

AESS Board of Governors Meeting
May 3-4, 2013
Novotel, Ottawa, Canada

Attendees: Hugh Griffiths, Kathleen Kramer, Rob Ewing, Teresa Pace, Sabrina Maria Greco, Alfonso Farina, Bob Rassa, Bob Lyons, Jim Leonard, Leo Lighthart, Larry Chasteen, Peter Willett, Mark Davis, Walt Downing, George Schmidt, Marina Ruggieri, Iram Weinstein, Wolfgang Koch, Lance Kaplan, Erik Blasch, George Dean, Joe Fabrizio, Ron Ogan, Yuri Abramovich

Non-voting members: Frank Reyes (Secretary), Erv Gangl (Awards Chair), Cosimo Stallo (GOLD Rep), Tony Samaritano, Chris Cullen, Judy Scharmann (Executive Assistant)

Guests: Ferial El Hawary

Roger Oliva attended via Skype.

Not in attendance: Joe Guerri, Dale Blair

Presentations for this meeting can be found at:

<http://www.ieee-aess.org/documents/%5Bbookpath-raw%5D/2013-spring-bog-meeting-minutes-and-presentations>

Call to Order - Hugh Griffiths

Hugh called the meeting to order at 8:30 am.

MOTION: Larry Chasteen moved to adopt the agenda. Rob Ewing 2nd. Motion passed. MO-0143

Hugh spoke about the Strategic Planning meeting held yesterday. Biggest problem we face is the government sequestration.

Secretary's Report – Frank reported that we just completed an e-vote to approve the slate of candidates for the Board of Governors election.

MOTION: Bob Rassa moved to approve the minutes of the Fall, 2012 meeting. Marina Ruggieri 2nd. Motion passed. MO-0144

Hugh introduced Ferial El-Hawary, IEEE Canada R-7 Director (2008-2009)

Ferial gave a brief overview of Region 7 (Canada).

Marina mentioned the common ground between all societies, having the first Division 9 brainstorming meeting, in Rome in June.

Marina Ruggieri presented some important points on the Nominations and Appointments procedure. Due to recent changes in the AESS Bylaws, Article V, Section 4, the procedure for electing the 8 member of the BoG has changed. Therefore, Marina Ruggieri, Chair of the N&A Committee, presented in detail the new procedure and the stage of the procedure the BoG is currently in.

Marina underlined the importance for the BoG voting members to be fully aware of the steps, the timing and the importance of the vote, being that most of the procedure will be obliged to go on e-votes to account for the change in Bylaws. Marina also explained the other N&A related steps that the BoG will have to perform by the end of the current term (election of President and Executive Vice President and appointment of 2014 VPs).

Strategic Planning – Bob Rassa

Bob reviewed our Strategic Plan, mainly for our new board members. He reviewed the Strategic Planning Goal and the 7 Key Elements.

Bob Rassa will help with the new Systems Engineering Panel. Jim Leonard volunteered to help with the UAV Panel.

ACTION ITEM: Judy Scharmann - Send the Membership Survey that Hugh conducted 3 years ago out to the BoG. AI-0444

In Membership Development strategic planning, students are a primary objective.

Leo Lighthart asked if we have a clear idea of what is the value of AESS. He suggested that we start a “think tank”. The BoG IS the “think tank.” Our strategic plan offers the ideas and we have to implement those ideas. Globally, people think IEEE is “American”. That is the perception.

ACTION ITEM: Judy Scharmman – Circulate the DL slides to encourage membership to the BoG. AI-0445

Marina pointed out the composition of the BoG. We have representatives from all over the world, and now have German representation on our BoG. We need a German Chapter of AESS. There needs to be industry involvement in the chapter, so Wolfgang, Larry, Alfonso need to work together on this. There must be industry connection.

ACTION ITEM: Erik Blasch – Write down the benefits of belonging to a Chapter. Also, help Wolfgang start a German Chapter. AI-0446

We need a succinct list of benefits that we can offer to industry. Moshe Kam is investigating industry relations at the IEEE level. Jim Leonard will forward the presentation.

ACTION ITEM: Jim Leonard – Send the presentation by Moshe Kam regarding industry relations to the BoG. AI-0447

ACTION ITEM: Judy Scharmman – Set up a voting virtual room (2 rooms) on the AESS website. AI-0448

Membership – Larry Chasteen

Larry reviewed key membership statistics.

For DL talks there needs to be a process to get magazines, membership brochures, and slides to the DLs. Leo asked about certificates for viewing tutorials.

ACTION ITEM: Larry Chasteen/Joe Fabrizio – Look into issuing certificates for viewing tutorials. AI-0449

Chapters – Erik Blasch

ACTION ITEM: Judy Scharmman – Put “changes to this website, send to Judy Scharmman”. AI-0450

ACTION ITEM: Judy Scharmman – Update all Chapters and Chapter Chairs per Erik’s presentation. AI-0451

Chapters are involved in technically co-sponsored conferences.

Erik presented the costs for the Chapter Summit. We could cut out the registration for Sections Congress. We may need to make some tough decisions if we are reaching our budget. Right now the budgeted amount is \$60,000.

GOLD – Cosimo Stallo

Cosimo discussed 2nd edition of ISACONAS 2014, to be held in Nicotel Pineto in Castellaneta Marina, Apulia, Italy on July 24-28, 2014. He is also organizing ESTEL 2014.

There was discussion about the 1st edition of ISACONAS. There was a loss. We paid that loss out of our initiative budget.

This will not be registered as a conference. It is self-sustaining, and is supported by a company in Apulia, Italy.

Cosimo is organizing a special GOLD activity at the IEEE Section Congress in Amsterdam in 2014.

Bob Rassa updated student activities. He is writing an article for the magazine.

Roger suggested that we engage students at all conferences.

Publications: Peter Willett

QEB – April is late. It will be published before the end of the 2nd quarter.

Magazine –

Teresa circulated the new magazine.

Peter reviewed magazine highlights.

There was a discussion regarding Conference advertising in the Magazine. Currently, financially sponsored conferences get a full page ad and technically co-sponsored conferences get a ½ page ad.

[ACTION ITEM: Peter Willett – Do a feasibility study regarding advertising in the magazine. AI-0452](#)

Tutorials:

Peter reviewed the status of the magazine tutorials.

Wolfgang would like to see the previously published tutorials as an IEEE Book. Peter will consider this idea. Peter wrote an article on "What is a tutorial?" Teresa wants to re-publish that with the next tutorial. Peter agreed.

[ACTION ITEM: Peter Willett – Send your article, "What is a Tutorial?" to Teresa and put on the Allen Press site for publication with the next tutorial. AI-0453](#)

Transactions:

Time to first decision is at around 3 months. Peter reviewed some statistics for the Transactions.

Publication time for Letters is taking too long. We only have one editor for Letters, so it may be that that person is overloaded.

IEEE Policy News:

Open Access

IEEE Xplore – HTML and PDF will be available. There are new XML Metadata requirements.

We may want to re-format to go to right-justified. Right now it is ragged right. Everyone likes the idea to right-justify.

We have an upcoming Special Section, the first one in many years.

Peter discussed the timeliness of our transactions. Improving our timeliness will improve our impact factor. Currently our review time is 2 months. Add delays, etc. makes it more like 3 months. Then a 2nd review. Total it all up and it's 8 months.

Bill Walsh put together a Budget presentation. (see slides)

Peter is now involved with every payment, so he can track.

AESS Publications Supplemental Material:

Open Access – Peter explained Open Access.

Partial XML tagging for rapid posting – see slides

XML tagging allows a more effective search.

We are hoping the cost of this will qualify for an initiative.

Awards – Erv Gangl

[ACTION ITEM: Judy Scharmann – Update the website with all new award information. AI-0454](#)

The Judith A. Resnik award is going to be dropped by IEEE. AESS can pick this up. Control Systems will not be involved.

Outstanding Organizational Leadership Award –

We need to advertise this award in the magazine and QEB.

[ACTION ITEM: Judy Scharmann – Advertise the Outstanding Organizational Leadership Award in the QEB and on the AESS website. AI-0455](#)

Conferences – Iram Weinstein

Iram reviewed the financially sponsored and the technically co-sponsored conferences.

Technical co-Sponsored

Hugh discussed the fact that there will possibly be charges for technically co-sponsored conferences.

There was a discussion on the possibility of developing remote conference participation.

[ACTION ITEM: Iram Weinstein/Bob Rassa - Investigate the possibilities of remote conference participation. AI-0456](#)

Education – Joe Fabrizio

Distinguished Lecturer Program – Many of our DLs are in North America. When making additions, Joe will concentrate on more international.

[ACTION ITEM: Judy Scharmann – Work with Joe Fabrizio to get the DL site updated with new DLs with all materials. AI-0457](#)

[ACTION ITEM: Judy Scharmann – Work with Joe Fabrizio to set up an online application for DL requests. AI-0458](#)

Issues with DLs:

There was discussion regarding past DLs. Some past DLs have expressed an interest to keep on advertising themselves as a DL for AESS. Joe doesn't want to do this. After discussion from the BoG, a straw poll was taken and it was agreed that we would not allow a former DL to continue to advertise themselves as an AESS Distinguished Lecturer.

Joe stressed that there is no excuse for inactivity. A DL saying that he/she just didn't receive any invitations is no excuse for inactivity. The DLs need to be pro-active in looking for activity.

Online Tutorials:

Joe reviewed the status of the Online Tutorials.

Mentoring Scheme:

Joe discussed the possibility of developing a mentoring scheme. This would be aimed at providing attractive benefits for younger AESS members, to retain student members and encourage young professionals to become members. We cannot leave students and young members to fend for themselves. We need to help them integrate quickly into the AESS community. Ideas for mentoring:

- We could have a special AESS networking reception at conferences, specifically aimed at GOLD or students. Or reserve some tables at conference lunches for AESS members to come there and network.
- Contact middle managers and ask, "Who are your bright young GOLD members, new engineers that we could invite to our conferences?"
- UPP – University Partnership Program – Fitzgerald runs it. She picks the top IEEE students and invites them on a tour of some venue.

We need senior people that are WILLING to spend time mentoring.

In Germany, student associations are important.

If young people see that being a member of AESS will help their career, then they will want to be involved.

Young people will not necessarily approach an experienced person. It is up to the senior members to proactively help the younger people. This is not only good for the students, but also good for the industry.

Joe Fabrizio wants a committee to help him develop this program. Ad Hoc Committee: Joe Fabrizio, Bob Rassa, Alfonso Farina, Teresa Pace, Judy Scharmann

Hugh thanked Iram and Joe for the substantial improvement in DL process.

Rob and Hugh had an idea for a competition for the best Ph.D. thesis among AESS members.

Then we can capture them for AESS, and we are getting the best ones. Joe will build that into the education plan.

[ACTION ITEM: Joe Fabrizio – Build in the Best Ph.D. dissertation into the Education plan. AI-0459](#)

Finance – Mark Davis

Mark spoke briefly about the strategic plan.

Mark reviewed the 2013 budget.

Mark is unsure about the accuracy of the conference numbers.
Transactions did not make the amount of money like it has in the past. IEEE is increasing their overhead on the IEL from 20% to 30%.

Conference Publications Distribution has constantly gone down each year since 2010.

Mark would like input from all the VPs regarding the 2014 budget. We do know that there are conference items missing, so we can adjust those.

We may need to adjust the request for the chapter summit. There may not be the amount of money requested.

We need to be conservative in our initiatives.

MOTION: Mark Davis moved that Mark Davis and Hugh Griffiths are authorized to provide an updated budget to IEEE, based on the guidelines presented in the BoG meeting. George 2nd. MO-0145

Discussion: Mark needs input from Larry, Iram, and others so he can get this done by next week.
We need to get a short list of initiatives that we have ready.

Mark will indeed try and find money for the Chapter summit.

Jim Leonard moved to call the question. Bob Lyons 2nd. Motion passed.

VOTE on the motion: motion passed unanimously.

Ron Ogan presented slides regarding the committee spending for the Board. He also reported the process for expense report submission.

Meeting is recessed until tomorrow. Recessed at 5:15

May 4, 2013

Call to Order

Technical Panels – Roger Oliva

For the new Systems Engineering Panel, Roger suggested we organize something with Systems Council.

Alfonso Farina suggested adding Space weather to the topics of the Space Systems TP. He will discuss with Cosimo off-line, perhaps have a track at a conference, or a working group.

Target Tracking – Roger is looking to the BoG to help revive this panel. There are people on the BoG that can help with this area. Who has a vision for this panel? Send to Roger and he will have a discussion with Hody.

Erik is a member of Target Tracking. No meetings have been called.

Roger wants them to push, rather than him pull.

While it is best to have this panel as part of our panel structure, it might be a possibility to put under the Radar Panel.

ACTION ITEM: Wolfgang Koch – Lead the revitalization of the Target Tracking Panel. AI-0460

Roger suggested that Joe Guerri become engaged in this revitalization process.

Software complexity should be addressed by Systems Panel.

Cyber Security Panel, suggestion to focus on cyber security from AESS systems.

Walt said there is nothing on our website informing our membership “what is a technical panel?”

It should be easier to find information. We need a paragraph about what a TP is.

ACTION ITEM: Walt Downing/Roger Oliva – Write a paragraph to better describe what a panel is. Walt will take first cut. AI-0461

The term technical panel is 60 years old. Why do we not call them Technical Committees? Then we need to describe the function. Bob thinks we need to change the name. Roger disagrees. He believes committees exist inside the panels. Mark also said that the Radar Panel has many committees.

Ferial pointed out that Oceanic has Target Tracking and UAV. We could have some collaboration.

Yuri thinks our panels need to deal better with hot topics.

Industry Relations – Alfonso Farina

Alfonso suggests we create an Industry Relations webpage and use it for the exchange of ideas and the sharing of innovations. Alfonso is creating an Industry Relations webpage. Purpose of webpage is to encourage membership. Alfonso will be bringing the finished webpage to the Fall meeting.

[ACTION ITEM: Alfonso Farina - Send a link to the Industry Relations web page ahead of the meeting so the BoG can digest before the meeting. AI-0462](#)

Industry Relations should also think to other major countries. There is competition in the entire world. There are radar companies in China with 45,000 people, none of whom are members of AESS.

International Directors

Australia – Joe Fabrizio

We have no AESS Chapter in New Zealand. We could combine with another organizational unit.

[ACTION ITEM: Erik Blasch – Send Joe Fabrizio some information on joint chapters in New Zealand and Australia. AI-0463](#)

Hugh discussed email from Luis Riesco requesting \$10K. He is doing good things, but this is a lot of money. Hugh's proposal is that he can approve individual travel requests, with Luis using the IEEE ER form, and have some requested outcomes.

We need to target Argentina and Brazil. So, Luis needs to submit each trip.

It is agreed that Hugh can approve per trip for Luis, provided Luis submits and budget and a report for each trip.

Yuri is concerned with the lack of activity in other countries in Europe (besides Italy).

IEEE has a relationship with the IET. We technically co-sponsored the IET Radar Conference.

We need to do more in China and India. We need people from these countries on the BoG.

Marina is suggesting a Region 9 meeting for all societies in Region 9, to be held in Rome in June. Sabrina is going.

Rob reported on tying in to certain NASA activities; it inspires students. At the IEEE-USA meeting in Cincinnati last year, local students were invited to come and they loved interacting with NASA folks.

Liaisons to IEEE

Jim Leonard reported: History Report – discussed the Milestones that he is setting up.

Jim also gave a brief report on AUTOTESTCON.

He reported on IEEE-USA – will have booth at IEEE USA meeting. Jim is requesting \$1,000 for travel to this event.

He also reported on Royal Aeronautical Society.

Systems Council – Frank Reyes is rep. Walt Downing is secondary rep. Roger Oliva is now VP Tech Operations for the Systems Council.

Student Projects

[ACTION ITEM: Judy – Send Bob Rassa Jim Leonard's student funding request. AI-0464](#)

Send student funding requests to Bob Rassa and Jim Leonard. Please limit your requests to up to \$5,000.

Bob is writing an article for the magazine to report our student projects.

There has been a plan to have a student section in the magazine.

ACTION ITEM: [Teresa Pace – Develop a student section in the magazine. AI-0465](#)

Tony Samaritano and Chris Cullen presented their views on how best AESS can serve students.

AESS needs to be focusing on top students. There is a disconnect between students and societies. It is important to engage students in engineering BEFORE they reach college.

ACTION ITEM: [Judy – Make Chris Cullen manager of Facebook page. AI-0466](#)

Mentoring – We need to go after the top 10%. Mentors are not to be seen as a replacement for a professor. An industry mentor can show real world environment.

Bob Lyons suggested that an email from a human being would be more likely read than from an organization.

We need some a workshop or tutorial to help students write a resume.

Bob Lyons asked if it would be beneficial to hear students present a paper, and give them pointers. Both Chris and Tony thought this would be very beneficial!

ACTION ITEM: [Chris Cullen and Tony Samaritano – Send tutorial topics that you would like to see to Joe Fabrizio. AI-0467](#)

Tutorials should be short, or broken up into short segments of learning. This is very different from the way AESS tutorials are currently structured. Our tutorials are not optimized for students. Student chapters can get sections to help pay for a DL.

ACTION ITEM: [Bob Rassa, - As Student coordinator, take these suggestions put forth by the student reps and determine what is feasible. AI-0468](#)

New Business:

Bob Rassa spoke about the IEEE voluntary page charges and the fact that we need someone to take this over. For mandatory charges, we need to find out, after IEEE bills, which have not paid. In other words, we need to verify payments have been received.

Who can do this???? George Dean volunteered for this job. Mark Davis will work with him. Lance will help get it set up.

ACTION ITEM: [George Dean – Work with Mark Davis and Lance Kaplan to get a system set up to insure that the page charges are getting paid. AI-0469](#)

We need to set up an Industry Relations tab on website.

ACTION ITEM: [Chris Cullen and Tony Samaritano - Create a student landing page on AESS website \(work with Judy Scharmann\). AI-0470](#)

Ferial thanked the Bog for inclusion in the meeting.

MOTION: [Larry Chasteen moved that the meeting is adjourned. George Dean 2nd. Motion passed. MO-0146](#)

Meeting adjourned at 11:51 pm.