

**AESS BoG Meeting Minutes**  
**April 15-16, 2011**  
**CACI**  
**Arlington, VA**

Attendees: Bob Rassa, Jim Howard, Ram Gupta, Jose Bolanos, Mark Davis, Hugh Griffiths, Marina Ruggieri, Shunjun Wu, Joe Guerci, Ron Ogan, Bob Lyons, Reza Dizaji, Bob Ewing, George Dean, Frank Reyes, Andrew Flanyak, Cosimo Stallo, Peter Willett, Roger Oliva, Lance Kaplan, Iram Weinstein, Judy Scharmann (AESS Executive Assistant).

Alfonso Farina called in.

Guests: Al Hero, IEEE Division IX Director; Jayne Cerone, IEEE Director, Governance, Communications & Volunteer Relations; Lise Schioler, NIA; Garth Henning, NASA

The presentations from this meeting can be found on the AESS web site at:

<http://www.ieee-aess.org/documents/aess-bog-meeting-minutes/2011-spring-bog-meeting-minutes>

**Call to Order, Introductions, Adoption of the Agenda – Ruggieri**

Marina Ruggieri called the meeting to order at 8:15 am.  
Self-introductions were made.

The following amendments to the agenda were made:  
Session 4 – Governing Documents moved to the afternoon of April 15.  
N&A Committee Report moved from April 16 to April 15.

**MOTION: Peter Willett moved to accept agenda as amended, Ram Gupta 2<sup>nd</sup>. Motion passed unanimously. MO-0089**

**President's and Executive Vice President's Message to BoG – Ruggieri, Lyons**

Marina introduced the AESS Organizational Chart. It will be published in the April issue of the Systems Magazine.  
Bob Lyons made a brief address to the Board.

**Secretary's Report, approval of the minutes – Reyes, Scharmann**

**MOTION: George Dean moved to approve the minutes of the Fall 2010 BoG meeting. Joe Guerci 2<sup>nd</sup>. Motion passed unanimously. MO-0090**

**Session 1 – Inputs to the BoG from IEEE HQ**

**Al Hero, IEEE Division IX Director**

The following points were presented and discussed:

- Reviewed the role of TAB and the TAB organizational structure.
- Reviewed the list of member societies in Division IX, and how they were chosen. Division IX sub-title is "Signals and Applications". Divisions are organized by balance of the size and scope of the societies in order to get a structure that allows better representation at the TAB level. Sometimes societies shift from division to division.
- Al discussed his term, and reviewed the duties of the office.
- Reviewed IEEE Membership numbers.
- Discussed initiatives. There is the NIC (New Initiatives Committee). It's their job to get people from societies and councils to put forth new initiatives. They'll request a proposal if they think it is viable. A good initiative cross-cuts the entire IEEE, or several societies.

Jayne Cerone, IEEE Director, Governance, Communications & Volunteer Relations, was introduced.

**Session 2 – Inputs to the BoG from Invited Guests**

Marina highlighted that the 2011 meetings (Officers, BoG) are being held in institutions (ESA for the first Officer Meeting, CACI for the present BoG) with the aim of creating an opportunity for AESS and the institutions themselves that could be mutually beneficial. In this BoG meeting we have a session of invited guests. Marina took the opportunity for thanking Erv, Roger and Judy for their precious effort in preparing it. Then Erv and Roger introduced the guests.

#### **Chuck Corjay, Senior Vice-President, CACI**

Mr. Corjay welcomed the AESS BoG to CACI, showed a video and presentation with an overview of CACI. He gave an overview of CACI, discussion facts about the organization, recognitions, and CACI philanthropy. Mr. Corjay is very involved in AFCEA and would like to work with Marina and her AFCEA connection.

#### **Deb Dunie, Chief Technical Officer, CACI**

The following points were presented and discussed:

- Collaboration Technologies – the collaboration space has changed dramatically. Information is readily available. A central organization is no longer needed for social networking. If we are going to be relevant, there has to be value proposition for an organization. For IEEE, what is it that we own? Standards and certification programs.
- Discussed “Living Social”, a position based service. This has changed the world around us.
- Interactive learning is can be a big opportunity for IEEE.
- There was discussion about certifications. IEEE’s next step in standards should be certification. Al Hero said that there was an initiative to gather information on utilization of IEEE standards. That data that would be informative. We have a lot of standards not being exercised. We discussed product certification vs. people certification.

Marina thanked CACI for hosting us and for speaking to us.

#### **Garth Henning, NASA**

The following points were presented and discussed:

- NASA is very mission focused.
- Several things have happened that are changing the U.S. Human Spaceflight Workforce: the end of the space shuttle program, the cancellation of the Constellation Program, losing Columbia, many layoffs.
- Working on the International Space Station.
- More efficiency means less people, so if you want growth, you have to do more things.
- How will NASA start up again? Back in 2004, this crisis was recognized. NASA was started not to explore space, but because of the Cold War. It was a matter of national security. That mission has gone away. Now it is truly a scientific mission. We must come up with discoveries to excite the public. Then NASA will not be facing this reduction in workforce.
- Discussed human space flight vs. un-manned.
- Human Spaceflight Innovation will be the key theme for the next 10 years. It will be more open, more participatory, more relevant, more innovative, and more entrepreneurial.
- AESS invited Garth to participate in 2 Technical Panels: the Space Panel and the Aerospace Workforce Panel. Theo Saunders discussed the NASA Intern project she is involved with.

#### **Liselotte Schioler, National Institute of Aerospace**

The following points were presented and discussed:

- Introduced NIA. It is not a consortium of universities. It is an independent non-profit research and graduate education institute formed by a consortium of 6 universities.
- Discussed public outreach and the development of teachers. Teachers are not comfortable with STEM.
- Graduate Internship– works with a NASA person. Students get hands-on experience with working in aerospace. These students are totally dedicated. There is great enthusiasm for space exploration. We really need to reach the HS students. NASA-Funded Educational Television has videos for use in the classrooms. These are available on YouTube (search NASA).
- NASA Technology Roadmaps Study – NRC study of OCT Roadmaps. Lise is on the steering committee. The tasks include: establish a set of criteria to prioritize technologies and evaluate (see the document “Space Technology Roadmaps – Technology Area Breakdown Structure”) The NRC has identified certain

over-arching issues for all the roadmaps. Public comments on the NASA website close today. Lise is disappointed in the response.

- AESS and NIA are aligned not only technically, but educationally. We would like to stay in contact. We have good opportunity for collaboration.

**ACTION ITEM:** Judy Scharmman – Send Lise Schioler contact information for Theo Saunders, Cosimo Stallo, and Iram Weinstein. AI-0377

**ACTION ITEM:** Judy Scharmman – Send thank you notes to CACI and all speakers. AI-0378

**ACTION ITEM:** Judy Scharmman – Get pictures from CACI photographer. AI-0379

### **Session 3 – Strategic Planning – Griffiths**

Results of Strategic Planning Sessions; draft written plan – The following points were presented and discussed:

- AESS went through a review last year. We passed the review, but a commitment was made to create a strategic plan.
- Hugh presented background information. Hugh discussed the Industry Survey. This strategic plan formation isn't from scratch. Bob Rassa presented this in 2009 and Dale Blair worked on this in 2010.
- We need to feed the survey information into the strategic plan.
- Hugh reviewed the guidelines for the VP contributions to the written strategic plan.
- Timeline: Have the written strategic plan to the BoG at the Fall meeting. We will have 2 telecons between now and then to get everything prepared, with the 1<sup>st</sup> draft due at the first telecon. Marina would like it finished before the close of her presidency.

**MOTION:** Hugh Griffiths moved that the Board approve the activity to prepare a Strategic Plan for AESS, to be brought to the Board for consideration for approval at the Fall 2011 meeting. 2<sup>nd</sup> Jim Howard. Motion passed unanimously. MO-0091

There was discussion whether we even need a motion. Marina indicated that since we are preparing this for IEEE, we should take this action.

There was more discussion on what would be included in the strategic plan. Please include measureable metrics in the plan. The plan should also have the financial impact as part of each area. All the areas of the strategic plan cannot be independent of each other.

**ACTION ITEM:** Hugh Griffiths – Send the time line for the written Strategic Plan to the BoG. AI-0380

### **Session 4 – Governing Documents (moved to the afternoon)**

#### **Session 5 – Reports and Actions from Officers**

#### **N&A Committee Report – Rassa (moved up in the agenda from April 16)**

Bob Rassa reported that he did not receive any nominations for BoG member. So, we are looking for candidates. We need 12 candidates. This will have to all be done on eVote at end of May.

The Officer Elections will be held after the AdHoc Committee makes its recommendations regarding the Governing Documents. IEEE's best practice is that we have at least 2 candidates per office; for President and Exec. VP, this is a "must-have", and for the VPs it is highly suggested. We must have an appearance of openness. Must be an in-term member of the BoG to be considered for an officer position.

**ACTION ITEM:** BoG – Send an email to Bob Rassa and the N&A Committee before May 15 and let them know if you are interested in an office for next year. AI-0381

There was discussion on the procedure to follow to bring forth a candidate:

1. Send Bob and the N&A Committee the potential candidates Name and contact information. He will make contact.

2. If you know them, talk to them and then send Bob and N&A Committee their name, contact information, and CV.
3. Self-nominate – send CV and contact information to Bob and N&A Committee.

The N&A committee will then vet the suggestions and come up with the slate. That is the job of N&A. There can be a petition process to get someone else on the ballot.

Roger highly recommended Dr. Oh and Dr. Culver, the Washington/Northern Virginia AESS chapter officers.

Bob discussed how the N&A Committee decides who is on the ballot. A good balance between academic/industry, as well as a good geographic balance, and also the potential candidate's level of activity in IEEE and AESS.

For President and Exec. VP term limits will stay the same. Officer term limits will be discussed with the governing document discussion through the AdHoc Committee.

By end of May, there will be an e-vote to select 2 members of the 12 member slate. The remaining 10 will go to the AESS membership for an election of 6 additional members.

**ACTION ITEM:** [Judy Scharmann – Send AESS membership list to N&A Committee. AI-0382](#)

### **Membership – Jim Howard**

Jim Howard presented the Two-tier Society Membership Model that was presented at TAB. Reasons to go to this model include:

- 50% IEEE members do not belong to any society.
- We want to have IEEE base membership dues to include a choice of one society.
- Every member would have a geographic home, and also a technical home.
- Adding a technical home improves retention.

This June, this decision will be made. TAB will vote. We need to be ready with financial choices for bundling: What will we offer for the basic membership? What will we offer for the enhanced membership? This is not only a challenge for AESS, but an opportunity.

**MOTION:** [Jim Howard moved that the AESS endorses the concept of the IEEE Two-Tier Membership project. Iram Weinstein 2<sup>nd</sup>. Motion passed unanimously. MO-0092](#)

Discussion: There was discussion on why someone would join IEEE and not join a society. We discussed the geographical boundaries and the fact that they were set up 50 years ago.

Do we know what society this newly available 50% are going to join? We don't know. There was a study done 3-4 years ago of what people would choose if society membership was free. The answers would surprise you.

This has not been decided for Student Membership.

This is an ideal marketing opportunity for us. We will be in competition with all other societies. This is a great opportunity for AESS to gain new members.

Marina will report our support to TAB.

Jim reported on AESS Membership statistics. AESS membership is down. Mark brought up the fact that we used to do the free memberships at conferences and perhaps that inflated our membership, which would then show a drop now.

Jim reviewed all the actions that we currently take for AESS membership development. Then he presented Tools, Suggestions, and Plans.

- Continue promoting membership at every conference
- Look for ways to reach middle and younger engineers
- Look for new opportunities
- Use the Membership Brochure for promotion of AESS
- Consider using "give-aways" too promote AESS. Possibly offer some items for sale.
- Utilize Facebook, Twitter, LinkedIn to better communicate with our members
- Promote Senior Membership

### **Chapters – Ron Ogan**

Ron reported that we have 54 Chapters, 9 of which are inactive (no meetings filed):

1. Canaveral – 14 members
2. France – 83 members
3. Nanjing – 23 members
4. San Diego – 66 members
5. Southeastern Michigan – 35 members
6. Spain – 78 members
7. Syracuse – 32 members
8. Vancouver – 17 members
9. UKRI – 124 members

We also have the following chapters reporting only 1 meeting (IEEE requires 2):

1. Rochester - 9 members
2. Twin Cities – 44 members
3. Kansas City – 30 members
4. Pikes Peak – 36 members
5. Seattle – 129 members
6. Toronto – 34 members
7. South Brazil – 32 members

Proposal #1: Assign AESS Board members to visit the 9 inactive chapters. Also, visit the AESS chapters that only had 1 meeting. Travel should be minimal if we work the geography correctly. Theo talked about her efforts in revitalizing the Conn. Chapter. She showed that one individual can make all the difference.

**ACTION ITEM:** Ron Ogan – Send chapter contacts to the closest geographical BoG member for the 9 inactive chapters and the 7 semi-active chapters, assigning them to visit this chapter to help in revitalization. AI-0383

Proposal #2: Approve AESS Chapter rebates totaling \$8,500 for meetings at \$50 each up to \$300 maximum. This proposal was approved.

**MOTION:** Ron Ogan moved to support Jim Leonard's proposed visit to promote Unmanned Aerial Vehicle (UAV) projects and a new AESS Student Chapter. Reza Dizaji will coordinate. Travel required approximately \$3,000. 2<sup>nd</sup> Theo Saunders. Motion passed unanimously. MO-0093

Discussion: It is a good marketing tool to use this UAV. We have a UAV Panel. The emphasis is on getting a student chapter started at Waterloo. The Budget will support this.

#### **Chapter Summit: August 18 in San Francisco – Ron Ogan**

There was a lot of discussion regarding the agenda for the Chapter Summit. Put Marina/Bob Lyons for "AESS Vision". Hugh Griffiths can present AESS strategy. It was suggested that we have someone from IEEE give a presentation, although, they will get a lot from IEEE at the Sections Congress. We need to have our Technical Panels presented. We need a forum to connect geographically.

**ACTION ITEM:** Ron Ogan/Judy Scharmann – Put together a packet of information to give the chapter chairs at the Chapter Summit. AI-0384

**ACTION ITEM:** Theo Saunders – Develop a presentation on Technical Panels to be shown at Chapter Summit. AI-0385

**ACTION ITEM:** Ron Ogan – Re-visit the agenda for the Chapter Summit and make changes, per the suggestions by the BoG, giving more time to chapter chair interaction. AI-0386

**ACTION ITEM:** Judy Scharmann – Add a static Technical Panel Locator to the web site. AI-0387

**ACTION ITEM:** Judy Scharmann – Develop Contact Modules for the Technical Editors for Transactions, with a separate page for Technical Areas. Work with Peter to get photos. AI-0388

## **Student Activity Report – Rassa/Leonard**

Jim Leonard could not attend the meeting. Bob Rassa presented the report. The following was presented and discussed:

- The Future of Flight Student Exchange Program – AESS has allocated \$5,000 for the 2011 program.
- Discussed our student branches: University of Missouri, Columbia; Missouri University of Science and Technology; University of Kansas; hoping to form one at the University of Colorado at Colorado Springs.
- Discussed the UAV Panel meeting held by George Dean in Wichita, KS.
- Discussed a student competition sponsored by the Royal Aeronautical Society. Will get AESS student members involved next year.
- Bob reported that AESS does fund student related projects. The committee of Jim Leonard, Bob Rassa, and Marina Ruggieri will evaluate and fund as the budget allows. Submit the requests to the committee for consideration. Requests must be \$5,000 or less.
- There was discussion about a possible UAV contest for colleges in the US. We could submit this as an initiative. It would be best if we had some unique approach, or a humanitarian approach. There was a discussion on Initiatives. To be considered an initiative, it cannot be for doing normal, everyday business. It has to be a new way to do something that has benefit to IEEE and AESS. It must be “big picture”, not operational. It has to have a lasting impact.
- Bob Ewing spoke of a web-based course on systems engineering, video tape it and put it on-line so students could access it. Bob Ewing will talk to Iram, as it would fit into our EVTS.
- Ram Gupta reported on ELITEX 2011 and passed out information.
- Cosimo Stallo reported on the Balloon Mission. The foreseen launch is June 2011.

Theo will provide info on her student projects.

## **GOLD Activities – Cosimo Stallo**

Cosimo reported on the 2011 IEEE AESS Summer Workshop on Integrated Satellite Communication and Navigation Systems (ISaCoNaS) in Nicotel Pineto, Castellaneta Marina, Puglia, Italy, July 24-31, 2011. This workshop will appeal to graduate students, post-doc researchers, and to industry engineers. Cosimo reviewed the Advisory Committee, the Technical Committee, and potential speakers. Cosimo is grateful to Mark Davis for his help in organizing this workshop.

[ACTION ITEM: Judy Scharmman – Advertise ISaCoNaS on the website with greater visibility, drawing attention to new emphasis of “Quality of Life”. AI-0389](#)

There was discussion regarding advertising conferences in the magazine. Due to page limits and costs, we have stopped advertising conferences in the magazine. We will advertise on the web site and with proper email blast.

[ACTION ITEM: Judy Scharmman – Send E-Notice for ISaCoNaS. AI-0390](#)

## **Graduate Student Rep – Andrew Flanyak**

Andrew has contacted Region 2 chapters. He now wants to get the area universities involved. His ideas for involvement include Competitions, Workshops, and Speakers.

## **Finance – George Dean**

Financial figures are good and the society is healthy.

2010 figures: Interest income of \$196,000; Periodicals lost \$90K; Conferences and conference pubs had surplus of \$871.5K; Administration paid to IEEE was \$355.3K; the BoG cost \$255.1K; AESS netted \$356K in 2010. If we take out interest income we have \$160,000. We can use half of this for society activities, or \$80,000.

2011: We do not know interest income yet. We anticipate periodicals netting \$72K. Overall, AESS should net \$67.4K.

## **Treasurer Report – Jose Bolanos**

Jose reviewed rules and guidelines for travel reimbursement. He also reported total AESS expenses so far in 2011.

George presented the 2012 budget. Notable inclusions: the Transactions page count will be raised to 3,744 pages, only for 2012.

Total expense: \$363K

**MOTION:** George Dean moved to approve the 2012 budget as proposed. Motion passed unanimously. MO-0094

Finance Committee composition: George Dean, Jose Bolanos, Frank Reyes, Bob Lyons, Mark Davis, and Marina Ruggieri.

### **AdHoc Committee on Governing Documents – Ellis Hitt**

Committee: Ellis Hitt, Chair; Frank Reyes, Theo Saunders, Roger Oliva, Reece Lumsden

Ellis reported the task of the committee: to have the governing documents re-written and submitted to TAB by the November meeting. In order to do this, we must have an eVote for approval by the end of June.

There is a lot of duplication between 2009 bylaws and 2009 constitution. The constitution needs to be shortened and streamlined. IEEE had input on what should be included.

It was also decided that we need to have an Operational Manual for AESS.

Ellis presented the proposed Constitution, with the inputs of the committee. Ellis needs written input from the officers regarding Article V – Administration. He will then work with Jayne on this.

There was a lot of discussion regarding President Elect vs. Executive VP. It was decided to keep it as Executive VP.

Ellis presented the proposed Bylaws, with the inputs of the committee.

**ACTION ITEM:** VPs – Write a description of office, including duties and operations to be included in a newly developed AESS Operations Manual. Theo will provide a template. Send to Ellis and AdHoc Committee. AI-0391

The committee will now work with Jayne to come up with documents that are IEEE compliant. Then we will circulate the docs to the BoG, and have a vote end of May.

### **Conferences – Mark Davis**

Mark discussed conferences with respect to the Strategic Plan. The objective being, the AES Strategic Plan for Conferences should focus on refining and promoting best practices in planning, management, publications and financing Conferences that directly or indirectly benefit the AES Society Membership.

He outlined critical areas that are essential.

Short term actions:

- Conference Best Practices and Process put on the AESS web site.
- Strengthen Technical Co-Sponsorship process for more International coverage, but with direct AES benefit.
- Selectively examining and rewriting the “Perpetual” MOUs to bring up to IEEE policy.
- Strengthening the AES Conference Liaison for financially sponsored conferences.

**ACTION ITEM:** Judy Scharmann – Add missing conference liaisons to Org Chart and verify with Mark the existing ones. AI-0392

There was a lot of discussion regarding technical co-sponsorship. What advantage is IEEE getting with Technical Co-Sponsorship? Please let Mark know if there are other areas for technical co-sponsorship that we should be looking at.

**MOTION:** Mark moved that each Financial Sponsored Conferences standing Memorandum of Understanding (MOU) be reviewed for compliance with IEEE Conference Contracts Policy. 2<sup>nd</sup> Roger Oliva. Motion passed unanimously. MO-0095

There has been discussion at the TAB level that no subsection, chapter, student chapter, etc. will be allowed to technically co-sponsor a conference. Only a section or region can sign off. This is unresolved, but will be decided in June.

Marina recognized Mark Davis for a job well done.

Cosimo Stallo presented an update on the first IEEE-AESS European Conference on Satellite TELEcommunications (ESTEL) conference.  
ESA will be a technical co-sponsor.

Cosimo invited other members of the BoG to participate in the conference.  
We want to do in Europe what the Aerospace Conference does in the US.

Meeting Recessed until 8:00 am, April 16.

### **April 16, 2011**

Bob Rassa and Bob Ewing absent.

### **Session 5 – Reports and Actions from Officers (continued)**

#### **Education – Iram Weinstein**

There was discussion regarding the Distinguished Lecturer Program. Where there is an agreement with the hosts to pay 50% of expenses, we have gone ahead and paid 100% in the interest of getting the DL paid promptly. How do we collect the money that has been agreed to be paid? Jayne said we can just do an internal transfer.

**ACTION ITEM:** Jayne Cerone – Set up a process to transfer funds from chapter or section to AESS for 50% of DL expenses. AI-0393

Iram reported on the first “Virtual DL.” It was very successful. George Schmidt gave a lecture from his officer to an audience in Bhopal, India.

Video Tutorials – We discussed the low activity on the AESS web site. Iram recommends that we move the video tutorials to the IEEE eLearning Library. Or perhaps have the tutorials on both sites.

The Board supports Iram to do this.

Iram has one more tutorial in hand. He needs help to reach out to potential tutorial speakers.

It was suggested that we have “GOLD for GOLD”, GOLD tutorial speakers, and GOLD audience. Cosimo can help start this.

An Education Committee is formed: Iram Weinstein chair, Lance Kaplan, Cosimo Stallo, Alfonso Farina

#### **Technical Operations – Theo Saunders**

Theo gave a summary of the activity of the 11 technical panels. The Standards Panel and the Cyberspace/Cyber Security Panel are the newest ones. Theo put together a Statement of Objectives for Rich Hochberg. He is willing to take on this Standards Panel. Cyber Security TP is still in development.

There was a lot of discussion on the SAR and IED Detection Panel and whether it should be combined with the Radar Panel. Mark Yeary is going to be at the Radar Conference. Mark Davis will reach out to him and invite him to come to the Radar Panel meeting.

Theo pointed out that she is not getting reports from the Radar Panel. Mark will look into this.

There was discussion regarding inactive panels. Theo is putting a process together for the Technical Panels. Technical Panels now have a budget.

Proposed changes: not going to change the name. Theo is going to put her efforts into establishing an Operating Plan for TP to form and sustain TPs. She is also re-vamping the TP page on the web site to include member names. Include TP Operating Plan, and not duplicate the bylaws.

There was much discussion on the operating plan vs. bylaws.



MOTION: Theo Saunders moved that the Technical Panels develop a Charter and a Technical Operating Plan, to be consistent with the AESS Constitution and Bylaws. 2<sup>nd</sup> George Dean. Motion passed. 1 opposed vote. MO-0096

MOTION: Mark Davis moved to cease discussion and called for the vote. Ellis 2<sup>nd</sup>. Motion passed unanimously. MO-0097

Vote on the Motion on the table. 1 opposed. Motion passed.

Marina proposed the following: To facilitate AESS expansion toward other societies, Theo will launch a contest among the technical panels for the panels to find a friend (another society), propose a joint technical activity that is fruitful to AESS. This can also be outside of IEEE.

Theo spoke of collaboration with the American Helicopter Society. She discussed collaboration difficulties regarding the division of duties.

### **Industry Relations – Hugh Griffiths**

Hugh would like to set up a collaboration with Finmeccanica. Alfonso Farina can speak to this and assist Hugh. Finmeccanica works on topics within our FOI. This is good opportunity for expanding AESS

**ACTION ITEM:** Hugh Griffiths/Alfonso Farina – Work to start an industrial cooperation with Finmeccanica. AI-0394

**ACTION ITEM:** Hugh Griffiths – Work to get a collaboration with Raytheon. AI-0395

Also look at companies suggested by Bob Lyons. They include: Thales, EADS NV, Airbus, and Airbus Military.

What opportunities do we have in India and China? They are enormous markets. Shunjun Wu and Ram Gupta can be very helpful in this. Shunjun and Mark Davis will be at Radar Conference in October. Shunjun will arrange some industry contacts to come to the Radar Panel Meeting.

**ACTION ITEM:** Shunjun Wu – Translate the AESS Membership Brochure, or simple directions on how to join AESS, into Chinese. Work with Hugh Griffiths and Jim Howard. AI-0396

### **Publications – Bob Lyons**

#### **Transactions - Peter Willet**

Peter is stepping down after 6 years. Lance Kaplan has agreed to take over as EIC at beginning of 2012.

Peter's most pressing concern is Pubs Leadership.

Jose Bolanos, who has long been collecting page charges, is stepping down at the end of 2011. We are grateful for Jose's long service and good advice. We need to identify a replacement for Jose. We can identify someone within the board, have Judy do it, or find someone in IEEE. We absolutely need someone to do this. The Business Editor does not need to be a board member. Perhaps someone in their "year off" from the BoG could take this on. Whoever takes this, needs to keep it for several years.

We will find a solution for this before Fall Meeting.

**ACTION ITEM:** Bob Lyons: Find solution for Business Editor for Transactions; either someone on the board (or in "year off"), Judy, or someone at IEEE. AI-0397

Ellis's committee must provide transition plans with the new governing documents. We will have a new VP Pubs after the net election. For sure, the leadership issue will be dealt with.

Marina expressed that she wants people from the Pubs Team to run for the BoG.

Peter spoke of Open Access. There is a lot of debate on this issue. This is an option only, and the cost is \$3000 per paper; for that, the author allows the paper to be sequestered to an "open" portion of IEEE Xplore that is open to all. The idea has been beta-tested in several of the IEEE's Transactions, and the result is that no authors have opted for it. The entire thing may be moot.

IEEE has clarified its policy on self-posting of articles by authors. The change is that posting of IEEE Xplore content will no longer be permitted. Final drafts (the authors' work) are acceptable, however.

IEEE also seems to be interesting itself in various metrics beyond the traditional "two-year impact factor". These include the five-year impact factor, and also several "AI" (article influence) scores such as eigenfactors. Self-citations will be ignored, also. But this is future stuff; and indeed just because IEEE is interested in AI doesn't mean that most of our customers are not more interested in the old 2-yr IF.

There was discussion about how long it takes to publish a paper and what steps are being taken to cut down that time. The quality of the peer review is very important. Also the time to publication is an issue, and these problems are being dealt with. Can we give incentives to reviewers who are on time? Peter will give this some thought. It is an interesting idea.

Peter asked the BoG to send names of good reviewers.

Publications Committee is doing good succession planning. Dale Blair is Assoc. VP, and Bob Lyons regrets that he did not invite him to this meeting.

Bob Lyons thanked Peter for his service.

### **Systems Magazine – Bob Lyons**

Bob reported that he does not have a report from Teresa, but he will get it. Teresa will be invited to the BoG in Fall.

Bob discussed having a Pubs Summit with the Pubs team, along with the finance committee. Marina suggested having it in conjunction with the TAB meeting or the mini-TAB meeting, as Marina will already be here.

Several items of discussion relating to the magazine:

- A point was made that the magazine cover art does not have anything to do with any articles inside.
- Magazine content was discussed.
- The BoG does not want the bound copies of the magazine. They have already received the magazine. Think this is a waste of money.

**MOTION:** Ron Ogan moved that we will no longer send bound copies of the Systems Magazine to the BoG members. Iram 2<sup>nd</sup>. Motion is tabled. MO-0098

It was decided to wait until we have more information on the cost of these bound copies.

### **Tutorials – Lance Kaplan**

We have 5 magazine tutorials and are collecting articles for number six.

We don't have a critical mass of papers waiting, so there could be a delay in the process, depending on when papers are submitted. Lance asked the Bog to please let him know if you have a tutorial.

Thank you to Lance for exceptional job. The Tutorials are very well received. Lance gave kudos to Peter. Lance will be stepping down when he becomes EIC of Transactions. We are looking for someone to take over for Lance. If you know of someone, talk to Lance.

There has been discussion that instead of making tutorials a supplement of the magazine, make it a "feature" of the magazine. When the magazine goes to 6 issues per year, the tutorial could be "featured" in almost every issue.

Currently we have plans to go to 6 issues, but we have the same page count. This will be discussed at the Pubs meeting.

### **Web Site – Judy Scharmann**

Judy presented the newly designed web site. There were a few suggestions:

1. Put link to student page on home page.
2. Switch the AESS logo and the IEEE logo.
3. Add TP locator.
4. Put Field of Interest on the home page.

## **Session 6 – Key Committee Chairs & Activities Reports**

### **International Directors – Marina Ruggieri**

**MOTION:** Hugh Griffiths moved that Reza Dizaji be the International Director for Canada. 2<sup>nd</sup> Lance Kaplan. Motion passed unanimously. MO-0099

Ram Gupta reported on activities in India.

Hugh Griffiths reported on activities in the UK and Ireland.

Reza Dizaji reported on activities in Canada. Looking ahead, we can possibly have the BoG meeting at the April 2013 Radar Conference in Ottawa.

Shunjun Wu reported on activities in China. China is developing quickly. We have the International Radar Conference. He invites all. If you want to give lectures, Shunjun can help get you there.

Marina Ruggieri reported on activities in Italy and Western Europe. She suggested that we might have the BoG meeting at the Estel conference at some point in the future. It will be in October each year.

### **Awards – Erv Gangl**

The following points were presented and discussed:

- Erv reviewed the POC for each award.
- Erv reviewed latest recipients of all our awards.
- Erv has ZERO nominations for the Pioneer Award.
- Discussed the new plaque for Nathanson Award. (Judy put it on website)
- Discussed Barry Carlton Award. Need winners selected for 2009 and 2010. It is behind.
- Discussed Harry Mimno Award – also behind. Need 2008, 2009 and 2010. Erv has had trouble getting in touch with Teresa Pace.
- Discussed giving awards to departing Board members. It was felt that we should thank our outgoing members, as a policy.
- Specialty Awards (on green marble) are available at any time. Contact the President.

**MOTION:** George Dean moved that we give a thank you plaque to our outgoing board members. 2<sup>nd</sup> Ram Gupta. Motion passed unanimously. MO-0100

**ACTION ITEM:** Erv Gangl – Get plaques made for outgoing board this year. AI-0398

### **Reps and Liaisons – Marina Ruggieri and Bob Lyons**

Some reports are missing. We will add to the report as we receive them.

### **Action Item Review - Scharmman**

**ACTION ITEM:** Judy Scharmman – Send open actions to BoG members. AI-0399

### **Old Business, New Business – Marina Ruggieri**

After discussion, it was decided to hold the Fall 2011 AESS BoG meeting at Princeton. We have an invitation from Ramjee Prasad to hold it at the CTIF-USA premises. Ramjee will forward possible dates.

Meeting adjourned at 12:10.

Respectfully submitted,

Judy Scharmman

### **Action Items**

**ACTION ITEM:** Judy Scharmman – Send Lise Schioler contact information for Theo Saunders, Cosimo Stallo, and Iram Weinstein. AI-0377

ACTION ITEM: Judy Scharmann – Send thank you notes to CACI and all speakers. AI-0378

ACTION ITEM: Judy Scharmann – Get pictures from CACI photographer. AI-0379

ACTION ITEM: Hugh Griffiths – Send the time line for the written Strategic Plan to the BoG. AI-0380

ACTION ITEM: BoG – Send an email to Bob Rassa and the N&A Committee before May 15 and let them know if you are interested in an office for next year. AI-0381

ACTION ITEM: Judy Scharmann – Send AESS membership list to N&A Committee. AI-0382

ACTION ITEM: Ron Ogan – Send chapter contacts to the closest geographical BoG member for the 9 inactive chapters and the 7 semi-active chapters, assigning them to visit this chapter to help in revitalization. AI-0383

ACTION ITEM: Ron Ogan/Judy Scharmann – Put together a packet of information to give the chapter chairs at the Chapter Summit. AI-0384

ACTION ITEM: Ron Ogan – Re-visit the agenda for the Chapter Summit and make changes, per the suggestions by the BoG, giving more time to chapter chair interaction. AI-0386

ACTION ITEM: Judy Scharmann – Add a static Technical Panel Locator to the web site. AI-0387

ACTION ITEM: Judy Scharmann – Develop Contact Modules for the Technical Editors for Transactions, with a separate page for Technical Areas. Work with Peter to get photos. AI-0388

ACTION ITEM: Judy Scharmann – Advertise ISaCoNaS on the website with greater visibility, drawing attention to new emphasis of “Quality of Life”. AI-0389

ACTION ITEM: Judy Scharmann – Send E-Notice for ISaCoNaS. AI-0390

ACTION ITEM: VPs – Write a description of office, including duties and operations to be included in a newly developed AESS Operations Manual. Theo will provide a template. Send to Ellis and AdHoc Committee. AI-0391

ACTION ITEM: Judy Scharmann – Add missing conference liaisons to Org Chart and verify with Mark the existing ones. AI-0392

ACTION ITEM: Jayne Cerone – Set up a process to transfer funds from chapter or section to AESS for 50% of DL expenses. AI-0393

ACTION ITEM: Hugh Griffiths/Alfonso Farina – Work to start an industrial cooperation with Finmeccanica. AI-0394

ACTION ITEM: Hugh Griffiths – Work to get a collaboration with Raytheon. AI-0395

ACTION ITEM: Shunjun Wu – Translate the AESS Membership Brochure, or simple directions on how to join AESS, into Chinese. Work with Hugh Griffiths and Jim Howard. AI-0396

ACTION ITEM: Bob Lyons: Find solution for Business Editor for Transactions; either someone on the board (or in “year off”), Judy, or someone at IEEE. AI-0397

ACTION ITEM: Erv Gangl – Get plaques made for outgoing board this year. AI-0398

ACTION ITEM: Judy Scharmann – Send open actions to BoG members. AI-0399