

**AESS Board of Governors Spring 2017 Meeting
May 12-13, 2017
Westin Seattle**

Attendees: Teresa Pace, Joe Fabrizio, Bob Rassa, Hugh Griffiths, Leo Lighthart, Fabiola Colone, Fulvio Gini, George Schmidt, Michael Braasch, Roy Streit, Bob Lyons, Michael Rice, Marina Ruggieri, Vince Socci, Maria S. Greco, Dale Blair, Walt Downing, Fredrik Gustafsson, Mike Wicks, Jose Bolanos, Jason Williams, Wolfgang Koch, Mark Davis, Dale Blair

Phone: Bill Walsh, Kathleen Kramer
Non-Voting: Garrett Hall, Lorenzo Lo Monte, Federico Lombardi
Guests: Ethan Lin, Soo Kim, Tim Lee

Call to Order

Teresa Pace called the meeting to order at 8:00 am. After self-introductions, the Agenda is adopted.

President's Message – Teresa Pace

Teresa welcomed all and reviewed what we have accomplished since the last BoG meeting.

Executive Vice President's Message – Joe Fabrizio

Joe reviewed the Strategic Plan.

MOTION: Joe Fabrizio moved to approve the 2017 AESS Strategic Plan as presented in the document [IEEE_AESS_Strategic_Plan_2017](#) distributed to the AESS Board of Governors on 1 May 2017. Mike Wicks 2nd. Motion passed. MO-0211

Approval of the Minutes – Roy Streit

MOTION: Vince Socci moved to accept the minutes of the AESS Fall 2016 BoG Meeting as written. Leo Lighthart 2nd. Motion passed.

Finance – Jose Bolanos/Bob Rassa

We were supposed to generate a surplus of \$56.5K in 2016. Instead, we generated a surplus of, \$253.6K, without investment income. With investment income, we generated a \$515K surplus.

Bob reviewed the major financial elements.

Bob reviewed the 2016 budget.

There was discussion about Student Projects and the new process for payment of funds.

Jose reviewed Financial Mission and Vision.

There was discussion regarding the need to have a VP Finance in training. And then this person can be successor to VP Finance. We need to do this for all VPs.

Education – Kathleen Kramer

Kathleen presented the Education Report remotely. Kathleen reviewed the long term objectives. There is a push to support students and Young Professionals.

Kathleen added many new DLs, using Walt's gap analysis.

Kathleen reported on the Robert T. Hill Dissertation Award. This year's recipient is Shunqiao Sun.

Kathleen reported on the Radar Summer School, which was supported with some AESS Education funds.

ACTION ITEM: Mark Davis – Send Carnahan Conference registration information to Walt. Work with Kathleen to get the Cyber Panel involved in the Carnahan Conference. AI-0665

Women in Engineering –

Kathleen reported on WIE. We have 100 WIE members in AESS. Teresa pointed out that you don't have to be a woman to be a member of WIE.

Kathleen reported on the IEEE WIE International Leadership Conference. It will be this month.

Kathleen reported on the WIE Panel held at the IEEE Radar Conference on May 9. Maria Sabrina Greco was a speaker.

Member Services – Wolfgang Koch

Wolfgang presented the Mission and Vision of Member Services.

AESS Section/Chapter Chairs in Europe – Koch/Ligthart

Leo reported on the EU-AESS Chapters meeting held in Amsterdam in November 2016.

He reported that we need better contact with Sections and Chapters. We need to show the benefits of AESS. The Chapters feel unsupported and do not see the benefits of AESS. They would like some financial support from the AESS.

The Chapters feel they are not represented on the AESS website. Stream from vTools to our website? Judy will look into this.

Joe mentioned that Chapters could raise money via the Short Courses, as they did in Australia.

Joe mentioned that the committee needs to become engaged.

[ACTION ITEM: Wolfgang Koch/Leo Ligthart/Mike Wicks/Sabrina Greco/Committee – Develop a process for reporting chapter meetings and getting them on the website and in the QEB. AI-0666](#)

[ACTION ITEM: Wolfgang Koch – Develop process for model activities for stimulating Chapters. AI-0667](#)

Wolfgang presented several strategic objectives.

We need more communication with Chapters. LinkedIn was suggested.

[ACTION ITEM: Wolfgang Koch – Survey of Chapter Activities by introducing Leo and Wolfgang who provide an overview of Dutch, Swiss, and German activities. AI-0668](#)

[ACTION ITEM: Wolfgang Koch – Strengthen the link to the strong Polish Chapter via personal contacts and establish a strategic core team with them. AI-0669](#)

[ACTION ITEM: Mike Wicks/Ethan Lin – Establish a LinkedIn group of AESS Chapters, possibly a group for each Chapter. AI-0670](#)

[ACTION ITEM: Wolfgang Koch/Mike Wicks – Provide simple guidelines to Chapter Chairs by the next BoG meeting. AI-0671](#)

[ACTION ITEM: Wolfgang Koch/Mike Wicks – Develop a generic annual email for local Chapter Chairs to encourage renewal or signing up for AESS in their countries. AI-0672](#)

[ACTION ITEM: Wolfgang Koch/Mike Wicks – Provide a list of concrete benefits of AESS Membership. AI-0673](#)

Chapters - Wicks

Mike Wicks reported on new chapter formations.

[ACTION ITEM: Teresa Pace/Judy Scharmann – Invite the local chapter chair to the BoG meetings. AI-0674](#)

Industry Relations – Bill Walsh

Bill presented the Industry Relations report remotely. Bill began with a perspective of the focus and vision. Highlights:

- Tying into chapter technical activities.
- Promote AESS engagement with Industry. We have Marina Ruggieri promoting AESS.
- Demonstrate how Industry can be engaged with AESS.
- Position IEEE/AESS as the “Social/Professional” platform for Young Professionals in Industry.
- Continue launch of “industry Insights” feature in Systems Magazine.

Bill reviewed overall metrics scorecard.

[ACTION ITEM: Bill Walsh – Complete update to the Industry Relations website. AI-0675](#)

[ACTION ITEM: Bill Walsh – Continue to leverage IEEE Industry Advisory Board. AI-0676](#)

[ACTION ITEM: Bill Walsh – Highlight and promote Chapter activities and events relative to Industry Relations Outreach to broader IEEE/AESS audience. AI-0677](#)

“New challenges for AESS and their implications at Technical Operations and Industry Relations levels”—Ruggieri

Marina Ruggieri presented on “New challenges for AESS and their implications at Technical Operations and Industry Relations levels”

Marina reported on the TAB new challenges:

- North & South Poles – Teresa is involved.
- Food Engineering – Teresa will appoint someone.
- Dig Once
- Design 4 Ethics

Marina discussed the potential for AESS in all four areas.

Teresa called for volunteers for each of these four areas.

Publications – Dale Blair

Tag line for Tutorials: “Add Lift to your Professional Development with IEEE/AESS Tutorials.”

Dale reviewed the Publications Mission and Vision.

ACTION ITEM: Judy Scharmann – Put the AESS Mission and Vision on the website. AI-0678

Dale reviewed the 3-year Strategic Objectives.

We are going to pursue publishing a bound copy of first 10 issues of Tutorials.

ACTION ITEM: Jose Bolanos – Find the IEEE contact for over-length page charges. Contact Eileen Geary and let her know that the billing should include the issue number. AI-0679

MOTION: Dale Blair moved that we spend up to \$2,500 to develop a print-on-demand book of 10 issues of Tutorials. Bob Rassa 2nd. Motion passed. MO-0212

This is a promotional item, not a for-profit endeavour.

The Systems Council is starting a new Journal on Cube-Sat. AESS was previously not interested. It is now J-MASS. Now AESS wants in.

MOTION: Dale Blair moved that AESS make a formal request to the IEEE Systems Council for 10% share of J-MASS. Vince Socci 2nd. Motion passed with one abstention. MO-0213

Conferences – Mark Davis

The conferences that are doing well are the ones that have a large body of people behind them.

The Navigation Panel and Michael Braasch are going to try and re-establish PLANS as an AESS Financial Conference.

There is a proposal to start a Fusion Panel.

Mark reviewed the goals of the Conference Committee.

Mark is looking to find conference liaisons for technically co-sponsored conferences.

NAECON has decided AESS/IEEE policy issues are too cumbersome. AESS is now a technical co-sponsor, not financial.

ACTION ITEM: Mark Davis/Hugh Griffiths/Kathleen Kramer/Bob Rassa – Discuss organization of DASC in London in 2018. AI-0680

Mark is looking for a replacement for him as VP Conferences. 2018 is his last year as VP Conferences.

ACTION ITEM: Mark Davis – Meet with the Conferences Committee and establish processes and discuss conference liaisons for technically co-sponsored conferences. AI-0681

ACTION ITEM: Mark Davis – Work with VP Technical Operations to establish/strengthen panels. AI-0682

ACTION ITEM: Mark Davis – Set up two new financial conferences: 2019 PLANS and 2018 FUSION Conference. AI-0683

ACTION ITEM: Mark Davis – Establish an initiative to nominate someone to attend POCO each year who will be interested in becoming VP Conferences. AI-0684

Technical Operations – Walt Downing

Mission and Vision are unchanged.

Walt presented his six Strategic Objectives.

Walt proposed the UAV Panel as Technical Panel of the Year.

Vince Socci presented on UAV Technical Panel.

Standards – Socci and Kim

Soo Kim from IEEE presented on Standards. We are trying to get a UAV working group. IEEE

Standards Association offers a platform for this to come together to develop standards.

There will be no cost for this. There was discussion regarding what type of UAV standard this supports.

Teresa suggested that an AdHoc committee be formed to develop the details of this proposal. Some

additional information is appropriate for the BoG to understand this. Another viewpoint, what is the

downside? There was a lot of discussion about this

MOTION: Vince Socci moved to approve the AESS UAV Technical Panel sponsorship of the formation of the UAS Standards Committee. Marina Ruggieri 2nd. 19 yes. 0 no. 1 abstain. Motion passed. MO-0214

MOTION: Vince Socci moved that the AESS BoG approve the proposed scope of the UAS Standards Committee. Bob Lyons 2nd. 19 yes. 0 no. 1 abstention. Motion passed. MO-0215

Session 2 – Key Committees' Briefing

Student Activities – Bob Rassa/Hugh Griffiths

Bob reported on Student project requests.

MOTION: Bob Rassa moved to fund the Loyola Blakefield, Towson, Maryland for \$5,000 and Cornell University for \$5,000. Bob Lyons 2nd. Motion passed. MO-0216

Undergraduate Student – Hall

Garrett Hall reported on what he sees as long term strategic objectives. He wants to get undergraduates involved, and feels the best way for this is through conferences.

Students are mainly interested in getting a job.

ACTION ITEM: Garrett Hall – Find willing branch and chapter integration. AI-0685

ACTION ITEM: Garrett Hall – Develop a Big Sky/Radar Conference package, developing an Industrial Awareness Event, a Conference Tour, and Scavenger Hunt List. AI-0686

Graduate Student – Lombardi

Federico reviewed the mission and motivation of the Society.

ACTION ITEM: Federico Lombardi - Get advantage of any networking and gathering events with potential members. (Personal contacts, formal & Informal events, word of mouth...) AI-0687

ACTION ITEM: Federico Lombardi – Generate success stories: surveys, interviews, feedback, acknowledgements, collaborations, awards, prizes. AI-0688

Young Professionals Program – Lo Monte

Lorenzo reported that he went to Costa Rica and met all the players in the YPP. They said we can get \$2,000 for each conference we apply for, to hold a YPP event. We had a successful YPP event at the Radar Conference. Lorenzo needs help to hold this at our other main conferences.

Lorenzo wants to organize YP in Space. Teresa will support this out of the Presidential budget. We need to find an AESS YP to go to this event. Lorenzo cannot attend. Tim Lee will represent not only MTT, but also AESS.

ACTION ITEM: Judy Scharmman – Reach out to Tim Lee and supply information on AESS. AI-0689

ACTION ITEM: Lorenzo Lo Monte/Mike Wicks - Follow up with Ethan Lin to hold a YPP event in Asia. AI-0690

ACTION ITEM: Bob Rassa – Investigate paying the IEEE membership fee for our Undergraduate and Graduate Student reps. Teresa will fund out of Presidential budget. AI-0691

Initiative: AESS Scholarship Program – Rassa

Bob presented the Engineering/Systems Engineering Scholarship.

\$10,000 is already in the budget and approved by IEEE.

MOTION: Bob Rassa moved to approve the Engineering/Systems Engineering Scholarship in the amount of \$5,000 for undergraduate, \$5,000 for graduate per year. Bob Lyons 2nd. Motion passed. MO-0217

ACTION ITEM: Judy Scharmann – Fill out Awards doc for new scholarship and send to Rassa to send to TAB ARC. AI-0692

It was suggested to video the award presentation and post on our website.

Scholarship Committee appointed by Teresa Pace: Bob Rassa, Chair; Bob Lyons, Kathleen Kramer.

Voting procedure discussion – George Schmidt

All are concerned about election procedure.

MOTION: George Schmidt moved that the AESS BOG approve the processes for electronic voting of the BOG and for roll call voting in open sessions of the BOG, as defined in the following three paragraphs:

- All ballots conducted over e-mail are considered open and members' vote tallies are to be made public to all voting members of the BOG promptly at the end of the voting period. The motion and its disposition shall appear in the minutes of the BOG.
- The BOG shall approve, as exceptions to this motion, secret e-mail balloting for elections, as defined in the AESS by-laws, and for any other matter for which it is deemed necessary.
- At open sessions of meetings of the AESS BOG, the affirmative vote of at least twenty percent of those present shall suffice to order the taking of a vote by roll call on a topic other than nominations, individual personnel matters, or awards. Hugh Griffiths 2nd. Motion passed. MO-0218

George presented ideas of possible actions to generate more interest in BoG Activities.

ACTION ITEM: Judy Scharmann – Put the latest, newly approved Strategic Plan in the next QEB. AI-0693

Governing Documents – Hugh Griffiths

Fellow Evaluation Committee wording. This has been approved, and needs to be included in the Bylaws.

MOTION: Hugh Griffiths moved to insert into the Bylaws the following:

ARTICLE XVIII

1 Composition

The Fellow Evaluation Committee shall comprise the Chair, who shall be appointed by the Society President, with the advice and consent of the AESS BoG, to serve for three years, non-extendable and non-renewable, and eight members-at-large who shall hold the grade of IEEE Fellow and shall be members of the Society in good standing. Terms of the members-at-large shall be three years, non-renewable.

2 Appointment of Members

The Chair should appoint members-at-large from broad constituencies of the Society to guarantee a fair representation of the Society, in terms of geographic distribution, key technical disciplines, and categories (researchers, technical leaders, practitioners). The selection and appointment of the members-at-large is done by the Chair (with the advice and consent of the Society President and VP Membership).

The selection and appointment process of the members of the committee should start no later than October and be completed no later than January of the following year. Members of the committee may not nominate or serve as references for any candidate to be evaluated by the committee, nor for nominations via other IEEE Societies.

3 Responsibilities of Chair

The Chair shall be responsible for assigning committee members to evaluate nominations in their areas of technical expertise and experience. At least five committee members shall evaluate each nomination. The Chair shall be responsible for merging the evaluators' input into a

coherent whole, and for making the initial ranking. The Chair shall conduct a meeting with the committee members to review the initial ranking of all candidates. With the advice of the members the Chair shall decide if numerical ranking should be changed, or if he/she should obtain additional evaluations for individual candidates. The Chair shall provide final ranking and evaluations to the IEEE Fellows Committee by mid-June. The committee Chair shall send a report to the Society President and the chief staff executive by 30 June of each year. The report shall contain a summary of the Fellows Committee review process and nomination submissions.

Maria Greco 2nd. Motion passed. MO-0219

Meeting is recessed until tomorrow.

Saturday, May 13, 2017

Fellows Meeting (including breakfast) was held prior to the meeting.

Call to Order – Teresa Pace

Teresa called the meeting to order at 8:07 am.

Col Discussion – Dale Blair

Dale feels we should tighten up our Conflict of Interest wording, making it even more strict than the IEEE wording. Dale proposed additional wording for Bylaws. The IEEE policy requires disclosure and approval of the conflict. Dale would like to go a step further and require that no one with a conflict of interest can serve on an award committee where a conflict is present.

Session 2 – Key Committees' Briefing – Continued

Nominations & Appointments – Bob Lyons

Status of process

Bob Lyons discussed the need for succession planning.

The BoG election is coming up. Bob encouraged everyone to vote.

We need to fill VP Tech Ops and VP Pubs in the Fall, as well as Executive Vice President and President.

The officer eligibility issue will wait until the Fall to be discussed.

[ACTION ITEM: Hugh Griffiths - Send information regarding officer eligibility and change to the Bylaws one month before the BoG meeting. AI-0695](#)

Awards – Joe Fabrizio

Joe presented Erv Gangl's awards status update.

[ACTION ITEM: Judy Scharmman – Update the website with all new award recipients, and schedule announcement of all award winners in the next QEB. AI-0696](#)

[ACTION ITEM: Judy Scharmman/Kathleen Kramer/Mark Davis – Update the DL charts to include a chart on Robert Hill Award. AI-0697](#)

[ACTION ITEM: Kathleen Kramer/Judy Scharmman – Change the wording of the Robert T. Hill Award from 12 months to 2 years. AI-0698](#)

Status of Awards AdHoc Committee

Joe has a committee working to revamp the awards process. He reviewed actions to date, and future actions.

Jason Williams presented a new proposal for a Transactions Paper recognition, recognizing the top 10% of papers. There was a lot of discussion. The current awards AdHoc will take this on.

Jason also presented an idea for Transactions Video Abstract. Everyone liked the idea and this will move forward as part of the Awards AdHoc.

Marina spoke about the multi-disciplinary culture that we want to foster. Teresa mentioned the Society Professional Development Award sponsored by IEEE Educational Activities Board. We will begin to work on this for AESS in January 2018.

AdHoc Committee: Lorenzo Limonite, Chair; Kathleen Kramer, Hugh Griffiths, Federico Lombardi, Dale Blair, Ethan Lin, Sabrina Greco, Judy Scharmann, Teresa Pace.

[ACTION ITEM: Judy Scharmann/Lorenzo Lo Monte – Begin work on the Society Professional Development Award in January 2018. AI-0699](#)

Session 3 – Special Topics

IEEE Resource Center – Dale Blair/Judy Scharmann

Dale and Judy presented the newly completed AESS Resource Center. Everyone liked it and feel it is a worthwhile initiative.

[ACTION ITEM: Judy Scharmann – Put Historical Interviews onto the Resource Center and offer them free for all. AI-0700](#)

Bob Rassa will put \$3,000 for the AESS Resource Center in the budget for next year.

[ACTION ITEM: Judy Scharmann – Obtain the talk Teresa Pace gave at the SENSORS Conference 2016 in Orlando. AI-0701](#)

AESS Professional Networking & Mentoring Program Update – Joe Fabrizio

Joe presented a status update of the Mentoring Program.

[ACTION ITEM: Judy Scharmann/Joe Fabrizio – Package of benefits geared to students and Young Professionals, i.e., the Scholarship, the Mentoring Program, and the Robert Hill Award. AI-0702](#)

International Directors Summary – Maria S. Greco

Sabrina presented the International Directors summary. The final report will come in a few days.

Adhoc Committee on New IEEE Initiative – Leo Lighthart

AESS has a role to play in Future Directions. Leo presented several ideas where AESS could have an impact. There are good opportunities for AESS. So, how do we structure the activities of the AESS AdHoc Committee on Future Directions of AESS? We need to brainstorm outside the BoG meeting. We can open consultation to our members during a conference or a workshop, with a panel. Our Radar Conference could have a panel.

[ACTION ITEM: Leo Lighthart – Keep this AdHoc Committee on Future Directions going, involving our Technical Panels. Approach the TP Chairs and ask for their future. AI-0703](#)

IEEE Innovation Challenge Contest – Jose Bolanos

Jose reported on the IEEE Innovation Challenge. AESS will have a lot of visibility with this contest.

[MOTION: Jose Bolanos moved to support the AESS Columbia Chapter in the amount \\$1,000 for Membership Development. Leo Lighthart 2nd.](#)

[Jose withdrew the motion.](#)

We fully expend the Chapter Support funds each year. There is a worry that we are setting a precedent. The benefit would be AESS would be supporting a link between the Section and Chapter.

They do not have a plan at this point. The general plan is to pay for some AESS memberships and IEEE memberships. It was felt that this was inappropriate.

Jose will work this through the Chapters.

Old Business, New Business – Teresa Pace

[MOTION: Walt Downing moved to form a Navigation Panel. Kathleen Kramer 2nd. Motion passed. MO-0220](#)

There was a straw poll take to see if we should make Undergraduate, Graduate, and YPP reps as voting members of the AESS BoG. The majority thought we should.

Mark Davis reported that his Conference Committee is working and will hold by-monthly telecons. We need to manage our technically co-sponsored conferences, setting up liaisons for each.

ACTION ITEM: [Judy Scharmman – Order name tags for new members. AI-0704](#)

Wrap Up – Teresa Pace/Joe Fabrizio

Joe reviewed highlights of the meeting. Judy reviewed the action items from this meeting.

Adjourn

Meeting adjourned at 12:10 pm