



**AESS Board of Governors Meeting
18-19 October 2019
Hyatt Regency Cologne
Cologne, Germany**

Attendees: Joe Fabrizio, Walt Downing, Bob Rassa, George Schmidt, Lorenzo Lo Monte, Mike Braasch, Mark Davis, Hugh Griffiths, Mike Cardinale, Darin Dunham, Mike Noble, Jason Williams, Mike Wicks, Shannon Blunt, Laila Moreira, Stefano Coraluppi, Roy Streit, Bob Lyons, Fredrik Gustaffson, Michael Rice, Marina Ruggieri, Fulvio Gini, Francesca Filippini, Sabrina Greco, Fabiola Colone
Staff: Judy Scharmman
Guests: Kathleen Kramer, Heinz Wipf
Remote: Dale Blair

Call to Order, Introductions, and Adoption of Agenda

Joe Fabrizio called the meeting to order at 8:20 am.
The agenda was adopted.

President's Message to BoG – Joe Fabrizio

Joe welcomed everyone to the meeting and had everyone give a self-introduction. He recapped the Chapter Summit that was held yesterday. Joe reviewed the Society Professional Development Award that will be awarded to the AESS in November.

He reviewed important items since the last BoG meeting.

Joe discussed his 3 strategic initiatives:

1. Attracting and engaging younger members
2. Better serving the needs of Industry
3. Reaching out to underrepresented regions

Joe gave each board member a leather journal.

Executive VP Message to BoG – Walt Downing

Walt reviewed the rules that govern our meetings.

Secretary's Report, approval of the minutes – Marina Ruggieri

Marina spoke about diversity. 1) Geographic diversity 2) Technical diversity 3) Gender diversity.

MOTION: Marina Ruggieri moved that the minutes from the Spring 2019 meeting are approved as written. Sabrina Greco 2nd. Motion passed.

Session 1 – Officers' Briefing

Finance – Bob Rassa

Bob Rassa presented the status of AESS finances. The society is solvent. We had a surplus of \$602.4k in 2018. Bob spent a lot of time reviewing the Publications revenue, discussing our Pubs distribution reduction. Open Access is going to severely affect our Pubs revenue.

Jose Bolanos is still doing the job of Business Editor.

Bob reviewed the Magazine expenses. We are saving about \$100K by switching from AllenPress to IEEE.

ACTION ITEM: Alfonso Farina/Fabiola Colone - Notify chapters that if they need financial assistance, please let us know. AI-0901

We received a \$25,000 donation from a donor. We intend to set up an endowment, as more donation to come.

ACTION ITEM: BoG – If you have an initiative this year or next year, send to Joe Fabrizio and Walt Downing. AI-0902

We reviewed the AESS membership numbers.

Technical Operations – George Schmidt

George presented the status of the Technical Operations.

He reviewed the new panel, Glue Technologies for Space Systems.

The Avionics Systems Panel has been revived through the leadership of Alope Roy and Roberto Sabatini. The UAV Panel was merged into the Avionics Systems Panel.

DASC is going to be in San Antonio in 2020. The Avionics Systems Panel is very involved in this conference.

Marina Ruggieri presented on the 2019 Technical Operations Future Directions. By December we would like to produce a set of 7 keywords that will be the technical plan to move forward with improving the technical visibility of our society with respect to diversity.

Each member of the Technical Operations Committee was assigned to a panel each. Each panel was assessed with regard to the vitality of the panel.

MOTION: George Schmidt moved that the UAV Panel is abolished. Mark Davis 2nd. Motion passed. MO-0241

Member Services – Fabiola Colone

Fabiola presented the status of Member Services.

She discussed the recent Chapter Summit. It was deemed a success.

ACTION ITEM: Fabiola Colone/Laila Moreira – Investigate a possible Regional Chapter Summit in Region 9 in 2020. AI-0903

ACTION ITEM: Fabiola Colone/Judy Scharmann – Start a Collabratec group for the Chapter Chairs and populate with resources. AI-0904

It was discussed to possibly translate the interview with Long Teng into Chinese.

AESS needs to be at the Sections Congress as an Exhibitor. AESS could be part of the program.

ACTION ITEM: Fabiola Colone/Kathleen Kramer – Investigate the opportunity of AESS participation in the 2020 Sections Congress. AI-0905

The Chapter Handbook is finished.

ACTION ITEM: BoG - If you have suggestions for improvement of the Chapter Handbook, please let Fabiola Colone know. AI-0906

Fabiola presented the new Best Chapter of the Year Award. She has been working with Fulvio Gini, Awards Chair and has a proposal. Deadline is December 1, committee clearly defined, selection by end of January to be awarded at an AESS conference. The application form is completed. The prize was a certificate and now the proposal is \$5,000 plus a certificate. The money is not for an individual but for the Chapter to use for their initiatives. It was suggested to add in the application what they would do with the money if awarded.

MOTION: Fabiola Colone moves to approve the Best Chapter of the Year Award to include \$5,000 and a certificate. Marina Ruggieri 2nd. Motion passed. MO-0242

Discussion: It's time we give back to the membership that helped us build our surplus. Need to require a report on how the money is spent. If it is won again, you must report on how the money was spent. Do we need a deadline for spending the money?

MOTION: Roy Streit moved that the amount be increased to \$7,500. Walt Downing 2nd. Motion failed. MO-0243

ACTION ITEM: Xiaopeng Yang – Translate each of the future QEBs into Mandarin. AI-0907

Fabiola reported that we have been invited to the 2nd IEEE UK&I YP Postgrad STEM Research Symposium. Michael Ritchie will attend for the AESS.

ACTION ITEM: Judy Scharmann/Fabiola Colone – Invite the BoG also join the Collabratec group for the Chapter Chairs. AI-0908

Industry Relations – Darin Dunham

Darin presented the status of the IRC, reviewing the objectives.

ACTION ITEM: Mike Wicks – Develop a ½ page flyer promoting the Industry Relations. AI-0909

ACTION ITEM: Stefano Coraluppi – Develop a Short Course flyer. AI-0910

ACTION ITEM: Stefano Coraluppi – Keep metrics from Short Courses to show who in industry are attending. We should also keep this for DLs. AI-0911

ACTION ITEM: Shannon Blunt – Connect the Radar Systems Panel to the Industry Relations Committee. AI-0912

Publications – Sabrina Greco

Sabrina Greco reported on the status of AESS Publications.

Transactions

We have reduced the sub to pub times for the Transactions. Sabrina outlined many actions that were accomplished.

Low quality English and misbehaviour takes Michael Rice a lot of time. There was a lot of discussion on this topic. TAES has a very large backlog.

MOTION: Sabrina Greco moves that we increase page budget for 2020 to from 3,000 to 5,000 pages and from 3,200 to 3,700 in 2019. Bob Rassa 2nd. Motion passed. MO-0244

There was discussion about a possible different model for EIC, TEs, AEs, and Reviewers. We need to find a solution for a quicker turnaround.

The Impact Factor of Transactions is 2.797.

ACTION ITEM: Michael Rice – Find a solution, possibly a new model, for a quicker turnaround for Transactions papers. AI-0913

Jose Bolanos is still working the over-length page charges, generating \$104,724 in additional revenue.

It is difficult to find good reviewers. It was suggested that we have an award for the best 4-5 reviewers.

ACTION ITEM: Sabrina Greco/Fulvio Gini – Finalize details for a Best Reviewer Recognition. AI-0914

Magazine

The Magazine is doing well and improving, with an IF of 2.113. We switched from AllenPress to IEEE Publications.

ACTION ITEM: BoG – If you have a special issue for the Magazine, please let Peter Willett know. AI-0915

There were a few painful issues during the Transition from AllenPress to IEEE. Everything seems to be flowing well now.

Only 10% of our members subscribe to the Transactions. Most access it through their universities.

AESS QEB – Fabiola Colone

The QEB is much improved. Many people are talking about the high quality of the QEB.

Hugh Griffiths is writing a History Column as a regular column. This is becoming very popular.

Sabrina closed with final thoughts on Open Access. The plan is now to shift in 2021. Our position is to “wait and see.” We have a PRAC Review in February 2020.

Conferences – Michael Braasch

Michael Braasch reported on the status of the Conference Committee.

The Aerospace Conference reported a surplus of \$175K in 2018 and we are expecting more in 2019.

AUTOTESTCON will bring a \$200K surplus, of which we get 50%.

DASC reports a \$214K surplus, but we are not sure of this.

ICCST – loss of \$2K

ICNS – Surplus of 10K

MetroAeroSpace – unknown

Radar Conference - \$180K surplus, which is more than double what we expected.

Mike reported on the technically co-sponsored conferences. These conferences pay \$1,000 plus \$15/paper to publish in Xplore.

Mike reported on the new SSS conference in 2020 organized by Bob Rassa.

ACTION ITEM: Mike Braasch – Take existing conference guide and update and bring to full board in the Spring 2020 meeting. AI-0916

ACTION ITEM: Kathleen Kramer/Bob Rassa/Walt Downing – Educate the Chapter Chairs on budget matters. AI-0917

Mike presented the report from the 2019 Aerospace Conference.

Education – Lorenzo Lo Monte

Lorenzo Lo Monte presented the status of the Education activities.

Distinguished Lecturers – DL talks are down because there were 78 from Eli Brooker in 2018 and 0 in 2019.

Lorenzo sent an email to all Chapter Chairs saying they should engage a DL, and this increased interest.

Resource Center

We have added many new lectures.

Educational Awards

Robert Hill Award – new advertisements have been sent and we have received many applications.

MOTION: Lorenzo Lo Monte moves to change the website to say: “The nominee must be an AESS member or student member and in good standing at the time of submission of the application package.” Stefano Coraluppi 2nd. Motion passed. MO-0245

ACTION ITEM: Judy Scharmann – Change the website for Robert Hill: “The nominee must be an AESS member or student member and in good standing at the time of submission of the application package.” AI-0918

There was a lot of discussion about whether the dissertations need to be in English. The award needs to be as international as possible. But, how can we make an assessment of a dissertation not in English?

There was a lot of discussion. The paper they submit is in English, but the actual dissertation is not in English.

For this year, with time being short, we ask for an Executive Summary in English.

The discussion will be continued in Parking Lot.

Review of Board of Governors Self-Assessment Survey

Walt Downing presented the Self-Assessment Survey taken by the board. We received 21 respondents.

Remove Question #23.

ACTION ITEM: Walt Downing/Judy Scharmann – Work on schedule and refine set of questions for ongoing surveys for the BoG. AI-0919

There was a lot of discussion about being very careful with what we write.

Split Q8 into two parts.

Walt Downing reported on Succession Planning.

Nominations & Appointments – Hugh Griffiths

Officer Elections

There was a motion to allow newly-elected members who have previously served on the Board of Governors to stand for Officer positions. This motion was passed at the Fall 2017 meeting.

This intention was not incorporated into the Bylaws.

MOTION: Hugh Griffiths moved that we suspend our Bylaws for this election to accommodate our wishes that a newly-elected member who has previously served on the Board of Governors to stand for office. Mike Cardinale 2nd. Motion passed. MO-0246

Hugh Griffiths presented the status of the N&A and proceeded to the officer election.

The slate from the N&A presented 2 people for each office. Some of the people declined to stand, so some of the offices have only one candidate.

Elect by acclamation: President, Walt Downing; VP Education, Lorenzo Lo Monte; VP Finance, Mike Cardinale; VP Technical Operations, George Schmidt; VP Industry Relations, Mike Noble.

President-Elect – Mark Davis and Maria Sabrina Greco

VP Conferences – Dale Blair and Michael Braasch

VP Member Services – Fabiola Colone and Mike Wicks

VP Publications – *Sabrina Greco and Lance Kaplan

President-Elect – 10 min to address the board, 10 min for questions.

Mark Davis presented his candidacy.

There were 10 minutes for questions from the Board.

Sabrina Greco presented her candidacy.

There were 10 minutes for questions from the Board.

After brief discussion, there was a vote.

Mark Davis was elected President Elect.

VP Conferences – 5 min to address the board, 5 min for questions.

Michael Braasch presented his candidacy.

There were 5 min. for questions.

Dale Blair presented his candidacy.

There were 5 min. for questions.

After brief discussion, there was a vote.

Michael Braasch was elected VP Conferences.

VP Member Services –

Fabiola Colone presented her candidacy.

There were 5 min. for questions.

Mike Wicks presented his candidacy.

There were 5 min. for questions.
After brief discussion, there was a vote.
Fabiola Colone was elected VP Membership.

VP Publications –
Sabrina Greco presented her candidacy.
There were 5 min. for questions.
Lance Kaplan's bio and statement were reviewed.
After brief discussion, there was a vote.
Sabrina Greco was elected VP Publications.

2020 Appointments – Fabrizio

Joe presented the slate of appointments for consensus by the Board of Governors.
Secretary – Marina Ruggieri
Treasurer – Bob Rassa
Undergraduate Student Rep – Sarana Tse, St. Mary's University, San Antonio, TX
Awards Chair – Fulvio Gini
Chapter Chair Coordinator – Kathleen Kramer
Fellow Evaluation Chair – Hugh Griffiths
Fellow Evaluation Committee – Bernie Mulgrew, Pasquale Daponte, Erik Larsson, Yonina Eldar, Erik Blasch, Fredrick Gustafsson, Yilong Lu, David Daniels
Fellow Search Chair – Fulvio Gini
Student Activities Co-Chairs – Bob Rassa and Kathleen Kramer
AESS Professional Networking & Mentoring Program Chair – Kameron LaCalli and Francesca Filippini
Constitution & Bylaws Chair – Hugh Griffiths
Short Course Committee Chair – Stefano Coraluppi and Joe Fabrizio, co-chairs
History Committee Chair – Hugh Griffiths
International Directors Liaison – Maria S. Greco
Nominations & Appointments Chair – Joe Fabrizio
N&A Committee Members – Erik Blasch, Peter Willett, Hugh Griffiths, Wolfgang Koch, Stefano Coraluppi
Systems Magazine EiC – Peter Willett
Transactions EiC – Michael Rice
QEB EiC – Fabiola Colone
IEEE Press – Roy Streit
Strategic Planning Chair – Mark Davis
AUTOTESTCON Board of Directors Rep – Bob Rassa
Journal of Lightwave Technology Rep – Michael Cardinale
J-MASS Steering Committee Rep – Dale Blair
5-G Initiative Rep – Mark Davis
Standards Association Committee Rep – Shannon Blunt, RSP; Randy Curey, GAP
Society on Social Implications of Technology Rep – Michael Cardinale
Aerospace Conference Rep – Claudio Sacchi
MOTION: Marina Ruggieri moved that the list of appointments for 2020 be accepted as presented. Mike Cardinale 2nd. Motion passed. MO-0247

Awards – Fulvio Gini

Fulvio Gini presented the status of the Awards Committee. We now have an Awards Process and an annual awards calendar. Our awards had multiple award deadlines. We now have them due at consistent times. December 1 and January 31.

ACTION ITEM: Judy Scharmann – Contact all panel chairs and be proactive in getting nominations, forward MailChimp. And Chapter Chairs, with MailChimp. Send on behalf of Fulvio. Be proactive in the chapters and panels to stimulate nominations. AI-0920

ACTION ITEM: Fulvio Gini – Update the Awards committee for 2020. AI-0921

Fulvio reported the 2020 selection committees:

Outstanding Organizational Leadership Award

Moeness Amin, Michael Braasch, Hugh Griffiths, Peter Willett

Society Pioneer Award

Steve Butler, Pratap Misra, Michael Picciolo, Don Sinnott

Judith A. Resnik Space Award

George Andrew, Alope Roy, Mark Bentum, Maruthi Akella

Industrial Innovation Award

Joachim Ender, Joseph Guerci, Gary McGraw, Roberto Sabatini

There was discussion in the Awards Committee about starting a new Early Career Award. The Awards Committee is responding to a gap in our awards offering. The committee will bring a proposal to the Board in the spring.

AESS Professional Networking & Mentoring Program Update – Francesca Filippini

Francesca presented the status of the Mentoring Program.

We are working on automating the mentors and mentee applications.

ACTION ITEM: Judy Scharmann/Francesca Filippini – Send out social media with new testimonials for the Mentoring Program. AI-0922

ACTION ITEM: Francesca Filippini – Develop a survey for Mentees and Mentors in the Mentoring Program. AI-0923

It was discussed that we need new mentors in areas other than Radar.

ACTION ITEM: Francesca Filippini – Ask a Mentor to Write a Mentoring article for the magazine. AI-0924

Parking Lot – Joe Fabrizio

Joe asked Lorenzo Lo Monte to continue the Education discussion.

Lorenzo believes that we have to stick with English for the dissertations.

It is more complicated to include dissertations in other languages.

MOTION: Lorenzo Lo Monte moved to change the Robert Hill Award to indicate that the dissertation must be in English. Translated from another language to English is allowed. Mike Braasch 2nd. Motion passed. MO-0248

ACTION ITEM: Lorenzo Lo Monte/Judy Scharmann – Change the website and nomination form and indicate that the dissertation must be in English. Translated from another language to English is allowed. AI-0925

The IEEE AESS Engineering Scholarship

Lorenzo discussed the wording for the basis for judging and feels this is very generic. However, this wording came from the Foundation. We used the same wording as the Systems Council Scholarships. It was decided to leave it alone.

Funding requests for Education:

The Radar Summer School is requesting \$3,000 for the 2020 edition.

MOTION: Lorenzo Lo Monte moves that we give \$3,000 to the Radar Summer School for the 2020 edition. Hugh Griffiths 2nd. Motion passed. MO-0249

MOTION: Lorenzo Lo Monte moves that we send \$1,000 for the Rising Stars 2020 event in Las Vegas on January 3-5, 2020. Mike Braasch 2nd. Motion passed. MO-0250

We would like someone from AESS to attend the Rising Stars event. It would be great if Kameron could go. This will be determined.

Bob Rassa announced that Michael Wicks donated \$25,000 to AESS.

Bob reported that IEEE is going to move to tax 17% on all revenue, not just publications, beginning in 2021. That means that our conferences will see a tax of 17%. We are going to lose about \$60,000 because we have been paying a much lower pubs tax because we only have one journal. We are going to have to pay \$60,000 more tax.

The meeting was recessed until Saturday, October 19.

Saturday, October 19, 2019

Call to Order – Joe Fabrizio

Joe called the meeting to order at 8:30 am.

Joe addressed the officer vote taken on Friday. There was discussion among Board members that there was an irregularity. Joe assured there was nothing irregular about the vote. However, the discussion about the vote was disturbing, as this was a secret ballot. He instructed that in the future, if you have an issue, speak to the N&A Chair, not to other board members.

Student Activities – Bob Rassa

Bob Rassa reported on the status of Student Activities. AESS does have a focus on high school. We aim to help young people understand career fields. We support student projects.

ACTION ITEM: BoG – Due by Sept. 1, 2020, send requests for student funding. If you have a high school in your area that could benefit from funding, please let Bob know. AI-0926

ACTION ITEM: Mike Braasch – Advertise the AESS Engineering Scholarships at our conferences. AI-0927

Project funding for 2020:

Region 2 Student Activities Conference 2020 - \$2,000

Loyola High School – introduction to Engineering Program - \$5,000

MOTION: Bob Rassa moves to fund the Region 2 Student Activities Conference 2020 for \$2,000 and the Loyola High School Introduction to Engineering Program 2020 for \$5,000. Walt Downing 2nd. Motion passed. MO-0251

Francesca Filippini reported on Student Activities in the AESS. We have great initiatives. We need to let the students know of these initiatives. Francesca sent an email to 374 students, it was personalized, friendly, short, and interactive. Open rate was 60%. 90 people clicked on the survey. The survey was on communication preferences. How would you like to be contacted? (92% email) How often? (77.20% monthly.)

Francesca sent a 2nd email about Mentoring. As a result, 13 new mentees registered.

There was a discussion on how to keep students after graduation.

There was discussion about YP events.

ACTION ITEM: Mike Braasch – Encourage YP events at conferences. AI-0928

AESS Short Course Initiative – Stefano Coraluppi

Stefano reported the status of the Short Course Committee.

The business model was reviewed. We have 9 instructors and 10 courses.

Seven courses have been held to date. Several are planned for 2020.

We are keeping this to very high-quality instructors. We vet each and we want quality not quantity.

We want to increase supply and demand.

This is a great opportunity to advertise our online offerings on the Resource Center.

ACTION ITEM: Judy Scharmman/Stefano – Correct web site and manual to remove vTools to manage registrations and include ICX. AI-0929

ACTION ITEM: Bob Rassa/Judy Scharmman – Get information on the simplified ICX to Judy for the website and manual. IEEE said we can just send them the information for the few fields and they will enter it for us. Bob will work this and we can create a form. AI-0930

International Directors Summary – Sabrina Greco

Sabrina gave a status of the International Directors.

There are many open positions.

MOTION: Sabrina Greco moves to appoint Xiaopeng Yang for China, Wolfgang Koch for Western Europe, Joe Fabrizio for Region 10, and Laila Moreira for Region 9. Marina Ruggieri 2nd. Motion passed. MO-0252

For Region 7 – There were many suggestions and they will send to Sabrina.

Individual reports were presented.

The vTools meeting reports have all the meetings that people are having. This is a good resource.

Sabrina also reported on the WIE Panel to be held at the IEEE Radar Conference in Florence in September 2020. It will be held on September 24, 2020 during the conference luncheon. WIE events are for everyone, not exclusive to women.

MOTION: Sabina Greco moves that AESS sponsor the WIE event to be held at the IEEE Radar Conference in Florence in September 2020 for \$2,000. Walt Downing 2nd. Motion passed. MO-0253

This money would go directly to the conference for the event.

New Initiative from Lorenzo Lo Monte

Lorenzo presented a new idea for a Faculty Course Development Award. Money is given to a professor to develop a new course with a focus on AESS fields of interest. The details must be worked and brought back to the Board in the Spring 2020 with a formal motion. There was a lot of discussion on how to set this up, how it is filling a need. This could be for underserved areas.

[ACTION ITEM: Lorenzo Lo Monte – Work with the Education committee and put together a plan for the Faculty Course Development Award and bring to the Spring 2020 BoG meeting. The BoG supports the idea. AI-0931](#)

Round Table Discussion - IEEE Strategic Planning Update – Walt Downing

Walt reviewed the IEEE Strategic Planning update that will be up for vote at the TAB meeting in November.

Kathleen Kramer is on the IEEE Committee on Strategy & Alignment.

There was discussion on the goals and strategic objectives of IEEE.

Recognition of Outgoing Board Members – Joe Fabrizio

Joe Fabrizio recognized the following outgoing Board of Governors members:

Darin Dunham – Board of Governors for three years, from 2017 to 2019; VP for Industry Relations, 2019.

Fredrik Gustafsson – Board of Governors for three years, from 2017 to 2019.

Shannon Blunt – Shannon was appointed to the board following Bill Walsh's resignation from the board in 2018. He has served for two years and has chosen not to run again due to his work with the RADAR conference and the Radar Systems Panel.

Jason Williams – Board of Governors for three years, from 2017 to 2019.

Bob Lyons – Bob has continuously been on the board since 2005, serving as the VP for Technical Operations in 2009, the Executive VP from 2010 to 2011, and then in 2014-2015 as President of the board. He has continued his service as both Jr. and Sr. Past President for the last four years.

Sean Malek – Undergraduate Student Representative, 2018-2019.

Old Business, New Business – Joe Fabrizio

None.

Wrap Up/Action Item Review – Joe Fabrizio/Judy Scharmman

Joe gave a wrap up of the meeting.

Judy reviewed the action items taken during the meeting.

Addition action items:

[ACTION ITEM: Judy Scharmman/Walt Downing – Work on 2020 Committee assignments. AI-0932](#)

[ACTION ITEM: Judy Scharmman – Book hotel and meeting space in Florence for the Fall Board of Governors meeting, Sept. 25-26, 2020. Get contacts from Sabrina. AI-0933](#)

[ACTION ITEM: Judy Scharmman – Work with Patty Woodward to get Spring Board of Governors meeting booked at the International Radar Conference, May 1-2 in Washington, DC area at the Bethesda Marriott. AI-0934](#)

[ACTION ITEM: Judy Scharmman – Finalize arrangements for the Officers Meeting in San Antonio, Jan 17-18, 2020. AI-0935](#)

Adjourn

The meeting was adjourned at 12:00 pm.