

**AESS Board of Governors Fall 2012 Meeting
Disneyland Hotel, Anaheim, CA, USA
September 14-15, 2012**

Attendees: Hugh Griffiths, Jim Howard, Walt Downing, Larry Chasteen, George Dean, Alfonso Farina, Frank Reyes, Bob Rassa, Rob Ewing, Teresa Pace, Sabrina Maria Greco, Marina Ruggieri, Roger Oliva, Erik Blasch, Iram Weinstein, Bob Lyons, Mark Davis, Reece Lumsden, Peter Willett, Dale Blair, Reza Dizaji

Non-voting: Cosimo Stallo, Chris Cullen, Erv Gangl, Ron Ogan, Judy Scharmann

Hugh Griffiths called the meeting to order at 8:00 am. Introductions were made.

Adoption of Agenda – modify the agenda and move Officer Elections to the first agenda item.

MOTION: George Dean moved to adopt the agenda as amended. Larry Chasteen 2nd. Motion passed. MO-0129

President and Executive VP Message to the BoG – Hugh Griffiths, Rob Ewing

Hugh's primary message concerned the responsibility of each BoG member. Each member needs to identify 3 areas of the BoG that they would be interested in. This will assist in succession planning and will also immediately engage the new board members. It also avoids the "committee of one" effect.

ACTION ITEM: BoG – Identify the 3 areas of the BoG that you would like to be involved with and let Judy know by November 30. AI-0428

Rob's primary message concerned more of a tie to Industry. We need POCs to highlight industry needs. AESS does focus on the defense industry and there are areas in which we could help. The key is to have a good POC list.

Alfonso Farina recommends we concentrate on Sustainable Systems and Privacy by Design; Technology Watch; and a metric for Intellectual Property Rights.

ACTION ITEM: Judy Scharmann – Start an Industry POC list. AI-0429

Secretary's Report – Frank Reyes

The Bylaws have been amended and passed.

ACTION ITEM: Judy Scharmann – Put new bylaws document on the website, along with an explanation. AI-0430

MOTION: Frank Reyes moved to accept the minutes as written. Marina Ruggieri 2nd. Motion passed. MO-0130

Officer Elections – Marina Ruggieri

Marina reviewed who we elected to the BoG for term 2013-2015:

- Wolfgang Koch and Iram Weinstein by the BoG.
- Kathleen Kramer, Jim Leonard, Leo Ligthart, Ron Ogan, Roger Oliva, and George Schmidt by the membership.

We do not have any representation from Asia. We need to have this rectified next year. We will need more nominees from Region 10 if we want a presence on our BoG.

ACTION ITEM: Erik Blasch – Request from the AFOSR to offer up some good candidates for our BOG. AI-0431

Election –

Marina reviewed that the Bylaws state that each VP has one year term, renewable twice.

Marina described the voting procedure:

1. Present the slate
2. Ask if there are additional nominations
3. Approve the slate and close the nomination
4. Candidates may make a statement
5. Candidates and non-voting members will leave the room. (voting candidates with a ballot)
6. Discuss the candidates
7. Tally votes
8. Show results and some recommendations for appointments. We can vote on appointments now so they will be ready for the start of 2013.

Candidates proposed by N&A: (must be current member of board at time of proposal)

VP Conferences – Iram Weinstein
VP Education – Giuseppe Fabrizio
VP Finance – Mark Davis
VP Industry Relations – Alfonso Farina
VP Technical Ops – Roger Oliva

Re-appointments
VP Publications – Peter Willett
VP Membership – Larry Chasteen

The slate only has 1 candidate per office, as required by IEEE. The requirement calls for two candidates each for President and Executive VP.

Marina asked if there were additional nominations.

George Dean wanted to nominate Ron Ogan as VP Finance, however Ron is not a member of the board at this time, so he is ineligible. We would like Ron to be trained for the next year and possibly be nominated for VP Finance in 2014.

Roger nominated Joe Guerci for VP Technical Operations.

There was discussion that the slate needs to be sent out ahead of time so the BoG can come prepared.

There were no more nominations from the floor.

MOTION: Bob Rassa moved that we table the elections until the end of the day in order to allow BoG members time to come up with other candidates. Erik Blasch 2nd. Motion passed. MO-0131

Discussion: Marina does not want to delay. Will there be more nominations? It is possible.

It was suggested that the N&A be required to produce the slate in advance of the meeting. Marina said that next year this would be impossible. Time will be short due to the Bylaw change.

Session 3 – Reports and Actions from Officers

Membership – Larry Chasteen

Larry discussed the fact that all society memberships are down.

There was discussion on how to make AESS membership more attractive. Iram suggested giving an iPad to an AESS member at a conference.

Alfonso brought up a report from Roger Pollard that discussed the problems with society membership. Not enough practical application. Three suggestions to tackle the problem:

1. Give one year free membership
2. Provide electronic membership
3. Develop more society products

Alfonso presented the Proceedings of the IEEE Celebrates a Century (Robert Trew, EIC) report that had no mention of AESS. We need to write complaints to IEEE. Alfonso also mentioned their comments on Open Access.

It was suggested that we begin to look at developing the two-tier option on our own. Let's discuss this in detail at the January Officers' Meeting.

Larry briefly mentioned Erik's ideas for Chapters and Cosimo's plan for GOLD activities. Both will be presented in more detail by the Chairs.

It was suggested that we identify AESS members at a conference and give them some priority amenities. It would cost us nothing, but it would be a nice gesture. Reza would like to implement this at the Radar Conference in Ottawa.

It was discussed to have an AESS level, an IEEE level, and a non-member level for conference registration fees. But, when we have co-sponsored conferences with entities outside of IEEE, this could be difficult. But, the point is, we need to come up with some real benefits for AESS members.

Chapters – Erik Blasch

Erik reported on the AESS new chapters:

- Orange County IEEE AESS
- Central Texas
- IEEE AESS Student Chapter – FIT (Florida Institute of Technology)

Erik reported on some of our Highlighted Chapter Activities.

Bob Lyons suggested that we should invite students to chapter meetings to present their papers that they are getting ready to present at a conference. Then the professionals there could help them with their presentation techniques.

GOLD report – Cosimo Stallo

Cosimo reported on ISaCoNaS – the summer workshop. It will be held again last week of July, 2013.

Cosimo reported on GOLD for GOLD Activities. He is still working to find AESS GOLD people to give tutorials.

Cosimo reported on an AESS Student Project called the “Internet of Things: Enabling Technologies and Smart Devices to improve the Quality of Life”.

Cosimo is proposing an AESS Student and GOLD Congress to have AESS GOLD and Student people from all over the World join us and so widen the AESS Community. He would like to hold this at an American University in 2014. Please submit proposals to Cosimo by October 15, 2012.

Ron suggested to have this at the Chapter Summit in Amsterdam. We need to resolve the financial side. If we have joint at Sections Congress, then we could share financial burden.

[ACTION ITEM: Cosimo Stallo and Ron Ogan – Work the AESS Student and GOLD Congress proposal to have at the next Sections Congress in Amsterdam. AI-0432](#)

Students – Chris Cullen

Chris reported on the student view of IEEE. Most students don't know anything about Societies. He suggested competitions to get students involved.

Also, he said that students are getting bombarded with email. Let's start another Facebook page for AESS.

[ACTION ITEM: Chris Cullen – Start a new Facebook page for AESS. AI-0433](#)

Technical Operations – Theo Saunders (presented by Hugh Griffiths)

Hugh presented the following reports in the Semi Annual Report of the VP Technical Activities:

- Avionics Systems TP – Paul Kostek, Chair
- Gyro and Accelerometer TP – Randall Curey, Chair
- Space Systems TP – Cosimo Stallo, Chair – Cosimo spoke about the activities of the Space Panel.
- Radar Systems TP – Mark Davis, Chair – Mark spoke about the activities of the Radar Panel.

Strategic Planning – Bob Rassa

We have a written plan and we want to look for creative things to fulfill that plan.

[ACTION ITEM: Bob Rassa – Update the Strategic Plan and send out in time for the January Officers' Meeting. AI-0434](#)

Student Activities – Bob Rassa

We have been sponsoring MS&T and India. We may be able to sponsor some student activities after we see how the finances look at the end of the year. Please send ideas to Bob Rassa by October 31, with a \$5,000 limit. Please send a plan and a purpose.

We do support a private high school in Maryland. We gave them \$5,000 per year as seed money to develop an engineering program. There were 30 seniors in this program. All 30 have decided to go into engineering in college. We need to help organizations spend their STEM money better. Some mentoring is needed.

[ACTION ITEM: Roger Oliva/Bob Rassa – Work together to come up with a plan to help organizations spend STEM money more effectively. Perhaps put something in the QEB. AI-0435](#)

Publications – Peter Willett

Magazine –

Peter reported that we are transitioning to a new vendor for the magazine. The first two issues of the new format will be October/November – a 2-parter on Passive Radar.

There was discussion regarding the photo choices for the October issue. Editorial process chose the photos.

Peter reported that Dave Dobson is retiring at the end of the year. There will be a retirement banquet held in his honor at the 2013 Officers' meeting in the DC area.

Tutorials –

We need to do more with the Tutorials. Peter asked that the BoG send suggestions for tutorials to Braham Himed, and also copy Peter and Teresa. We currently have one paper accepted, three papers awaiting revision, and five commitments for papers.

Transactions –

Peter reviewed the over-length page charges. Currently they are \$200 per page over 10 pages; \$250 per page over 6 pages on correspondence, and over 4 pages for Letters is \$250 per page.

Letters go to the beginning of the cue.

We are still in need of a Business Editor.

Submissions are increasing from China.

Alfonso suggested a topic for a special issue of the magazine: Museums. We should not forget the past. We could also include this as a regular feature.

QEB – Cosimo Stallo

Cosimo reviewed the publications schedule for the QEB: 4 times per year in January, April, July, and October. Articles are due to Judy by the 15th of the previous month.

Pubs Report to BoG – Peter Willett

There was discussion regarding Allen Press. It was pointed out that Allen Press needs to be monitored when it comes to re-drawing figures. We need to watch carefully that they do not exceed their estimates. We just need to manage the copy editing closely.

Open Access

Peter reviewed Open Access issue. Alfonso thought this will be harmful. Many authors will simply not have the money. So, authors may resort to a lesser, non-peer-reviewed journal. This is probably going to affect industry more, as they will not have any money available for publication. Academia may include this in their grants.

We are being asked to reserve a page in the Transactions and Magazine for announcement regarding Open Access. IEEE chose to do this because they do not want to be left behind. Others are doing it, so we are going to also.

Back issues of the magazine were discussed. We could move them to a new warehouse, or we could send some to Student Chapters, Sections, etc. Why pay to store them any longer?

MOTION: Peter Willett moved that we send appropriate quantities of the inventory of AESS Magazines to student chapters, sections, and chapters as needed. Bob Rassa 2nd. Motion passed. MO-0132

We co-distribute the I&M Magazine to the AESS membership. It is the "AUTOTESTCON" issue. It was decided that we should see if the I&M Society will distribute the AESS Magazine to the I&M membership.

ACTION ITEM: Peter Willett – Contact Mike Gard, EIC of the I&M Magazine to see if the I&M Society will co-distribute the AESS Magazine to the I&M Membership. AI-0436

Conferences – Mark Davis

Mark reviewed the strategic plan for conferences.

Mark reviewed Potential New Conferences:

- WiSEE 2013, the IEEE International Conference on Wireless for Space and Extreme Environments – requested a technical co-sponsorship from AESS.
- Waveform Diversity Conference – have denied technical co-sponsorship and pushing for financial sponsorship.

- Carnahan Conference is under new management. Pushing for AESS permanence.
- FUSION – lost money in 2011.

We discussed the St. Petersburg conference. Mark tried to block this conference, but IEEE put it through.

Mark reviewed POCO. The new VP Conferences should attend POCO in 2013.

Issues: AESS is not stepping up and fulfilling responsibilities with the DASC and ICNS conferences. We need a plan for AESS members to be general chair every other year, and having 2 people on the executive committee. If we can't do this, we are at risk of them dropping us. We have got to step up. We need those that have interest in these areas to step up and serve. 2013 is an AIAA year. We have to have people for 2014. Mark will get the MOU in place before his term expires.

There was discussion on the Technical Co-Sponsorship issue. There is a proposal to charge for technical co-sponsorships. It costs \$300-400 to manage these technically co-sponsored conferences. Why? To offset increased costs for quality checking, recognize the value of the IEEE brand, and to generate a new revenue stream for IEEE.

Education – Iram Weinstein

2 main issues: Distinguished Lectures and Online Tutorials

Distinguished Lecturers

We now have Distinguished Lecturer candidates. We need to vet the list and choose who will be our DLs for a 3-year term. Iram would like this approved by the end of the year. The Committee can make recommendations and then send to BoG for an eVote.

Hugh appointed the following Distinguished Lecturer Selection Committee: Iram Weinstein, Joe Fabrizio, Mark Davis and Hugh Griffiths.

We need more DL candidates, preferably from outside North America. Please send names to Iram quickly. It was suggested that we invite Simon Haykin.

ACTION ITEM: [Reza Dizaji and Alfonso Farina – Contact Simon Haykin and ask if he is interested in becoming an AESS Distinguished Lecturer. AI-0437](#)

Alfonso suggests that we find a lecturer that can speak to cyber attack.

ACTION ITEM: [Judy Scharmann – Check to see that all the DL candidates are AESS members. AI-0438](#)

Online Tutorials

We currently have 6 online tutorials on the web. We are not getting many hits. Do we have the wrong material, lack of advertising? What changes do we need to make to improve our visibility?

Roger reported that at DASC last year, they had remote access for the tutorials and charged a fee for that.

Industry Relations – Reza Dizaji

Reza reviewed what Industry expects from AESS.

We need to be advocates for our members, help them find jobs, networking, etc.

One of Reza's goals was to create an Industry Relation Website. But, first we need content.

The current MOU did not work with Raytheon. The legal dept. did not like the wording. We need a lawyer to help with the MOU. This is not an easy task.

We have several awards, but we do not have AESS award for industry.

Reza wants to convert the Outstanding Organizational Leadership Award into an industry award, expanding the scope of the award. He proposed the eligibility, basis for judgment, and presentation.

Marina said this was really the purpose of this award from the beginning.

We will need to check with the people that sponsor the award to see if we can change the focus.

Currently this awardee must be a member of AESS. Perhaps we could change this.

MOTION: [Reza Dizaji moved to change the Outstanding Organizational Leadership Award to expand the scope to industry, which is under our control, not IEEE's. 2nd Marina Ruggieri. MO-0133](#)

Motion withdrawn.

Discussion: This is a complete shift from the original award, not an extension. Hugh would be more comfortable if we broadened the scope instead of change it all together. Hugh suggests that instead of wordsmithing this now, bring it back tomorrow.

Officer Elections – (continued from morning)

Marina asked if there were further Nominations from the floor. There were none.

Proposed Slate of Officers:

VP Conferences – Iram Weinstein
VP Education – Giuseppe Fabrizio
VP Finance – Mark Davis
VP Industry Relations – Alfonso Farina
VP Technical Operations – Roger Oliva, Joe Guerci
VP Publications – Peter Willett
VP Membership – Larry Chasteen

MOTION: Bob Rassa moved that we accept the slate as presented. Teresa Pace 2nd. Motion passed. MO-0134

MOTION: George Dean moved to close nominations. Teresa Pace 2nd. Motion passed. MO-0135

The candidates made statements to the board.

MOTION: Frank Reyes moved that we accept the slate by acclamation, with the exception of VP Technical Ops. George Dean 2nd. Motion passed. MO-0136

There was discussion of the two candidates for VP Technical Ops.

Bob Lyons stated that he did not think it was fair to put Joe Guerci's name on the ballot without talking to him.

People spoke on behalf of both Roger Oliva and Joe Guerci.
We took the vote.

Roger Oliva was elected VP Technical Operations.

Recommended Appointments:
Secretary – Frank Reyes
Treasurer – Ron Ogan
GOLD Rep – Cosimo Stallo
Undergrad rep – Chris Cullen
Grad rep – TBD

MOTION: Jim Howard moved that we support these appointments. Bob Rassa 2nd. Motion passed with one nay vote. MO-0137

Guest: Prof. Yu, Vice Chair of our new Chapter in Orange County was introduced.
He spoke a bit about the new chapter. They have had a meeting a month since formation in May.

Meeting recessed at 5:00 pm until tomorrow.

September 15, 2012

Hugh Griffiths called the meeting to order at 8:00 am.

Finance – George Dean

2011 – Auditors have gone through the 2011 final budget, and we show a significant loss.
IEEE took money from all societies to fund the IEEE pension fund. We are -\$467.7K.
IEEE also took from the Sections, Chapters, and Councils.
The Periodicals show a variance of -\$220K, which no one understands.
What actions should this board take?

The magazine loses money, but this is a service for our members so this is what we are going to do. We need to watch our expenses of the BoG. The profit of the Transactions has gone down, so it is not covering the magazine loss any longer.

MOTION: George Dean moved to receive the financial report. Ron Ogan 2nd. Motion passed. MO-0138

The board needs to understand the -200K that the Periodicals lost in 2011. We do not accept this. We need an analysis of the periodicals issue. Peter does not believe the periodicals lost that much money. 200K is a huge discrepancy.

ACTION ITEM: George Dean and Peter Willett – Do an analysis of the Periodicals loss for 2011 and find out why the discrepancy. AI-0439

It was pointed out that we did not know that we were overspending our budget. Some ideas to reduce the expense of the BoG:

1. Only invite voting members to BoG meetings. Others will submit a report.
2. Rather than doing Officers' Meeting in person, we do it by telecon.
3. We can save money by being hosted by someone for our BoG meeting.

Discussion: Marina feels we need the student rep and the GOLD rep at the meeting. The January meeting is tied to the Dave Dobson send off. If the EICs are not board members, which they are now, it would be more of expense to invite them to the meeting. This is all at the President's discretion.

There was further discussion on the Publications loss and possible solutions:

- We increased the page count in Transactions, but we stopped printing and mailing.
- The income has not gone up with the increased page count. There is a lag, so it will be some time before we see the results in the budget.
- The magazine will create more of a revenue stream with the new format, plus by moving to Allen Press, we should save money.
- We are going to cut the pages back in the Transactions.

All of this indicates that things are going to get better.

George Dean received his 50 year pin from IEEE.

George reported that we have 703 life members.

ACTION ITEM: Peter Willett – Communicate to George Dean the correct number of pages for 2013 for the Transactions by October 1. AI-0440

MOTION: George Dean moved that the 2013 budget be accepted with the provision that we change the page count for the Transactions, as per the VP Pubs recommendation. 2nd Ron Ogan. Motion passed. MO-0139

Treasurer's Report – Ron Ogan

Ron reviewed some finance opportunities.

Ron will send out some further information for these ideas.

How will we generate revenue stream by partnering with a university? There is a way for individuals to make money, but not for AESS to make money.

Ron reviewed the Reimbursement instructions, which can be found in the Document section of the AESS website at: <http://ieee-aess.org/documents/aess-bog-meeting-minutes-and-presentations/2012-fall-bog-meeting-minutes-and-presentations>, under Finance Report.

Ron asked that we get our expense reports in within 30 days. AESS needs a reimbursement policy: If you don't turn your expense report in by the 15th of January, there is a risk you will not get reimbursed.

MOTION: George Dean moved that if an AESS volunteer does not turn in expense report by the 15th of January, they should not get reimbursed. Bob Rassa 2nd. Motion passed. MO-0140

International Report – Marina Ruggieri

We are lacking BoG representation from Asia.

Marina asked that the International Directors provide some potential candidates for the BoG vacancies.

The International Directors need to be BoG members. Reza wants to continue sending a report for Canada, even though he is going off the board.

Ron introduced out guest: Padman Nagenthiram

The Orange County Chapter has just been formed. There was discussion about the issue of distance in the LA area. It can take 2 hours to drive to a meeting.

ACTION ITEM: Hugh Griffiths – Find two BoG reps to ICNS and DASC for 2013. AI-0441

ICNS: George Schmidt DASC: Erik Blasch and Kathleen Kramer

Awards – Erv Gangl

Erv presented the awards that were presented this year.

ACTION ITEM: Judy – Update the website with the new awards. AI-0442

The possibility exists that IEEE will drop the Resnik Award. We will have to decide if we are going to pick it up.

We discussed changing the Walter Fried Award and the Pioneer Award, but we need to follow the new procedures at IEEE.

If Pioneer Award cannot be given at an AESS Conference, try co-sponsored conference, then to ask a chapter.

There was a lot of discussion regarding the Outstanding Organizational Leadership Award and the change in focus.

MOTION: Bob Rassa moved to create a new leadership award within the AESS FOI, in lieu of compromising our existing Organizational Leadership Award for an AESS event. Bob Lyons 2nd. Motion passed. MO-0141

We want something that can recognize industry leaders, like management, leaders in a university, etc.

When you do a new award you have to have criteria. We cannot combine these. We need a new award.

ACTION ITEM: Reza Dizaji and Erv Gangl – Work to develop the new award for industry so Alfonso will have this new award to work with next year. AI-0443

Hugh Griffiths presented BoG Service Plaques to Jim Howard, Reza Dizaji, Frank Reyes, Reece Lumsden, and Theo Saunders (absent).

Report of Special Projects – Bob Rassa

Bob Rassa reported on the Student Projects. The main focus is student support. We will give \$5,000 max to valid projects. Bob will send criteria out to the BoG. After the money is awarded and used, he is asking for a report. Then we can publish this in the student section of the magazine.

Need requests by end of October.

Special Projects Committee: Bob Rassa, Marina Ruggieri, Jim Leonard

Jim Howard thanked the committee for allowing him to serve on the board and as a VP.

Marina reviewed how the bylaw change will affect us.

At Spring meeting, it is too late to vote.

- 1st week of January will form N&A committee. That committee will meet immediately and then again in February.
- At beginning of March, the slate will go to the BoG for an E-vote.
- Send the results to IEEE immediately.
- After election, BoG will vote by E-vote for the 2 remaining candidates.

- Then N&A will go back to work to get officer names, including President and Exec. VP.

The timing is critical. We knew this when we changed the bylaws.

We have the position of Grad Student rep. John Glass has been suggested. Bob Lyons also has a name. Hugh will appoint.

MOTION: Bob Rassa moved to adjourn. 2nd Jim Howard. Motion passed. MO-0142

Meeting adjourned at 11:30 am.

Note: All presentations from this meeting can be found on the AESS website at:

<http://ieee-aess.org/documents/aess-bog-meeting-minutes-and-presentations/2012-fall-bog-meeting-minutes-and-presentations>