



**AESS Board of Governors Meeting
22-23 April 2016
Hyatt Regency Grand Cypress
Orlando, FL**

Attendees: Teresa Pace, Joe Fabrizio, Maria Sabrina Greco, Dale Blair, Peter Willett, Roy Streit, Bill Walsh, Michael Rice, Bob Lyons, Jim Howard, Jose Bolanos, Alfonso Farina, Vince Socci, Leo Lighthart, George Schmidt, Mark Davis, Bob Rassa, Kathleen Kramer, Robert Ewing, Mike Wicks, Erik Blasch, Hugh Griffiths, Mike Cardinale, Walt Downing

Non-Voting: Scott Sprindis, Lorenzo Lo Monte, Garrett Hall, Ryan Patterson, Judy Scharmman

Absent: Wolfgang Koch, Marina Ruggieri

Call to Order, Introductions, and Adoption of Agenda

Pace

Agenda change: move Finance before Technical Operations. Hearing no objections, the agenda is adopted.

President's and Executive Vice President's Message to BoG

Pace, Fabrizio

Teresa Pace gave a welcome. Joe Fabrizio reviewed the Strategic Plan and key challenges. (Presentation: EVP Message to BoG)

Secretary's Report, approval of the minutes, action items

Greco, Scharmman

We will look at open actions at the end of the meeting tomorrow.

MOTION: Mike Cardinale moved to approve minutes from the Fall 2015 AdCom Meeting. Vince Socci 2nd. Motion passed. MO-0194

Session 1 – Officers' Briefing

Committee Composition & Cross-Committee Collaboration

Fabrizio

Joe reviewed the formation of the VP Committees, along with roles and responsibilities. (Presentation: Officer Committees)

ACTION ITEM: Judy Scharmman – Add the committees on the AESS website. AI-0599

Finance

Howard/Rassa

(Presentation: AES FinanceReportApril2016)

The society is solvent.

Bob Rassa presented detailed numbers for our income and expenses.

ACTION ITEM: Bob Rassa – Find out what all societies and councils are paying for Future Directions and what we are getting for our money. AI-0600

We reviewed the 2016 budget.

ACTION ITEM: Bob Rassa – Find out where the Mandatory Pages charges are being put. AI-0601

ACTION ITEM: Bob Rassa – Find out why there is \$2.4K in Member Subscription Income – Print for the magazine, and also why there is income showing for the "electronic" magazine. AI-0602

There was discussion regarding the inconsistency of the IEEE numbers. Bob is on TAB Finance Committee and will investigate the inconsistencies.

Technical Operations

Downing

(Presentation: AESS_BoG_April_2016_Technical_Operations)

Walt reviewed his six objectives.

The 2015 Outstanding TP of the Year Award – Gyro and Accelerometer Panel.

ACTION ITEM: Judy Scharmann - Send Outstanding TP of the Year - Gyro and Accelerometer Panel – to Erv and he will prepare certificates for presentation. AI-0603
ACTION ITEM: Judy Scharmann – Check on the Awards website and see why the past winners are no longer listed. Work with Erv and get Awards website completely updated. AI-0604
Walt reviewed all of the ongoing activity of our Technical Panels.
Alfonso Farina would like to be on the Cybersecurity Panel. Kathleen added him.
Three panels with no reports, and need some help: Avionics Systems, Target Tracking, Space Systems.

Member Services

Schmidt

(Presentation: MbrServAESBOG42016)
ACTION ITEM: Judy Scharmann – Send new registered logo out to the BoG. AI-0605
ACTION ITEM: Judy Scharmann – Check on the AESS slide template for compatibility. AI-0606
The AESS magazine will be available electronically in July. We could send a sample of the magazine with the Try Me Campaign after that.
ACTION ITEM: George Schmidt - Include the new Mentoring Program in the Try Me letter, once it gets started. AI-0607
Chapter Report – Blasch
(Presentation: 16_04_21_AESS-Chapters_Update_v1)
Chapter Awards in Erik's slides.
ACTION ITEM: Judy Scharmann – Ok to process the operational funding. We need to send communication once the money is transferred. The chapter needs to receive the money from the Section. AI-0608

Industry Relations

Cardinale

(Presentation: AESS BoG 20160422)
ACTION ITEM: Mike Cardinale – Send Industry Relations updates to Judy for website. AI-0609
There was discussion about IEEE memberships and conference registrations, and how best to recruit for AESS at conferences. Mike has a list of conferences to do trial cases. We must find out if they are IEEE members and ALSO if they are AESS members.

We need to match up appropriate magazines with conferences.

ACTION ITEM: Judy Scharmann – Add to magazine to conference process: contact Sabrina and Bill to find out which magazine to send to which conference. AI-0610

AESS needs to be more relevant to industry. Companies are afraid that their engineers will become irrelevant. They need education. The Short Course initiative is exactly this. We give discounts for IEEE and further for AESS members. We need to figure out the funding stream, instead of chapters having to go through sections. Mark has an action item to formulate this funding stream.
We need to raise IEEE awareness to companies.

Publications

Blair

(Presentation: AESS_BoG_22April2016_Publications)
Dale reviewed all AESS publications, QEB, and website.
ACTION ITEM: Judy Scharmann – Work with Joe Fabrizio to draft a letter of appreciation to an individual to be used as needed. AI-0611

ACTION ITEM: Teresa Pace, Joe Fabrizio, Bob Rassa – Put some pressure on IEEE Media to do their job. Support Bill Walsh as needed. AI-0612

Conferences

Davis

(Presentation: VP Conferences Apr2016_v4)
Mark reviewed the conference strategy, objectives,
Recommendation: Create AESS Panels to manage weak conferences.
ACTION ITEM: Judy Scharmann – Make sure all the conferences from Mark's report are on the website. AI-0613
ACTION ITEM: Bob Rassa – Find out from Rich Jannuzi what % of financial sponsorship required to avoid being considered a technical co-sponsor. AI-0614

Mark wants to strengthen the AESS Conference Liaison for all financially sponsored conferences.
Recommends Mike Braasch be elected to the BoG and work with ION and ICNS.
Mark proposes to start a panel to support Nav & Guidance technology. But, if Mike Braasch is a member of Control and Guidance, which he is, they could handle this.
Mark proposes we be a technical sponsor for PLANS 2018 until the AESS interface is strengthened.

Education

Kramer

(Presentation: AESS_BoG_April_2016_EducationKramer)

Kathleen reviewed the educational objectives, initiatives, and actions.

We have had 12 Distinguished Lecturers so far this year.

ACTION ITEM: Kathleen Kramer – Propose a few new DLs through the DL committee. Add a Region 10 DL, specifically China. AI-0615

ACTION ITEM: Kathleen Kramer/Mark Davis/George Schmidt/Wolfgang Koch – Develop a tool kit for the chapters with financial guidelines for Tutorials and Short Courses. Develop a rule book for US and non-US AESS chapters to run fee-paying short courses. This needs to include guidelines on how to identify, organize and execute short courses relevant to the local community and industry in particular, along with rules for managing the financial aspects in compliance with IEEE. AI-0616

ACTION ITEM: Kathleen Kramer – Communicate the DL schedule with Judy so she can send AESS Brochures. AI-0617

Session 2 – Key Committees' Briefing

Nominations & Appointments

Lyons

(Presentation: AESS_BoG_April_2016_N&A)

Bob is looking for women to be on the N&A Committee. The one problem is you cannot run for the BoG if you are a member of N&A.

Bob presented the Slate approved by the N&A Committee for the BoG term 2017-2019. The slate has only one woman.

Bob recommends we vote on the slate today.

There was discussion on the slate. With 15 people, it is recommended not to add more.

MOTION: Bob Lyons moves that we approve the N&A Slate of the following 15 candidates: Michael Braasch, Fabiola Colone, Stefano Coraluppi, Darin Dunham, Murat Efe, Fulvio Gini, Fredrik Gustafsson, Jim Howard, Lorenzo Lo Monte, Bob Rassa, Cosimo Stallo, Clay Stewart, Bruce Suter, William Walsh, Jason Williams. This motion came from committee, so no second is necessary. Motion passed. MO-0195

Student Activities

Rassa

(Presentation: AES Student Activities 2016)

ACTION ITEM: Judy Scharmann – Send the Request Form for Student Projects out to the BoG. AI-0618

MOTION: Bob Rassa moves that we accept the following two student projects:

Loyola Blakefield, Towson, MD: \$5,000

Rowan University, ECE Dept.: \$5,000

Walt Downing 2nd. Motion passed. MO-0196

Additional requests are due to Bob Rassa by September 1, 2016.

Undergraduate Student (Hall)

(Presentation: AESS_BoG_April_2016_Undergraduate_Student_Representative_V2)

Garrett presented the mentoring program.

Garrett will work this in San Antonio and will work with the IEEE-HKN CTS Connection. After he gets this operational, he wants to send the information to all AESS Chapters.

Graduate Student (Paterson)

Ryan Paterson discussed how social media can improve AESS.

Social media means new ways to communicate with each other. There was a lot of discussion about this.

ACTION ITEM: Garrett/Ryan/Scott – Develop a prototype for communication within AESS.

Collabratec –

(Presentation: AESS_BoG_April_2016_Collabratec)

Garrett presented the test drive through Collabratec.

There are many downfalls of Collabratec. Searches yield nothing, document storage is cumbersome, no version control, etc. Garrett does not recommend Collabratec until further developed.

ACTION ITEM: Garrett Hall/Ryan Paterson/Scott Sprindis – Write a summary report of your recommendations for Collabratec, send to Teresa Pace and the BoG, and Teresa will forward to our Division Director and Marina Ruggieri, and Vincenzo Piuri. Send by May 30. AI-0619

ACTION ITEM: George Schmidt/Judy Scharmann - Add social media to the New Member Welcome Letter and add that someone will be contacting them. Then send the list to George to make personal contact with the new members. AI-0620

There was discussion about starting an AESS YouTube channel.

ACTION ITEM: Garrett Hall/Ryan Paterson/Scott Sprindis – Investigate the possibility of an AESS YouTube channel. AI-0621

Scott reported on the YPP event that was held at the Systems Conference. Scott felt it was a great experience and would like more of that.

ACTION ITEM: Judy Scharmann/Garrett Hall/Ryan Paterson/Scott Sprindis - New Member Tab on the AESS website, as well as Student and YPP pages. AI-0622

2:30 pm Young Professional Program

Sprindis

Scott Sprindis presented in collaboration with Ryan Paterson and Garrett Hall. They are all working together.

3:00 pm Awards

Gangl

(Presentation: AESS_AWARDS_04.22.16)

Joe Fabrizio presented Erv's slides, reviewing all recent awards given.

ACTION ITEM: Judy Scharmann – Include latest Awards in the next QEB. AI-0623

MOTION: Bob Rassa moves that for multiple authored papers of a conference or publication that wins an AESS award, the primary author gets a plaque, all other authors get certificates. Bill Walsh 2nd. Motion passed. MO-0197

4:00 pm Women in Engineering

Kramer

(Presentation: WIEandAESS_KramerApril2016)

Kathleen reported on the IEEE WIE program.

Most big conferences have WIE-themed conference sessions. Our Radar Conference has Women in Radar.

ACTION ITEM: Mark Davis/Kathleen Kramer – Add a paragraph about a WIE-themed conference session to the Conference Guidelines. AI-0624

It was proposed that N&A reach out to Kathleen for BoG candidates next year.

4:30 pm International Directors Summary

Greco

(Presentation: International_directors)

Sabrina reviewed the current international directors:

R8-Europe – Leo Lighthart

R8-UK and Ireland – Hugh Griffiths

R9-Argentina – Jose Bolanos

R10-Australia – Joe Fabrizio

It was suggested that we publicize on our website the activities of the Chapters. Possibly we could get the events from V-Tools.

ACTION ITEM: Judy Scharmann/Kathleen Kramer – Look into posting Chapter Reports via V-Tools. AI-0625

Currently, an International Director must be a member of the BoG. This leaves many International Directors un-filled. It was suggested that we institute International Liaisons, who do not have to be members of the BoG.

China, Japan, India, Brazil

Sabrina proposed Shunjun Wu as Liaison for China.

Sabrina proposes that we organize an event at 2016 CIE Radar Conference, with a DL, and also a session on how to successfully publish, a session on how to become a Senior Member and Fellow in IEEE.

MOTION: Sabrina Greco moves that we allocate \$4,000 of the International Directors travel budget for an AESS event to be held at 2016 CIE Radar Conference in China. Mark Davis 2nd. Motion passed. MO-0198

Recess until Saturday

Saturday, April 23, 2016

Call to Order

Pace

8:00 am: Session 2 – Key Committees' Briefing - Continued

Liaisons to IEEE and Non-IEEE Technical Societies

Walsh

(Presentation: AESS_BoG_April_2016_WPW_Liaisons report_v2)

Bill presented a report on the Liaisons for the AESS.

Bill is gathering information about each of our engagements, finding out the purpose of our involvement, the history, how it impacts the AESS and the activities of the Society.

Bill presented the IoT Initiative and we need to decide whether AESS will be involved. The financial commitment would be \$6,000 per year for 3 years, for a 2% share. There was discussion. Many thought this was not something AESS should be involved in.

ACTION ITEM: Lorenzo Lo Monte – Find out more information about the IoT Initiative and report to the Bill Walsh by May 30. AI-0626

ACTION ITEM: Bill Walsh – Get more information on Biometrics Council and find a liaison. AI-0627

Report of Special Projects

Rassa

(Presentation: AES FinanceReportApril2016 Supplement)

Bob gave a supplement report to Financial report, showing the actuals for the Transactions.

ACTION ITEM: Bill Walsh/Bob Rassa – Reconcile the AESS Magazine and Transactions costs, via Bob's spreadsheet from IEEE. AI-0628

9:00 am: Session 3 – Special Topics

IEEE Reorganization Vote Briefing

Pace

(Presentation: Shoop-4654_Presentat_34849_1)

Teresa asked Bob Rassa to give an overview of the IEEE Constitutional change proposal.

ACTION ITEM: BoG – Send an email to Judy and Teresa with a couple of sentences about your thoughts on the proposed Constitutional Change and Teresa will provide the input to our Division Director. AI-0629

Kathleen Kramer recuses herself from this discussion.

ACTION ITEM: Teresa Pace/Judy Scharmann – Put an article in the QEB with information on the proposed IEEE Constitutional Change, noting the comments from the BoG. AI-0630

Fellows Special Report

Greco

(Presentation: Fellow_rep)

Sabrina reviewed the demographics of all AESS Fellows. She reviewed the bylaws of other societies, and the IEEE best practices as related to Fellows Committee.

There is a proposal to add a section in our Bylaws:

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 three years, non-renewable, and nine voting 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, with one-third of the members being appointed each year.**

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 **regional representation, gender, 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 Membership VP (or the entire BoG). 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.** Appointing members of the committee as early as possible is critical since they may not nominate or serve as references for any candidate to be evaluated by the committee. Suggested technical areas to be covered by the committee members:
Radar Systems, Target Tracking, Avionics, EO/IR Systems, Navigation, Guidance and Control

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 (which may be virtual but should be interactive) 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 final ranking shall be approved by the entire Committee by vote with a quorum of 2/3 of the voting members. 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 Membership VP** by 30 June of each year. The report shall contain a summary of the Fellows Committee review process and nomination submissions.

MOTION: Sabrina Greco moves that the Constitution, Organization, and Bylaws Committee formally draft a change to the IEEE AESS Bylaws to reflect the proposed language concerning the IEEE Fellows Evaluation Committee and seek approval before the Fall BoG meeting. Hugh Griffiths 2nd. Motion passes with five abstentions. MO-0199

ACTION ITEM: Hugh Griffiths – Formally draft a change to the Bylaws to reflect the proposed language concerning the IEEE Fellows Evaluation Committee. Be prepared to present this at the Fall BoG meeting. AI-0631

Educational Resources New Project

Fabrizio

(Presentation: Education resourcing)

1. Joe reported on the Radar Panel project to have educational resources on the AESS website. They provide everything, we just need to provide web support.
2. AESS Networking and Mentoring Program – Draft website is built.

Role of IEEE in Engineer's life and Conflict of Interest

Blair

(Presentation: AESS_BoG_22April2016_Perspectives)

Dale made a presentation on what IEEE is, and why we are involved. We need to serve our members well with transparency.

Old Business, New Business

Pace

Next meeting: October 7-8, 2016 in Edinburgh, Scotland, at the George Hotel. Information will be sent soon.

New Action Items

Scharmman/Greco

All actions from this meeting were reviewed, with the following additions:

ACTION ITEM: Leo Lighthart/Mike Cardinale/Rob Ewing – Work on the Chapter Summit to be held at the Sections Congress. Work on securing funding. Sections Congress will be August 11-13, 2017 in Sydney, Australia. The Chapter Summit will be August 10. AI-0632

ACTION ITEM: Judy Scharmann/Dale Blair/Kathleen Kramer – Develop an online tool for assessment after taking a tutorial. AI-0633

ACTION ITEM: Jose Bolanos – Write a brief article for the QEB regarding the half-price dues. AI-0634

ACTION ITEM: Judy Scharmann - Order name tags.

Wrap Up

Pace, Fabrizio

Adjourn

Meeting is adjourned 11:37.