruggieri presented strategies to establish and demonstrate strategic partnerships with industry and industrial organizations.

ACTION ITEM: Jane Buckingham (lead), Roy Streit – Edit and upload drafts of industry related content to the website. AI-0812

ACTION ITEM: Jane Buckingham (lead), Roy Streit – Put together a marketing packet for Industry Relations to advertise short courses. AI-0813

Conferences

Davis

Mark Davis presented the Conference Report and highlighted SMART Objectives and open Action Items.

ACTION ITEM: Jane Buckingham – List the ICNS rep as “vacant” in the monthly AES Magazine file. AI-0814

The Radar Conference will be 90% financially sponsored in 2020 and will held in the Washington DC area.

There are several technically co-sponsored conferences in 2019 that do not have AESS Liaisons.

Education

Kramer

Kathleen Kramer presented the Education report and highlighted SMART Objectives and Action Items.

ACTION ITEM: Jane Buckingham (lead), Wolfgang Koch, Kathleen Kramer – Link the Membership and Education Committees together to discuss Chapter opportunities data (found in OU-Analytics), particularly in New South Wales for Region 10, and Northern Europe (Sweden, Norway, Czechoslovakia, and Finland) for Region 8. AI-0815

ACTION ITEM: Jane Buckingham - Inform Jane Hill about the winners of the Robert T. Hill Award. AI-0816

Technical Operations

Schmidt

George Schmidt presented the Technical Operations report and highlighted the 2018 SMART Objectives and Action Items, as well as Panel news and highlights.

The AESS Technical Operations Committee has been working on a Policy and Procedures document, and feels that Panels should be open to all, not only AESS or IEEE members.

AESS Professional Networking & Mentoring Program Update

Colone

Fabiola reviewed the long and short-term strategic objectives and ongoing Action Items for the AESS Professional Networking & Mentoring Program.

ACTION ITEM: Jane Buckingham – Reach out to mentees (oldest to newest) asking for a report or testimonial for promotional purposes. AI-0817

ACTION ITEM: Jane Buckingham (lead), Fabiola Colone, Sean Malek, Francesca Filippini – Feature Sean Malek and Francesca Filippini in the First Quarter 2019 QEB and highlight student activities. AI-0818

AESS Short Course Initiative

Fabrizio

Joe Fabrizio reviewed the Short Course Initiative.

There have been short courses in Australia and in Europe, but none in the United States. We would like to see more involvement in the United States.

It was emphasized that Short Courses should be targeted towards industry; the goal is not to compete with universities. It is important to get our Chapters and communities engaged in this initiative.

It was mentioned that the individual giving the Short Course should get travel and accommodation expenses, as well as an honorarium.

The surplus that could be gained from the Short Course Initiative for both the AES Society and Chapters was discussed.

Larger Industries will need advanced notice for training, planning, and funding purposes.

The Industry Relations Committee should begin creating a portfolio of Short Courses that can be offered and add this to the website.

ACTION ITEM: Jane Buckingham (lead), Luke Rosenberg, Jason Williams, Lorenzo Lo Monte – Obtain engagement at the Chapter level by inviting selected AESS members such as BoG members, Distinguished Lecturers, and Conference Tutorial presenters to be an AESS Short Course Instructor. AI-0819

ACTION ITEM: Jane Buckingham (lead), Luke Rosenberg, Jason Williams, Lorenzo Lo Monte – Vet additional Short Course instructors as needed: Instructors chosen by a particular Chapter that are not in our Instructor list and Applications that are submitted by AESS members. AI-0820

ACTION ITEM: Roy Streit (lead), Michael Wicks, Bob Lyons, Marina Ruggieri, Lorenzo Lo Monte – Survey industry training and education needs. The committee has a spreadsheet tracker started, but we need to formulate a strategy to implement findings. Work with the Short Course Committee on findings. AI-0821

ACTION ITEM: Jane Buckingham (lead), Luke Rosenberg, Jason Williams, Lorenzo Lo Monte – Work with interested Chapters to help them initiate a Short Course. AI-0822

ACTION ITEM: Jane Buckingham (lead), Luke Rosenberg, Jason Williams, Lorenzo Lo Monte – Work with the AESS Chapter Chair coordinator to get information to Chapters in order to assist them in hosting a Short Course. AI-0823

ACTION ITEM: Jane Buckingham (lead), Luke Rosenberg, Jason Williams, Lorenzo Lo Monte – Set up mechanism for completed short courses to report and post those reports to the AESS website and publish the reports in the next available QEB. AI-0824

ACTION ITEM: Jane Buckingham (lead), Luke Rosenberg, Jason Williams, Lorenzo Lo Monte – Set up mechanism for recording short courses for the AESS Resource Center. AI-0825

ACTION ITEM: Joe Fabrizio – Assign Short Course Committee for 2019. AI-0826

Joe would like to have someone else take over as the Chair of the Short Course Committee for 2019.

ACTION ITEM: Jane Buckingham – Advertise the upcoming Short Courses within the QEB and AES Magazine. AI-0827

Student Activities

Rassa

Bob Rassa discussed the mission and initiatives within Student Activities within AESS.

AESS is currently the only society that engages high school students.

ACTION ITEM: Jane Buckingham – Immediately advertise the call for nominations for the two AESS Engineering Scholarships on Social Media and send to the membership list. Set the new deadline for nominations to December 31. AI-0828

MOTION: Bob Rassa moved to approve student funding for the following: Region 2 YP/WIE event, Philadelphia, Oct 6, \$2,000.00; Region 2 Student Activities Conference 2019, \$2,000; Loyola High School. Introduction to Engineering, \$5,000. Marina Ruggieri 2nd. Motion Passed. MO-0234

Undergraduate Student

Malek

Sean Malek reported on his progress so far as the Undergraduate Student Representative, as well as the next steps he plans on taking.

It was mentioned that the mentor profiles were very detailed, however a little difficult to navigate on the website.

ACTION ITEM: Jane Buckingham (lead), Fabiola Colone, Sean Malek – Work together to update the Professional Networking and Mentorship Program mentee registration form to include questions that would narrow down potential mentors. AI-0829

Sean Malek plans on setting up events in the Spring and Fall with Distinguished Lectures for the IEEE Dayton Chapter

ACTION ITEM: Sean Malek (lead), Jane Buckingham – Work together to promote the Dayton Chapter events online and send promotional materials. AI-0830

ACTION ITEM: Sean Malek – Plan a student event similar to the Region 2 student event. AI-0831

ACTION ITEM: Sean Malek (lead), Francesca Filippini, Hugh Griffiths, Lorenzo Lo Monte, and Bob Rassa – Work on developing a stronger list of benefits for students to remain members after transitioning out of school. There is a drafted flyer with reasons students should become members that can be used and expanded. AI-0832

Young Professionals Program

Lo Monte

Lorenzo highlighted the initiatives he's taken as the Young Professionals Representative over the last year. Lorenzo discussed the funding and planning of future Young Professional Events. Lorenzo mentioned that the AES Bylaws do not include anything about the Undergraduate, Graduate, or Young Professionals Representatives. It was clarified that the Constitution is being updated to include these three positions as voting members.

Women in Engineering

Kramer

Kathleen Kramer presented on the Women in Engineering membership updates within AESS. IEEE WIE asks that each Society holds at least one event at their conferences (examples of events could include luncheons, special sessions, technical workshops, etc). It was clarified that IEEE *suggests* all major conferences include a WIE event, however it is not a requirement.

ACTION ITEM: Jane Buckingham (lead), Kathleen Kramer – Add a WIE spotlight in the QEB. AI-0833

ACTION ITEM: Jane Buckingham (lead), Kathleen Kramer – Create a webpage for WIE. AI-0834

MOTION: Kathleen Kramer moved to allocate \$12k (\$6k each) in the budget for the AESS WIE and Young Professionals. Jose Bolanos 2nd. Motion passed. MO-0235

Awards

Gini

Awards AdHoc Report

Fulvio Gini discussed objectives and initiatives for the AES Awards AdHoc Committee.

The IEEE Conflict of Interest Policy was discussed in detail.

Fulvio Gini introduced the idea of adding an AESS Industry Award.

The award amount being proposed \$1,500 per awardee (up to \$4,500 per award). This was discussed in detail and suggested that the amount should be lowered, but still split amongst the winners.

MOTION: Michael Cardinale moved to establish an AESS Industrial Innovation Award. Stefano Coraluppi 2nd. Motion passed. MO-0236

ACTION ITEM: Fulvio Gini (lead), Jane Buckingham – Submit the AESS Industrial Innovation Award application to TAB Awards and Recognition Committee. AI-0835

The AESS Exceptional Award was discussed amongst the AdHoc Committee in detail and it was decided to not change anything at the time.

Guest Speaker, Alfonso Farina

Farina

"How do IEEE Societies such as the AESS position themselves in terms of current and future products, services and initiatives to be vital and indispensable to industry and the professional communities they serve in the competitive European context."

There was discussion and a Question & Answer session after the presentation.

The meeting was recessed until tomorrow, Saturday, September 29, 2018.

Saturday, September 29, 2018

Call to Order

Fabrizio

Joe Fabrizio called the meeting to order at 8:38 AM

Nominations & Appointments

Griffiths

Officer Elections for 2019

VP Conferences Candidates (2019)

Michael Braasch

Alfonso Farina

Michael Braasch was elected VP Conferences.

VP Member Services Candidates (2019)

Fabiola Colone

Mike Wicks

Fabiola Colone was elected VP Member Services.

AESS Board of Governors, September 28-29, 2018 – Rome, Italy

The following were elected by acclamation:

VP Publications: Maria Sabrina Greco

VP Finance: Jose Bolanos

VP Technical Operations: George Schmidt

VP Education: Lorenzo Lo Monte

VP Industry Relations: Darin Dunham

Graduation Student Representative Report

Lombardi

Federico Lombardi reported on the Graduate Student Representative benefits, opportunities, and ongoing activities.

Guest Speaker – Xiaopeng Yang, Beijing Institute of Technology, Beijing, China

Yang

AESS Membership challenges in China

There was discussion and a Question & Answer session after the presentation.

ACTION ITEM: Wolfgang Koch (lead) Xiaopeng Yang, Jane Buckingham – Investigate setting up potential chapters in major Chinese cities (Beijing, Shanghai, and Xi'an) and student sections in universities (BIT, Xidia, UESTC, Tsinghua, Beihang, HIT). Obtain AESS Chinese members names and contact information from OU-Analytics. AI-0836

ACTION ITEM: Jane Buckingham – Ask Jennifer Deidrick at IEEE if there is an option for IEEE to assist with translating the QEB into Mandarin. AI-0837

ACTION ITEM: Wolfgang Koch (lead) and Xiaopeng Yang – Encourage more Chinese AESS members to become Senior Members. AI-0838

ACTION: Xiaopeng Yang – Translate the AESS welcome message and work with Jane Buckingham to add this to the website. AI-0839

The Beijing Chapter held 7 meetings last year and received \$300 in Chapter Operational funding.

It would be beneficial to have AESS Members travel to China and work with Xiaopeng Yang to encourage and inspire Chinese membership with AESS. Raising membership is a means to an end, but not the end goal; we need a strategy that is coherent, clear, and simple for after people sign up for membership.

Xiaopeng Yang was asked about his impression of the Chinese Conferences and panels as they seem to incorporate a lot of Fusion related topics. The Chinese fusion community seems to be self-sufficient and there is an impression that they do not seem to need to contact with the outer world. The reasons that China needs an international society were discussed by Xiaopeng Yang.

The Distinguished Lecturer Program's role in China was discussed in detail.

In 2018, forty percent of the Distinguished Lecturer budget was spent to support China. There is currently one Distinguished Lecturer from China, and there have been very few requests from the Chinese to have him speak there. The Distinguished Lecturers that have gone to China have toured and given 5 lectures on each visit. In addition to Distinguished Lecturers, China needs more chapters and local groups that will demonstrate the long-term benefits of AESS membership. It was mentioned that there is a disconnect with the Distinguished Lecturer program not mobilizing local chapter activities; AESS need to create technical communities that include the Chinese. We must think more globally. The Distinguished Lecturer approach is not enough; it is only one instrument.

AESS Board Members should be going to China and meeting people in person, as well as bringing them to other AES conferences around the world.

ACTION ITEM: Xiaopeng Yang (lead), Hugh Griffiths, Mark Davis, Leo Lighthart, Maria Greco, Alfonso Farina – Setup a meeting to discuss ways to best take advantage of upcoming trips to China. AI-0840

It was mentioned that we should give Xiaopeng Yang a formal role within AESS that includes short term goals.

Xiaopeng Yang would be invited to the Spring BoG Meeting to provide updates on these goals.

Joe Fabrizio appointed Xiaopeng Yang as an International Director to China.

There was a discussion about having Xiaopeng Yang help with translating Chinese papers into English and/or writing a ten-page summary of a Chinese dissertation. It was next discussed whether a ten-page summary would be satisfactory for the Robert T. Hill nominations and determined that the entire paper would need to be translated for this award.

ACTION ITEM: Mark Davis (lead), Michael Brasch, Darin Dunham, Fulvio Gini, Hugh Griffiths, Bob Rassa, Peter Willett, Shannon Blunt, in consultation with Joe Fabrizio – Begin discussing the formation of a new AESS financially sponsored conference in China. AI-0841

There was brief discussion about the benefits of intentionally electing AES Board Members from specific geographic regions.

New Initiatives Discussion

The 2019 meeting in Cologne, Germany and the publication was discussed. We should have a strategic plan for this event.

Joe Fabrizio allocated \$2,000 in funding to Wolfgang Koch for travel expenses for strategic planning purpose for the Cologne, Germany event.

It was discussed that there are companies who pay for AESS membership fees, and it would be nice to recognize them by offering free advertising.

It was mentioned that this could be problematic with Companies who do not offer to cover AESS membership for their employees for various reasons.

[ACTION ITEM: Lorenzo Lo Monte \(lead\), Darin Dunham, Roy Streit, and Walt Downing – Develop a one-page proposal to present to the Board via email that will highlight a plan to recognize companies who pay for their employees AESS membership fees. AI-0842](#)

Old Business, New Business

Fabrizio

Recognize outgoing Board Members

Joe Fabrizio recognized the following outgoing Board members for their service to AESS:

Wolfgang Koch, Kathleen Kramer, George Schmidt, Leo Lighthart, Federico Lombardi.

Joe Fabrizio recognized outgoing Executive Assistant, Judy Scharmann.

Adjourn

MOTION: Joe Fabrizio moved to adjourn the meeting at 11:50 AM.