

AESS Officers' Meeting
September 13, 2012

Attendees: Hugh Griffiths, Mark Davis, Rob Ewing, Marina Ruggieri, Iram Weinstein, George Dean, Ron Ogan, Peter Willett, Teresa Pace, Larry Chasteen, Jim Howard, Judy Scharmann (Executive Assistant)

Hugh Griffiths called the meeting to order at 1:30 pm.

Review of AESS Strategic Plan

VP updates to the strategic plan and plans for the future:

Conferences – Mark Davis

Mark is at the end of his term.

Mark reviewed what is currently in the strategic plan.

Short term actions:

- Strengthen TCS process: must have direct AESS benefit.
- Strengthen AESS Conference Liaisons for financially sponsored conferences.

Jim Howard commented on the GSA issue and the fact that TAB is very concerned. We don't know where this is headed and we need to have some backup plans.

Three-Year Goals (2012-2014)

- Increase number of financially sponsored conferences by 3.
- Re-write "perpetual" MOUs to bring them in line with IEEE policy.
- Increase conference surplus by 10% per year.

Potential New Conferences – we would like one new financially sponsored conference per year.

- WiSEE 2013 – too late this year for financial, but we could technically co-sponsor.
- Waveform Diversity Conference – denied technical co-sponsor in 2012 and pushing for financial sponsorship.

We need to have presence in AESS to make these financially sponsored conferences work.

- International Carnahan Conference - new management in place. Need to push for AESS permanence.
- FUSION – historically financial sponsor when in the US, technical sponsor when outside the US.

We do not have enough AESS support for conferences. We need new people to sit as a rep to a conference. AESS has not been stepping up to our role in the joint AIAA conferences: DASC and ICNS. We need 2 BOG members to be on the Executive Committee of both DASC and ICNS.

Too many organizations want to use the AESS and IEEE name, but not abide by our policies.

Mark reported on POCO. He highly recommends POCO as a great way to understand the policies of IEEE. The new VP of Conferences needs to attend in 2013.

Mark introduced the new IEEE PDF express Plus.

Education – Iram Weinstein

Iram has been working to expand the Distinguished Lecturers and also the Online Tutorials. He sent emails to Panel Chairs, Chapters, members, and received very little feedback.

Tomorrow at the BoG meeting, Iram intends to ask for a committee to review the DL applications.

Online Tutorials – We are doing something wrong. We are getting very little traffic.

AESS GOLD and STEM are important areas and need to be expanded.

Finance – George Dean and Ron Ogan

Numbers were presented but the numbers do not make any sense. Saying the Periodicals has a variance of -184.4K when nothing has changed does not make sense.

George attributed our budget woes to the IEEE overhead charge. They raised them to pay for the problems with the pensions of the IEEE employees.

There are things in this budget we clearly do not understand.

The topic of advertising in the magazine to generate revenue was once again discussed. It would be a board action. We could possibly get corporate sponsors for the magazine.

Ron presented several Finance Opportunities.

Expense Reporting

\$104,708 has been processed in 2012 YTD. This is in line with our budget.

We need an expense report policy, with a cutoff date to receive reimbursement.

Hugh asked that the report to the BoG tomorrow be very clear and simple.

Marina Ruggieri reviewed the N&A process to be followed tomorrow for the officer elections –

1. Marina will make short presentation on N&A activity.
2. Then she will describe procedure, presenting the slate of officers. She will ask for additional nominations for each office, even for those staying in term. Then she will propose a motion to approve the slate. If there is additional candidate from the floor, it will need a motion. Then we have to close nominations with a motion.
3. Then candidates for offices that have more than one candidate will be allowed to address the board. Also a brief statement from unopposed candidates. Then the candidates will be given a ballot and asked to leave the room, along with non-voting members. Then we discuss the candidates, and then vote. N&A will tally the votes and proclaim the results. Then we can propose the names of those that do not require a vote.

Marina proposes to move the election to Day 1, to ensure a quorum, and also for the new officers to work with the existing officer.

Membership: Larry Chasteen

Larry addressed the membership portion of the strategic plan. A major point in the strategic plan was the tiered membership model. This was not approved by the IEEE executive board; therefore, we must continue with other plans and develop new plans.

Key development plans:

- Promote membership in AESS at every conference
- Increase and strengthen our chapters
- Increase focus on students and GOLD members

The STEP program (Student Transition and Elevation Partnership) is generally run by the Sections.

We discussed again the “Free membership” program. We could do a pilot of our own. We could also have our own pilot program for the tiered membership, and have a lower cost membership that received fewer benefits.

It was suggested that we either do the Free membership program similar to ComSoc, or do our own 2-tiered membership model.

It was suggested that we have free memberships for everyone and go with an electronic magazine.

Any proposal needs to be well thought through before presented to the board.

Publications – Peter Willett

Peter reported that we have a new vendor for the Magazine. We no longer have multiple vendors, and only have one. Allen Press.

He reviewed the numbers of what we were spending with present vendors.

He then presented numbers for proposed vendor. This change will save a lot of money.

The first 2 issues (October and November) of the “new and improved” magazine are special issues. Since they are focused on radar, some were concerned that we are becoming too focused on radar.

There was discussion on what to do with the entire backlog that is in our current warehouse. Should we do a mailing to chapters and student branches?

Peter reviewed Open Access. There are now going to be 3 kinds:

1. OA journals (all Open Access)
2. New hybrid model that will have both traditional and Open Access (at \$1,750 per article)
3. Megajournal

Technical Operations

This will be presented at the BoG tomorrow.

Meeting adjourned at 4:30 pm.