

**AESS Fall 2016 BoG Meeting
The George Hotel
Edinburgh, Scotland
October 7-8, 2016**

Attendees (voting members): Teresa Pace, Bob Rassa, Kathleen Kramer, George Schmidt, Dale Blair, Walter Downing, Michael Cardinale, Bob Lyons, Rob Ewing, Alfonso Farina, Bill Walsh, Peter Willett, Jose Bolanos, Wolfgang Koch, Marina Ruggieri, Roy Streit, Mike Wicks, Leo Lighthart, Michael Rice
Attending on Saturday only: Hugh Griffiths, Maria S. Greco

Non-voting: Garrett Hall, Lorenzo Lo Monte, Judy Scharmann

Telecom: (voting members): Joe Fabrizio, Erik Blasch, Vince Socci

Absent: Mark Davis, Jim Howard, Erik Blasch, Vince Socci, Ryan Paterson

Call to Order, Introductions, and Adoption of Agenda

Teresa Pace called the meeting to order at 8:03 am.

Secretary's Report, approval of the minutes

MOTION: Marina Ruggieri moved to adopt the agenda. Seeing no objections, the agenda is adopted.

MOTION: Bob Rassa moved to approve the minutes of the Spring 2016 meeting. Seeing no objections, the minutes are approved.

Finance Report – Bob Rassa

The Society is solvent. Bob reviewed financial results from 2015. The 2016 and 2017 budgets were reviewed.

ACTION ITEM: Bill Walsh – Meet with Bob Rassa offline to close the loop with the Publications finances. AI-0635

There was a lot of discussion about the numbers, and the fact that we don't like the numbers that IEEE inputs in our budget. We can change the numbers and IEEE will revise them.

It was suggested to put our written Tutorials into a book and sell it.

ACTION ITEM: Dale Blair – Investigate collecting and publishing all of our Tutorials into a book. AI-0636

It could be an opportunity to bring this material to Sections Congress.

Bob Rassa put in an initiative for Sections Congress, and IEEE did not approve that initiative. He also put in an initiative for a scholarship, and that will likely be approved.

Joe Fabrizio has agreed to represent AESS at Sections Congress in Sydney in August 2017. We also need VP Membership or Chapter Liaison in attendance.

Member Services – George Schmidt

George reviewed the strategic objectives.

There was discussion about how to do a better job in attracting student members. Chapters have a responsibility to incorporate the students that are in the area. Student Chapters are difficult to keep going.

ACTION ITEM: Dale Blair – Reach out to Spectrum and ask if we can include something from AESS. AI-0637

MOTION: George Schmidt moved that we write up an application to send to IEEE for a new Chapter Award, one for student chapter, one for international chapter, one for US chapter. \$250 for each. Bob Rassa 2nd. Motion passed. MO-0200

ACTION ITEM: Erik Blasch/Judy Scharmann – Write up new award forms for the Chapter Award and send to IEEE TAB ARC for approval. AI-0638

Discussion: Erik will use meeting reports to determine criteria for awarding the awards. Part of the criteria needs to be that the Chapters fill out L-31 forms. Also add a criteria of technical contribution of the chapter.

Erik presented a Chapter Report. There was a lot of discussion regarding non-reporting Chapters.

In some of our international joint chapters, sometimes there are zero AESS members in the Chapter. Judy needs to check this before giving Operational Funding. Run the list in January. Also no Chapter award if there are no AESS members.

MOTION: Bob Rassa moved that if an AESS joint chapter has no AESS members, they cannot receive operational funding or a chapter award. Jose Bolanos 2nd. Motion passed. MO-0201

MOTION: George Schmidt moved that:

- Any current Board member may request a “roll call” vote either before or immediately after a Board vote on any issue. The Secretary shall record how each member voted (Yea, Nay, Abstain, Not Voting) and place the results in the meeting minutes posted on the web within a month.
- Exactly the same “roll call” procedures applies to Officer Meetings and to Electronic Voting. Electronic voting results will appear in the next meeting minutes posted (of Board of Governors or Officers Meetings).
- For votes that are not “roll call”, the minutes should show the vote total as to Yea, Nay, Abstain, Not Voting. Vote breakdowns on motions for recess, adjournment, etc. do not need to be reported.
- No secret balloting is permitted except for elections.

Kathleen Kramer 2nd. MO-0202

Rationale and the need for a motion:

Today's environment requires organizational transparency and accountability at all levels. Members have the right to know how their elected representatives are voting.

While the AESS By-laws mention Robert's Rules, the Board and Officer's meetings are operated by Consensus. Actual motions to vote are rarely presented. This motion specifies how to document the individual votes when requested and is consistent with Robert's Rules and other Organizational Operating Manuals.

It is important to note that the right to request a roll-call vote and to receive detailed voting information has always been in effect in the AESS because the Bylaws specify Robert's rules. So in that sense, this motion is somewhat redundant and is really intended to define an easy procedure for implementation.

This would go into our Bylaws. There was discussion about “roll call” vote, whether it is automatic, or the body has to agree each time.

There was discussion against the “no secret balloting is permitted except for elections.”

There was a lot of discussion on this.

MOTION: Bob Rassa moved to postpone this motion until the spring 2017 meeting. Dale Blair 2nd. Motion passed. MO-0203

ACTION ITEM: George Schmidt: Gather a committee to review the postponed motion about voting. Committee: George Schmidt, chair; Bob Rassa, Walt Downing, Bill Walsh, Hugh Griffiths. AI-0639

Industry Relations – Mike Cardinale

Mike showed three cross-over committees: Education, Conferences, Publications.

There was discussion on how to maintain the new industry publications that are advertised on the website.

ACTION ITEM: Mike Cardinale – Ask Eli Brookner to write something for the Industry page, the QEB, and the magazine. AI-0640

Publications – Dale Blair

Dale reviewed mission and vision, and a strategic analysis.

Dale reviewed all the Publications initiatives.

There was discussion regarding the mailing issues of the magazine. We now have an electronic version.

ACTION ITEM: Judy Scharmann – Reach out to Lance Kaplan for a list of 2016 outgoing TEs and have 8 x 10 plaques made and shipped. AI-0641

ACTION ITEM: Dale Blair/Judy Scharmann – Track the hits on the online magazine. Also figure out how to advertise this. Push this out on social media. AI-0642

ACTION ITEM: Dale Blair/Kathleen Kramer – Send magazine to all ECEDHA members and ask them to share with students. AI-0643

ACTION ITEM: Bob Rassa – Find out who at IEEE does the billing for page charges. AI-0644

Conferences – Rob Ewing for Mark Davis

Rob reviewed the Conference strategy.

There was a lot of discussion about increasing our conference activity in China.

All of our conferences are doing well.

We discussed ways to improve AESS Conference Liaisons.

There was discussion about DASC. It is being chaired next year by a DATC person, and as far as we know, there is no AESS person on the committee. Perhaps we need to establish Boards for each of our financial conferences that keep things consistent.

ACTION ITEM: Rob Ewing/Mark Davis/Walt Downing: Work with the conference committee to establish a governing board for all of our financially sponsored conferences. AI-0645

Bob has updated the Conference Guide.

Education – Kathleen Kramer

Kathleen reported on the DL program. There are 88 presentations so far in 2016, spending \$4,191.63.

Kathleen thought for every chapter, for the first meeting of the year, we could offer 75% support for that first meeting, instead of 50%.

Kathleen has advertised the DLP in the QEB. She is highlighting one DL each quarter.

AESS Professional Networking & Mentoring Program – Joe Fabrizio

Joe Fabrizio presented the newly developed AESS Professional Networking & Mentoring Program. He and his team (Judy Scharmann, Garrett Hall, Lorenzo Lo Monte, Ryan Paterson) have developed a website, with plans to implement and launch the program. The board was very much in favor of this.

The link to the website: <http://iee-aess.org/aess-professional-networking-and-mentoring-program>

ACTION ITEM: BoG – Review carefully the Mentoring website and send any changes to Joe Fabrizio and Judy Scharmann. AI-0646

ACTION ITEM: Judy Scharmann/Walt Downing – Recruit Mentors from the AESS Technical Panels. AI-0647

ACTION ITEM: Judy Scharmann/Joe Fabrizio – Finish up Mentoring Program marketing brochure and have printed. AI-0648

ACTION ITEM: Judy Scharmann/Joe Fabrizio – Finish the powerpoint presentation and distribute to Chapters. AI-0649

ACTION ITEM: Judy Scharmann/Joe Fabrizio – Develop welcome packets for program participants, both mentors and mentees. Write text for welcome emails. AI-0650

ACTION ITEM: Lorenzo Lo Monte – Develop a YPP event for the Aerospace Conference and the Radar Conference. (reception, networking lunch) AI-0651

ACTION ITEM: Joe Fabrizio – Develop idea for a special session at the Aerospace Conference and the Radar Conference. AI-0652

ACTION ITEM: Judy Scharmann – Advertise the Mentoring Program in the Magazine, the QEB, the website, a dedicated email, and all social media outlets. AI-0653

Technical Operations – Walt Downing

Walt reviewed initiatives to implement.

Walt reviewed recent highlights, reviewing each panel. Vince Socci gave the update on the UAV Panel.

Student Projects – Bob Rassa

Bob reviewed the initial funding for April 2017, along with some additional funding requested.

MOTION: Bob Rassa moved to approve \$5,000 for the additional project for the Discovery Lab Global, Dayton, OH. Mike Wicks 2nd. Motion passed. MO-0204

ACTION ITEM: Bob Rassa – Write an article for the magazine and QEB about the success of the Cornell University funded project. AI-0654

Garrett Hall shared what he has been doing as Undergraduate Student rep. He has communicated with all 600+ student members of AESS.

Liaisons to IEEE and Non-IEEE Technical Societies

Bill reviewed all the AESS liaisons.

ACTION ITEM: Teresa Pace – Locate the 4-year MOU for Biometrics Council that would begin 2017. AI-0655

Recommendations:

- Consider our involvement in Biometrics Council. There was a lot of discussion about this. There was a lot of discussion about wanting brainstorming from technical issues. Leo is very interested. It was suggested that he work with the Future Directions Committee of the IEEE.
MOTION: Bob Rassa moved that we join the Biometrics Council for one more year, with Mike Cardinale as rep, and to assess our future involvement. Leo Lighthart 2nd. Motion passed. MO-0205
ACTION ITEM: Wolfgang Koch – Look into a relationship with VDE. AI-0656
- Consider level of engagement with Transportation Electrification Community beyond our current commitment, which ends at the end of 2017. Bill wants to be replaced as rep for this at the end of next year. We have a “systems” interest in this. We can also offer Avionics.
ACTION ITEM: Alfonso Farina/Bob Rassa/Mike Wicks – Investigate TEC and decide if we should continue. Alfonso will be the rep to TEC for 2017. AI-0657
- Support establishment of local Council chapters through AESS Chapters.
- Review on-going dues commitments and determine ROI.

Bill reviewed some future considerations.

The meeting recessed until tomorrow.

October 8, 2016

Teresa Pace called the meeting to order at 8:00 am.

Women in Engineering – Kathleen Kramer

Kathleen presented the activities of the WIE.

Anyone can belong to WIE by simply selecting it in their IEEE account.

A major strategy is to have WIE-themed conference sessions at conferences.

MOTION: Kathleen Kramer moved that \$750 be allocated to hold a WIE session at any AESS financially sponsored conference. Bob Rassa 2nd. Motion passed. Two abstentions. MO-0206

The conference should submit a report on the event held and how many people attended.

Nominations and Appointments

MOTION: Bob Rassa moved to accept the 2017 Officers' slate as presented. Bill Walsh 2nd. Motion passed. MO-0207

Industry Relations

Each candidate had 5 minutes to present their candidacy.

George Schmidt
Bill Walsh

Bill Walsh was elected.

VP Finance

Each candidate had 5 minutes to present their candidacy.

Jose Bolanos
Vince Socci

There was discussion about the two candidates.

Jose Bolanos was elected.

VP Member Services

Each candidate had 5 minutes to present their candidacy.

Wolfgang Koch
Leo Lighthart

There was discussion about the two candidates.

Wolfgang Koch was elected.

Awards – Teresa Pace for Erv Gangl

Teresa presented the Awards for the year.

There was some discussion about Awards. Some feel we have too many plaques being given. The plaque for the Pioneer Award costs around \$3,000. It was suggested that this be limited to a single individual. Or limit the amount we spend on the plaque. Also, we have instituted whoever is at the conference to present the award, to limit travel costs.

Joe Fabrizio will lead an adhoc committee to review all awards and policies.

ACTION ITEM: Joe Fabrizio – Organize and lead the adhoc committee to review all awards and associated policies. Committee: Joe Fabrizio, Chair; Bob Rassa, Marina Ruggieri, Dale Blair, Peter Willett, Alfonso Farina, Mike Wicks.

AI-0658

Marina discussed the Outstanding Organizational Leadership Award.

She nominated the entire 2016 Aerospace Conference Committee. She wants them to be recognized in a meaningful way, due to the well-run conference, but also the human side to this exceptional group of people as they faced a huge tragedy. Instead of nominating them for this award, Marina wants to recognize this group of people with certificates of appreciation, with a letter from the President of AESS, to be presented to them individually at the 2017 Aerospace Conference.

ACTION ITEM: Judy Scharmann/Marina Ruggieri – Prepare certificates for all individuals on the 2016 Aerospace Conference Committee, along with a letter from the President, bring them to the Officers Meeting for signature, and give to Marina to present at the 2017 edition of the conference. AI-0659

There was discussion about conflicts of interest with regards to the AESS Awards. It is believed that AESS should take it a step further and not have any conflicts of interests in relation to our Fellows and Awards. We can adopt a stricter policy than IEEE does.

MOTION: Dale Blair moves that any member of an award committee is excluded from evaluation of a nomination of an individual with whom he/she has a direct relationship. Bob Rassa 2nd. MO-0208

MOTION: Michael Rice moves that we postpone this motion until the spring meeting on the floor. Roy 2nd. Motion passed. MO-0209

ACTION ITEM: Dale Blair/Joe Fabrizio – Work on the wording of the postponed motion regarding Award Committee COI. AI-0660

ACTION ITEM: Hugh Griffiths – Find an appropriate place to document the COI statement. AI-0661

Resource Center – Kathleen Kramer

Kathleen introduced the idea of the resource center.

MOTION: Hugh Griffiths moves that we endorse the TA Resource Center at a cost of \$3,000 for 2017, set up a committee for a plan of action and implementation. 2nd Bill Walsh. Motion passed. MO-0210

There was a lot of discussion about this.

ACTION ITEM: Dale Blair/Kathleen Kramer – Set up a committee to plan and implement the TA Resource Center immediately, with completion before the end of 2016. Committee: Dale Blair and Kathleen Kramer, Co-Chairs; Bill Walsh, Maria Sabrina Greco, Mike Wicks, Hugh Griffiths, Judy Scharmann AI-0662

We must get online assessment. Judy will check the status of this with Chris Dyer and Mehak Chopra.

International Directors Summary – Maria Sabrina Greco

Sabrina is still collecting information, but will send a final report to file with the meeting documents.

Sabrina spoke of the Distinguished Tutorial that she and Mark Davis will present at the Radar Conference in China. She is also presenting a certificate to Shunjun Wu as Liaison to China.

We have chapters that are not active.

ACTION ITEM: Maria Sabrina Greco - Work with Erik Blasch and George Schmidt and also VP Member Services Elect, Wolfgang Koch, to try and re-connect these inactive chapters. AI-0663

Old Business

None

New Business

1. Bob Lyons wants to choose members of the Future Directions of IEEE, not just from TAB, but to people in the AESS BoG, like Leo Lighthart, Alfonso Farina. Bob wants to work with Marina to expand those horizons. AESS needs to be a leader of an initiative, not be a follower. Teresa appoint an adhoc committee to work a new initiative within IEEE, to work with Marina.

ACTION ITEM: Leo Lighthart – Coordinate an adhoc committee to develop a new initiative within IEEE.

Committee: Leo Lighthart, Chair; Alfonso Farina, Joe Fabrizio, Roy Streit, Mike Wicks, Hugh Griffiths, Vince Socci, Walt Downing, Marina Ruggieri. AI-0664

2. Develop a more realistic approach in leading something technical with the Systems Council. Vince Socci could lead an initiative with the TEC. Marina wants AESS members to apply for all open positions in IEEE.
3. There is a push to increase YPP in the governance of societies. There is a move to get the YPP a vote on the BoG. Please think about this.

Wrap Up

Teresa appointed Simon Watts to chair the Fellows Evaluation Committee. The BoG approved this appointment.

Spring Meeting: May 12-13, 2017 in Seattle in conjunction with the Radar Conference.

Joe Fabrizio had some final thoughts, followed by Teresa. Teresa thanked Erik Blasch for his service to the BoG.

MOTION: It was moved to adjourn. No objections.

Meeting adjourned at 11:55 am.

2016 eVotes – Recorded for the minutes

Teresa Pace seeks to approve the appointment of Roy Streit as Secretary for 2017. Board consensus given.

MOTION: It is moved to amend the AESS Bylaws to establish a Fellow Evaluation Committee and Chair, as follows:

1. Composition

The Fellow Evaluation Committee shall comprise the Chair, who shall be appointed by the Society President, with the advice and consent of the AESS BoG, to serve for three years, non-extendable and non-renewable, and eight members-at-large who shall hold the grade of IEEE Fellow and shall be members of the Society in good standing. Terms of the members-at-large shall be three years, non-renewable.

2 Appointment of Members

The Chair should appoint members-at-large from broad constituencies of the Society to guarantee a fair representation of the Society, in terms of geographic distribution, key technical disciplines, and categories (researchers, technical leaders, practitioners). The selection and appointment of the members-at-large is done by the Chair (with the advice and consent of the Society President and VP Membership).

The selection and appointment process of the members of the committee should start no later than October and be completed no later than January of the following year. Members of the committee may not nominate or serve as references for any candidate to be evaluated by the committee, nor for nominations via other IEEE Societies.

3 Responsibilities of Chair

The Chair shall be responsible for assigning committee members to evaluate nominations in their areas of technical expertise and experience. At least five committee members shall evaluate each nomination. The Chair shall be responsible for merging the evaluators' input into a coherent whole, and for making the initial ranking. The Chair shall conduct a meeting with the committee members to review the initial ranking of all candidates. With the advice of the members the Chair shall decide if numerical ranking should be changed, or if he/she should obtain additional evaluations for individual candidates. The Chair shall provide final ranking and evaluations to the IEEE Fellows Committee by mid-June. The committee Chair shall send a report to the Society President and the chief staff executive by 30 June of each year. The report shall contain a summary of the Fellows Committee review process and nomination submissions.

The rationale is to ensure that our Fellow Evaluation process is transparent, in line with other Societies.

Motion passed. 21 yes, 0 no, 4 abstentions.

MOTION: IEEE has informed us that the following candidates of the slate have been elected by the AESS membership for the BoG term 2017-2019:

Fabiola Colone
Darin Dunham
Fredrik Gustafsson
Bob Rassa
William Walsh
Jason Williams

Warm congratulations to the 6 elected members.

The BoG is now asked to e-vote to elect TWO ADDITIONAL members for the term 2017-2019 from the following RESIDUAL slate of 9 candidates:

Michael Braasch
Stefano Coraluppi
Murat Efe
Fulvio Gini
Jim Howard
Lorenzo Lo Monte
Cosimo Stallo
Clay Stewart
Bruce Suter

Please vote for your preferred 2 candidates no later than Wednesday, July 6, 2016.

Michael Braasch and Fulvio Gini were elected, after three rounds of voting.

Teresa Pace moves to approve the appointment of Bob Rassa as Treasurer for 2016. Joe Fabrizio 2nd. Motion passed.

Teresa Pace moved to approve the appointment of Maria Sabrina Greco as Secretary for 2016. Joe Fabrizio 2nd. Motion passed.

Teresa Pace moved to approve the current International Directors for 2016, as follows: Australia, New Zealand - Joe Fabrizio; Italy, Western Europe - Marina Ruggieri; UK and Ireland - Hugh Griffiths; Region 9 - Jose Bolanos. Joe Fabrizio 2nd. Motion passed.

Teresa Pace moved to approve Maria S. Greco as Lead Director of the International Directors. Joe Fabrizio 2nd. Motion passed.

Teresa Pace moved to approve the 2016 N&A Committee, as follows: Bob Lyons, Chair; Iram Weinstein, Hugh Griffiths, Russ Lefevre, Yilong Lu, Long Teng, Jim Howard, Erv Gangl. Joe Fabrizio 2nd. Motion passed.