

AESS Board of Governors Meeting
EICC
Edinburgh, Scotland, UK
October 15 – 16, 2007

Attendance:

Jim Leonard, Theodora Saunders, Bob Rassa, George Dean, George Zobrist, Marina Ruggieri, Hugh Griffiths, Dale Blair, Peter Willett, Cary Spitzer, Wu Shunjun, Ram Gopal Gupta, Ron Ogan, Erwin Gangl, Iram Weinstein, Bob Lyons, Jr., Mike Roberts, William Lyons, Barry Breen, Steve Watkins, Bob O'Donnell, Judy Scharmann

Call to Order:

Jim Leonard called the meeting to order and welcomed the attendees. Everyone introduced themselves. The Agenda was reviewed and revised, adding a Fellows Discussion to the Discussion Items. The modified Agenda is included in the Appendix.

MOTION: It was moved and 2nd to adopt agenda. **Motion passed.**

The Board went outside to take a photo.

Secretary Report: Theodora Saunders

Theo provided minutes from April meeting. Changes: Ron sent a correction by email. The date of the chapter summit should be Sept. 18. Jim thanked everyone for running the last meeting without him.

ACTION ITEM (AI-0065): Theodora Saunders – AES BoG Minutes need to be updated to reflect the correct date for the Chapter Summit date. (CLOSED – The final approved spring minutes reflect the correct date of the 18 September)

MOTION: It was moved by Bob Lyons, 2nd by Bob Rassa to accept the Minutes as amended. **Motion passed.**

Next meeting: Bob Rassa

Plans have been made to go to Monterey, CA in conjunction with PLANS. Dates: May 5-8. There was discussion on possible future meeting locations: Rome, DASC, AUTOTESTCON, and India. IEEE doesn't want us to conflict with TAB (FEB, JUNE, NOV).

ACTION ITEM (AI-0063): Bob Rassa – Bob Rassa and Barry Breen to precisely define the dates for the AESS BoG meeting for May, 2008.

ACTION ITEM (AI-0064): All – If anyone wants to propose places for future AES BoG meetings, they need to provide their input to Bob Rassa.

Review of Action Items: Theodora Saunders

Reviewed and closed many of the open Action Items. Thank you to board for taking care of action items. It's a short list!

From Connecticut Section: Theo made recommendation to expand focus to systems also, combining systems and AESS. It has been approved. We are now waiting for Region 1 approval. There has already been one official meeting. There is a mini conference coming up and Theo will give a talk on Systems Engineering and invite attendees for membership.

The minutes below include an overview of all the reports provided. Detailed presentations will be posted on the AESS Web Site.

President's Report: Jim Leonard

Jim Leonard wished to thank everyone for their great effort this year. This BoG meeting in Edinburgh is the first meeting outside the USA. Thank you to Paul Gartz, who got us involved in more international activities. This will continue under Bob Rassa's leadership. Thanks to the wonderful support from this board, Jim stated that his 2- year term had 2 major successes:

1. Budget. Many years ago we were on the watch list. Now we are in the black. AESS is very strong financially with over \$3M in reserves. This has been accomplished through our financial sponsorship of conference, among other things. Thanks to Barry Breen, our Conferences VP! Barry and Russ have gone back and looked at delinquent conferences and are getting them closed. The surpluses are being distributed and the loans returned. As a result, we had an \$800,000 surplus, which is amazing. One of the biggest contributors was the Big Sky Conference surplus.
2. The revitalization of the Student Chapter at UMR. The students got involved in the Australian contest, the Outback Challenge. They overloaded their airplane and it crashed. They got another airplane, and George Dean has volunteered to assist these students as necessary to get this airplane going. Their goal is to enter again next year.

Other highlights: Bob O'Donnell has taken over the reigns as VP- Education and is busily setting up a series of RADAR Tutorials based on those developed at Lincoln Labs (MIT). These will be one hour tutorials available to our AESS Members via the web. Assisting Bob is Steve Watkins from the University of Missouri at Rolla (UMR). Steve is Associate VP-Education. Bob was to come up with a business plan and he has done that. He tried to be conservative. Plans are to break even and profit in third year. Get this online. He has worked out details for people to be able to download. Bob will have more details in full report.

VP-Education Report: Bob O'Donnell (see report after Treasurer's Report)

Treasurer's Report: George Dean

George Dean reported that we were in good shape. The audit reports take place in Jan or Feb. so we don't have 2007. But 2006, surplus is 840K. We can proceed to spend our money as long as we stay within the guidelines of IEEE. George went over revenues, expenses, surplus and reserves. We are allowed to use 3% of reserves. Forecast for 2007 is \$84,000 surplus. It doesn't include everything. It will likely be substantially higher. 2006 has been audited. 2007

numbers don't have conference revenue or periodicals in yet. In 2006, Aerospace, AUTOTESTCON, DASC, and Fusion aren't closed. The problem is, we have conferences that are not closing. Bob Rassa, as a clarification, said estimates of surpluses were done in December of last year, and those estimates were incorporated in the 06 numbers. Many of the unclosed conferences have final reports in. When they do close, if the surplus is greater than budgeted, the 06 books will be revised. If it's too late, they will go into 07.

George Dean expressed concern that some of the checks are still going to Charley Gager.

ACTION ITEM (AI-0100): George Dean – George, get together with Barry Breen to compare and find out where surplus checks are.

Bob Rassa clarified that in the original forecast numbers, the actual surplus is going to be higher from AUTOTESTCON because we only had 2 sponsors. Now that will show up in the 07 finals. Could be at least \$50,000 more. IEEE does not know this yet. It will go in as closing numbers for 2007. The update didn't show up in the June Conference report from IEEE. Barry would like to get George's conference numbers and compare them with what he has. The numbers should agree.

George reviewed officers and committee budgets. It looks pretty good.

We decided to use 3% of our reserves. Put that in to 2008.

2006 FINANCIALS

The Audit Reports (FM-14 Report) show a net surplus for 2006 of \$848.5K. 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 \$1032.7K, more conferences were booked 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 \$366.7K compared to a budget of \$437.3K for a net increase of \$70.9K in the AESS surplus.

2007 FINANCIAL RESULTS

The third quarterly financial report, estimates the year ending with a surplus of only \$47.4 K. The final results will not be tabulated until January 2008. Two conferences of 2006 have not been closed yet and none of the 2007 conferences have been accounted. However, an estimated revenue of \$243K should be coming to AESS from the 2006 and 2007 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 2006 surplus, the society cash reserves on 31 December 2006 were greater than \$3.0 Million. The history of the Society's revenues, expenses, surpluses, and reserves follows for 2006

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 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

Purchase Orders (PO's)

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 **must** 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

For reimbursement of expenses, please send electronic copies to the Treasurer, g.dean@ieee.org and the originals to Alyson Rupp at IEEE TAD Finance, 445 Hose Lane, Piscataway, NJ 08854. This will expedite your refund.

Web line item should be called Video Education. We'll call it Web – Video Education.

ACTION ITEM (AI-0101): George Dean – will correct web line item name to Web-Video Education and get the name change to Alyson at IEEE.

Discussion regarding travel expense: Anyone who is traveling to this meeting, and their company will not pay, AESS will pay. Send George electronic expense report, and send originals and hard copy to Alyson Rupp. Any cost over \$25 requires receipt. Only send George the major expenses.

If any expenses come in after the first of December, let Jim know so he can put them on the accrual list so they will be charged on the 2007, not 2008. Regarding conversion: if you have an exchange receipt, you can use that. A credit card statement is okay, too. In the excel spreadsheet, it calculates it.

Judy made announcements regarding the planned dinners.

Bob Hill dropped by the meeting to put a reminder out regarding the RADAR conferences.

Erv reviewed dinner plans for Tuesday night. There are 24 signed up for dinner. It will be at the Caledonian Hilton. Meet for drinks at 7:30, dinner at 8:00. George Kirkpatrick will be in attendance as guest of honor. Business casual dress.

VP-Education Report: Bob O'Donnell

RADAR Tutorials Demo: Steve Watkins

Bob O'Donnell did a presentation on the AESS Video Education Program. The goal of this video education initiative is to provide low cost, high quality (both technical and video) education videos to our members, particularly our student members. Marina Ruggieri asked if she can use it in her class. It will be in English so it would help her students learn English. She could distribute a form for feedback from her class.

Program Goals:

- Procure and develop hardware and software infrastructure that will enable acquisition of tutorial, courseware, student lecture series library
- Tutorial Goals - Do beta testing of tutorials with three initial lectures
- Course Program Goals - Initiate in six months, the recording of a Digital Signal Processing course, by Dimitrius Manolakis
- Develop committee infrastructure to support this major education initiative

Implementation Progress - Summary

- A lot has been learned about the process of getting video courseware released, and a lot more will be learned in the coming months. The process will be easier, but not simple, second time.
- Release review of video material with DOD content will not be straightforward, but it's time-consuming.

- Because we are publishing on the Web, authors will need to obtain copyright release, if copyrighted material, particularly photographic, is used in their presentations
- We should go live when we have three finished tutorials ready to air

George Dean said as treasurer, he's concerned with where the return on investment is going. Bob has a business plan. The goal is not for it to be a cash cow. But, low cost, high output for the students to learn. Goal is to break even, but not to make a lot of money. Service is the goal.

There was discussion about some of the frustrations in getting this going: a little slow on getting the 3 tutorials up and a little slow with IEEE in getting the credit card stuff going.

There was discussion on whether there would be a certificate of completion. Bob said we don't have it, but will work toward that.

For 2009, we are looking to expand this to high school. There was discussion about expanding to Europe, and a potential partnership with IEEE Ocean Engineering Society.

ACTION ITEM (AI-0066): Bob O'Donnell – to identify the CEU and PDH for the tutorials.

Action Item for O'Donnell's business plan will be closed.

Erv pointed out that if no one knows about the courses, no one will take them. Word must get out. Within the next month there will be a rash of advertising: Systems Magazine, AESS web site, conferences, chapters, universities. There are 150 universities in the country that provide PhDs. Send to department head of each one of these. IEEE chapter chairs. Judy can help get the word out. Send out via email. AESS and GOLD has a Facebook site. That would be helpful for advertising.

There was discussion about purchasing laptops. You need a computer that is fast enough to run this. Not everyone has a 2.5 Ghrz computer with 1 gig ram, \$300 software, etc. The cap equip purchase does not go in your budget. The life of a laptop is 3-years. (\$3,000 each laptop is \$1,000 per year) Anything over \$1,000 needs an IEEE property number. O'Donnell is keeping track of all prop numbers.

MOTION (AI-0067): Bob O'Donnell made a motion for additional money (\$20K) to expand the tutorials into the European region and for the computers for the video. 80% of the money will be allocated for special computers to record the tutorials. 2nd Bob Rassa **Motion passed.**

Discussion: Bob Rassa said if we authorize \$20,000, when we buy cap equipment, that total expense doesn't hit us at once. It is amortized over 3 years. Of the \$16,000 for computers, only 1/3 will hit us this year.

Does the money go to NH or IEEE? Money for licensing goes to NH. As for the computers: Bob prepare specs for computer and dollar amount, George tells Alyson to authorize to buy them and specify where they will be sent. IEEE does all the purchase and tags it and mails it to where it should go.

ACTION ITEM (AI-0068): Bob O'Donnell - will get quotes for computers.

ACTION ITEM (AI-0069): George Dean – will appropriate the remaining money from the computers (\$20K less Bob O'Donnell quote) to the NH IEEE Section.

There was discussion on leasing the computers instead of buying. IEEE does lease some equipment, but with a lease, if you damage you the computer, you pay. The problem, you don't always get what you want. Bob O'Donnell was concerned that it would add 6 months to the schedule. We want to buy.

Bob thinks he won't need all of the \$56,000 in the 2008 budget.

ACTION ITEM (AI-0070): Bob O'Donnell – provide a more reliable estimate for next year.

New Motions:

MOTION (AI-0071): Bill Lyons made a motion to support the UAV student competition; asking for \$30K for this year as grant money to student entries. \$5K will go to UMR; \$25K to go to Queensland University of Technology (for students' entries). 2nd Bob Lyons. **Motion passed.**

There was discussion regarding the Outback Challenge. Students from university and high school fly a UAV on a mock search and rescue to find Outback Joe. It is a very high-profile annual event. Many sponsors put up \$60,000 worth of prize money: \$40,000 for 1st, \$20,000 for 2nd. (Australian dollars, which is close to USD). AESS granted unofficial sponsorship. Our logo appears on advertising. The purpose is, if you want to advance UAV, you needed some sort of unifying arena to do this, like a competition.

There was discussion to clarify the \$5,000 to UMR and the \$25,000 Queensland University of Technology, why would it be used in this year? The desire is to spend down the surplus. Next year would not be affected. QUT will give an accounting. This is for one year only. Any time we give chapter funds, that is a grant.

Back to motion discussion: the \$25,000 would fund student entries. Then there is the running of the event. Other funding would come in for that. We need to specify to QUT that OUR \$25,000 is to fund students only, not operational items.

There was discussion on who decides how we spend the \$25,000 for students. Have a committee and Bill Lyons. Do we set a limit for individual entries? What if someone needed \$10,000? Bob Rassa said we need to trust the committee. Generate MOU that would specify conditions.

ACTION ITEM (AI-0072): Bill Lyons – will develop an MOU between AESS and the QUT.

MOTION (AI-0073): Ron Ogan made a motion to \$6K pre-pay the deposit to Delta Quebec Hotel for the Chapter Summit. This part of the \$111K money we have allocated. 2nd Bob Rassa. **Motion passed.**

Discussion: We've been struggling to get a contract signed so we won't lose the date for Summit. They have a room, meals, etc. Inviting all chapter chairs from every chapter. The contract says you need a \$6,000 deposit. IEEE is holding us up. The motion will be based on getting a signed contract. No contract, no money. The attempt is to spend the money this year. It will come out of committee.

MOTION (AI-0074): Ron Ogan made a motion for \$9,050 for Chapter rebates; and \$500 for awards to outstanding chapters (to be spent in 2007). 2nd Ram Gupta. **Motion passed.**

Discussion: We pay \$50 for each meeting that is held. Chapter rebates. Only one chapter didn't have minimum meeting. We pay \$50 per meeting, up to \$300 max. \$9,050 has gone for chapter rebates. We want to recognize chapters, open discussion for this. Motion is asking for an additional \$500. We have given recognition to the Best International Chapter and Best US Chapter. This \$500 would go for plaques.

MOTION: Ram Gupta made a motion requesting \$20,000 (to be spent in 2008) for India AESS chapter to hold a seminar. This will be a seminar with higher officials and students. **Motion withdrawn.**

Last meeting we approved \$20,000, so we only need \$5,000. We can resend the previous motion. Let's deal with motion on the table.

If the \$20,000 can be released now, we only need \$5,000. Give the chapter the \$20,000 now and tell them it is for the 08 activity.

MOTION (AI-0075): Ram Gupta made a motion requesting \$5,000 in 2007 for the Student Project Contests in India. 2nd Ron Ogan. **Motion passed.**

ACTION ITEM (AI-0076): Ram Gupta - Request the \$20,000 to be sent to the India Chapter now to put on the 08 activity. Get a MOU so everyone understands what we are doing with the money.

ACTION ITEM (AI-0077): Ram Gupta - provide article for his seminar to Evelyn for the Systems Magazine.

Discussion: money goes to AESS Chapter in India. Ram Gupta will be agent that will ask George Dean for the money. (Allocated in 2007.)

George Dean: point of order, George Dean is not a member-at-large.

Point of clarification: the president has a discretionary fund for general purposes.

George Dean made an announcement regarding the fact that we had a web site and the guy was going to charge us \$15,000 and now we have a new web site designer and is charging us less. It saved us \$7,000. Thank you to Bob Rassa for finding the new designer! (Chris Dyer and Conference Catalysts)

Candidates For BoG/Exec VP: Paul Gartz

We still have not heard from Paul Gartz. We will come back to this agenda item.

Plans for 2008 Chapters Summit: Ron Ogan

Next year we'll hold Summit in Quebec City, Canada. Ron briefly showed us what is in store. "Electronics in Motion" (Paul Gartz used it in DASC.) Theme is Promoting the Systems Engineering vision transnationally. The date for the Summit is Sept. 18, 2008.

The contract is being negotiated and is going to be completed at end of week.

Ron shared pictures with the board and the Univ. of Waterloo sent a gift to Pres. Leonard, a book about the Univ. of Waterloo. We will have some board members at the Summit.

Jim reported that Myron Kayton came to Univ. of Missouri in 2006 as DLP, talked about an observatory on the back side of the moon. He came to Boeing and talked-same topic. Jim invited Larry Chastain to come and talk in November, 2007.

Student Chapters: – Jim Leonard

Jose is busy; Steve Watkins will be taking over next year. Jose is still the assistant treasurer.

VP Reports:

Member Affairs: Jim Howard (absent)

We experienced a down in membership, but thanks to Jim Howard, we are up. He is absent, but thanks go to him for his work with Member Affairs. Over 5,000 members.

Discussion: Samieeee is going to be replaced next year. Historically AUTOTESTCON offers free IEEE membership and AESS offers memberships. This year we signed up 115 new members at AUTOTESTCON. At all conferences, we have a booth, with membership information.

Conferences: Barry Breen

Barry Breen gave a very comprehensive report on AESS conferences.

The most delinquent conferences in reporting their financials and returning the money are:

- 2004 Radar Conference (Philadelphia)
- 2005 International Radar Conference (Arlington, VA)
- 2005 8th International Conference on Information Fusion (Philadelphia)

For some reason unknown to Barry, the conference penalties have been suspended for 2007, however, we were fined heavily for each of these up until 2006. Barry requests that the conference representatives from the AESS board please work to close out the books on these conferences ASAP.

We have a new financially sponsored conference since the last detailed report, the Integrated Communications, Navigation and Surveillance conference (ICNS). This conference was formally sponsored solely by NASA. The government has instituted new rules prohibiting government agencies from collecting fees from attendees to conferences. As a result, we were approached in late 2005 to co-sponsor this conference with AIAA-DATC and include NASA as technical co-sponsor. There is a lot of overlap in interest and volunteer personnel between the DASC and this conference.

At the last minute in 2006, NASA took over full financial responsibility and we reverted our position to technical co-sponsor. This year, however, with a full MOA in place, the DATC-AIAA and IEEE-AESS were financially responsible with NASA as technical co-sponsor. The closing of this conference is well underway at this time. The change in government policy about collection attendee fees also resulted in problems for another space imaging related conference that takes place annually in Hawaii. I responded favorably to a call from a convention development organization in Maui asking if we were interested in sponsoring a former NASA conference there. They are also talking to AIAA and I haven't heard back. In other areas of conference development, we have been approached by a number of resorts and convention bureaus familiar with IEEE looking for us to consider their venues. This includes the Anchorage Visitors and Conventions Bureau and the Parker Pacific Corporation, the latter of which hosts an annual show for convention and meeting planners in Seattle. Over 15 resorts and convention centers along the west coast and in the Caribbean were represented. Many are in locations that our conferences regularly locate. Interested conference committees can contact me or Paul Kostek for details.

Barry gave a comprehensive summary status of all AESS sponsored conferences. This is the first comprehensive report generated since the Fall 2004 BOG meeting, so any status that has changed since then is included. Hence the report is quite large and some information is updated as far back as 2002.

Status of all Financially Sponsored Conferences –

Aerospace 2002 – Closed 12/05 with \$74,960 surplus
Aerospace 2003 – Closed 12/05 with \$112,612 surplus
Aerospace 2004 – Closed 12/05 with \$166,547 surplus
Aerospace 2005 – Closed 7/06 with \$227,936 surplus
Aerospace 2006 – Approved budget \$61,285 surplus (loan repaid 10/06)
Aerospace 2007 – Approved budget \$81,528 surplus
Aerospace 2008 – Approved budget \$95,764 surplus
Autotestcon 2004 – Closed 6/06 with \$256,816 surplus (\$85,605 to AESS)
Autotestcon 2005 – Closed 10/06 with \$171,169 surplus (33%)
Autotestcon 2006 – Interim budget \$153,324 (33%)
Autotestcon 2007 – Approved budget \$122,233 (50%)
Autotestcon 2008 – Approved budget \$118,770 (33%)
Autotestcon 2009 – Approved budget \$162,855 (37.5%)
Carnahan 2004 – Closed 2/07 with \$8,380 surplus
Carnahan 2005 – Technical Co-sponsor
Carnahan 2006 – Final report with \$7,578 loss
Carnahan 2007 – Approved budget \$11,290 surplus
Carnahan 2008 – Technical Co-sponsor (Prague)

21st DASC 2002 – Closed 4/05, \$22,559 surplus (\$11,280 to AESS)
22nd DASC 2003 – Closed 7/04, \$55,265 surplus (\$27,633 to AESS)
23rd DASC 2004 – Closed 2/07 with \$77,193 surplus (50%)
24th DASC 2005 – Final report \$26,344 surplus (50%)
25th DASC 2006 – Final report \$38,981 surplus (50%)
26th DASC 2007 – Approved budget \$34,378 surplus (50%)
27th DASC 2008 – Planning stages for St Paul, MN
28th DASC 2009 – Tentatively planned for Orlando or Melbourne/Daytona Beach
29th DASC 2010 – Tentatively planned for Denver/Colorado Springs
8th FUSION 2005 – Approved budget 57,224.60 surplus (45%)
9th FUSION 2006 – Approved budget 9,541.00 surplus (50%)
ICNS 2006 – Technical Co-sponsor
ICNS 2007 – Final report \$29,328 surplus (50%)
ICNS 2008 – Planning stages for Bethesda, MD
8th IECEC 2008 – Technical Co-sponsor
NAECON 2008 – Planning stages for Dayton
PLANS 2002 – Closed 11/04 with \$33,261 surplus
PLANS 2004 – Final report \$42,276 surplus
PLANS 2006 – Final report \$179,204 surplus (\$89,602 to AESS)
PLANS 2008 – Approved budget \$94,152 surplus (50%)
RadarCon 2002 – Closed 9/03, \$61,369 surplus (\$30,685 to AESS)
RadarCon 2003 – Closed 10/04, \$52,699 surplus (\$26,349 to AESS)
RadarCon 2004 – Approved budget \$58,988 surplus (50%)
International Radar 2005 – Approved budget \$209,715 surplus (50%)
RadarCon 2006 – Closed 4/07 with \$104,690 surplus (50%)
RadarCon 2007 – Approved budget \$52,221 surplus (50%)
International Radar 2007 – Technical Co-sponsor
RadarCon 2008 – Approved budget 20,447 Euro surplus (100%)
International Radar 2008 – Technical Co-sponsor
RadarCon2009 – Planning stages for LA
2004 36th IEEE Southeastern Symposium on Systems Theory (SSST 2004) – Closed 3/07, \$4,260 surplus to AESS

History of Conference Fines –

September 2006

RadarCon 2004 - \$750

Plans 2004 - \$750

August 2006

Fusion 2005 - \$350

July 2006

RadarCon 2004 - \$750

PLANS 2004 - \$750

June 2006

International Radar 2005 - \$350

May 2006

RadarCon 2004 - \$750

PLANS 2004 - \$750

April 2006

Aerospace 2005 - \$350

November 2005

Autotestcon 2004 - \$175

SSST 2004 - \$600

April 2005

SSST 2004 - \$350

November 2004

Aerospace 2002 - \$750

May 2004

21st DASC 2002 - \$600

April 2004

Aerospace 2002 - \$750

Aerospace 2003 - \$350

January-March 2004

3 MOS. NO FINES!

December 2003

21st DASC 2002 - \$350

November 2003

Autotestcon 2002 - \$175

PLANS 2002 - \$600

October 2003

Aerospace 2002 - \$600

September 2003

NO FINES!

August 2003

Fusion 2002 - \$350

June - July 2003

2 MOS. NO FINES!

May 2003

PLANS 2002 - \$350

Aerospace 2002 - \$350

April 2003

Aerospace 2001 - \$750

Aerospace 2002 - \$350

December 2002 – March 2003

4 MOS. NO FINES!

[ACTION ITEM \(AI-0078\): Barry Breen – provide an addendum to his report. \(CLOSED – see update below.\)](#)

Status of AESS Conferences

Updates to the October 15, 2007 report

Additions/changes reported at the meeting:

4-5 November 2007 International Workshop on Haptic Audio Visual Environments and their Applications, Ottawa, Canada – Technical Co-sponsor

22 November 2007 IEE Forum on Waveform Diversity and Design in Communications, Radar and Sonar, London, UK – Technical Co-sponsor

9th Fusion 2006 – Final report \$60582 (50%)

International Colloquium on Information Fusion (China) – Technical Co-sponsor

10th Fusion 2007 – Technical Co-sponsor

2007 Radar Resolution, Nonlinear Estimation, and Other Gratuitous Remarks on the Back of an Envelope: A Tribute to Fred Daum – Technical Co-sponsor RadarCon 2009 – Approved budget

\$49,700 surplus (50%)

International Radar 2010 – Planning stages for Washington, DC

Post meeting update, E-mail was received and the MOA for NAECON 2008 was approved by IEEE

Barry: The updates to the technical co-sponsorships are listed above. It does jive with George Dean's report.

There are 2 technically co-sponsored conferences on the back of the magazine that Barry has no information on. IEEE needs to check with Barry to see if we really are co-sponsor. 2007 HAPTIC, and 2007 IEE Forum on Waveform Diversity and Design in Communications, Radar and Sonar. IEEE has a new conference approval form so they automatically come to the sponsoring society. There are a few filed that he has not heard of, so Barry had to contact IEEE. Fusion 2006 hasn't closed, but George said it has reported final numbers. Peter Willet said yes. 10th Fusion, doesn't know anything about it. We paid the conference services overhead fee. We think we are a technical co-sponsor only. They have not let Barry know.

There is a conference missing from report: 2007 International Colloquium on Information Fusion in China in January. Wu was involved. Also, Fusion 2007 in Quebec. Quebec has a budget on file. IEEE is telling us through George Dean's report that we have \$10,000 surplus coming.

Barry said the money belongs to ISIF. One other tech co-sponsorship that doesn't appear anywhere: LA 2009 Radar conference filed budget, \$49,700 of which we will get 50%.

International RADAR in 2010. Barry has no specifics. We will be financial co-sponsor.

Big Sky, permanent tech co-sponsor? Yes. AIAA is going to be a permanent tech co-sponsor.

If someone has not filed a conference form, they don't get listed. Also, the lag between submission deadlines for the magazine might prevent someone from getting listed in a timely manner. There is a processing "filing" fee for each conference. You can't really fine people for not closing on time due to many problems with IEEE, or Bob's problem with AUTOTESTCON, etc.

Administration: Bob Trebits (absent)

Technical: Jim Huddle, reported by Bob Lyons

1. Budget

Expenses to date for Technical Operations remain within budget.

2. Technical Panel Reports

Attachment 1 summarizes the present status of the technical panels.

Five (5) technical panels are active:

1. The Gyro and Accelerometer Panel (GAP) remains active under the leadership of Randy Curey. Refer to Attachment 1.A for Randy's report.
2. The Space Systems Panel remains active under the leadership of Marina Ruggieri. Refer to Attachment 1.B for Marina's report.

3. The Radar Systems Panel remains active under the leadership of Hugh Griffiths. Refer to Attachment 1.C for Hugh's report.
4. The Target Tracking Systems panel remains active under the leadership of Dale Blair. Refer to Attachment 1.D for Dale's report.
5. The Large Scale Systems Engineering Panel is active under the leadership of Paul Gartz.

3. Distinguished Lecturers Program

The activity of the Distinguished Lecturers program for the years 1999 through the present year 2007 is summarized in Attachment 2. The latter 6-month period for 1998 is also shown.

The average number of lectures per year over the 1999 through 2004 time frame has been approximately eight (8) with a peak of 12 in 2001 and a low of six (6) in 1999. A significantly greater number of 15 lectures were given in 2005 as some lecturers provided a number of talks during trips that included several locations.

For the year 2006, ten (10) lectures were formally delivered. An additional two lectures were given in Missouri on an ad hoc basis for a total of twelve (12) for 2006.

For the year 2007, six (6) lectures have been given and eight (8) lectures are in process as shown in Attachment 2.

A new lecturer Dr. George Schmidt has been added to the Distinguished Lecturers Program. He will lecture on Trends in Inertial and GPS Technology. George has been associated with Draper Labs in Cambridge, MA for many years and is currently the Editor-in Chief of the AIAA Journal of Guidance, Control and Dynamics.

4. PLANS

The AESS and the ION will co-sponsor the PLANS 2008 Conference after the successful PLANS 2006 Conference that returned a surplus of \$89,602 to each sponsoring organization. A final independent audit of the PLANS 2006 financial results has been completed.

PLANS 2008 will take place at the Hyatt Regency Hotel in Monterey, CA on May 5th through May 8th, 2008. The Hyatt Hotel was the venue for PLANS 2004. PLANS 2008 is in compliance with all IEEE Requirements.

The Awards Lunch is scheduled for Thursday, May 8th and will be attended by the AESS Board of Governors.

The Gyro & Accelerometer Technical Panel will also meet in conjunction PLANS.

Meeting rooms have been secured by the PLANS Meeting Coordinator, Lisa Beaty for the BOG and GAP Meetings on Thursday & Friday, May 8th & 9th at no cost.

Theodora Saunders has taken the action (see AI-0081) to obtain a “Plaque of Appreciation” to be presented to the PLANS General Chair, Chuck Bye at the Awards Lunch by our incoming AESS President, Bob Rassa. Chuck plans to retire from the General Chair position and is currently seeking a replacement.

John Weyrauch has agreed to serve as AESS liaison to the PLANS 2010 Executive Committee replacing me in that position.

Respectfully submitted,

Dr. Jim Huddle

Vice President - Technical Operations

AESS Board of Governors meeting will be Thursday and Friday, May 8-9. Closes out ACTION ITEM (AI-0063).

Discussion regarding DLP travel. They are allocated so much per trip, inside and outside USA. Honorarium for DTP, not DLP.

Also, discussion on whether a DL gives up rights to their lecture to AESS. No, we don't publish it, we don't own it.

Publications: Peter Willet (no report from absent Joel Walker)

Transactions:

It appears that we have reached a plateau pretty much where we want to be in terms of processing time: about 3 months until first decision. We are stable (and slightly increasing, although it is difficult to discern due to the partial-year reporting) in terms of submissions to the Transactions, at 300-350 articles of various types per year.

Lance Kaplan and Gerard Lachapelle continue to serve as Associate Editor-In-Chiefs. In addition to his duties at our magazine, his technical editorship for Electro-Optic/Infrared Systems at the Transactions and his help as Associate EIC, Lance has taken over as editor of the Tutorials, and I expect that all of you have recently seen the fourth tutorial appear. I think it is a great credit to us, with topics such as a SAR primer and on the use of LORAN for communications.

Author News

I am happy to report that there is rather less news of misbehaving authors than in the past. In fact, there is exactly one case of it: it appeared in the two weeks before this meeting and is a typical case of paper-shopping

(serial submission) that was discovered by an alert reviewer and Command/Control/Communications TE Michael Rice. Thanks to George Schmidt from AIAA JGCD, too.

Over the past six months we have had three instances of complaints from disgruntled authors.

- One case was of an author whose paper was rejected based on a fairly detailed but single review citing triviality. While this is within IEEE rules, the AE has (and all AEs have) been counseled always to get multiple reviews, to avoid similar situations. In fact, the AE in question had much work to do to back up the claims.
- One case was of a revised paper that was rejected due to the authors' apparent lack of response to the first review. It turned out the authors had uploaded their "reply" as a "cover letter" and that the letter is not seen by the reviewers. Both the AE and author were at fault here. A new review has proceeded.
- One case was simply a very unhappy author who did not like the review and now does not like the AE.

This is three incidents too many, of course, but some complaints are inevitable. In any case, we support our editorial volunteers as much as possible – while of course offering constructive criticism. We have tried to handle them all with care, empathy and tact, and we hope we have come to agreeable resolutions in all cases. It is perhaps worth noting that the authors' complaints are perhaps not always quite so tactful.

Associate and Technical Editor News

- Radar TE Ed Chornoboy has unfortunately had health problems. I did fill his role myself for 6 months or so, but he informed me last month that he would not return. Murali Rangaswamy has taken over as Radar TE.
- We have accordingly added Chris Baker of University College London as Radar AE. (Thanks to David Salmond and Hugh Griffiths for suggesting him.)
- The Navigation area is enjoying nice growth, so TE Gerard Lachapelle has been joined by Dan Aloï from Oakland University and Sam Pullen from Stanford.
- Tom Robertazzi has been holding down both "Fault Tolerant Systems" (FTS) and "Intelligent Systems" (IS) technical areas. He has asked to be relieved of FTS, since it is no longer a research thrust of his; and to be more involved with communication networks. Accordingly, both of his wishes are granted: he is no longer FTS TE, and he now is, as well as IS TE, junior AE to Michael Rice in the CCC area handling networking papers.
- Mogens Blanke of the Technical University of Denmark is now FTS TE.
- Ernest Hanff has stepped down as "Simulation Systems" TE. Since these papers are rare, I have removed the technical area.

M. Barry Carlton Award

I am pleased to announce the winner of the 2005 M. Barry Carlton Award. The Award acknowledges what is judged the best paper in the AES Transactions in each calendar year. In 1957, a year after his death in an air accident, M. Barry Carlton's friends established the award

as a means to honor a man who had dedicated much of his life to promoting the reliability of communications equipment, especially that relating to air transportation. It is one of the IEEE's oldest awards and supports a wonderful tradition of excellence.

This year's recipients are Y Wang, X. Li, Y. Sun, Jian Li (from the University of Florida) and Petre Stoica (from Linkoping University in Sweden). Their paper "Adaptive Imaging for Forward-Looking Ground Penetrating Radar" appeared in the Transactions' July 2005 issue (volume 41, number 3, pages 922-936), and was nominated by Fulvio Gini from the University of Pisa in Italy. Endorsements to the nomination came from Professor Andreas Jakobsson of Karlstad University (Sweden), Professor Randolph Moses of the Ohio State University, Professor Wenbiao Wu of Civil Aviation University of China; and T-AES Associate Editor for Radar Dr. Victor Chen of the US Naval Research Laboratory provided a particularly telling recommendation.

Requests & Plans

- I am grateful to Judy for her work on the AESS web pages, and her willingness and speed in making our Transactions updates happen. Judy thanked Conference Catalysts for their cooperation in getting the updates to the site in a timely manner.
- As before, we are always interested in new topical areas. For example, based on the clear interests of the board, I would like to develop a "Systems of Systems" area. However, we need an appropriate person to be TE in this area, plus of course good peer-reviewable papers.
- Evelyn, Andy & I are negotiating means to move papers between Magazine and Transactions, when that move is called for.
- We need a color publicity "flyer" of the Transactions (and perhaps of the Magazine, too) that can be distributed at conferences. We have identified a qualified person, and we hope to proceed with this, soon. Presumably, our template will be of use to Systems, too.
- The flyer would be a good way, for example, to solicit articles for the new HMI area. Despite the new HMI technical editor Alan Jacobsen and despite my trolling submitted papers for those that ought to comfortably be HMI, I have only seen one so far, and as yet I am not sure that Alan is interested. I have begun writing to writers of promising HMI-related conference papers to ask that they consider submitting to the Transactions. Help from the BoG would be appreciated.

There was a discussion on plagiarism and if this was an issue. There are some problems and there is a list of banned authors. Another problem: Authors from overseas submitting papers, and not coming to the conference. Ban them? Bob Rassa reported that IEEE has taken on the subject of no-shows. IEEE said you can't blacklist them. We have tried pulling their paper from xPlore, or proceedings.

Discussion regarding the need for more nominations for the M. Barry Carlton Award. The board needs to get on this.

Discussion regarding our pubs cost is going up from 48 to 50 dollars a page. We are continuing to convert our old articles into PDF files that are word searchable.

People actually want articles from the past. Bob Rassa asked if we would consider an alternate pubs house at only 60% of the cost. Dave Dobson says NO. Bob's suggestion would be to request a proposal to compare. The proposal should come from the VP of Pubs. (Joel)

ACTION ITEM (AI-0079): Joel Walker – discuss with Bob Rassa and get some quotes in to validate our pricing for publications.

Jim Leonard reported that our pubs have received some awards. (Announcement of awards displayed in meeting room.) Evelyn is working with Erv to work in some award sites to put in additional nominations for our pubs. Examine how this is coming for next meeting.

Adjourn until tomorrow.

Tuesday, October 16, 2007

Executive VP Report: Bob Rassa

Proposed constitution changes initiated by BoG, or petition by 25 members

BoG approves proposed changes to Constitution

- Vote process not specified; ergo is simple majority
- proposed amendment written up in Magazine
- Automatically become effective unless at least 10% of members object within 30 days of publication
- Submitted (in parallel) to TAB VP for review and approval

Proposed bylaws changes initiated by BoG

- Vote requires 2/3 majority
- Publish amendment in Magazine; no approval required
- Submitted (in parallel) to TAB VP for review and approval

Should review Field of Interest periodically. We need to decide if we want to change the official Field of Interest in the Constitution. It is different than the one posted on the web site.

Bob proposes leaving it alone. Ron recommends that he ask for feedback from chapter chairs.

Bob cautions that if there is nothing wrong with it, why mess with it. Don't want the hassle of TAB. Bob went to IEEE and ask for the Field of Interest that they had on file. That is the correct one. So, we'll leave the field of interest alone.

ACTION ITEM (AI-0102): Bob Rassa - send a markup version of constitution to the board within the next 21 days, and then have a vote.

IEEE must have's:

Define a Quorum

- *Needs firm definition of member majority*

AESS voting members can be 24, 25, 26 by including the 24 member at large, plus one or 2 of the past presidents.

Actions of Governing Body

- i.e. electronic voting
- *Have write-up*

Nomination and Appointments Committee Operating requirements

- *Define position of N&A*

Nominations and Petition Signature Requirements

- *Done*

Insert “IEEE” before “Executive Director” when referring to IEEE’s Chief Operating Officer

- *One instance; we refer to old name of General Manager*
- *But we do have a few cases of misidentification of IEEE HQ principals to fix*

ACTION ITEM (AI-0080): Bob Rassa – to discuss with RAB regarding the Quorum requirements.

Proposed “Structural” Changes

Add optional position of Executive Assistant

- *This is a long-overdue aspect of Society administration that can greatly assist the Officers in the performance of their duties*
- *Usage by officers will be totally optional*

Add 3rd required Meeting, of elected officers, during 1st quarter of each year

- *Rationale: Those Societies holding such a meeting have it to be highly effective and this is recommended for AES*

Define Standing Committees and Panels in Bylaws, along with their reporting structure

- *Rationale: Institutionalizes these activities*

Add non-voting Student Representatives (1 grad, 1 UG)

- *Rationale: Try it, you’ll like it!!! One Society did it 4 years ago with huge success*

Student reps: we need board to recommend students that they would like to see in these positions. It would be one-year term, renewable. If you wanted it to be longer, we could do that. Also look in student chapters for candidates.

Bob requests approval or consensus of the proposed changes.

Ron Ogan: what restricts these from happening right now? Bob wants to institutionalize this 3rd meeting.

Ron Ogan: is it an advantage to institutionalize it? Bob Rassa: yes, it makes it better to pass it on. The process is there for the next guy.

Motion (AI-0103): Bob Rassa moved to accept the proposed structural changes as a whole. 2nd Hugh Griffiths. Motion passed.

Discussion regarding the formation of an Ex-Com. Bob was worried about doing that. He can define an Ex-Com with limited authority. Don’t think we want that.

Officers, unless they are BoG members, can’t vote anyway. The people at this 3rd meeting can’t do anything. It’s more a strategy meeting.

This 3rd meeting doesn't have to be with travel. It could be tacked on to another meeting, or a virtual meeting.

Motion (AI-0083): Bob Rassa moved to institutionalize a 3rd stand alone meeting by the President and Officers to address strategic AESS issues; seconded by Hugh Griffiths. Motion passed.

Constitution Changes:

Define that elected BoG be any IEEE member grade above Student

- *Rationale: to agree with IEEE Bylaws on elected officials*

Make Past President a voting member of BoG

- *Rationale: helps assure continuity*

Incorporate IEEE “Must-Haves”

- *Rationale: duh! (“because we must”)*

Define Quorum (Article VII Section 3) as 13 members

- *An IEEE “Must-have”*
- *BoG is 24 members; officers who are not elected BoG do not have vote; President & Exec VP must be BoG members to be elected*

Add 2 Student Reps as non-voting

Add Nominations & Appointments Chair definition

Correct a few typos etc

Affiliate members cannot run for office. That is defined.

Discussion regarding appointed officers that are not on BoG, currently have no vote. We can change that if you want. Open for discussion. Jim Leonard thinks no, but open for discussion. George Dean finds it difficult to only make comments, discuss, and can't make a motion, 2nd, or vote. He thinks officers should be able to vote. No argument there. We must require that a person be an elected BoG member before he/she can be an officer. But, that could be restrictive to the President. Board members serve a multiyear term and can be re-upped. Officers are going to be Senior level people. President probably wouldn't put a brand new person in a job. There was discussion regarding past-presidents being voting members. Many thought we need that continuity. These are two separate issues:

1. Past presidents voting members.
2. Officers voting rights

Let's take these on separately. Currently, the constitution doesn't specify that the past presidents are voting members. So our voting members would be 24, 25, and 26. So quorum would need to be 14.

Motion (AI-0103): Bob Rassa made a motion to make Jr. and Sr. past presidents voting members of the Board. Motion passed.

ACTION ITEM (AI-0082): Bob Rassa – define the responsibilities of Junior and Senior Past Presidents.

There was discussion regarding the GOLD program. The GOLD program tracks from date of graduation. GOLD program should only include those that are not students.

Ram suggested we make them 2-year terms, not 1-year terms re-appointable. But, what if you get a senior? Two years might not work.

MOTION: Ram Gupta made a motion to have a two-year appointment for student representatives. 2nd, Ron Ogan. Motion failed. (3 for, 10 against)

Discussion: What happens if someone graduates after one year? That person would not be able to fulfill his/her term. Talked again about a 1-year term with the ability to re-appoint, but now we have a motion. It seems that if we have 1-year re-appointable, that's probably what will happen. They would be reappointed if they qualify. We preserve flexibility if we leave it as one year. It was agreed that 1 year would be better.

MOTION (AI-0086): Bob Rassa moved to adopt all proposed constitution changes. 2nd Ron Ogan. Motion passed 100%.

Bylaws Changes:

Add Executive Assistant

– *Rationale: previously discussed*

Delete option to be BoG without AES membership

– *Rationale: this is just normal operational process*

Define Nominating Committee Chair as past-pres

– *This is the way we have been operating*

Add 3rd required meeting, of Officers, within 1st quarter of each year

– *Rationale: previously discussed*

Add electronic voting process

– *Rationale: IEEE requirement*

Add appointed officer listing with summary duties

– *Rationale: provide continuity of operations*

Right now, up to 3 members of the BoG do not have to be members of AESS. Change it!

Institutionalize Nom. Comm. Chair as past pres.

Institutionalize the 3rd meeting. Say “meeting per Constitution”. Since we already approved it for the constitution. Officers include associates if the president wants.

Electronic voting process in constitution, should say “voting shall occur as specified in the bylaws”, and then put the process in the bylaws. That's where it should be specified.

Add officer listing and summary of duties.

MOTION (AI-0085): Bob Rassa made a motion to adopt all proposed Bylaw changes. 2nd Ron Ogan. Motion passed 100%.

MOTION (AI-0087): Bob Rassa made a motion to adopt the rule for having 2/3 of the voting members for constitution changes. 2nd Bob Lyons. Motion passed 100%.

No changes to voting on bylaws. It is still 50% vote.

There was much discussion about IEEE mega issues. A lot of focus was on students and career development. The video education program will be great for career development. There was discussion on Council formation – how to. Discussion on conference no shows. Blacklisting is not IEEE policy. There was much discussion on solutions. It was suggested to put paper in conference proceedings, but not on xPlore. But, IEEE says you can't pull a paper from Xplore if it is in the proceedings. No shows damage image of conference. IEEE is working on the recommendation. This issue is going to come up at TAB for a vote. Erv suggested that no shows don't get into the proceedings. The proceedings come after the conference, so you can do a "preliminary" conference proceedings, and then mail a "permanent" proceedings later. Maybe call the prelim a "papers submitted" CD. Then publish the proceedings after the conference. Bob Rassa thought this was a great idea and he would bring it up at TAB. Council formation: initial councils are defined by 2 or more societies with like interests. AESS is part of Systems Council. Theo Saunders and Bob Lyons are reps. It was requested that Theo send us overview of what happens at Systems Council. Theo has minutes and she will share them.

ACTION ITEM (AI-0088): Theo Saunders - send Systems Council minutes to all AESS BoG Members.

Jim Leonard said the Engineering Management Society has regressed. Now they are a council. Does anyone on the board want to be a rep to this council? Ram Gupta wants to be that rep. Jim will recommend him to the council.

ACTION ITEM (AI-0104): Jim Leonard – recommend Ram Gupta to the Engineering Management Council.

Bob Rassa reported on the Systems Conference in Hawaii. He said that there were 100 attendees. The week was bad, it was right after Easter. Small hotel, penalty to pay. We booked rooms for too many and so we had to pay. Paul Gartz is going to try and get it back. The next one is in May in Montreal. Pubs is going well. 9 good articles. People seem to like it.

Officers: please send Bob a write up of your duties for the bylaws.

ACTION ITEM (AI-0089): All Officers – email a description of responsibilities to Bob Rassa for inclusion in the Bylaws.

Awards: Erv Gangl

AESS has a series of standing awards (listed in magazine) paid for out of AESS budget. We have contracts with a couple of award companies. Erv gave an overview of the AESS "official" awards.

The Barry Carlton Award:

The 2005 M. Barry Carlton Award to:

- Yanwei Wang
- Xi Li
- Jian Li
- Yijun Sun
- Petre Stoica
-

Add a 5th name to the Barry Carlton Award: Jian Li.

[ACTION ITEM \(AI-0105\): Erv Gangl - add 5th name to Barry Carlton Award, Jian Li. \(CLOSED\)](#)

The Harry Rowe Mimno Award
2005 to:

- Igor Y. Immoreev
- Sergey Samkov
- The-Ho Tao

The Pioneer Award:

2007 to:

George Kirkpatrick

Erv has been working with hotel for the Pioneer Award Orientation Dinner. The plaque costs over \$1,000. This is traditional. We've had the same plaque since 1949. There have been suggestions to update the picture on the plaque. But, it would cost a lot to recast the bronze, etc. So, we are leaving it alone.

Fred Nathanson Award:

2007 to:

Michael Picciolo

This award is handled at the RADAR level, although they asked AESS to handle it. The plaque is involved and is very expensive. It has to be done in 3 parts. Once we've used up all the parts, we'll go to a more consolidated design.

Warren White Award:

2007 to:

Dr. Joseph R. Guerci

Plaque is similar to the Pioneer Award. It's cast in a single process. \$1,000 for the plaque.

Robert A. Profet Award:

This award was rejected by TAB. They didn't think it was proper to name an award after him due to something he did. Said he was a crook. An award has already been presented to the family.

TAB said you could still give the award in recognition of outstanding organizational leadership, but the name Profet has been dropped.

It is now: “Outstanding Organizational Leadership Award”. The plaque needs to be redesigned. The family has not been notified. They were presented the award, but no money was involved. This was just to give it as an appreciation to the family. No committee was formed to start this official award process. Now, since TAB rejected it, name had to be changed. So we will re-apply to TAB with the name change.

We will leave this alone and not do this again.

ACTION ITEM (AI-0106): Bob Rassa - inform the family that it was a one time award so there is no confusion.

Judith A. Resnik Award:

2007 to:

Meyya Meyyappan

We are trying to get nominations. Go to the IEEE web site to get nomination instructions.

For the website, Erv has agreed to put a write-up together. There are awards everywhere. Some Erv is not aware of. Panels, conferences, sections, etc. have all these awards. We need a structured web page. We need to have all the awards listed. Under each award we need award criteria, what is given, who is responsible, funding, nominating process, deadlines, etc. Dave Dobson has a list of who has received the awards. History. Then you can click on their name and have more information about them, perhaps a picture. Then perhaps we can get more history from way back.

Erv wants to do a survey, with board approval, of anyone he can find that is doing awards and gather information.

Ron Ogan: suggest you put something out there with a feedback page with people emailing suggestions to Erv. Get information to Judy.

Bob would like a summary of all these awards for the society documents. Start with a list.

ACTION ITEM (AI-0107): Erv Gangl - get Awards write-up (lists and descriptions) to Judy to populate the AESS web site.

ACTION ITEM (AI-0092): Erv Gangl – provide an Awards write-up (lists and descriptions) to Bob Rassa for the Society Documents.

International Programs: Zafar Taqvi is absent, but sent report.

1. Budget

Expenses for International Operations to date remain within the budget.

2. International Operations Objectives Guidelines

- a- Provide interaction between the academia, industry, government and the professionals in innovative manner
- b- Provide means for global interaction of professionals in new and emerging areas of concern for AESS
- c- Provides forums for discussing means for enhancing the quality of life globally using AESS technological areas , and educating the professionals accordingly
- d- Encourage involvement of industries in AESS events for mutual benefit, including the practice of systems engineering and system-of-systems approach
- e- Provide a comprehensive package of achieving AESS membership growth, and chapter growth

3. International Directors Assignments

While International Operations structure is being progressively built, here are the current geographical areas covered and the AESS Operations Director assigned

- a- Director for UK and Ireland: Dr Hugh Griffith (also on AESS BoG, AESS Radar Panel, and Chapter Chair); assigned by the past AESS President
- b- Director for Italy and Western Europe: Dr Marina Ruggieri (also on BoG, and Space Systems Panel); assigned by the past AESS President
- c- Director for Russia: Dr Igor Immoreev (also on BoG); assigned by the past AESS President
- d- Director for Australia and New Zealand: Dr William F. Lyons (also on BoG); assigned by the past AESS President; assigned by the past AESS President
- e- Director for India: Dr Ram Gopal Gupta (also on BoG); assigned by the past AESS President
- f- Director for China: Prof. S. J. Wu (also on BoG, and chapter chair); assigned by the past AESS President
- g- Director for Japan: Dr Tsuneo Takahashi (also on BoG); assigned by the past AESS President
- h- Director for Ukraine and Eastern Europe: Dr Alex Nosich (Appointed by President Leonard)
- i- Director for Turkey, Pakistan and Middle East: Engr Mansoor Malik (Appointed by President Leonard)
- j- Director –at-Large for remaining areas: Dr Zafar Taqvi (assigned by the past AESS President), and 2007 President Appointed AESS V/P International Operations (Appointed by President Leonard)

4. International Directors Activities

- [UK and Ireland](#) - Report by Dr Hugh Griffith given at BoG meeting
- [Italy and Western Europe](#) - **Report** by Dr. Marina Ruggieri given at BoG meeting
- Russia - **No Activity, and No report** from Dr. Igor Immoreev
- [Australia and New Zealand](#) –Report by Dr. William F. Lyons given at BoG meeting
- [India](#) - Report by Dr. Ram Gopal Gupta given at BoG meeting
- [China](#) - Report by Prof. S. J. Wu given at BoG meeting
- Japan- **No Report** from Dr. Tsuneo Takahashi
- Ukraine and Eastern Europe- **Report** by Dr. Alex Nosich - See Attachment A-1
- Turkey, Pakistan and Middle East- **Report** by Engr Mansoor Malik - See Attachment A-2
- Director-at-Large for remaining areas: Dr Zafar Taqvi (assigned by the past AESS President), and 2007 President Appointed AESS V/P International Operations (Appointed by President Leonard) Attachment A-3

Attachment A-1

Ukraine and Eastern Europe

Summary of Workshops, Short Courses, and Conferences Organized

June 25 – 30, 2007, The Sixth International Kharkov Symposium on Physics and Engineering of Microwaves, Millimeter and Submillimeter Waves (MSMW'07) and Workshop on Terahertz Technologies (TERATECH'07), Kharkiv

Organizers: Institute of Radio-Physics and Electronics of the National Academy of Sciences of Ukraine (IRE NASU), IMag NASU and MESU; Kharkov National University of Radio Electronics (KhNURE); Science and Technology Centre in Ukraine (STCU); European Office of Aerospace Research and Development, AFOSR, AFRL; Institute of Radio Astronomy (IRA NASU); *V.Karazin* Kharkov National University (KNU); URSI; European Microwave Association (EuMA); US Army European Research Office; IEEE APS, MTTS and EDS; IEEE AP/MTT/ED/AES/GRS/NPS/EMB East Ukraine Joint Chapter.

Chairman Prof. Vladimir M. Yakovenko (IRE NASU)

Co-Chairmen: Prof. Leonid M. Lytvynenko (IRA NASU)

Prof. Ilya I. Zalubovsky (KhNU)

Prof. Michail F. Bondarenko, (KhNURE)

Co-Chairmen TeraTech'07 Workshop: Prof. Anatolii N. Pogorily (IMag NASU and MESU, Kiev, Ukraine) Prof. Sergey I. Tarapov (IRE NASU)

Co-Organizers: Dr. Alexei A. Kostenko and Prof. Alexander I. Nosich (IRE NASU)

MSMW is the major meeting on mm and submm waves and application. Conference accommodates invited, oral and poster presentations. English is single working language.

Sessions were

- Electromagnetic Theory and Numerical Simulation;
- Waves in Semiconductors and Solid State Structures;
- Radio Astronomy and Earth's Environment study;
- Microwave Superconductivity;
- Wave Propagation, Radar, Remote Sensing and Signal Processing;
- Vacuum Electronics;
- Radiospectroscopy, Complex Media, Nanophysics;
- Scientific, Industrial and Biomedical Applications;
- R-Functions, Atomic Functions, Wavelets, Fractals;
- Solid State Devices;
- Antennas, Waveguides and Integrated Circuits;

The Conference was attended by about 310 participants.

June 25, 2007, II Young Researchers Career Development Workshop: Bridging a Gap between Education & Career in Electromagnetics and Photonics

Organizers: Institute of Radio-Physics and Electronics of the National Academy of Sciences of Ukraine (IRE NASU), V.Karazin Kharkov National University (KNU); URSI; IEEE AP/MTT/ED/AES/GRS/NPS/EMB East Ukraine Joint Chapter, IEEE-IRE Student Branch.

Activities planned/remaining for 2007:

- In this year our Chapter is going to support the very successful VII-th **Kharkiv Young Scientist Conference in Radiophysics and Microwave Electronics** (IRE NASU, December 2007).
- Our Chapter held **annual elections** of the Chapter Committee officers in December 2006, which is far from typical practice among the ex-USSR IEEE chapters; this was done in full agreement with IEEE Bylaws – by a **secret ballot** with two alternative candidates recommended by the current Committee and the chapter members and, additionally, a possibility to write-in any other name; of chapter 63 members, 40 took part; voices were counted and announced by the tellers commission. This is really **unique activity** of our Chapter.

Projected Activities for 2008:

Int'l Conference on Mathematical Methods in Electromagnetic Theory (MMET*08) will be held in Odessa, Ukraine on June, 2008.

Organizers: IEEE AP/MTT/ED/AES/GRS/NPS/EMB East Ukraine Joint Chapter, in cooperation with the Institute of Radio-Physics and Electronics of the National Academy of Sciences of Ukraine (IRE NASU), Ukrainian NC URSI, V. Karazin Kharkiv National University (KhNU), URSI, IEEE APS, MTTs and EDS.

Further, the VII-th Kharkiv Young Scientists Conference “RADIO PHYSICS AND MICROWAVE ELECTRONICS” will be organized.

Besides of organizing the meetings, the funds are requested for covering the cost of postal and electronic mailing, membership promotion, and a moderate program of the young scientist conference travel support.

In 2008, we plan to have at least 15 chapter meetings. These meetings entail small expenses that are in part covered from the chapter budget. Besides of organizing the meetings, the funds are requested for covering the cost of postal and electronic mailing, membership promotion, and a moderate program of the young scientist conference travel support.

Prepared by A.I. Nosich,

Attachment A-2

Turkey, Pakistan and Middle East

International Director:

Air Cdre (R) Mansoor Malik

Geographical Area of Operation:

For Turkey, Pakistan and Middle East Operations

List of Achievements since Jan, 2007

1. (a) Interaction with Academic/ Industrial/ Public Professionals

(i). Approached heads of the top educational and Engineering based organizations highlighting the activities being generated from the platform of AESS/ GRSS Joint Chapter with emphasis of active participation from their engineers, faculty members and students in the activities being planned to basically groom the professional engineers and students. In this regard the organizations we approached were educational and engineering based establishments of Pakistan Air Force, Higher Education Commission, National Engineering & Scientific Commission (NESCOM), SUPARCO and Alternate Energy Development Board (AEDB).

(ii). Organization of the Mini-symposium in German- Jordan University (GJU), Amman Jordan gave us the opportunity to collaborate with GJU and offer them to establish an AESS Chapter in Jordan. It is expected that same will be materialized soon.

(iii). Participating in the RAST-2007 conference in Turkey in June, 2007, as member of the Advisory Committee, provided an opportunity to see & discuss issues especially how the society can be technologically benefited from the activities being generated from the platform of IEEE in general and AESS in particular, with the highly qualified and distinguished professionals and scientists from all over the world.

(b). Provided Forum to Professional for Global Interaction

(i). Mini-Symposium was organized in January 2007 from the platform of AESS / GRSS Joint Chapter, in which, Dr. Waqar Ahmad from Charles Darwin University, Australia read his paper. Later, the guests and learned participants held very useful discussions and actively participated in the QA Session.

(ii) A very successful Mini-Symposium was organized on *Remote Sensing / Space Technology and Mechatronics* in German-Jordan University, Amman, Jordan in June, 2007. It turned out to be a success in terms of participation from various public and private sector educational institutions, and foremost provided an opportunity to open an IEEE/ AESS Chapter in Jordan.

(c). Interaction with Professionals/ Scientists

It has been our endeavors to participate in all relevant events being held at national or International level providing opportunities for networking and for interacting with the people; who matter may be in public or private sector, and introduce to them the importance and services being extended or can be accrued through actively participating in IEEE or AESS related activities. With almost same objective I got the opportunity of participating in RAST-2007 conference, and had the chance of interacting with various scholars and scientists. The conference provided a forum for the presentation and review of recent development in space technologies especially emphasizing the security dimension.

(d). AESS Membership Growth

(i). There has been considerable rise in the membership of AESS and GRSS societies in IEEE Islamabad Section. Accordingly, it has been planned to establish independent chapters for AESS and GRSS Societies by Dec, 2007, so that in the next year they may plan separate activities in their own domain.

(ii). During the Mini-Symposium held at German-Jordan University in June, 2007 considerable effort and motivation was done to establish an independent chapter of AESS. The participants were pretty confident to establish the same within year 2007.

2. Activities Planned during the Remaining Period of 2007

(a). It has been planned to hold one day symposium in collaboration with Air Weapon Complex, a organization falling under National Engineering and Scientific Commission (NESCOM). In this regard, the Organization has already acquired approval from the

Chairman NESCOM. Efforts will be made to get speakers of international repute on the occasion.

(b). A seminar has been planned from the platform of AESS/GRSS Joint Chapter at the premises of IGIS-NUST in the late Oct, 2007, in which, a scholar of international standing Dr Zulfiqar Ahmed from Quaid-e-Azam University, will participate as speaker.

(c). On 28 Nov, 2007, a symposium has been planned from the platform of AESS / GRSS Joint Chapter at IGIS-NUST, in which, Mr Ghayyas Ahmed representing PFIP, Peshawar will be the main speaker.

(d). Another seminar has been planned on 14 Dec, 2007 from the platform of AESS / GRSS Joint Chapter. On this occasion a speaker of international standing will be invited.

3. Projected Activities for the Year 2008

(a). It has been planned to hold the 2nd International Conference on Advances in Space Technologies (ICAST)-2008 on 25-26 Oct, 2008 in collaboration with the Air University, Islamabad. This conference will act as a platform to open the dialogue to explore the existing strengths and advances in space technologies, and the possibility of how the space technologies can be strengthened through public-private partnership.

(b). Additionally, it has been planned to hold at least 02 each mini-symposiums separately from the platforms of AESS and GRSS societies.

Respectfully submitted

Air Cdre (R) Mansoor Malik
Director
For Turkey, Pakistan &
Middle East Operations

Attachment A-3

V/P International Operations and At-Large Activities (Summary)

Reports from all the International Directors have not been received at the report time. With the multiple assignments of most of the directors as BoG member, Chapter Chair, or Technical panel chairs, most of the activities handled by these directors are not reportable under the objectives of the International Operations. Without any reports it is impossible to evaluate the progress and metric of each of the activities, related to the objectives of the International Operations.

Turkey, Pakistan and Middle East region has been the most active, with coordination of activities in Turkey (RAST 2007 in Istanbul), Jordan (AESS Minisymposium) and Dubai (technical AESS session at HONET2007)

Ukraine and Eastern Europe had been active only in Ukraine.

China region is making very good progress in extending the AESS influence.

UK and Ireland region is working with Italy region in possible technical cooperation on system of systems activities.

Russian region seems to be inactive

Japan region has not reported any activity.

India region is involved in chapter-related activities but Director's activities report has not been received

Australia is pursuing UAV activities.

Argentina and Brazil activities are still on the table and being pursued to maturity.

Projected Activities for the rest of 2007

- 1- Organize and participate in an AESS session at HONET 2007 in Dubai
- 2- Organize one day exchange "meeting of the mind" for regional directors to discuss and formulate "future educational, professional, and societal activities" in their regions.
- 3- Continue Latin America focus
- 4- Initiate another set of 'minisymposia' events for international AESS entities to meet some of the International Operation's objectives
- 5- Get well from the back surgery, that I had on September 19th, 2007

Respectfully Submitted

Dr Zafar Taqvi

2007 President Appointed IEEE/AESS V/P International Operations

India: Dr. Gupta

ATM –2007

Attended ATM 2007 in Spain. Established contact with Ms. Carey and Mr. Luc, of FAA (Federal Aviation Administration) and EC European Commission.

Action needs to be taken with respect to creating a similar agency in Asia-Pacific region. Both have suggested that we should initially organize a Seminar/Workshop inviting all concerned decision-making personalities and others to get the focus on the issues. I agreed to personally come during the above Seminar and will also send few speakers from both the sides.

Working with IEEE AESS on the issue and also with The Boeing Company to focus their attention.

IEEE Hyderabad Section & IEEE Aerospace and Electronic Systems - Communications/Lasers and Electro-Optics Societies Joint Chapter – India
Organizes a Student Project Contest – 2007

The All-India IEEE Student Project Contest – 2007, open to all IEEE Student Members residing in India, is organized by the IEEE India AES/Com/LEO Societies Joint Chapter, in association with IEEE Hyderabad Section. This Contest is partially supported by the IEEE Aerospace and Electronic Systems Society (IEEE-AESS) under a special grant.

Membership statistics of IEEE show a worldwide student membership of about 74,000, with 13,000 of these living in India. Programs addressing the IEEE Student Members in India therefore assume importance. Year 2007 is the second year of this Contest.

Technical areas of projects for Student Project Contest - 2006 were restricted to be within the IEEE-AESS fields of interest. Within the framework of IEEE, AESS fields of interest cover the organization, design, development, integration and operation of complex systems for space, air, ocean or ground environments. During 2007, scope of this Contest is widened to include field of interest of IEEE Communications Society also. The field of interest of IEEE Communications Society consists of all telecommunications. With a view to encourage engineering talent, it was further specified for purpose of the present Contest that the student project must result in a product, either hardware or software such as a simulation package or tool. Concept, creativity, technical content and presentation have been specifically included among criteria for judgment.

Over thirty entries were received in response to the Announcement and publicity. These were then screened and nine entries have been short-listed for further selection process. This CD-ROM includes a copy of the Contest Announcement (which was released in September 2006), and the **nine selected papers**.

Selection of up to a maximum of four entries in under-graduate and postgraduate categories is separately made from these short-listed entries by a Panel of Judges for presentation and demonstration at Hyderabad on 11-12 August 2007. **The First and Second Prize winning entries (in each category) are selected by the Panel of Judges after these presentations keeping in view the criteria for quality. With a view to encourage faculty interest in student projects in the fields of interest to IEEE-AESS and IEEE Communications Society, the faculty supervisor / advisor of each Prize winning project is presented with a Certificate of Recognition. Further, his/her IEEE membership dues, including membership in relevant IEEE Society for the year 2008, are paid by IEEE India AES / Com / LEO Societies Chapter.**

IEEE is at the forefront in enhancing quality engineering education. In this direction, the purpose of the present Contest is to promote and recognize high quality engineering student projects at both under-graduate and post-graduate levels.

IEEE AEROSPACE & ELECTRONIC SYSTEMS, COMMUNICATIONS
AND LASERS & ELECTRO-OPTICS, SOCIETY CHAPTER-INDIA

Organized a Lecture on New Technology Innovations with Potential for Space, by Mr. Krishen, Kumar (JSC-AF2),USA on October 10, 2007.

Proposed Activities:

1. IEEE Student Contest – 2008
2. Seminar/ Conference on “Building of ICT Infrastructure/modernization for Faster and Efficient Growth of Air Services- Opportunities and Challenges”.
3. International Radar Symposium India-2007 (IRSI-07) DURING 10-13 December 2007 at NIMHANS Convention Centre, Bangalore. Requested travel grant, under the Distinguished Lecturer Programme of IEEE for three DLT’s.

Financial Requirements

For activity 1 - USD \$ 5,000

For activity 2 - USD \$ 25,000

Total US \$ 30,000

UK – Hugh Griffiths:

Radar Systems Panel and the UKRI Activities.

ICWD – so far these have not been IEEE conferences. That issue will be taken up at the next panel discussion.

Synthetic Aperture Sonar and Synthetic Aperture Radar don’t talk to each other much. Brought them together. Is the Oceanic Society involved?

IEEE AES International Operations – UK and Republic of Ireland

Report to AES Board of Governors, September 2007

I attended the AFCEA conference ‘Aerospace Technologies and Applications for Dual Use’ in Rome, 12-14 September, co-organised by Marina Ruggieri, and I presented a paper ‘Dual use applications of high resolution radar imaging’. It was an outstanding conference, well attended, with many excellent presentations and an excellent exhibition.

Within my own organisation, I have been pursuing the way in which Systems Engineering can be used in the support of defense acquisition. This is an attractive approach, and I expect that I will

be able to organise a lecture in the SoS – SoS series on the subject, and/or solicit a paper for the AES Magazine.

Hugh Griffiths
20 September 2007

Radar Systems Panel:

One of tasks is to update IEEE Standard 686 Radar Definitions. In fact the standard has survived first ballot.

Healthy conferences. There is an International Radar series. Also a series of IEEE Radar conferences that take place when the International Radar series does not take place. 2009 International Conference will take place in France.

2007 Radar was notable successful. Broke a lot of records.

Australia/New Zealand: Bill Lyons

[ACTION ITEM \(AI-0108\): Bill Lyons – get a write up in Systems Magazine on the UMR team for Outback Challenge.](#)

[ACTION ITEM \(AI-0109\): Bill Lyons - Require a multi-media presentation from any team that we financially sponsor. Something for the AESS web site, but we could link to the presentation. We can also link UMR to the AESS website. Link AESS to Outback Challenge site.](#)

Peter thought a write up in Systems would be nice.

There was discussion regarding the fact that the numbers in systems engineering are dropping off. We need to create interest in systems engineering. Must be reaching into the high schools. This UAV challenge goes a long way. There is a drop in numbers because there is so much more money elsewhere. It is also perceived as a male-dominated profession.

For high school entries, radio controlled entries are accepted.

Propose AESS BoG in Australia in 2009 in conjunction with ITSC conference. The UAV challenge is end of Sept. It would be fun to have the BoG see that.

Italy: Marina Ruggieri

AESS Operations in Italy and Western Europe and the Space Systems Panel

AFCEA International Symposium on Aerospace Technologies and Applications for Dual Use was held in Rome September 12-14, 2007. This was new idea. Took a risk. We had more than

300 participants for the first time. Many people wanted to be speakers. We had to keep it under control, although this was very positive. Many exhibitions. Another measure of success: We have industry as the core. We had 72% industry participation.

Memo of Agreement was signed by AESS/Armed Forces Communications and Electronics Association, Rome Chapter and also Systems Council/AFCEA. Cooperation was formed. We had press coverage in not only journals, but the every day press.

If Systems Council wants a report, Bob, let Marina know.

Marina showed many photos.

Now they are going to write a book, first book on the topic of dual use. Present the book at AESS conference.

[ACTION ITEM \(AI-0091\): Theodora Saunders – email Marina’s presentation and photos to Dr. Lim for Systems Magazine.](#)

China: WU Shunjun

Growing rapidly. We only had 1 chapter in 2006, now we have 6, moving to 12. It’s suitable to have a chapter in each locale with the right numbers that have interest. Some locations might not have an aerospace industry, so you wouldn’t have a chapter in that area.

Report from China

1. AESS work in China

In order to strengthen the international academic exchange there is a meeting in Beijing to discuss the establishment of the IEEE China Council. I attended this meeting as the AESS/International Director, and join the work to establish more IEEE Sections in China. There was one IEEE section—Beijing Section in China. Now we have established 6 new IEEE sections in Shanghai, Xian, Nanjing, Wuhan, Chendu, and Harbin. We are going to establish more IEEE Sections in Shenzhen, Hangzhou, Chongqing, Lanzhou etc. . There are more than 4000 IEEE members in China.

There is only one IEEE AESS Chapter—AESS Beijing Chapter in China now, because there is only one IEEE Section—Beijing Section in China before. I am the Chair of AESS Beijing Chapter. My question is how to adapt the work of AESS to the new situation in China. What kind of AESS organization is suit the IEEE Beijing Council? Need we establish more Chapters in China?

2. APSAR conference

The Asia-Pacific Conference on Synthetic Aperture Radar (APSAR) is an international conference to devote the SAR technology development and application. The APSAR is a forum of SAR engineers and scientists from all the worlds, especially from the Asia-Pacific area. During the conference RADAR 2006 at Shanghai in Oct.16-19, we had submitted the report to the meeting which was attended by the liaisons from various countries and organized by Professor H.D.Griffiths who takes charge of the AESS Standing Committee of International

Activities. On the closing ceremony of Radar 2006, we formally declared to all the representatives our unanimous opinion that China, Japan, South Korea, Singapore and Australia jointly put forward the proposal to hold APSAR.

On behalf of the Chair of Technical Program Committee I am pleased to report you the APSAR 2007 conference will be held in Nov.5-9, 2007 in Huangshan, China. The TPC of APSAR 2007 has received more than 230 submitted papers. 196 papers were selected for presentation at the conference and including in the conference proceedings. These papers related to the SAR/ISAR systems, subsystems, signal processing, and SAR application. Amount them, 127 papers will be presented in 12 oral sessions, and 69 papers will be presented in 2 poster sessions.

WU Shunjun
Sep. 30, 2007
Xian,China

[ACTION ITEM \(AI-0093\): Bob Lyons – to pass on to Jim Huddle the APSAR conference information and request from Wu to have 4-5 DLs come to China in 2008.](#)

[Web site: Ron Ogan](#)

Judy will be central point to get information onto the web site.

We do want to know the activity, a way to get feedback, and we do have a section dedicated to officers.

We need to have the last 8 pages of the Systems Magazine on the site with updated information. We need to have pictures of the board members. It was said that we need contact information on the public site. How can we be interactive if we don't have contact information made available?

MOTION (AI-0094): Bob Rassa made a motion to place BoG and officers' essential POC information on the AESS web site. Dale Blair 2nd. One opposed, all else yes. Motion passed.

Work session following meeting.

Discussion Items:

Fellows Discussion:

Bob Rassa would like to see more visibility into the Fellows Process. Who is ID person, evaluator person, etc.?

Varshney is Chair of Fellows Evaluation Committee.

[ACTION ITEM \(AI-0110\): Ron Ogan - Put Fellows items on website.](#)

When we do Fellow evaluations, we do not see letter by endorsers. We don't have access. That's a problem.

There was discussion on filling committee chairs and officers for 2008. Bob Rassa said he is open to suggestions. Bob O'Donnell said when he moves off of Education, he'd like to be on Fellows Evaluation Committee.

IEEE Expert Now:

It has 60 tutorials. We pay \$60,000 for our 2. We can do it cheaper on our own. We will save money and better serve our members.

GOLD: Mike Roberts

Before 2008, fill in gap on web site.

[ACTION ITEM \(AI-0095\): Mike Roberts – To provide GOLD information to Ron Ogan and Webmaster for the AESS Web site.](#)

The purpose of the GOLD program is to try and help the members start their career, network, job search, etc. Get that onto the web site. Mike discussed the fact that there is a Facebook account for AESS. (Not a specific group for GOLD) There is presence on the group site. Facebook is very effective with young people in getting the word out. This can be linked from the AESS web site. Mike is administrator and will monitor what is posted. Post resumes, calendar, etc.

[ACTION ITEM \(AI-0098\): Mike Roberts – to coordinate with Steve Watkins to set up a Student section on the AESS web site and solicit volunteers for student reps to the BoG.](#)

Student section will also tie-in to Facebook.

[ACTION ITEM \(AI-0096\): Mike Roberts – work with GOLD coordinator of Biomed Society to develop a plan/process for GOLD-specific meetings during the AESS conferences.](#)

Discussion regarding the GOLD-specific meetings at conferences. People will like it. We can sign up members. Mike will get feed back from Lisa (who did one of these) and find out details. AUTOTESTCON would be a good conference to try this.

If this all takes off, we'll need a line item in the budget for GOLD. In the long term, have local reps. We can ask our regional reps to add a focus to GOLD, and have them work with Mike. AESS GOLD members can be found on SAMIEEEE. Raytheon has a mentoring program, and GOLD members need mentors. That would be something to give some thought to. There are a lot of different processes in mentoring.

It's okay to use AESS logo on Facebook.

[ACTION ITEM \(AI-0111\): George Dean: Determine Life Member activities in AESS.](#)

IEEE USA Annual Meeting 2007: Jim Leonard

In the past, Boeing has given \$15,000 and we've used it for booths. We have a diversity group that mans the diversity booth. They are going to make it tradition.

AESS is going to buy 2 booths using the President's discretionary fund. 2 other AESS members, plus Jim Leonard, manned the AESS booth and we passed out 300 copies of AESS pubs. We wanted to show that AESS pubs are practical for people in industry. We'll do the same thing next year. Jim will use \$3,500 out of his fund to buy booths.

IEEE Press Report: George Zobrist

IEEE Press Strengths

- Most of our books are for practicing engineers or students: technical books and soft skills.
- We also publish books for the good of the profession as well as to advance understanding among the general public.
- The quality of our books and authors has been recognized by other professional societies.
- IEEE technical societies can sponsor our books to provide practical products for their members.
- Volunteers who are well-networked, leaders in their technical communities.
- Professional staff trained in commercial book publishing.
- Our strategic partnership with Wiley allows us to minimize operating expenses and to eliminate the financial risk for IEEE associated with book publishing.
- Partnered with Wiley: a global publisher with a strong presence in electrical engineering.

IEL subscriptions in IEEE are electronic subscriptions. Pay a fee and get everything electronically.

Bob O'Donnell said that open courseware is happening frequently.

When a society has a conference, IEEE Press would like a table to push books and not be charged registration fees.

George Zobrist needs authors for Potentials Magazine for students. 3,000 words or less. Send to George.

IEEE USA, 500 – 700 words on professional topic, send to George. The USA members will be reading it.

Election: Paul Gartz (absent, Jim Leonard and Bob Rassa will run the election)

The election is for Executive VP, beginning January, 2008 for 2 years. Normally that person will move on to President. Because of special circumstances, that job may only be one year and then move into the Presidency. If Bob Rassa gets elected to TAB, we will have a special election.

The 2 candidates are Hugh Griffiths and Marina Ruggieri.

Election process: Each candidate will give a 5-minute talk. Then, both candidates will leave the room for deliberation.

We are now in Executive Session. All non-voting members please leave the room.

This is the first time that both candidates are international. Given the emphasis of international growth, this is wonderful.

Bob Rassa will know the results of the TAB election on Nov. 7. Elections close Nov. 1.

Candidate Presentations:

Marina Ruggieri: She would like the opportunity to serve AESS in this capacity. She knows how to give to AESS. All she has done since 1999 has helped. Synergy with Systems Council will be very useful. Let AESS grow in a stable way in Europe and in Space. She has many things to learn. She is very energetic. The day she stops learning would not be a good day for her.

Dale Blair: Do you have the support of your organization? Marina: She has only used AESS money once to travel. Her organization has paid every other time. She has the financial support and interest of her organization. She expects that they will be pleased if she is elected. Every activity is integrated with another.

Bob Rassa: Do you have enough time to go to 3 TAB meetings and 3 AESS meetings a year?

Marina: I'll do my best.

Hugh Griffiths: My view about AESS is it's about ½ way in its international push. We have a long way to go. There is further work to be done by all of us. He feels the magazine needs a lot of improvement. The difficult part is soliciting high quality articles from the membership. It's the chicken and the egg kind of thing. Good articles will solicit more good articles.

Cary Spitzer: Any ideas for Transactions? Hugh has been equivalent in IET. Don't get complacent. You must strive to stay on top. Publish as soon as possible is key. Set up means to expedite that. Make reviewers feel valuable. Share info between Transactions of other societies. We can help each other.

Bob Lyons: If not elected, will you share your ideas and push them forward. Hugh: Yes!

Hugh said that because of other obligations, he doesn't feel he can serve in this capacity at this time. He would like to withdraw his name from consideration.

MOTION (AI-0097): Bob Rassa made a motion to elect Marina Ruggieri for Executive VP by acclamation. 2nd Dr. Gupta. Motion passed 100%.

We all congratulated Marina!

Bill Lyons wanted more discussion on getting high school students hooked on engineering. It's difficult to get university students interested. Boeing and Raytheon have noticed in Australia that we need to be encouraging people in high school. There was discussion and agreement that it is our duty to foster this. You probably need to catch them in junior high or earlier.

George: In Wichita, KS we have an organization called BEST, geared toward Jr. High School students. The organization consists mainly of retired engineers working with junior high students.

The UAV is a great way to get high school students interested in engineering. There are other things like mentoring, volunteering in high schools. IEEE USA has ISTA (in-service teachers) We can pick a specific thing: UAV, or a robotics something for junior high.

Discussion is suspended.

ACTION ITEM (AI-0112): Bill Lyons - get ideas from the board regarding ways to get junior high and high school students interested in engineering.

The Distinguished Lecturer Program and the Distinguished Tutorials Program are 2 separate programs. They need to be joined into one.

Motion (AI-0099): Marina Ruggieri made a motion to combine the DLP and DTP together and have term appointments. 2nd Dale Blair. Motion passed 100%.

Issue of term limits is tabled.

Bylaws committee will decide on which VP will take this.

Old Business: none

Jim Leonard introduced Bob Rassa as incoming President. Jim passed the gavel to Bob. Bob Rassa: We owe many thanks to Jim Leonard. Bob said he looks forward to working with this clever, good thinking, good action group. He is looking forward to working with everyone. Send Bob an email if you are interested in a job.

Jim has been elected a Fellow of the Royal Aeronautical Society. He became a fellow on Sept. 20. The fellowship recognizes outstanding technical leadership in the aerospace industry and represents the organization's highest grade of membership. Based in the United Kingdom, the RAeS is the world's foremost aerospace society, with more than 19,000 members in more than 100 countries. Jim plans to investigate areas of common interest between AESS and RAeS.

Motion: Bob Rassa made a motion to adjourn the meeting. 2nd, Barry Breen. Motion passed.

Meeting adjourned at 2:50 p.m.

Respectfully submitted,

Judy Scharmann
Executive Assistant, AESS

ADDENDUM #1 to the minutes:

Jim Leonard received the following from Lew Terman, Chair of the IEEE New Initiatives Committee and 2008 IEEE President:

Dear Jim Leonard,

Thank you for your submission of the “Society Chapter video program.” The New Initiatives Committee (NIC) reviewed and discussed the proposal at its meeting on 17 August. The NIC feels that the proposal is a good idea for IEEE, but the Committee concluded that it is not a new effort for IEEE.

The NIC recommends that this idea be proposed to the staff and volunteer leaders engaged in IEEE.tv as a new technical program from AESS. IEEE.tv is an existing IEEE program with local video capability, the technical know-how to produce a good quality product at a reasonable price, and it is looking for additional technical programming.

Thank you for your interest in the new initiative process. If you have any questions regarding this decision, please contact John Keaton at j.keaton@ieee.org.

Best regards,

Lew Terman

ADDENDUM #2 to the minutes:

Jim Leonard, Paul Gartz, and George Dean held a side luncheon meeting on Thursday, Oct 18. Discussion items included briefing Paul on the BoG meeting on Mon-Tues; discussion with Paul on his possibly requesting \$25K for the Systems Council from the new IEEE Initiative process, possibly dual-hatting people between AESS and the Systems Council; noting that the AESS 2008 budget has been approved by TAB.

ADDENDUM #3 to the minutes:

Jim Leonard had planned to hold a meeting with some representatives from the Royal Aeronautics Society on Friday, Oct 19. Unfortunately, we were unable to determine RAeS personnel to convene the meeting. Per Hugh's email below, we are already co-operating with the RAeS.

Jim to Hugh - Will any attendees to RADAR also be members of the RAeS?

Answer: Almost certainly yes. In the past there has been cross-representation on committees between the IEE (IET) and RAeS, and we jointly sponsor an annual lecture (the Watson-Watt Lecture).

ADDENDUM #4 to the minutes:

TO: Jim Leonard
FROM: Jayne F. Cerone
SUBJ: Question regarding voting rights for 2008 AES President

I was asked to follow up on a question you posed to Mary Ward-Callan regarding your 2008 AES President. Mary and I attempted to telephone you to discuss this, but understand that you are out of the country this week. Therefore, I hope that this email gives you the information you need. If not, please contact me.

From what I understand, the question is whether Bob Rassa can serve as both the AES President (and voting member of TAB) AND as the Vice President-Elect of Technical Activities (VP-TA) (if he wins the current election for that position). Since your AES President serves a two-year term, this issue would also apply for 2009, when Bob would be serving as TAB VP.

In response, there is no prohibition against someone serving as both the President of a Society/Technical Council and as an officer of TAB. There is a prohibition against serving as President of two Societies/Technical Councils; however, TAB never extended that to the other voting members of TAB.

However, no matter your position on TAB, an individual is allowed Only one vote.

From a practical point-of-view, if Bob keeps both positions then you are effectively losing your AES vote on TAB for two full years. Since Bob will be able to vote in 2008 as VP-elect and in 2009 as VP, his vote is already being counted. However, if you name another individual to serve as AES President for 2008-2009, you will effectively retain your vote in TAB.

There are other considerations. For example, while serving as AES President, Bob would be representing your Society; as VP he would need to be representing the entire body. In either case, he would be voting for the good of TA as a whole, but there may be some subtle variations in perspective.

AES would not be eligible to name an alternate to vote in the TAB meeting when Bob is present. The TAB Operations Manual states that an alternate is allowed only when the actual voting member can not attend. If Bob is in attendance, even in another role, you are not able to substitute your alternate in the voting.

Rosanne Loyal and I looked at your AES Constitution. It appears that it would not be difficult for your Board of Governors to name another individual as 2008-2009 President, in the event that Bob wins the election for 2008 VP-Elect/2009 VP. In that case, both individuals could sit in TAB and vote. Of course, there may be other issues that were not readily apparent in your governing documents, and that you would know better than I.

Please let me know if this answers your question, or if there is anything else that I can help you with.

Jayne F. Cerone

Jim Leonard's response to the above email:

Thanks

Our plan is for Bob to be AESS President for 2008 if he is elected VP TAB. We will hold a special election in 2008 for our 2009 BoG (Bob would not be 2009 AESS President)

If Bob is not elected, he will be our AESS President for 2008-2009

Jim Leonard
2007 AESS President.

APPENDIX #1 – Corrected Agenda

PRELIMINARY

Agenda

AESS Board of Governors Spring Meeting

RADAR 2007

(The International Conference on RADAR Systems)

Edinburgh, Scotland, UK
Monday and Tuesday Oct 15, 16, 2007

Continental Breakfast: 7:30 am- Both days

Commence 8:30 AM (ROOM TBD)

<u>Item #</u>	<u>Description</u>	<u>Responsible Officer</u>
I.	Call to Order Introductions Adoption of Agenda	Jim Leonard
II	BoG Photo Op	All

III.	Secretary Report Approval of Minutes Next Meeting	Theodora Saunders Bob Rassa
IV.	President's Report	Jim Leonard
V.	VP-Education Report RADAR Tutorials Demo	Bob O'Donnell\ Steve Watkins
VI.	Treasurer Report	George Dean
VII.	New Motions	All
VIII.	Candidates For BoG/Exec VP (Contingency if Bob Rassa makes VP-TAB)	Paul Gartz
IX.	Plans for 2008 Chapters Summit (Sections Congress 2008-Quebec City, CA) Special Chapter Mtg at This Event	Ron Ogan
X.	Student Chapters	Jose Bolanos/ Jim Leonard
XI.	Action Item Review	T. Saunders
XII.	VP Reports Member Affairs Conferences Administration Technical Publications Administrative Editor Adm Ed Understudy SYSTEMS	Jim Howard Barry Breen/ Iram Weinstein Bob Trebits Jim Huddle Joel Walker Dave Dobson Ms Andrea Lim Evelyn Hirt
XIII.	Executive VP Report Bylaws Info From June IEEE BoD Mtg 2007 1 st Annual IEEE Systems Conference-Report	Bob Rassa
XIV.	International Programs India Pakistan UK Australia (UAV Competition-Bill Lyons)	Zafar Taqvi

Italy
China
Japan
Brazil
Ukraine
Other

XV.	ICEO/GEOSS Activities	Paul Gartz
XVI	Web Site	T Saunders/ Ron Ogan
XVII	Awards	Erv Gangl
XVIII	Discussion Items	
	Fellows	Dale Blair
	IEEE Expert Now	Jim Leonard
	Awards Methodology	Erv Gangl
	 GOLD	 Mike Roberts
	IEEE-USA Annual Meeting 2007	Jim Leonard/ Russ LeFevre
	 IEEE Press Report	 George Zobrist
XIX	New Business	
XX	Old Business	
XXI	Passing of the gavel	Jim to Bob
XXII	Adjourn 4:30 PM, 16 Oct 2007	

Note: 1. There will be an optional day (17 Oct) to discuss the AESS Website lead by Ron Ogan

Note 2: There will be a hosted bar and dinner for all participants evening of 15 Oct 6:00PM
(location TBD)

Note 3. If you wish to interact with RADAR see Hugh Griffiths

Note 4. To get a better airfare, Saturday night stayover 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 Pioneer award will be presented at the 17 October RADAR Banquet. If you attend, AESS will cover costs.

Note 7. No organized dinner on Tues, Oct 16 –enjoy the countryside.