AESS BOG MINUTES
SPRING MEETING
BOSTON, MA
19-20 APRIL, 2007

Day 1 - Thursday, 19 April 2007

Call to Order – Jim Leonard had a flight delay and Theodora called the meeting to order and welcomed the attendees. The agenda was reviewed and revised moving the Transnational reporting activities to Item IIIA. The modified agenda is included in Appendix, and Appendix 2 includes the meeting attendees; Appendix 3 includes Actions Items in Blue and Motions in Red.

Ron Ogan introduced AESS Chapter chairs and representatives (see attendee list).

Secretary/COO's Report – Theodora Saunders

Approval of the AESS BoG Fall '06 meeting was postponed, and it was resumed on second day of meeting after the VP Bob Rassa arrived. Minutes of the Fall '06 AESS BoG approved on 20th April (see second date report). Ron Ogan introduced Karen Galuchie from IEEE; she requested to make an announcement regarding the Nathanson Foundation. Karen asked if the AESS accepts responsibility for transferring of ~$20K to the IEEE Foundation from the Nathanson Foundation (see related motion) under new business.

The minutes below include an overview of all the reports provided. Detail presentations to be posted in the AES website.

President's Report – Jim Leonard formed an Ad HocExecutive Leadership Council, consisting of: AESS President, AESS Jr. Past President, and AESS Executive Vice-President. Purpose is to perform strategic planning and take up such items that require resolution between Board meetings. This will also provide continuity of activities between administrations. Funding expenditures authorized will be up to $5K. Expenditures above $5K must be authorized by the BoG. Eric Herz recommended this action at the April, 2006 BoG meeting. The Ad HocExecutive Leadership Council met via email on several occasions to approve the following expenditures: a) March 6, 2007: Saj Durrani $283.53 expense for DL over $500; b. Jan 30, 2007: Randall Curry requested funding for Meals for G&A Panel at PLANS '08, $2000.00 approved; c. Jan 15, 2007: Saj Durrani DLP trip to Turkey, RAST 2007. AESS will cover expenses above $1500 if necessary (estimate $750); d. Dec 13, 2006: Zafar Taqvi requested $5K toward the planned Houston System of Systems Conference on August 23-24 2007. Approved. He will be requesting additional funding at the Spring 2007 BoG; e. Dec 8, 9, 2006: Bob Lyons $604.78 for side trip to the UAS Workshop, Brisbane, Aus; f. Dec 4, 2006: IEEE-USA $3500 for two booths at the 2007 Annual meeting in Phoenix to display AESS tutorial issues (manned by Mike Cardinale); g. Nov 14, 2006: Jim Leonard for $500.00 for

IEEE/AESS Membership drive at UMR in Comp Sci Dept.; h. Nov 1, 2, 2006: Myron Kayton expenses ($626.39) for special trip to Boeing STL and UMR, presenting his lecture on the Observatory on the Backside of the Moon.

The president's entire report is included in **Appendix 4** of this document, followed by a statement regarding appointments to IEEE Technology Management Council Board of Governors.

Executive VP Report – Bob Rassa (See second day minutes)

Past President's Report – Paul Gartz (See second day minutes)

International/Transnational Directors Activities

Transnational Operations Report by Zafar Taqvi, COO AESS International Operations

Zafar provided a detail report of the transnational activities and he also presented his plans and objectives for 2007. A summary of the projected programs for 2007 is provided below.

1. The APSAR 2007 is the first International SAR conference in Asia-Pacific area. The APSAR 2007 will be held in Nov. 5-9, 2007, in Huangshan, China. The Call for Papers of APSAR 2007 is attached in this email. The IEEE AES Beijing Chapter is the Co-Sponsor of APSAR 2007. I am the Chair of Program Committee of APSAR 2007. As the AESS International Director, I will keep in contact with the engineers and scientists from all the worlds, especially from the Asia-Pacific area to organize a success international conference.

2. IEEE has agreed to establish more IEEE Sections in China. There are IEEE Shanghai Section, IEEE Xian Section, IEEE nanjing Section and IEEE Harbin Section except the IEEE Beijing Section. I think the IEEE members will increase quickly in China in 2007 and 2008. As the AESS International Director, I hope IEEE AESS will agree to establish more AESS Chapter in China, and the AESS membership growth quick.

3. I am going to organize a IEEE AESS Distinguished tutorial in China. I plan to invite 3-4 AESS distinguished lectures to visit China. I hope IEEE AESS will support their international fee. Their travel fee in China will be supported by Chinese societies. I hope they would visit 4 cities: Beijing, Xian, Cengdu and Nanjing. I can arrange the plan if IEEE AESS Bog agree with my suggestion.

Zafar provided a summary of the International Operations including the successes and failures.

Successes:

1- Established contacts with all the BoG members who were also appointed International (transnational) Directors , coordinated their inputs and provided them opportunities for new initiatives
2- Appointed two new directors, (one for Ukraine and Eastern Europe, and the other for Pakistan, Turkey and Middle East) with the concurrence of AESS President
3- Established contacts with Region 9 Director, IEEE Sections in Argentina, Peru, Brazil, and Mexico for AESS chapter formation. Better possibility for new chapters in Region 9.
4- New Chapters in Pakistan (Islamabad) , Ukraine (Kiev) and one in Denmark were formed. Chapters in Queensland (Australia) and Sweden are being pursued.
5- A very successful Minisymposium Initiative was implemented; Request for support of AESS Chapter Minisymposium-2006 *[Ten international chapters will be awarded $500 each to conduct a one day or half day minisymposium in their international geographical area comprising of topics of interest to AESS. Refer to the AESS website for topics of interest to AESS. Selection will be based on first-come-first, relevance of the topics and assurances for execution of the project. The event must be completed by March 2007 and should consist of at least 3 speakers. A short report with details must be provided after completion of the event, preferably with photos for publication in Systems Magazine.]; It brought many good things for the society; Seven successful Minisymposiums were arranged with the funding by International Operations (Reports follow)*
6- A draft bylaws for the International Operations was submitted to AESS Exec V/P for BoG approval

Failures:

1- We have not been able to establish an AESS Chapter or organize an event in Region 9
2- AESS Chapter growths internationally has been limited
3- International Operations' 'operation' has not been 'regularized' due to lack of bylaws.

Zafar's Significant Achievements:

1- Initiated and supported formation of AESS Chapters in Islamabad, Pakistan and Kiev, Ukraine
2- Performed performance evaluation of all annual activities of AESS chapters (assignment from Ron Ogan), calculated annual chapter incentives for all chapters and helped in the selection of Best Chapter Awards. Coordinated with AESS Treasurer and IEEE/HQ to arrange for disbursement of incentives and awards.
3- Coordinated with RAST 2007, Istanbul to arrange for AESS Display table during the International Conference. AESS material (magazines, tutorials – yet to be coordinated with AESS Editorial Board) will be shipped to the conference.
4- Attended RRR/Gold Conference in Acapulco as Panelist and Presenter. Contacted R9 Director, Section Chairs of Argentina section, Rio section, Mexico section and various student groups for the formation of AESS chapter and organize AESS initiative.
5- Judged Judith A. Rensik Award. Helped nominate one of the candidates for the award
6- Submitted names of two Distinguished Speaker, coordinated with the prospective individuals and AESS V/P Technical
7- Nominated two individuals for BoG positions
8- Initiated AESS Mini symposium Initiative program. Coordinated with the 7 organizers for very successful events (one pending in Kiev, Ukraine)
9- Submitted AESS International Operations Bylaws Draft to Exec. V/P
10- Helping with Sweden and Queensland prospective chapters.

Planned Activities for 2007

1- Get the bylaws approved by BoG, and appoint remaining Directors to support un-served areas
2- Organize Directors' coordination meetings in Far East, Europe, and Region 9 to strategize regional goals and plan 2007 and 2008 activities. Work with the directors to focus on enhancing regional activities.
3- Further grass root activities in Region 9, building on the existing networking currently established. Get Distinguished Lectures and Distinguished tutorial involved in the grass root activities
4- Organize Houston System of Systems Seminar in Houston, August 23/24, with international speakers (already invited) [Requested AESS funding $20K, currently approved $5K).

Zafar also provided the following Directors' reports (These directors did not attend the meetings)

AESS Ukraine and Eastern Europe Operations
Director
Dr Alexander Nosich   (Appointed)
No budget submitted

List of achievements since January 2006:

1- Held the International Conference on Microwaves and Radar (MIKON-2006) in Krakow, Poland, May 22-26, 2006

2- Held the International Conference on Mathematical Methods in Electromagnetic Theory (MMET*06) in Kharkov, Ukraine, June 26-29, 2006

3- Held the International Conference on Laser and Fiber-optics Numerical Modelling (LFNM-06) in Kharkov, Ukraine, June 29 – July 1, 2006

4- Held the International Conference on Ultra-Wideband and Ultra-Short Impulse Signals (UWBUSIS-2006) in Sebastopol, Ukraine, September 18-22, 2006

5- Held regular seminars on microwaves, antennas, electromagnetics, and electronic systems at IRE NASU, Kharkov, Ukraine, January to September 2006

6- Held the annual Young Scientist Conference on Radio Physics and Microwave Electronics, Kharkov, December 2006

7- Held the Minisymposium on Aerospace and Electronic Systems, Kharkov, December 2006

8- Held regular seminars on microwaves, antennas, electromagnetics, and electronic systems at IRE NASU, Kharkov, Ukraine, October to December 2006

9- Submitted petition of new Chapter of the IEEE AES-S in Kiev, Ukraine, Dec. 2006

Projected Activities for 2007 (indicate month and if approved):

1- Hold the International Kharkov Symposium on Physics and Engineering of Microwaves, Millimeter and Sub-Millimeter Waves (MSMW-07), Kharkov, Ukraine, June 2007

2- Hold the International Conference on Applied Electromagnetics and Communications (ICECOM-07) in Dubrovnik, Croatia, September, 2007

3- Hold the International Conference on Antenna Theory and Techniques (ICATT-07) in Kiev, Ukraine, September 2006

4- Hold regular seminars on microwaves, antennas, electromagnetics, and electronic systems at IRE NASU, Kharkov, Ukraine, and January to December 2007

5- Hold the annual Young Scientist Conference on Radio Physics and Microwave Electronics, Kharkov, December 2007

AESS Pakistan, Turkey and Middle East Operations
Director
Engr. Mansoor Malik   (Appointed, Section Chair)

1- Organized a very successful ICAST 2007 (International Conference on Advances in Space Technology), a first time international event sponsored by the newly formed AESS Chapter in Pakistan.

2- Established contacts with academia, industries and professionals in Pakistan, Turkey and Middle East for future AESS-related activities

3- Coordinated AESS sponsored Minisymposium in Islamabad

4- Planning following activities

a. Participation in RAST 2007 in Istanbul to set up coordination of ICAST in Istanbul during even years and RAST in Islamabad during odd years.

b. Coordinate AESS session during International Symposium HONET 2007 (www.honet.uncc.edu) in Dubai on Nov 3-6, 2007

c. Coordinate a One-day MiniSymposium in Jordan , June 12, 2007

d. Coordinate a One-day MiniSymposium in either UAE/ Bahrain/ Kuwait
in Oct/Nov, 2007

Budget Requested for

2007   RAST 2007 Coordination $7000
        AESS Sessions at HONET 2007 in Dubai
        AESS Sessions in Minisymposium in Jordan
        AESS Minisymposium in Islamabad Sept/Oct

2008   ICAST 2008 October 8, 2008 $20,000
        AESS Minisymposium in Islamabad $ 2,000
        AESS Minisymposium in Middle East $ 6,000

AESS Australia and New Zealand Operations
Director
Dr Bill Lyons   (Currently Member BoG)

Plans for 2007

1) AESS develops a pool of funds to support students who wish to enter the Australian UAV Grand Challenge. Details are attached. My intent would be that a small committee (made up of AESS and the "Challenge' Committee) would consider proposals for support and award travel funds and other small amounts necessary to compete. The total requested is US$25K

2007 UAV
allenge "Outback Re

2) I would also like the fund the 3rd annual UAV System Safety Congress in Australia. AESS was instrumental in kicking off this series and has co-funded the previous two events. It's highly leveraged in that our contribution has been more than

matched (3:1) by other sponsors. The congress has lead to the formation of an AESS Chapter in Australia and also resulted in IEEE publications. The amount requested is US$35K.

The following interantional Directors presented their reports. **Related motion made by Dr. Riggieri and Dr. Gupta for increasing the international director's budget is included in the budget discussion.**

Italy & Western Europe – Dr. Marina Ruggieri

Accomplishments:

1. Meetings for preparing the International Event, which will take place in Roma on September 12-14, 2007, on "**Aerospace Technologies and Applications for Dual Use**", organised by AFCEA_Rome Chapter and technically co-sponsored by AESS, System Council and IFIP. The Event envisages speakers from the AESS and a tight connection between the two associations.
2. Deployment of an AESS chapter in Denmark, in the frame of a deep convergence between Italy and Denmark, in particular in the aerospace field.
3. Signature on September 28, 2006 at Villa Mondragone (Monte Porzio Catone, Roma) of the Memorandum of Agreement for the establishment of the Italian branch of the Danish *Center for Teleinfrastruktur* (*CTIF*), namely CTIF_Italy, at the University of Roma Tor Vergata premises. The signature has been framed in an event entitled "Convergence Italy-Denmark", whose technical topics focused on the Italian and Danish aerospace activities. A section of the program has been devoted to the AESS Italian and "baby" Danish chapters.

4. Activities for students and GOLD members in my geographical area of operations.

Activities planned/remaining for 2007:
1. Development of the Event "**Aerospace Technologies and Applications for Dual Use**" and publication of a book on the topic.
2. Activities for students and GOLD members in my geographical area of operations.

Projected Activities for 2008
1. Expansion of AESS Chapter activities and initiatives in Italy&Western Europe (some support for travelling asked in the Spring 2006 BoG meeting, e.g. $6000).
2. Development of teaching activities on AESS-related topics, to allow young people to know AESS (some support for meeting organization asked in the Spring 2006 BoG meeting, e.g. $4000).

India - Dr R.G.Gupta

According to the newspapers Ministry of Defence is planning to order worth 100 B US$ equipment for the purpose of Defence services in next five years.

Mini Symposium - Delhi-26th February 2007 - CNS INDIA- 2007; CNS Officers Guild & Aeronautical Society
of India and IEEE AES COM LEO Society Chapter India has jointly organized an International Seminar on "Emerging trends in the Communication, Navigation & Surveillance in Civil Aviation" on 26 Feb, 2007 at India Habitat Centre, New Delhi, India.

The Seminar was Inaugurated by Mr. K. Roy Paul, Member U.P.S.C. & former Secretary, Ministry of Civil Aviation, India. In his speech Mr. Roy Paul appreciated, the behind the scene work done by CNS officers for the safety of passengers in the air and emphasized that the Air Traffic Services i.e. **CNS & ATM services should be separated from Airports Authority of India and there should be a separate body looking into the issues related to CNS. The year 2007 will also be devoted towards the developments in CSS- ATM.** The seminar was attended by more than 175 participants. The Seminar was addressed by experts from AAI, ISRO, ECIL, Thales, INDRA & Sensis and attended by CNS officers from across the country and representatives of various organizations. The seminar included the sessions and speakers as per the programme attached..

Hyderabad - IEEE Seminar on GLOBAL SATELLITE NAVIGATION & APPLICATIONS AT Hyderabad   on   20th April 2007. Sponsors: IEEE India AES-Com-LEO Societies Chapter, IEEE Hyderabad Section, Indian Space Research Organisation
 Co-Sponsors IEEE Bangalore Section IEEE Hyderabad Computer Society Chapter, Andhra Pradesh Electronic Industries Association. The *Purpose of the Seminar was to a) promote awareness about the global navigation satellite system program, b) encourage industry participation in the India's program in this area,* c) *publicize products from ISRO which the industry can take up for manufacture.*

STUDENT PROJECT 2007

IEEE – India AES / Com / LEO Societies Chapter & IEEE Hyderabad Section
Hyderabad Section Chair: R. Kannan : kannan@bhelrnd.co.in
Chapter Chair : Dr. Ram Gopal Gupta, New Delhi : guptarg@ieee.org
Student Project Contest Program Chair : Dr. V. Prasad Kodali : p.kodali@ieee.org

ALL INDIA STUDENT PROJECT CONTEST – 2007 - Attached please find the notice / announcement recently released to around 287 IEEE Student Branches in India. Wide publicity is also being given to the IEEE India Student Project Contest 2007 using other channels. We are looking forward to have continued encouragement and support from IEEE AES Society.

IEEE International Radar Conference in Bangalore, India. –2009 *"Building of ICT Infrastructure/modernization for Faster and Efficient Growth of Air Services- Opportunities and Challenges"* Funds Requirements: US$25000/-

UK Operations - Dr Hugh Griffiths

- **Key Activities**
    - Lectures on radar networks (Jian Li, Florida) and radar land clutter (Maria Greco, Pisa)
    - SOS – SOS conceived at 2005 Fall BoG meeting. First one: 'Systems Thinking and Systems Engineering; from Complexity to Simplicity … and Back' Dr Bill Bardo, 6 April 2006. Bob Rassa attended. Persuading him (Bardo) to write it up for AES Magazine
    - International Conference on Synthetic Aperture Sonar and Synthetic Aperture Radar, Lerici, Italy, 11/12 September 2006; Organised by Institute of Acoustics (UK) in association with AES, financial support from US ONR, Location close to NATO Undersea Research Centre (NURC), La Spezia, 37 oral presentations + 4 invited keynote presentations, ~80 attendees from 11 countries.
    - Plus more specialized conferences on (for example) Waveform Diversity (Pisa, Italy, June 2007

    - **Radar Systems Panel** - Taken the opportunity to recruit some new members, and to encourage some long-serving members to move to 'emeritus' status; Revision of IEEE Standard 686 Radar Definitions – last updated in 1997; Wide consultation and substantial revision and addition of new terms; Problem with definition of UWB radar and compatibility with IEEE Standard 1672 – now pretty much resolved, and about to move to ballot.

Meeting of International Radar Correspondents at CIE International Radar Conference, Shanghai, 18 October 2006.

Two awards for which the Radar Systems Panel is responsible were presented at the Boston Conference:

- The 2007 Warren White Award presented to Dr Joe Guerci for his contributions in "robust space-time adaptive processing (STAP) for radar detection and waveform diversity for system optimization".
- The 2007 Nathanson Award presented to Dr Mike Picciolo.

This has been an excellent year for new IEEE Fellows in the field of radar - indicative of the health of the radar domain and of the activity in identifying and proposing new Fellows.

- **BoG meeting, Edinburgh, October 2007 -** To coincide with IET Conference RADAR 2007, 15-18 October 2007 (Monday – Thursday). The days of the AESS BoG meeting discussed and agreed as Oct 15-16 2007.   Note that conference is <u>not</u> funded by IEEE – do we want to make provision in our budget for BoG members' attendance.

- **SOS series** - Need to continue SOS. Originally envisaged as two per year, globally, covering different aspects of Systems Engineering discipline, and written up in AES Magazine.

- **Status of Radar Conferences**
  - *2004 Philadelphia -- Audit Finally Submitted to IEEE March 2007, Unaudited Surplus $98K*
  - *2005 Washington DC -- Final Report Submitted, Audit Submitted March 2007, Unaudited Surplus $*
  - *2006 Verona NY – Final Report and Audit completed, Final Surplus $104K*
  - *2007 Boston MA – 17 – 20 April 2007*
  - *2008 Rome Italy – 26 – 29 May 2008 www.radarcon2008.org*
  - *2009 Proposal for Pasadena CA -- 11-15 May 2009, proposed by Dr Paul Rosen NASA Jet Propulsion Laboratory*

- **2006 IEEE Radar Conference Key Accomplishments**

  - *Attendance 375 versus original estimate of 250*
  - *Technical Program*
    - *60 Oral Papers and 46 Posters from 18 Countries*
    - *26 Student Posters – Student Paper Contest*

- *18 Tutorials -- approx 400 session-persons*
- *Exhibitors – 30 Exhibitor booths in Show area*
- *Corporate Sponsorship – Excellent funding*
  - *1 Gold, 2 Silver and 4 Bronze Sponsors*
- *Final Status*
  - *Final Report Submitted 15 July 2006*
  - *Audit Completed 15 January 2007*
  - *Funds Distributed to AESS ($52K), Syracuse Section ($26K), Mohawk Valley Section ($26K)*

VP reports

Technical Operations – Jim Huddle
Jim provided a summary of the panel reports and the distinguished lecture statistics per year. There are 4 distinguished lectures planned for 2007. New Lecturer Recently Added – Dr. Surendra Pal for GNSS.
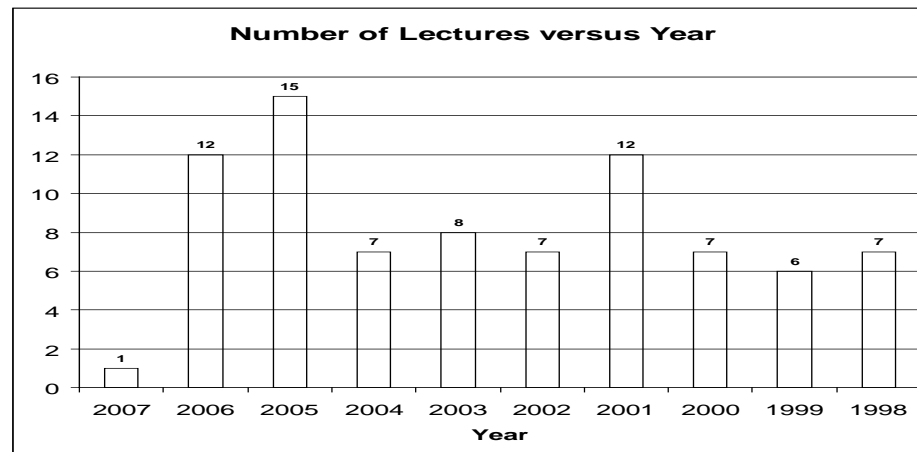
Extensive discussions took place regarding the travel expenses for the distinguished lectures. For lecturers presenting within their local region, a travel expense reimbursement of up to $1,000 will be allowed. For lecturers presenting outside their local region, a travel expense reimbursement of up to $2,500 will be allowed. For additional lecturers requiring further travel to a destination within the region of the first lecture, an additional travel reimbursement of up to $500 per such destination will be allowed. Definition of "local region" shall be defined by the responsible VP. Two motions were generated and passed regarding the travel expenses (Reference motions in the budget section of the minutes).

Jim discussed the PLANS '08. The AESS BOG & GAP to meet at PLANS 08; Meeting Rooms Secured at No Cost. The Awards Lunch on Thursday, May 8th and will be attended by BOG. Recommend "Plaque of Appreciation" for General Chair, Chuck Bye, to be presented by the AESS President. A Plaque Volunteer was requested. Action item (AESS-BOG-Spring '07 AI-0046): Theodora to find out what the options for a plaque are. The next PLANS '08 status meeting was planned to take place on April 26th at the Sonesta Hotel in Cambridge, MA.

Membership Report - Jim Howard

Jim provided detailed presentation of the AESS membership. As of April 18 we had a net gain of 107 members.   Detail breakdown of membership gains and losses is provided in the table below.

Region	# of Members April 18, 2006	# of Members April 15, 2007	Change
R1	568	551	-17
R2	699	729	30
R3	395	424	29
R4	186	204	18
R5	376	391	15
R6	807	779	-28
R7	158	161	3
R8	753	791	38
R9	58	75	17
R10	494	496	2
	4494	**4601**	107

Jim issued a new challenge for 2007 as follows:

- Each and Every Board Member to Get At Least FIVE (5) New AESS Members
- AESS to have a MD Booth at each and every conference
- Each and Every Board Member to Attend At Least TWO (2) Local Chapter Meetings

Several discussions took place regarding initiatives aiming to increase membership, and to make it easier for young professionals to join.   Action Item (AESS-BOG-Spring '07 AI-0047) : Jim Howard to look into developing a plan for a free or reduced membership initiative to a targeted group.

Publications – Joel F. Walker

The Publications Team continues to perform well with evidence of process and editorial improvements present in Transactions, Systems and Tutorials. Of particular note are improvements in the graphics quality of all publications in the processing, adjudication and editing of submitted manuscripts. As our processes improve and we adhere more closely to our publication schedules, it may mean that at times, we will not be able to respond as quickly to special publication requests. However, we will make every effort to be flexible whenever we can. The following summarizes salient items from each of the attached reports.

AESS Transactions

Under the guidance of EIC, Peter Willett, significant improvements have been made in the processing, editing and review of submitted manuscripts. Detailed data provided in Peter's report shows that Transactions is in conformance with an IEEE Transactions "90/90" policy whose goal is the process and return 90% of first reviews in 90 days or less. Key to this achievement is having good editors and also the implementation of a Web-Based Review Process which is also being used for our other AESS Publications. In summary, Transactions is well on track and is consistently being improved in terms of content and presentation.

AESS Systems Magazine

Although no report has been received at this time from EIC, Evelyn Hirt, a review of recent issues shows that the content and presentation quality of the Magazine has continued to exhibit improvement. One thing that stands out as a result of Evelyn's efforts is an improvement in content and quality of the "AESS Section" of the Magazine. (This portion is earmarked by grey edged pages at the end of the Magazine.) A principal goal of Systems is to interest the readership in quality systems related technical content while at the same time providing them with pertinent information which will encourage their participation in and contribution to AESS activities.

Tutorials

Under the direction of Editor, Lance Kaplan, the fourth of our tutorial series will be published this summer. Tutorials was instituted as a means to provide technical overview publications to the readership which would provide sufficient information so as to give an uninitiated reader background in complex systems-related subjects which he/she would not normally encounter in the work environment. Finding good authors with the perspective and background to write these quality articles is a constant challenge for the Tutorials Editor and any assistance which the Board can provide in this area will be greatly appreciated.

Administrative

 David Dobson continues to do an outstanding job in the publication and distribution of our AESS products. He deserves much of the credit for the improvements in graphics and print quality which are evident. One change that has taken place is the hiring of an assistant to David, Andrea Limm. Andrea and David have been working closely to transfer David's extensive knowledge base in this industry so that Andrea can take a more significant role for AESS publications in the future.

Another function of the Administrative organization is to make back issue copies of all AESS publications available for free distribution at AESS events. To facilitate this process, we will coordinate more closely with VP's Conferences and Member Affairs so that they can more easily receive these copies at their events.

Page Charge Report

Jose Bolanos continues his fine work in the collection of page charges for published papers by our team. This is a job which requires patience and persistence which Jose applies capably in his work.

Adjournment: Theodora adjourned the meeting at 5:00 p.m. on April 19 '07.

Day 2 – Friday, 20 April 2007

Call to Order – Bob Rassa called the Board to order at 8:15 a.m. on 20 April 2007.   Bob started the meeting reminding everyone that today is a national day of remembering the victims at Virginia Tech. Bob asked the BoG members to observe one minute silence during lunch time. The meeting continued with review of the AESS BoG Fall '06 minutes and approval. The dates for the Spring '07 AESS BoG meeting were brought up again by Hugh and it was agreed to have the next BoG meeting in Scotland Monday October 15 and Tuesday October 16. Several suggestions were made for hotels by Ron and Hugh.   Bob Rassa asked everyone who planned to attend the meeting to make plans for their passports ahead of time. The backlog for processing passports is long and it may take months to re-new or even worst to get a new passport.

The budget discussion was deemed the next important item in the agenda.

Treasurer's Report – George Dean

George presented the AES financial status. The Pre-Audit Reports (FM-13 financial Report) show a net surplus for 2006 of $840.5K. This is a substantial increase over that shown in the forecast of October 2006 ($222.4K) and the Official TAB budget surplus of ($0.3K). The differences are mostly due to the investment return of $265.7K and that the TAB budgets and forecasts had none. Conference Net Revenue of $1032.6K, more conferences were booed or accrued in 2006 than the 2006 treasure anticipated for and increase of $235K over that forecast in October 2006. IEEE Administrative Charges were only $366.4K compared to a budget of $437.3K for a net increase of $70.9K in the AESS surplus. The 2005 Financial results were also discussed and a summary is provided below followed by the AESS reserves financial history.

AESS 2005 Financial Results
Excellent preliminary AESS 2005 financial results, with a surplus of $511K, were given to the BoG By the 2006 Treasurer's report. The final 2005 results, as was given by TAB Finance in their financial report, were even better, with a year-end surplus of $550K. This surplus, $384K greater than the amount budgeted, was due primarily to increased revenues booked to AESS from both the pre-2005 conferences that closed in 2005 and the booking for the first time estimated surplus from all 2005 conferences. In new IEEE accounting practices, estimated surplus from 2006 conferences were booked based upon either the conference budget or preliminary estimates. These two factors resulted in a one-time conference surplus to AESS in 2005 of $590K, an amount more than $450K greater than that originally budgeted. Other contributors to the additional surplus were strong IEEE

investment returns and reduced IEEE administration expenses.

AESS RESERVES AND FINANCIAL HISTORY
With the 2005 surplus, the society cash reserves on 31 December 2005 were greater than $2.5 Million. The history of the Society's revenues, expenses, surpluses, and reserves follows for 2005 and the four prior years. In this data, we have stated the AESS revenues and expenses without the gross revenue and expenses of our sponsored conferences. However, booked conference surplus is included in AESS revenue. IEEE financial reports include the total conference revenues and expenses, but I believe that the basis used here gives a clearer picture of funds that are under direct AESS control. Another peculiarity in the expense line of the five year figures results from the IEEE accounting practice of showing the AESS share of IEEE revenue from conference publications (Book Broker) and investment income as negative expenses rather than positive revenue.

	Year 2003	Year 2004	Year 2005	Year 2006
Revenues	$950K	$1343K	$1419K	$3132.1K
Expenses	$337K	$ 741K	$ 869K	$2291.4K
Surplus	$613K	$ 602K	$ 550K	$ 840.7K
Reserve	$1414K	$2016K	$2566K	$3408.9K

George provided guidelines for issuing and funding Purchase Orders (PO's) as follows:

Purchase Orders are statements of purchase that are issued to a vendor/contractor/university/editor, etc., ***prior to service or receipt of materials.*** The PO allows the individual/entity and the IEEE to prepare for the anticipated purchase and expense. In addition, a copy is kept at the IEEE and the information is entered into our database.

For auditing purposes, a PO is required in advance for all goods and services over **$500.00**. Most POs (such as editorial. etc.) automatically expire on 31 December of the given year and must be renewed annually unless it is stated in the original contract that the time period is greater than one year. Even if you are working with the same vendor, university, etc. for the upcoming year, a new contract must be submitted to staff. For multi-year POs (up to three years), the time period must be stated in the contract when first submitted.

When requesting opening of a PO through the TAD Finance Staff, please include the following information:

  a.   name of the vendor/contractor/university/editor, etc., their address, phone and fax and a contact name
  b.   amount of anticipated expense
  c.   the account number against which the expense should be charged
  d.   the purpose for the charges or services provided
  e.   the name of your society/council

NOTE: All purchase orders over $25.0k <u>must</u> have a current Scope of Work on file with the TAD Finance staff. They are *highly recommended* for all purchase orders over $5.0k.

Important Reminders about Payments and Reimbursements:
If the primary society/council designated signing authority (either Treasurer or President), will be out of contact for **more than one week**, you may inform the other officer in your society/council, with signing authority, of the dates that you will be unavailable and brief him/her of any pending matters inform the TAB Finance Group of the dates that you will be unavailable so that we may contact the alternate officer in your absence

Please inform all vendors/contractors/universities/editors, etc. not to send anything directly to IEEE Accounts Payable. All requests and payments must go through the society/council Treasurer or President's office for approval, then forwarded to the TAB Finance Group. The TAB Finance Group will assure payment in a timely manner. Payments may be delayed if proper receipts, invoices, forms and signatures are not included.

Extensive discussions took place with respect to the 2007 budget as well as the 2008 budget. The motions and related action items are captured below. The approved budget is included in the Table 1 below.

- Motion (AESS-BOG-Spring '07 AI-0048) was made by Bob O'Donnell for 20K for the Video Program; Ron Ogan seconded it. Motion Passed
- Motion (AESS-BOG-Spring '07 AI-0049) was made by Bob O'Donnell for 5K tutorial travel expenses, and 1K for honorarium for Tutorial; Peter Willet seconded it. Motion Passed.

- Motion (AESS-BOG-Spring '07 AI-0050) was made by Joel Walker to increase the International Director's budget by 20K; Peter Willet seconded it. Motion Passed.
- Motion (AESS-BOG-Spring '07 AI-0051) was made by Jim Huddle as follows:
  - For lecturers presenting within their local region, a travel expense reimbursement of up to $1,000 will be allowed. For lecturers presenting outside their local region, a travel expense reimbursement of up to $2,500 will be allowed. For additional lecturers requiring further travel to a destination within the region of the first lecture, an additional travel reimbursement of up to $500 per such destination will be allowed. Definition of "local region" shall be defined by the responsible VP.

  Joel Walker seconded the motion; Motion Passed.

- Motion was made by Jim Huddle (AESS-BOG-Spring '07 AI-0052) to add 14K to the distinguished lectures budget; Evelyn Hirt seconded it; Motion passed.
- Motion (AESS-BOG-Spring '07 AI-0053) to hire part time administrative assistant, and to allocate 20K budget for the salary expense was made by Marina Ruggieri; Joel Walker seconded it; Motion Passed.
  - Related Action item (AESS-BOG-Spring '07 AI-0054): Bob Rassa to write a Statement Of Work (SOW) and job description and responsibilities and provided it to the President to be included in his next report.
- Motion (AESS-BOG-Spring '07 AI-0055) was made by Ron Ogan to increase budget allocated for the 2008 Chapter Summit from 100K to 125K; Bob Lyons seconded it. Motion passed.
- Motion (AESS-BOG-Spring '07 AI-0056) was made by Barry Breen to approve the 2008 budget; Paul Gartz seconded it. Motion Passed.

Additional discussions regarding the Bob O'Donnell initiative; a need for a Business plan which will include expected costs and revenue to justify Bob O'Donnell initiative was suggested. IEEE asset tags are required for all equipment (CAM Recorders, etc) purchased with IEEE money.

- Action Item (AESS-BOG-Spring '07 AI-0057): Bob O'Donnell to coordinate with George Dean and Bob Rassa to ensure that proper procedures are followed.

- Action Item (AESS-BOG-Spring '07 AI-0058): Bob O' Donnell to prepare a Business plan.

- Action item (AESS-BOG-Spring '07 AI-0059): George Dean was requested to write a process for the issuing and approving Purchase Orders **(Closed).** *See previous guidelines provided by George.*

OFFICER'S EXPENSE BUDGET										Comments
Responsibility Account	2005.. Budget	2005.. Actual	2006.. Budget	2006.. Actual	2007.. Budget	2007 add	2007.. YTD	2008.. Budget	**2008.. Update**	
PRESIDENT										
Pres Office 40815	$18.5K	$169.5K	$18.0k	$84.1k..	$18.4k		$33.9K	$85.8K	$85.8K	
Public Relations 40878	$4.8K	$0K	$3.6k	$0k....	$3.6k		$0k	$0.0k	**$5.1K**	
International 40896			$39.6k	$44.1k	$40.0k	**$20.0K**	$1.0k	$40.0K	**$80.0K**	
Adm Support									**$25.0K**	Part Time Adm Assistant (for now will include support for Peter; see if it will work)
Ex-VP -History 40877	$5.2K	$5.0K	$5.0k	$5.0k	$5.0k		$0k	$5.1K	$5.1K	
Secretary BoG 40821	$3.3K	$18.8K	$7.2k	$13.9k	$17.1k		$2.7k	$14.2K	**$20.0K**	
VP Technical 40841	$1.2K	$4.6K	$1.0k	$ 0.1k	$ 1.0k		$ 0.k	$0.1K	$0.1K	
Dist Lecturer 40833	$8.5K	$4.6K	$6.0k	$3.3k	$6.6k	**$14.0K**	$0.5k	$5.4K	**$20.0K**	
VP Memb Support 40851	$2.7K	$0.5K	$10.0k	$0.0K	$5.1k		$ 0.k	$4.1K	**$15.0K**	
Chapter Summit									**$100.0K**	
Awards Comm 40871					$5.4K		$0.1K	$3.5K	**$5.0 K**	
Awards 42591	$11.0K	$13.3K	$15.6k	$8.8k	$5.8K		$ 0.1k	$8.4K	$8.4K	
Awards Hq 40872					$5.3K		$0.1K	$6.3K	$6.3K	
Chapter Comm 40831	$11.5K	$70.5k	$10.0k	$11.5k	$10.2k		$9.3k	$11.7K	$11.7K	
VP Education- 40891	$9.6K	$0.4k	$4.8k	$4.0k	$5.1k		$0k	$4.1K	$4.1K	
Tutorials						**$20.0K**				
IEEE Expert Now			$20.0k	$59.7K..	$60.0K		$15.0K	$55.2K	$0.0 K	
Misc Initiatives 49990	$15.9K	$5.0K	$1.2k	$0 k..	$56.2k		$0k	$4.0K	**$56.2K**	Initiative for WEB tutorial
VP Admin 40843	$1.6K	$16.7k	$1.2k	$0.0K	$9.1k		$0.56K	$0.0K	**$5.0K**	
Web Development								.	**$5.0K**	
VP Pub Mis Support									**$10.0K**	
VP Conf Development									**$20.0K**	

Table 1 – Approved AESS Budget

Old Business

- Ron Ogan discussed the 2nd AESS chapter Summit planned for 28 September, 2008. Budget previously allocated was deemed inadequate**. The allocated budget for the chapter Summit was increased to allow for additional hotel and meal expenses (see related motion).**

- Systems Council certification appointments - To assign AESS BoG members to the Sys Council for Systems Engineering Curriculum development and certification issues. Bob Rassa recommended Dr. Ruggieri and Dr. Gupta. They will bring an international prospective to the systems engineering curriculum and certification. **This closes a previous action item (Reference AESS-BOG-Fall '06 AI-0031).** New action Item (AESS-BOG-Spring '07 AI-0060): Theodora to give the names of Dr. Ruggieri and Dr. Gupta to Don Brown.

- Systems Council curriculum participation– Bob Rassa asked any one who is interested to participate in the Systems Engineering curriculum committee to please provide his/her name to Theodora Saunders.

New Business

- Nathanson Foundation - Motion(AESS-BOG-Spring '07 AI-0061) that AESS accepts responsibility for transferring of ~$20K to the IEEE Foundation from the Nathanson Foundation –made by Iram Weinstein, seconded by Dr. Ram Gupta. Motion passed.

- MOA AESS and IET - Barry Breen provided a Memorandum of Agreement (MOA) between the IEEE Aerospace and Electronic Systems Society (Society) and the Institution of Engineering and Technology (IET) (formerly IEE) International Conference on Radar Systems Organizing Committee. These parties will be known as "Society" and "Committee", respectively. This agreement is for the purpose of providing terms and conditions related to participation in the Conference named below. The "Society" agrees to become a Technical Co-Sponsor of the *2007 IET International Conference on Radar Systems* (hereafter referred to as the "Conference"), to be held 15-18 October 2007 in Edinburgh, UK. This conference will showcase the latest developments in radar technology techniques and signal processing. The world's leading experts will be providing keynote addresses outlining the direction of future radar and RF based sensing systems. This is the UK's premier radar event and provides a unique opportunity to update your knowledge on the latest developments for all involved in advanced radar systems, from the experienced engineer to new graduates starting out on a career in radar. **The entire MOA is included in Appendix 5.**

- Membership Survey - Membership survey will be conducted (no direct cost to AESS); Ron Ogan will prepare a membership survey form for AESS BoG review and input.

- Bob Profet Award Committee - Proposal was made by Marina Ruggieri to establish a committee for the Bob Profet award. The committee will have representatives from the Publications, Conferences, Awards, and from Transnational Directors.   Bob Rassa suggested Dr. Gupta and Bill Lyons to be members of this committee. Complete list of names needs to be established.

- Joint AESS and Sys Council Chapters - Theodora is interested to establish a joint Connecticut AESS and Sys Council Chapter.

- AESS BoG Election - Paul Gartz presented the names and qualifications of new AESS BoG candidates. Brief presentations by some candidates followed by voting. The election results are as follows: **Re-elected members:** Bob Lyons, Bob Rassa, Dale Blair, Jose Bolanos, and Joel Walker. **New members:** Dr. Mark Davis, George Dean and Yaakov Oshman.

GOLD Report – Mike Roberts has some good ideas for collaboration among the student chapters and GOLD members. The importance for providing perhaps some incentives and establish initiatives to assist with the transition for student to professional membership.

Awards Report – Erv Gangl with Bob Rassa and Paul Gartz presented a distinguished service award to Charlie Gager for his contributions to the society. Charlie thanked everyone and added one more award to his collection of several awards through out his career.

Past President's Report – Paul Gartz

Paul gave a presentation regarding the strategic vision for AESS Growth emphasizing the need to re-align the organizational structure to better align with the geographic growth trends. Paul also discussed the importance of collaboration between the GEOSS and IEEE emphasizing the synergistic future and mutual benefits and presented options for governance.

A summary of the benefits of IEEE to GEOSS provided below:

GEOSS	Benefits from IEEE Boards
Architecture	□ TAB S/C Technologies and Systems have the key "Glue" that holds SoSs together
Standards	□ Standards Board has process & connections to advise and speed creation/dissemination
User Interface, Outreach, Capacity Building	□ RAB Sections/Chapters have local knowledge/contacts for Teaming □ PS&P has global publishing □ IEEE-USA has political connections □ IEEE has power to bring many organizations together
Education	□ EAB has education connections & deployment mechanisms for training and outreach.
Science and Technology	□ TAB S/Cs and EAB have access top experts and institutions

The Benefits of ICEO/GEOSS to IEEE include:

- Actualizes IEEE Vision…"Enhance Global Prosperity"
- -Improving Human Society Expands IEEE Visibility
- -A step toward Recognition as Global Technical Resource by Public and Governments
- -SoSs (#1 GEOSS): New Growth, Growth, all IEEE OUs
- -Growth: Global Membership, S/Cs, Sections, Education
- -World Leader w/Engineering Professional Groups
- -A Pilot for IEEE Grand Challenges
- -Horizontal Integration

The Long Term ICEO Governance Pros/Cons options presented by Paul are as follows:

Governance Option	Pros	Cons
TAB Technical Committee	-Can do at June TAB. -Final or step to final.	-Maybe not ultimate solution -May constrain future directions
TAB Council	-Existing IEEE OU type -Revenue for self sustaining -Final or step to final.	-A lot of effort to start -May take from current work -Perceived as TAB-only?
New IEEE OU e.g., Council, Board	-BoD-level focus & priorities -More Strategic Impact -ExCom seat & voice	-Large change…long effort -Is change necessary?

Executive VP Report – Bob Rassa

IEEE AEROSPACE AND ELECTRONIC SYSTEMS SOCIETY (AESS) constitution - Bob has been working to update the IEEE AEROSPACE AND ELECTRONIC SYSTEMS SOCIETY (AESS) constitution. Preliminary updates to the 1997 version were discussed and a motion was made by Bob to agree on the constitution proposed updates with the exception of the full membership voting and the VP position of chapters. Motion was postponed.

   Referendum: to go with the constitution as is resulted in:
   - 9 votes – as is; 1 vote against; 3 abstained

IEEE AEROSPACE AND ELECTRONIC SYSTEMS SOCIETY (AESS) By-Laws - Bob continued the discussion with the updates of the IEEE AEROSPACE AND ELECTRONIC SYSTEMS SOCIETY (AESS) By-Laws. Several discussions regarding the International organizational structure and how best will serve the society. Zafar proposed to bring all international directors under one Director. Bob Rassa proposed and argued that the VP of member affairs must have a link to all the international directors since the focus is on the members' affairs. Bob also proposed that could consider bringing the international directors under VP of Chapters. However, there seems to be a dispute regarding the VP of Chapters position which is not an officially recognized position and it should organizationally report to VP of Member affairs.

Action Item (AESS-BOG-Spring '07 AI-0062): Bob Rassa will discuss the issue regarding international/transnational directors and their reporting structure and propose updates to the By-Laws.

AESS Web Site Development report – Ron Ogan discussed changes since Fall 2006 BoG meeting

- PM Networks is no longer in business. We merged with another company 9 months ago to form a larger organization. S&P Incorporated currently represents a team of about 15 developers, designers and content manager.
- Of the original $15,000 that was paid to PM-Networks, $8,000 was expended in setting up the new website and the $7,000 balance was consumed due to business closure.
- S&P charges $45 per hour for web development.
- Estimate the implementing the scrolling text and hit counter will take approximately 3 hours, and providing password protection for the Board of Governors section will take approximately 8 hours.
- Web development rate is $60 per hour and content updates are billed at $40 per hour. All pertinent information that relates to the host provider and new website (www.ieee-aess.org) will be necessary information we will need to upload content, and make adjustments in coding (DNS information, etc.).

AESS Web Page Development – Ron Ogan provided a Website Development Statement of Work as follows:
   Complete development of the new website www.ieee-aess.org
   Specific changes are as follows:
   1. Secure control of the domain site and set up a renewal agreement
   2. Complete these development tasks and upload content for each section
      - NEWS - Jim Leonard (move the PLANS Conference link to the Conference tab)
      - CONFERENCES - Barry Breen has provided excellent content for conferences and Bob O'Donnell would cover Workshops/ Tutorials
      - PUBLICATIONS - Peter Willett
      - RESOURCES - Dr. Jim Huddle to provide speakers details, Evelyn Hirt to provide links to *Editor-in Chief* articles
      - AESS Governing documents and Robert P. Lyons to provide details for the Technical Panels.
      - Chapter listing – Ron Ogan/ Zafar Taqvi
      - ABOUT US (rename to ABOUT the AESS) - Theodora Saunders with History provided by Jim Leonard and Awards by Erv Gangl
      - MEMBERSHIP - Jim Howard, VP membership
      - BOARD of GOVERNORS - Use this as the officers only access area with sign-in Ids and passwords
      - HIGHLIGHTS – scroll this information banner from the NEWS section and update this at least monthly!

Monthly website updates
- Provide support to upload 5 monthly updates (maximum 5 pages) with mixed format of Microsoft ® Office 2003+, text or html to be posted to the website within 5 working days of receipt.
- Provide website updates and corrections at a rate of $40 per hour with a "not to exceed without approval" contract value per month of $710 per month or $8520 per year/

Proposed follow on activities for the AESS website
- Assign an AESS website administrator and alternate (Responsibility/Accountability/Authority) who can select a Board member for each of the main headings and subheadings with responsibility for providing content and updates. Jim Leonard/BoG
- Develop a website update agreement and specific procedures for the AESS website with responsibilities and an annual budget. Ron Ogan/Theo Saunders
- Establish an officer's only section to allow collaboration on ideas and topics to advance the Aerospace & Electronic Systems Society. Selected Web Developer
- Motion (AESS-BOG-Spring '07 AI-0063) for AESS website was made by Ron Ogan and seconded by Barry Breen; Motion passed (see motion below)
  - Select Conference Catalysts LLC, Manhattan, KS to complete the new website and renew the domain name at cost not to exceed $5000 AESS to provide all files for the current website; otherwise, there will be additional conversion costs.
  - Set up a monthly website maintenance program to upload 5 monthly updates (maximum 5 pages each) with mixed format of Microsoft ® Office 2003+, text or html to be posted to the website within 5 working days of receipt.
  - Provide website updates and corrections at a rate of $40 per hour with a "not to exceed without approval" contract value per month of $200 per month or $2400 per year (included in above).
  - AESS Board to designate a primary and alternate contact to interface with the web developer.

Additional action items related to the AESS Website include: Ron Ogan (AESS-BOG-Spring '07 AI-0064) will notify the new contractor to start work. Joel Walker (AESS-BOG-Spring '07 AI-0065) will draft a letter to stop the services with GTRI.

Appendix 1 - Meeting Agenda
Modified Agenda
AESS Board of Governors Spring Meeting
RADAR-BOSTON
19-20 APRIL 2007

Continental Breakfast: 7:30 am- Both Days

Commence 8:30 AM (ROOM TBD)

Item #	Description		Responsible Officer
1.	Call to Order		Theo Saunders
	Introductions		
	Adoption of Agenda		
2.	BoG Photo Op		All
3.	Secretary Report		Theo Saunders
	Approval of Minutes		
4.	International Programs		Zafar Taqvi
	Summary of International Operations		
	UK and Ireland	Dr. Griffiths	
	Italy and Western Europe	Dr. Ruggieri	
	Ukraine and Eastern Europe		
	Russia and IIS		
	India	Dr. Gupta	
	China		
	Japan		
	Australia and New Zealand		
	Turkey, Pakistan and Middle East		
	Other regions [Canada, Latin America, Far east]		
5.	President's Report		Appendix 4
6.	VP-Education Report		Bob O'Donnell
	RADAR Tutorials Demo		

7.	Treasurer Report	George Dean

8. New Motions
    Increase Travel $$ for DL   Jim Huddle
    PUBS meeting   Joel Walker
    Increase $$ for DTLs   Bob O'Donnell/
                                 Saj Durrani

    Other

9. Candidates For BoG/Exec VP   Paul Gartz

10. Plans for 2008 Chapters Summit   Ron Ogan
(Sections Congress 2008-Quebec City, CA)
    Special Chapter Mtg at This Event

11. Action Item Review   T. Saunders
12. VP Reports
    Member Affairs   Jim Howard
    Conferences   Barry Breen/
    Technical   Jim Huddle
    Publications   Joel Walker
       Administrative Editor -Dave Dobson
         Adm Ed Understudy -Ms Andrea Lim
       SYSTEMS - Evelyn Hirt

    Next Meeting
      UK   Hugh Griffiths

13. Executive VP Report   Bob Rassa
    Bylaws
    Info From Feb IEEE BoD Mtg
    2007 1st Annual IEEE Systems Conference

14. ICEO/GEOSS Activities   Paul Gartz

15. Web Site   T Saunders/
                                 Ron Ogan
16. Awards   Erv Gangl

17.   Discussion Items

              Awards Methodology   Erv Gangl
              GOLD   Mike Roberts

18.   New Business
19.   Old Business
20.   Adjourn 4:30 PM, 20 April 2007

Note: 1. There will be a small VP-Education meeting the evening of the 18 April (Bob O'Donnell)
Note 2: There will be a hosted bar and dinner for all participants evening of 19 April, 6:00PM (location TBD)
Note 3. If you wish to interact with RADAR see Jim Matthiesen(djm@rri-usa.org)
Note 4. To get a better airfare, Saturday night stay over is authorized.
Note 5. Each attendee is requested to obtain travel funds from their company/organization. If one cannot, AESS will cover travel costs for this meeting.
Note 6. The Eli Brookner award will be presented at the 18 April RADAR Banquet. If you attend, AESS will cover costs.

AESS BOG MINUTES
SPRING MEETING
BOSTON, MA
19-20 APRIL, 2007

Appendix 2 - Meeting Attendees

AESS Spring '07 - Attendee Name	Attendance Wednesday 18 April '07	Attendance Thursday, 19 April '07
Bob Rassa	Yes	Yes
Theo Saunders	Yes	Yes
Paul Gartz	Yes	Yes
Marina Ruggieri	Yes	Yes
Dale Blair	Yes	Yes
Peter Willett	Yes	Yes
Ram Gopal Gupta	Yes	Yes
Joel Walker	Yes	Yes
Barry Breen	Yes	Yes
Evelyn Hirt	Yes	Yes
Hugh Griffiths	Yes	Yes
Erv Gangl	Yes	Yes
Dave Dobson	Yes	Yes
Andrea Lim	Yes	Yes
Bill Lyons	Yes	Yes
Bob Lyons Jr.	Yes	Yes
George Dean	Yes	Yes
Ron Ogan	Yes	Yes
Zafar Taqvi	Yes	Yes
Saj Durrani	Yes	Yes
Jim Huddle	Yes	Yes
Jim Howard	Yes	Yes
Charlie Gager	Yes	Yes
Bob O'Donnell	Yes	Yes
Steve Watkins	Yes	Yes
Mike Roberts	Yes	Yes
Karen Galuchie	IEEE	
Doug Chronister	Yes	Chapter Chair
Murat Efe	Yes	Chapter Chair
Firooz Sadiadi	Yes	Chapter Chair
Naresh Chand	Yes	Chapter Chair
Micahel Deesing	Yes	Chapter Chair
Dr. Umar Khattak	Yes	Chapter Chair
Tim Reichard	Yes	Chapter Chair

AESS BOG MINUTES
SPRING MEETING
BOSTON, MA
19-20 APRIL, 2007

Appendix 3 - Actions Items in Blue and Motions in Red.

Action Item ID	Status	Action Description	Assigned To	Due Date	Comments/Resolution
AESS-BOG-Spring '07 AI-0046	Open	The Awards Lunch on Thursday, May 8th and will be attended by BOG. Recommend "Plaque of Appreciation" for General Chair, Chuck Bye, to be presented by the AESS President. A Plaque Volunteer was requested. Action item: Theodora to find out what the options for a plaque are.	Theodora	Oct 15 '07	See Spring '07 Minutes
AESS-BOG-Spring '07 AI-0047	Open	Action Item : Jim Howard to look into developing a plan for a free or reduced membership initiative to a targeted group.	Jim Howard	Oct 15 '07	See Spring '07 Minutes
AESS-BOG-Spring '07 AI-0048	Motion approved	Motion was made by Bob O'Donnell for 20K for the Video Program; Ron Ogan seconded it.	Bob O'Donnell	April 20 '07	See Spring '07 Minutes
AESS-BOG-Spring '07 AI-0049	Motion approved	Motion was made by Bob O'Donnell for 5K tutorial travel expenses, and 1K for honorarium for Tutorial; Peter Willet seconded it.	Bob O'Donnell	April 20 '07	See Spring '07 Minutes
AESS-BOG-Spring '07 AI-0050	Motion approved	Motion was made by Joel Walker to increase the International Director's budget by 20K; Peter Willet seconded it.	Joel Walker	April 20 '07	See Spring '07 Minutes
AESS-BOG-Spring '07 AI-0051	Motion approved	Motion was made by Jim Huddle as follows:	Jim Huddle	April 20 '07	See Spring '07 Minutes
AESS-BOG-Spring '07 AI-0052	Motion approved	Motion was made by Jim Huddleto add 14K to the distinguished lectures budget; Evelyn Hirt seconded it.	Jim Huddle	April 20 '07	See Spring '07 Minutes
AESS-BOG-Spring '07 AI-0053	Motion approved	Motion to hire part time administrative assistant, and to allocate 20K budget for the salary expense was made by Marina Ruggieri; Joel Walker seconded it.	Marina Ruggieri	April 20 '07	See Spring '07 Minutes
AESS-BOG-Spring '07 AI-0054	Open	Action item : Bob Rassa to write a Statement Of Work (SOW) and job description and responsibilities and provided it to the President to be included in his next report.	Bob Rassa	Oct 15 '07	See Spring '07 Minutes
AESS-BOG-Spring '07 AI-0055	Motion approved	Motion was made by Ron Ogan to increase budget allocated for the 2008 Chapter Summit from 100K to 125K; Bob Lyons seconded it.	Ron Ogan	April 20 '07	See Spring '07 Minutes

AESS BOG MINUTES
SPRING MEETING
BOSTON, MA
19-20 APRIL, 2007

Action Item ID	Status	Action Description	Assigned To	Due Date	Comments/Resolution
AESS-BOG-Spring '07 AI-0056	Motion approved	Motion was made by Barry Breen to approve the 2008 budget; Paul Gartz seconded it.	Barry Breen	April 20 '07	See Spring '07 Minutes
AESS-BOG-Spring '07 AI-0057	Open	Action Item : Bob O'Donnell to coordinate with George Dean and Bob Rassa to ensure that proper procedures are followed.	Bob O'Donnell	Oct 15 '07	See Spring '07 Minutes
AESS-BOG-Spring '07 AI-0058	Open	Action Item: Bob O' Donnell to prepare a Business plan.	Bob O'Donnell	Oct 15 '07	See Spring '07 Minutes
AESS-BOG-Spring '07 AI-0059	Closed	Action item : George Dean was requested to write a process for the issuing and approving Purchase Orders (Closed).	George Dean	April 20 '07	See Spring '07 Minutes; guidelines provided by George.
AESS-BOG-Spring '07 AI-0060	Closed	Action Item : Theodora to give the names of Dr. Ruggieri and Dr. Gupta to Don Brown.	Theo Saunders	Oct 15 '07	Theo emailed the names to Don Brown
AESS-BOG-Spring '07 AI-0061	Open	Motionthat AESS accepts responsibility for transferring of ~$20K to the IEEE Foundation from the Nathanson Foundation –made by Iram Weinstein, seconded by Dr. Ram Gupta. Motion passed.	Iram Weinstein	Oct 15 '07	See Spring '07 Minutes
AESS-BOG-Spring '07 AI-0062	Open	Action Item : Bob Rassa will discuss the issue regarding international/transnational directors and their reporting structure and propose updates to the By-Laws.	Bob Rassa	Oct 15 '07	See Spring '07 Minutes

**AESS BOG MINUTES
SPRING MEETING
BOSTON, MA
19-20 APRIL, 2007**

Appendix 4 – President's Report

SPRING 2007 AESS BoG MEETING, BOSTON, APRIL 19-20
To: AESS Board of Governors
Date: 3 April 2007
Subj: President's Report
From: Jim V. Leonard

1. Executive Leadership Council

Jim Leonard formed an Ad Hoc Executive Leadership Council, consisting of:

AESS President
AESS Jr. Past President
AESS Executive Vice-President

 Purpose is to perform strategic planning and take up such items that require resolution between Board meetings. This will also provide continuity of activities between administrations. Funding expenditures authorized will be up to $5K. Expenditures above $5K must be authorized by the BoG. Eric Herz recommended this action at the April, 2006 BoG meeting. We have met via email on several occasions to approve the following expenditures:

    a. March 6, 2007: Saj Durrani $283.53 expense for DL over $500.

    b. Jan 30, 2007: Randall Curry requested funding for Meals for G&A Panel at PLANS '08, $2000.00 approved.

    c. Jan 15, 2007: Saj Durrani DLP trip to Turkey, RAST 2007. AESS will cover expenses above $1500 if necessary (estimate $750)

    d. Dec 13, 2006: Zafar Taqvi requested $5K toward the planned Houston System of Systems Conference on August 23-24 2007. Approved. He will be requesting additional funding at the Spring 2007 BoG.

    e. Dec 8, 9, 2006: Bob Lyons $604.78 for side trip to the UAS Workshop, Brisbane, Aus.

f. Dec 4, 2006: IEEE-USA $3500 for two booths at the 2007 Annual meeting in Phoenix to display AESS tutorial issues (manned by Mike Cardinale)

g. Nov 14, 2006: Jim Leonard for $500.00 for IEEE/AESS Membership drive at UMR in Comp Sci Dept.

h. Nov 1, 2, 2006: Myron Kayton expenses ($626.39) for special trip to Boeing STL and UMR, presenting his lecture on the Observatory on the Backside of the Moon.

2. Industry Relations (IR) (IEEE BoD) Ad Hoc Committee

Cleon Anderson, 2005 IEEE President, appointed me to chair the 2005 IR Committee. Of importance is the fact that IEEE and Boeing have signed an MOU to work together on areas of mutual interest. IEEE and AESS mirror each other in the industry and society worlds. This should prove to be a healthy alliance. Another company, Areva, has also signed an MOU with IEEE. Agilent Technologies is in negotiations with IEEE also. Other corporations are being contacted (GE, for example). Moshe Kam is the 2006 Chair of the IR cte. Moshe Kan is the Chair of the IEEE Corporate partnership Program for 2007. The IEEE has appointed a full time staff director, Pete Sobel, to support the committee.

The second semi-annual get together between Boeing and the IEEE was held in Washington, DC on May 22-23, 2006. Boeing/IEEE put together a matrix showing areas of interest to both organizations. The meeting was convened at the IEEE-USA office in DC. Several Boeing-IEEE coordination team members and key IEEE officials attended the meeting. The IEEE hosted the group and setup meetings on Capitol Hill in the offices of Missouri Senator Kit Bond and California Representative Dana Rohrbacher. Kara Vlasity-Smith, Legislative Assistant to Senator Bond convened a ½ hour meeting and Stephen Bonk, an IEEE-USA Congressional Fellow hosted the meeting in Rep Rohrbacher's office. At the business meeting next day, discussion topics included updating of the Boeing-IEEE matrix, discussions on synergistic technology areas, and the Engineering pipeline. The next meeting will be held in DC on 4-7 may 2007.

Now here is the interesting aspect of this Boeing/IEEE alliance:

Paul Gartz, AESS Past President, Boeing Engineer
Paul Kostek, AESS Sr. Past President, Boeing Engineer
Jim Leonard, AESS President, Boeing Engineer

Jose Bolanos, AESS Assoc Treasurer, Boeing Engineer

3. Chapters Summit

Planning for next Chapters Summit in work It will be held in Quebec City in conjunction with Sections Congress Fall, 2008. Ron Ogan has submitted a New Initiative from AESS to the TAB New Initiatives Committee (NIC). TAB NIC (chaired by Roberto DeMarco, TAB VP-Elect) will review the NI and, if they approve, submit it to IEEE NIC. It is for $150K to support the Chapters Summit in 2008.

4. Sections Congress

Sections Congress is a RAB supported activity that is scheduled on three year intervals. It is a chance for a Section Representative from each Section to convene, share experiences, get some IEEE training and define items that need attention by IEEE Boards. These action items are defined and voted on to provide priority of implementation. This prioritized list is then presented to the IEEE Boards for implementation. Many of our AESS Chapter Chairs attended the 2005 Sections Congress (which adjourned at noon Monday)

5. Lagging items

a. Rejuvenation of the UMR AESS Student Chapter

Jag (UMR IEEE Student Branch Councilor) is very busy this year and put effort into this project in the Spring of 2006. On August 22, 2006, I again talked to Jag to encourage him to move up his effort in this area. He is busy now setting up an embedded computer center. I will follow up this Fall. Jag has identified an advisor, Dr. Balakrishnan (UMR Aerospace Engineering Department) and possibly 20 students that might join AESS to get this chapter active. I met with Bala several weeks ago and it looks good. I again visited UMR in August, 2006, to initiate this important activity. I plan to visit UMR monthly in 2007.

And now, I am pleased to report that the UMR AESS Student Branch Chapter has been rejuvenated. IEEE Student Member, Dave Erdos is the Chapter Chair and Dr. Steve Watkins is the faculty advisor. Dr. B is assisting. We have several AERO majors in this chapter. In 2005, AESS parked $5K in the St. Louis Section for this rejuvenation activity. It took me about a year, but they are now in business. The St. Louis Section has forwarded the $5K to the students. They have opened up a local bank account and set up a web site: http://aess.rdsphoto.net) . I encourage you to visit this web site! This team has bought a small scale aircraft, assembled it, installed an autopilot, and flown it by remote control. Their goal is to program it as a UAV and enter it in the Fall 2007 Australian "Outback Rescue" Grand

Challenge! Bill Lyons will describe this further in his repost. The ARCAA group in Australia is planning to use their funding allocated in 2006 for international student travel ($5k per group). They have authorized $5K for the UMR AESS guys. I have asked Boeing STL for additional funds and have asked the IEEE STL Section for $1K.. The UMR AESS SBC has a budget requirement for approx $20K. Look at their website for photos and updates. I am very proud of these IEEE AESS SBC accomplishments! If any of your home organizations can provide financial support, please advise me.

b. Special Task Force at UMR

Prof Keith Stanek, past ECE Dept Chair and now retired, has experienced a medical problem. He is unable to continue as chair of this task force. The charter is to send out a questionnaire to University of Missouri-Rolla (UMR) graduates of the last ten years, asking them a series of questions to determine if UMR has prepared them properly for performing engineering work in industry. Dr. Kelvin Erikson, Chair of the Electrical and Computer Engineering (ECE) Department at UMR has agreed to assume the chair of this task force. It also has the support of the UMR Academy of ECE. I have forwarded the original list of questions to Dr. Erikson. Unfortunately, the UMR administration is re-organizing the university and this has taken up all Dr. Erikson's time (There is even a move afoot to rename the UMR.) I hope to have a further report this fall.

6. 2007 Activities

a. BoG Officers

Charles Gager has retired as our esteem treasurer. He will attend this meeting. George Dean has agreed to take over our treasurer position, Jose Bolanos will continue as our assistant treasurer. Ed Reedy has stepped down and Joel Walker has assumed the position of VP-Pubs. Saj Durrani has also moved on and Bob O'Donnell is now VP Education. And our Administrative Editor for SYSTEMS is in the process of "retiring". Again, thanks to these great guys! George Zobrist has agreed to be our AESS Rep to IEEE Press. And, Mike Roberts, mike_roberts@ieee.org, has agreed to become our new GOLD Chair. Joe Pighetti has been overcome with family and work commitments and can no longer support AESS. His young son,Luke (4 months), and his wife are doing fine. I will be looking forward to reports from George and Mike at the Fall BoG meeting in the UK.

b. Chapters Summit

We will continue to plan to have a Chapters Summit as part of Sections Congress in 2008 in Quebec City. Ron Ogan has submitted a New Initiative request to TAB NIC. Ron and I plan to visit several AESS Chapters in Canada in May and will investigate possible sites for the AESS Chapters summit in Quebec City.

c. Resources for International Activities

I congratulate Paul Gartz on initiating tremendous international activity in 2005. The fact that he worked with the Aerospace conference to bring it in compliance with IEEE requirements resulted in a windfall of funding. In 2006, we had excess operating funds. Hopefully we can get international corporations to help support volunteer travel from outside the USA. And, we will plan for a BoG meeting in 2007 in the UK in conjunction with the RADAR conference to be held there. We will use operating budget in 2007. Zafar has $40K budget for his international activity. The Boeing Company provided $10K funding for the August 2006 Conference in India organized by Dr. Gupta.

d. BoG Reports

Please continue submitting reports as done in 2006. In 2009, the AESS President and VP Pubs will need this information for the periodic 5 year review cycle. It was pointed out to us in 2004 that the review format is not consistent, but the information in your reports will provide the necessary information.

e. Membership

I am very happy to announce that the AESS membership has gone POSITIVE! End of February 2007 stats show we have increased our membership by 134 members and student members over this time last year. That is a + 3.2% increase and we are turning it around. I sent a broadcast message to the Board last month advising them of this turnaround. Paul Gartz has put in a lot of effort in the international arena, as has Zafar Taqvi. Ron Ogan and Zafar Taqvi have energized the Chapters. I have rejuvenated our UMR AESS Student Branch Chapter. I am certain that this will help enhance our membership development and turn around the decline seen over the past years. In 2007, Jim Howard will be leading our membership development effort. I am asking him to work with Ron and Zafar and Jose Bolanos and all others to improve our membership numbers. Increasing our work with students, GOLD Members and Chapters will aid this effort.

f. Electronic Voting

We have had two items of electronic voting this year to date:

a. Ron Ogan requested $10,000 for one Chapter Chair from each Region attend the 2007 Spring BoG Meeting-Approved
b. Zafar Taqvi requested $3000 for two Bog candidates to travel to the 2007 Spring BoG Meeting-Withdrawn on March 1, 2007.

g. TAB Feedback

The TAB meeting was held in Southern California in February. I emailed the Board a summary of the meeting. As I was unable to attend (Boeing meeting took precedence) Bob Rassa filled in for me. Please see Bob for any questions regarding the Feb 2007 TAB meeting. The next TAB meeting is scheduled in Philadelphia in mid June 2007.

h. IEEE-USA Annual Meeting 2007

Boeing has contributed $15,000 to IEEE-USA for the purpose of hosting a Boeing Diversity Booth at the 2007 IEEE-USA Annual Meeting over Labor Day at Phoenix, Arizona. Along with Mike Goodall (AESS Member and Boeing manager), I will be hosting this booth. Purpose is to provide displays of the Boeing Diversity in the workforce program. In 2006, Boeing also provided $15K to support the IEEE-USA Annual Meeting in St. Louis on 3-5 March. I hosted the Boeing Diversity Booth and Boeing was given the President's award for this activity. A large percentage of our IEEE Members work in industry. They want technical articles of a practical nature. AESS is hosting two booths at this meeting to display our practical technical articles thru SYSTEMS magazine and accompany tutorials. Mike Cardinal has agreed to man these two booths.

Sincerely,

James V. Leonard

President, AESS

Appointments to IEEE Technology Management Council Board of Governors

When the Council reaches steady state in January 2009, Representatives to the Council's Board of Governors will be appointed for a two-year term. For the Board to maintain continuity of its operations approximately one-half of the Council's representatives will be appointed in any one year.

The year 2008 is considered as a transition year so Council representatives should be appointed for a three-year term with the understanding that approximately one-half will serve a two-year term and the other half will serve a three-year term.

As an example: With approximately fifteen Member Societies in the Council, eight members will serve in 2008 and 2009 and seven will serve in 2008, 2009, 2010. The eight Council Member Societies, whose representatives served in 2008 and 2009, would then select new representatives for the term 2010 and 2011.

The Council's Board of Governors will determine in 2008, which representatives will serve either a two- or three-year term.

Appendix 5

Memorandum of Agreement

IET International Conference on Radar Systems
and
IEEE Aerospace and Electronic Systems Society

This Memorandum of Agreement (MOA) is between the IEEE Aerospace and Electronic Systems Society (Society) and the Institution of Engineering and Technology (IET) (formerly IEE) International Conference on Radar Systems Organizing Committee. These parties will be known as "Society" and "Committee", respectively. This agreement is for the purpose of providing terms and conditions related to participation in the Conference named below.

IT IS AGREED as follows:

1.   CONFERENCE AND PURPOSE
The "Society" agrees to become a Technical Co-Sponsor of the _2007 IET International Conference on Radar Systems_ (hereafter referred to as the "Conference"), to be held 15-18 October 2007 in Edinburgh, UK.

This conference will showcase the latest developments in radar technology techniques and signal processing. The world's leading experts will be providing keynote addresses outlining the direction of future radar and RF based sensing systems.

This is the UK's premier radar event and provides a unique opportunity to update your knowledge on the latest developments for all involved in advanced radar systems, from the experienced engineer to new graduates starting out on a career in radar.

2.   DURATION OF MOU

This agreement shall apply only to this named Conference. Although the parties may presently be considering the possibility of co-sponsoring future Conferences, no party shall be under any obligation to renew this agreement.

3.   RESPONSIBILITIES OF THE SOCIETY
 a. The "Society" will encourage its members to submit papers and to attend the "Conference" using newsletters, flyers, brochures, direct mail and email.

  b. The "Society" will assist the Conference by utilizing the "Society's" membership list from the SAIMEE database when optimal benefit to the "Committee" will occur when sending out information to their membership. The "Society" must post details on the conference, including the Call for Papers on the "Society's" website.

  c. The "Society" will mass market the Conference to their membership using all forms of communication on a frequent basis.

4. RESPONSIBILITIES OF THE CONFERENCE ORGANIZING COMMITTEE

  a. The "Committee" shall be responsible for the financial, administration and management of the "Conference."

  b. The "Committee" shall conduct the "Conference" in accordance with IEEE Policies and Procedures pertaining to conferences (IEEE Policy and Procedures, 10.1.2, amended November, 2004). The IEEE name and logo of the "Society" and "Committee" will be used on all <mark>appropriate</mark> conference publications and promotional material.

5. FINANCIAL

The "Society" will have no financial involvement in the "Conference." The financial arrangements of the "Conference" are as follows:

   Committee 100 %

                Society   0 %

6. TECHNICAL PROGRAM

The "Society" may be requested to help in the development of the technical program for the Conference by providing speakers, technical papers, and/or sponsoring a tutorial or workshop. This request will come from the Technical Program Chair of the Conference, if participation in a tutorial or workshop is desired. Conversely, a responsible person for the "Society" must contact the Technical Program Chair of the Conference if the "Society" desires to organize a special session.

7. **EXCHANGE OF CONFERENCE PROCEEDINGS**

The "Committee" will provide to the "Society" two complimentary copies of the Conference Proceeding for the Society's records. The conference proceeding will be on CDROM–no paper copy of the Proceedings will exist.

8. **MAILING LISTS**

The "Society" shall facilitate to the "Committee" a comprehensive mailing list, consisting of mailing labels of all "Society" members, if requested. The cost for the labels shall be paid by the "Committee," invoiced by IEEE.

The "Committee" shall make available to the "Society" upon request free of charge, the "Conference's" attendee list. The "Society" has the option to use this list solely to provide publicity for future "Society" Symposia that may be of interest to "Society" members. The attendee list will include the attendee's full contact information <mark>where those attendees have consented for their details to be passed to a third party.</mark>

Upon request, the "Society" will make available to the "Committee" free of charge, the attendee's list of its most recent conference to provide publicity for future WDD Conferences. The attendee's list should include the attendees contact information (if available).

9.   PUBLICITY
The "Society" is to provide a FREE ad in appropriate publications, which includes Newsletters, website, or other publications. The size of the ad desired is full-page. If space does not permit, the ad is requested to be 1/2 page. The amount of space to publish the ad is dependent on space limitations. No guarantee is given to run a particular size ad. In return, the "Committee" shall provide equivalent space to the "Society" within the Symposium's publications for events that are of interest to both "Society" and "Committee".

Note: Each party to this MOA is requested to provide a 1/4 page, 1/2 page and full-page ad, allowing flexibility for composition in a Newsletter or other publications. <mark>*The "Society" will provide print specifications to the "Committee" at the start of the agreement, to allow such advertisements to be produced in a timely fashion.*</mark>

10.   COPYRIGHT OWNERSHIP
The Conference Proceedings, if copyrighted, are the intellectual property of the IET, not the "Society," an individual or corporation.

11. Indemnification
Each Party shall indemnify and hold harmless the other Parties from and against any and all claims, demands, liabilities, settlements, damages, costs, and expenses, including reasonable attorneys' fees and expenses, arising out of, or in any way connected with, any default, breach or negligent non-performance of this Agreement or any willful or negligent act or omission on the part of that Party, its agents and employees arising out of this agreement.

12.   BENEFITS PROVIDED TO THE "SOCIETY" FROM THE "COMMITTEE"
The following will be provided to the "Society" from the "Committee":

- Acknowledgement of participation of the "Society" in conference publications and advertisements, along with posting of the "Society" logo on the Conference web site.
- Inclusion of "Society's" name as a co-sponsor in the Final Program and Conference Proceeding.
- <mark>The "Committee" shall provide the "Society" with a free exhibition space in the exhibit hall for the purpose of assisting the "Society" in promoting the interest of the "Society", subject to a representative of the "Society" attending the conference to man the stand. If no such person is available, the "Committee" shall provide the "Society" with a free insert in the delegate packs</mark>.   All required promotional material is to be forwarded to "Committee" prior to the conference.

11.   BENEFITS PROVIDED TO THE "COMMITTEE" FROM THE "SOCIETY"
The following will be provided to the "Committee" from the "Society":
- **Promotion of "Conference" in publications of the "Society".**

12.   MODIFICATIONS TO AGREEMENT
   a. This agreement represents the entire Memorandum of Agreement between the "Society" and the "Committee." It shall not be modified or amended except as agreed to in writing and signed by both parties.
   b. Either party may dissolve or cancel this agreement for any reason by giving written notice to the other party of such cancellation.

Signature:

 Signature: _____

                                                            "Committee Member NAME"
                                                            2007 IET International Conference on
              IEEE AESS   **Radar Systems Organizing Committee**

Date: _____   **Date:**