



AESS Board of Governors Meeting Minutes
April 27-28, 2018
Renaissance Convention Center Hotel & Spa
Room 4

Friday, April 27, 2018

Attendees: Joe Fabrizio, Walt Downing, Michael Rice, Stefano Coraluppi, Darin Dunham, Maria S. Greco, Michael Cardinale, Leo Ligthart, Fredrik Gustaffson, Wolfgang Koch, Fulvio Gini, Fabiola Colone, Kathleen Kramer, Federico Lombardi, Jose Bolanos, George Schmidt, Michael Braasch, Mark Davis, Roy Streit, Lance Kaplan, Hugh Griffiths, Shannon Blunt, Mike Wicks, Jason Williams, Peter Willett, Judy Scharmann. Guests: Ethan Lin

Call to Order, Introductions, and Adoption of Agenda **Fabrizio**

Joe Fabrizio called the meeting to order at 8:00 am.
Introductions were made. The Agenda was adopted as changed, moving The AESS Short Course Initiative to 2:00 pm.

President's Message to BoG **Fabrizio**

Joe Fabrizio presented a welcome to the BoG. He reviewed all the activities that have occurred since the last BoG meeting.

Executive VP Message to BoG **Downing**

Walt reviewed the different format of this meeting, as related to the Strategic Planning Meeting. There was discussion about the changes and how to incorporate the SMART objectives.

Secretary's Report, approval of the minutes **Downing/Scharmann**

MOTION: The minutes of the Fall 2017 BoG meeting were approved as written.

Ground Rules for the Meeting **Downing**

Walt presented the ground rules and suggested behavior for the BoG meeting.
Joe introduced the new concept of the Parking Lot, a place for further discussion.

Finance **Bolanos/Rassa**

Jose presented the 2018 objectives for Finance.
Jose suggested that each VP have a guide on how to do their job.
ACTION ITEM: Jose Bolanos - Establish a process, with IEEE help, for page charge collection to aid the continuation of the AESS healthy financial status. Reduce overlength page charges bad debt to 50% or less. AI-0744
ACTION ITEM: Jose Bolanos – Send link to the TAB Financial page to the BoG. Complete VP/BOG member financial guide to assist to locate TAB financial data. AI-0745
There was discussion about succession planning for Treasurer.
We are showing \$303.6 K surplus for 2017 and with investment income, \$1,173.9K.
There was discussion regarding the overlength page charges. The majority of authors are paying it. We have \$38K of bad debt.
ACTION ITEM: Jose Bolanos – Find out how our bad debt compares with other societies. AI-0746

Technical Operations **Schmidt**

George identified the 3-year goals. George reviewed the 2018 Technical Operations SMART objectives.
MOTION: George Schmidt moved that the Board cancel the Aerospace Systems Integration Engineering Panel and the Target Tracking Systems Panel. This came from committee, no 2nd is needed. Motion passed. MO-0227

There was discussion regarding the motion.

There was discussion about the Best Practices document for running a Technical Panel. We need to capture the success of the Radar Systems Panel to help other panels.

George asked that the Board endorse each Panel producing an annual Technology Assessment and Forecast that AESS members can use in assessing the current state of the art and future technology requirements.

Joe pointed out that we have a healthy surplus and asked George to think about how he can use some of this to further his objectives.

ACTION ITEM: George Schmidt/Vince Socci/Mark Davis - Develop a plan for a new IEEE Conference on UAV Technologies and Applications that would involve all Panels. AI-0747

ACTION ITEM: George Schmidt/Peter Willett - Develop an annual publication from each Panel that is a current Technology Assessment and Forecast for that area. AI-0748

ACTION ITEM: George Schmidt/Hugh Griffiths/Leo Lighthart - Develop a Panel best practices document covering the period from initial Panel proposal through actual Panel operations. AI-0749

ACTION ITEM: George Schmidt - Prepare a list of 2018 Panel Meetings, dates, and locations to see the geographical overlays with chapter locations for possible meetings with both groups. AI-0750

ACTION ITEM: George Schmidt/Kathleen Kramer - Complete GAP analysis relative to DLs and Panels and work with Education to include recommendations for DLs and for DLs to be members of Panels. AI-0751

ACTION ITEM: George Schmidt – Work with the Technical Panels and Leo Lighthart to stimulate Future Directions. AI-0752

Member Services

Koch

Wolfgang reviewed SMART objectives.

ACTION ITEM: Leo Lighthart/Wolfgang Koch – Hold bi-annual EU-AESS face-to-face chapter chair meetings. Report in the Fall. AI-0753

ACTION ITEM: Wolfgang Koch/H. Wipf/M. Bentham/W. Krzysztofik – Encourage tours of DLs to non-US regions via IEEE AESS Focus Days, bringing more visibility of local chapters. Leverage these meetings to promote AESS. Possibly turn into a Summer School, similar to the Radar Summer School. Possibly a Fusion Summer School. Possibly develop a Summer School that travels around to different locations. AI-0754

ACTION ITEM: Hugh Griffiths/Wolfgang Koch/Leo Lighthart – Exploit the Hülsmeier event for AESS awareness in EU. If appropriate, have the AESS BoG meeting in Colone and combine with the SDF Symposium. AI-0755

ACTION ITEM: Wolfgang Koch – Explore IEEE Collabratec as an AESS professional network. Report at the Fall meeting. Engage Students and Young Professionals. AI-0756

ACTION ITEM: Wolfgang Koch/Leo Lighthart – Identify IEEE AESS members lecturing at universities and encourage Mentoring Program directly in the classrooms. AI-0757

ACTION ITEM: Wolfgang Koch – Develop a Chapter Creation Process. Review the Handbook and analyze the difficulties that the Germany Chapter experienced. AI-0758

ACTION ITEM: Wolfgang Koch – Identify new scientific and technical events related to AESS. Proactively contact organizers to establish links to AESS. Leverage workshops. AI-0759

ACTION ITEM: Wolfgang Koch – Pair up the local chapters with our technically co-sponsored conferences. AI-0760

Mike Wicks reported on the Chapter Summit held yesterday.

Industry Relations

Streit

ACTION ITEM: Mike Wicks/Bob Lyons – Establish active Industry Relations activities and collaborations through individual AESS Chapters. AI-0761

ACTION ITEM: Teresa Pace/Bob Lyons/Roy Streit – Generate and maintain current, industry-focused content on the AESS website. Provide links to specific industry-focused features in Systems Magazine. Report at the Fall meeting. AI-0762

ACTION ITEM: Marina Ruggieri – Establish and demonstrate strategic partnerships with relevant industry and industrial organizations worldwide. AI-0763

ACTION ITEM: Lorenzo Lo Monte – Develop new strategies for attracting industry advertisements in Systems Magazine, the AESS website, etc. AI-0764

ACTION ITEM: Teresa Pace – Position AESS in a pro-active role with the IEEE global industry strategy, leveraging initiatives of IEEE Industry Advisory Board. AI-0765

ACTION ITEM: Mike Wicks – Promote opportunities for YPs in our industry fields of interest. AI-0766

Joe asked that we map out what the training needs are for industry.

ACTION ITEM: Roy Streit - Reach out to industry and ask what their key training needs are and then have it matched with a short course. Chapters can organize the short course for surplus, the industry gains training, it is a win-win. Build the map with a spreadsheet. AI-0767

It was suggested to create an industry specific award.

ACTION ITEM: Fulvio Gini/Shannon Blunt – Research the suggestion of industry specific awards. AI-0768

Publications

Greco

ACTION ITEM: Michael Rice/Sabrina Greco – Introduce the term limit for the Transactions AEs. AI-0769

ACTION ITEM: Michael Rice/Sabrina Greco - Reduce the average submission to publication time for TAES to 9 months. AI-0770

ACTION ITEM: Michael Rice – Send quarterly stats to all AEs on their sub to pub time. AI-0771

ACTION ITEM: Peter Willett and Sabrina Greco – Reduce the cost of the AES Systems Magazine. AI-0772

ACTION ITEM: Fabiola Colone and Sabrina Greco - Improve content of QEB. New columns. We are wanting to increase the percentage of open rates and unique clicks to 50%, up from 30+%. AI-0773

Possibly going to 6 issues per year instead of 12. Also, lighter weight paper, looking at Allen Press contract.

We have been very disappointed with IEEE with respects to advertising.

ACTION ITEM: Sabrina Greco and Fabiola Colone – Develop the proposal for a new Transactions on Radar Systems. AI-0774

There was discussion regarding the impact the new Transactions would have on TAES.

Lance gave a little history on sub to pub times for the TAES. Since going to IEEE Pubs, we are on time and we now have early posting.

Mike Cardinale spoke about the Journal of Lightwave Technology.

Conferences

Davis

ACTION ITEM: Conference Liaisons – Assess AESS sponsored conferences (both Financial and Technical) for whether they are meeting the guidelines set in the AESS Conference Guidelines. AI-0775

ACTION ITEM: Mark Davis – Conference Committee Liaisons - Have a description of a conference liaison and what the duties and responsibilities are. AI-0776

ACTION ITEM: Mark Davis/George Schmidt – Increase net surplus from AESS sponsored conferences 5% per year. AI-0777

ACTION ITEM: Mark Davis – Work to get the conference liaisons on the Conference Organizing Committee. Also get AESS members on the committees. AI-0778

ACTION ITEM: Mark Davis – Investigate having a conference discount for AESS members. AI-0779

Education

Kramer

Kathleen has assigned the Education committee members to geographic areas.

ACTION ITEM: Kathleen Kramer – Work with the Education Committee to coordinate with Conferences to increase involvement of activities with YP, students, and WIE. AI-0780

ACTION ITEM: Kathleen Kramer/Jason Williams – Improve and expand Resource Center offerings. Develop a plan for recording tutorials at targeted conferences. AI-0781

Walt has facilities at Southwest Research. If AESS would send the lecturer to San Antonio, Walt would fund.

ACTION ITEM: Kathleen Kramer – Find out how Signal Processing and IMS are recording their tutorials. AI-0782

ACTION ITEM: Kathleen Kramer – Coordinate publications to promote Education activities. AI-0783

Problem Solving Exercise #1 – Inactive Chapters

Downing

ACTION ITEM: Mike Wicks – Review the Chapter Chair Handbook and make sure it is up to date. AI-0784

ACTION ITEM: Mike Wicks – Review vTools so we know ahead of time what chapters are heading to inactive status. Develop a plan to help the chapter back to active status. AI-0785

ACTION ITEM: Judy Scharmann/Mike Wicks – Send out the Short Course Initiative and Chapter Summit Summary. AI-0786

AESS Short Course Initiative

Fabrizio/Rosenberg

Joe introduced the Short Course Initiative.

Luke Rosenberg spoke about the actual running of a Short Course and all the steps involved.

ACTION ITEM: BoG – Identify a fee paying Short Course opportunity in your local area. Deadline: July 1. AI-0787

Student Activities

Griffiths

Hugh presented the mission and objectives.

ACTION ITEM: Judy Scharmann – Send out call for nominations for the AESS Scholarship with new deadline of August 1. AI-0788

Federico Lombardi presented from the Graduate Student perspective. He reviewed the Chapters, statistics, and visibility of Chapters.

ACTION ITEM: Federico Lombardi – Update or set up websites for each Chapter. AI-0789

ACTION ITEM: Federico Lombardi – Update the website for Student Branches. AI-0790

It was suggested that Federico find a chapter to try out his ideas. Put the ideas into action.

Lorenzo Lo Monte reported on all the activities he took part in as the YP rep this year.

Awards

Gini/Gangl

Fulvio Gini reported on the work of the Awards Adhoc Committee. The committee is to look closely at all our awards and make sure they are homogenous. Also, are there new awards that we should have?

It is important to be transparent in how the awards are selected.

ACTION ITEM: Fulvio Gini - Update the Awards AdHoc Committee structure. AI-0791

Fulvio reviewed what the committee did last year and the plans for this year.

Fulvio reviewed all the awards that have been given, as reported by Erv Gangl.

Maria Sabrina Greco was presented the Exceptional Service Award by Joe Fabrizio.

AESS Professional Networking & Mentoring Program Update

Colone

Fabiola reviewed the status of the Mentoring Program.

The main goal now is to add mentees.

ACTION ITEM: Fabiola Colone/Sean Malek/Federico Lombardi – Identify appropriate process to perform a survey of the students to possibly create direct links in order to promote the Mentoring Program. AI-0792

We have a goal to double the number of mentees by the end of the year.

ACTION ITEM: Fabiola Colone – Enlist universities to promote the Mentoring Program in the classroom. AI-0793

ACTION ITEM: Judy Scharmann – Obtain more mentee testimonials. AI-0794

ACTION ITEM: Fabiola Colone/Judy Scharmann – Identify and implement effective strategies to assist the mentees in the selection of the preferred mentors. AI-0795

ACTION ITEM: Federico Lombardi/Sean Malek/Judy Scharmann - Check mentors profiles and try to complete with a list of keywords and topics of interest. AI-0796

ACTION ITEM: Committee - Investigate options for creating and showing opportunities and benefits for the mentees. AI-0797

ACTION ITEM: AESS BoG – Make personal contacts with prospective mentees and introduce them to the program and encourage them to register. Deadline: July 1. AI-0798

International Directors Summary

Greco

Sabrina reported with the status of the International Directors Reports.

The money we approved for the Colombia Chapter in the Fall of 2017 has not be paid to them yet.

ACTION ITEM: Jose Bolanos – Encourage the Colombia Chapter to possibly hold a short course and raise some money. AI-0799

Parking Lot

Fabrizio

MOTION: Kathleen Kramer moved that the BoG approve authority for up to \$7,500 for Education expenses for recording tutorials and presentations for posting on the Resource Center. Mike Cardinale 2nd. Motion passed. MO-0228

The meeting was recessed until Saturday.

Saturday, April 28, 2018

Call to Order

Fabrizio

The meeting was called to order at 8:30 am.

Nominations & Appointments

Pace

Judy Scharmann reported for Teresa Pace.

Judy reported statistics of the slate of candidates standing for election for the BoG term 2019-2021.

- We have covered engineers with 5-45+ yrs of professional experience.

- We have nominees holding the titles of Members as high as Life Fellows.
- We have exceeded the minimum required nominations of the by-laws by 3.
- 26.7% of the nominees are women, which is higher than the IEEE norm.
- Academia=60% and Gov/Lab=27% and Industry=13%. Industry is always the hardest to grow but we are making positive progress.
- We have more members in Region 8 than any other, with 7 nominees, closely followed by R1-6 with 6 nominees, and R10 with 2. R7 and R9 were unfortunately 0.

Judy reviewed the timeline for the rest of the year. After the member-wide election of 6 members, the BoG will elect 2 members. Then the N&A Committee will develop a slate for the Officer elections to be held at the Fall meeting.

Governing Documents

Griffiths

Hugh reviewed the 3 issues:

1. Exec. VP and President Office, terms of Past Presidents

Hugh reviewed how things are done now. We have an Executive VP for a two-year term, President for a two-year term, Jr. Past President for a two-year term, and Sr. Past President for a two-year term. When someone enters the process, they are committing to 8 years.

The proposed new process:

In odd years – Elect President for a two-year term, elect President-Elect for a two-year term, and elect VPs for a one-year term.

In even years – Elect VPs for a one-year term.

The President would then serve as Past President for a two-year term.

MOTION: Hugh Griffiths moved to amend the bylaws, as specified, to substitute 'Executive Vice President' with 'President Elect' and to replace the offices of 'Junior Past-President' and 'Senior Past-President' by 'Past-President'. This came from committee, so no second is necessary. Motion passed. (1 no vote) MO-0229

There was a lot of discussion. Hugh made it clear that these changes would not be retrospective – in other words, anyone elected under the old system should remain subject to the understanding at the time they were elected. Therefore, this would not apply to those already in the cycle of service. (Teresa Pace and Joe Fabrizio) For Teresa and Joe, the 2-year offices of Jr. and Sr. Past President would still be in effect, as these were terms already in place for their election. The new position of Past President would begin to apply for the next elected President.

2. Voting rights of YP and Student reps

MOTION: Hugh Griffiths moved to amend the Constitution as follows:

Currently the Constitution (Article V) reads:

Section 8: The President shall appoint as non-voting members of the Board of Governors, a current undergraduate engineering student and a current graduate engineering student to serve as Student Representatives. The graduate student representative may also serve as the Society's GOLD (Graduate of Last Decade) Representative, or a separate individual can be appointed as GOLD representative. The terms for each shall be two (2) years, renewable once.

Propose amend to:

Section 8: The President, with the approval of the Board, shall appoint as members of the Board of Governors, a current undergraduate engineering student and a current graduate engineering student to serve as Student Representatives, and a Young Professional Representative. The terms for each shall be two (2) years, renewable once. This came from committee, so no second is necessary. Motion passed. (1 no and 1 abstention) MO-0230
There was a lot of discussion. There was a discussion about the way they are selected.

3. Fellow Evaluation Committee

MOTION: The President, with the approval of the Board, shall appoint a Fellow Evaluation Committee Chair from the AESS membership to evaluate AESS IEEE Fellow nominations each year. The Fellow Evaluation Committee Chair shall appoint members of the Fellow Evaluation Committee from the AESS Fellow membership, ensuring suitable coverage of the field of interest of AESS. Chairs shall not serve for more than two consecutive years. Members of the Fellow Evaluation Committee shall not serve for more than three consecutive years. Appointment of members of the Fellow Evaluation Committee shall be distributed over time so as to avoid the termination of more than about one-third of the members in any calendar year. No member of the Fellow Evaluation Committee shall serve as Nominator,

Reference or Endorser for any IEEE Fellow nominee. This came from committee, so no second is necessary. Motion passed. MO-0231

Problem Solving Exercise #2 – Engagement with Industry, Region 10, and Young Professionals **Downing**

We are going to center around engagement with industry.

Question: What is the most valuable product that AESS provides to Industry?

Answers: Conferences, Publications, Validation, Education, Short Course Initiative, People, Continuing Education, Career Development, Networking, Cross-topic fertilization, State-of-the-art technical information, Professional Development, Recruitment

ACTION ITEM: Roy Streit – Work with BoG to develop a value proposition statement that could be offered to industry. AI-0800

There was discussion about the difference between Tutorials and Short Courses.

We must get better with advertising. It is something that industry is interested in.

We need to find out from industry what they need. We tend to operate from a “push” perspective. We show what we have, and do you want it, instead of what do you need.

ACTION ITEM: Peter Willett – Develop a best practice of putting a final report of the conference in the magazine with logos of sponsors. AI-0801

MOTION: Lorenzo Lo Monte moved that we allocate \$1,000 per event to support YP in Space, to support a YP event at MIKON 2018, and support the Rising Star 2019 event. Walt Downing 2nd. Motion passed. 2 abstentions. MO-0232

Discussion: Lorenzo has arranged people to promote at YP in Space and YP event at MIKON. It was thought that we need to really make sure that someone there is competent to present AESS. Lorenzo will present himself at Rising Stars.

It was suggested that AESS become a Technical Co-sponsor of Rising Stars.

ACTION ITEM: Jose Bolanos – Investigate providing a budget for the Young Professionals, especially now that the rep is a voting member of the BoG. AI-0802

Round Table Discussion of New Ideas and Initiatives **Downing**

Sabrina Greco is developing a formal proposal for a new Transactions. It is in the beginning stages.

There was a lot of discussion.

There is concern in setting up a new Transactions for Radar papers, it would detract from our current Transactions.

It was suggested that we do a Letters that would not be in competition.

Sabrina wants to attract publications that are currently going to other publications, not to TAES.

There is support from the RSP for this.

The goal is to have two successful Transactions, not to start one at the expense of the other.

ACTION ITEM: BoG – Send Sabrina all ideas of what you want in a new journal and she can incorporate in the proposal. AI-0803

Radar Systems was a unifying factor in our TAES. What will happen if this goes away?

There may be a resource problem. How to find good AEs?

We will have a 5-year financial plan included in the proposal.

The first 4 issues will be special issues.

Old Business, New Business **Fabrizio**

Judy updated the status of the Society Professional Development Award. It is in the final stages of completion and will be submitted around May 1.

ACTION ITEM: Judy Scharmann – Contact all VPs and set up committee meetings. AI-0804

Wrap Up/Action Item Review **Fabrizio/Scharmann**

Judy reviewed all Action Items.

Joe wrapped up with a summary of meeting highlights.

Adjourn

Meeting adjourned at 12:00 pm.