

AESS Board of Governors Meeting
Hyatt Monterey
Monterey, CA
May 4, 1:00 pm – 5:00 pm
May 5, 8:00 am – 5:00 pm

Attendance: (Names in red are voting members)

Jim Leonard, Bob Rassa, George Dean, Dale Blair, Peter Willett, Shunjun Wu, Ron Ogan, Bob Lyons, William Lyons, Barry Breen, Jim Weyrauch, Jose Bolanos, Jim Huddle, Evelyn Hirt, Dave Dobson, Yaakov Oshman, Mark Davis, Paul Gartz, Zafar Taqvi, Mansoor Malik, Lance Kaplan, Joel Walker, Judy Scharmann

Call to Order:

Bob Rassa called the meeting to order and welcomed the attendees. Jim Leonard presented Bob Rassa with his gavel. Everyone introduced themselves. The Agenda was reviewed and is included.

MOTION: George Dean moved to accept the Agenda. 2nd Jim Leonard. **MOTION PASSED UNANIMOUSLY.** (MO-0001)

President's Report: Bob Rassa

Main points:

- Bob's observations are that the society is healthy and the officers are outstanding.
- IEEE is still sorting out the BMS mess. Conference management still needs improvement.
- TAB is somewhat dysfunctional. "Management by notion".
- We need to continue to increase focus on Chapter activities, and get local people involved. When you get more personal, it causes people to want to join.
- We need to increase focus on students. Our goal is to retain more student members as full members. We can't lose touch with the students of today. There was discussion on the need for a graduate student rep to the board to complement our new Undergrad student rep.
- Focus on GOLD. There was discussion that you need to start even soon, perhaps high school or earlier. Math interest begins in 3rd grade. The Raytheon program, "Math Moves You" was mentioned as a good example of corporate engineering focus on elementary-school focus. There is also an IEEE program, tryengineering.org.

ACTION ITEM: Bob Rassa – Appoint a graduate student representative to the Board. (AI-0113)

There was discussion on the organization of IEEE. Evelyn Hirt said she will submit a chart she finds helpful. (It is attached [here](#)).

- AESS needs to do more strategic planning. The new 3rd Officer's meeting will help. What new initiatives should we pursue besides the new Online Tutorials? Should we expand our conferences? Enhance our Pubs?
- We should help ensure the success of the Councils to which AESS belongs.

Bob Rassa is shifting coasts, moving from LA to Maryland. New address as of June 1:

Robert C. (Bob) Rassa
 2260 Engle Rd
 Fallston MD 21047
 (310) 985-4962 (blackberry)
 (818) 378-4720 (cell)

Confirmation of Officers: The board approved via email vote the 2008 appointments made by Bob Rassa.

Bob O'Donnell was commended for the best initiative with his work on the Online Tutorial Program. A proclamation scroll was sent to Judy by Jim Leonard for presentation to Bob O'Donnell at a future N.H. Section Meeting.

Secretary's Report: Judy Scharmann (for Theo Saunders)

There is an incorrect acronym. TISP.

MOTION: Jim Leonard moved to accept the Minutes as corrected. 2nd Jim Weyrauch.
MOTION PASSED. (MO-0002)

Reports from Vice-Presidents

Education: Bob O'Donnell (Bob was absent, but sent his report)

Main points:

- We bought a server at UNH for development only. We need to rent a host server now for the tutorials, and this is being done for us by Conference Catalysts LLC.
- We need to review the cost picture for the online tutorials. The board has already agreed what to charge. It was suggested that we advertise the free Lincoln Lab tutorials to Chapters.
- We need, not only a Business Plan, but a Marketing Plan.
- This fall, Bob O'Donnell wants to focus on the Student Lecture Series.
- \$500 payment to Hugh Griffiths and Dick Curry was discussed.

ACTION ITEM: George Dean – Ask Bob O'Donnell about the \$500 payments to Hugh Griffiths and Dick Curry. What are they for and were they approved? (AI-0114)

MOTION: Bob O'Donnell moved to permanently transfer the Dell server (IEEE property #20146), the Desktop computer E6700 (IEEE property #20215), and their associated

web cam, etc. equipment and software to the IEEE New Hampshire Section, with the understanding that the equipment will be used by Affiliate Professor Robert O'Donnell, of the Electrical and Computer Engineering Department of the University of New Hampshire, exclusively for the development and public hosting of video education courseware, tutorials and teaching aids for the electrical engineering undergraduate and graduate students at UNH and the www student community as a whole. It is understood that this www based video education material will be available at no charge to the viewer. The web site will note that IEEE AESS has sponsored this effort. 2nd Jim Leonard. **MOTION PASSED UNANIMOUSLY.** (MO-0003)

Discussion: Book value is \$3,800.

- There was a lengthy discussion regarding copyright release. Need copyright release for authors. It was pointed out that if there are people doing tutorials that are DOD, and then a release is needed. Can't release classified material. If you've been paid to develop material by the DOD, a release is needed. Mark Davis was asked to contact Bob O'Donnell and share his expertise in this area.

ACTION ITEM: Mark Davis – Contact Bob O'Donnell and share your expertise with regards to the DOD and copyright release. (AI-0115)

- If we are going to publish on the www, we need to make sure all our bases are covered.
- What does copyright release mean? It means that the material in the talk has to have permission to be used. The original author can use that material; he just can't publish it in another journal, or sell it. The funding employer must sign off.
- Licensing Agreement was discussed. We enter a Licensing Agreement with IEEE so IEEE can sell. Cecilia Jankowski is the IEEE expert on this topic.
- There was discussion on how the topics for the tutorials are selected. Bob O'Donnell selects them. We need to develop a list and then solicit so the list will be complete. Possibly do some tutorials in native language.
- It was discussed to possibly integrate DLP with the Online Tutorial Program.
- It was discussed to turn over the shipping and keeping track of the equipment to Conference Catalysts. There were no objections. Done.

ACTION ITEM: Bob Rassa – Contact Conference Catalysts regarding assuming responsibility for keeping track of the Online/Video Education equipment and shipping of equipment to lecturers. (AI-0116)

MOTION: It was moved that we charge \$5.00 for Student Member Online Tutorials. 2nd. **Motion tabled.** (MO-0004)

There was much discussion on this. Some thought we should support the students fully and charge zero.

MOTION: Paul Gartz moved to table this motion to charge \$5.00 for Student Member Tutorials until tomorrow. 2nd Jose Bolanos. Motion passed. (MO-0005)

John Weyrauch, Jim Huddle, Paul Gartz, Evelyn Hirt, and George Dean will work this.

Afternoon Break

Conferences: Barry Breen

Updated list of conference representatives:

- IEEE Aerospace – Marina Ruggieri & Robert C. Rassa
- IEEE Autotestcon BoD – Robert C. Rassa, Rich Hochberg, & Dave Wallhermfecht
- IEEE International Carnahan Conf. on Security Technology – Robert Trebits
- IEEE/AIAA Digital Avionics Systems Conf. – Cary Spitzer & Paul Kostek
- IEEE Radar Conference – Mark E. Davis
- IEEE/ION Position, Location & Navigation Symposium – John Weyrauch
- IEEE/AIAA/NASA Integrated Communications Navigation and Surveillance – Paul Kostek, Ellis Hitt
- NAECON – Erv Gangl

Main points:

- We do sign MOU's with non-IEEE conferences. They give our members discounted rate, they use our logos, we advertise in the magazine and on the web.
- NAECON is a new conference. Erv Gangl is the rep. It's still a small conference. We gave them seed money and have signed an MOU.
- Life members get same deep discount that students get. We have MOU with PLANS. ION handles all the money and they just cut us a check.
- For the time being, IEEE is way behind on conference closings, so we are not being fined for not closing conferences on time.
- Concentration Banking is paying higher interest than banks.
- Discussion regarding putting the conference listing in the magazine every month. Talked a little about contact information. Send roster changes to Judy.
- Is there a way we can see trends of our conferences over the past 10 years?

ACTION ITEM: Frank Reyes and Barry Breen – Define metrics and develop a simple spreadsheet with trends from Conferences over the past 10 years. Report this information to the BoG. (AI-0117)

- Barry reported that he would be presenting a plaque to Chuck Bye of ION for his work on PLANS.

Membership: Jim Howard (Jim was absent, but sent his report)

Main points:

- Normally Membership climbs from March thru January each year.

- Due to the problems of BMS, there were some renewal problems for 2008.
- 2008 Member Termination Statistics were reviewed.
- Membership Development plans were discussed.

ACTION ITEM: Chris Dyer – Add a direct link on the web site for visitors to easily join the Society. (AI-0118)

ACTION ITEM: Ron Ogan – Look into tapping “arrears” members with a direct mail or personal contact, possibly through Chapters. (AI-0119)

ACTION ITEM: Jim Howard – Send additional membership data, breaking out the AESS membership into Regions. (AI-0120)

There was a discussion on the need to offer free AESS memberships to targeted groups.

MOTION: Jim Leonard moved that AESS provide free AESS memberships in 2009 to IEEE members who are employed by Boeing. 2nd George Dean. Vote: 9 yes, 3 no. With 14 voting members present, simple majority passes. **Motion passed.** (MO-0006)

Discussion: some were opposed to this. Why not Raytheon? Or Northrop Grunman? When talking about “free memberships”, we are now distinguishing one aerospace company from another. Some said it just doesn’t “feel right”. It doesn’t seem appropriate for a professional society. After the free membership, what is the motivation for renewing the next year? What are we going to do to keep them? Active chapters retain members. Will there be a benefit to AESS or not? Boeing responded with an MOU and they gave us money.

MOTION: Jim moved to call the question. 2nd George Dean. **Motion passed.**

Vote.

ACTION ITEM: Jim Leonard, Jose Bolanos, Jim Weyrauch – Develop a marketing strategy with regards to setting up the free memberships for Boeing employees to try and get the new members involved in the Society. (AI-0121)

The Conference Recruiting Program was discussed. Give fee IEEE memberships (conference pays) and Society memberships (AESS pays). The model is: non-member is priced higher by the amount of IEEE membership. Retention rate is increasing and proven.

We need to do membership recruitment at all AESS conferences and recruit members. For sure Radar and Big Sky.

Can we offer free memberships at a 50% sponsored conference? Yes.

ACTION ITEM: Bob Rassa and Barry Breen – Work a way to utilize the Conference Recruiting model with the conferences that we have 50% sponsorship. (AI-0122)

Technical Activities: Jim Huddle

Technical Panel Reports

Jim reported that the panels are working within their budgets. The 5 active panels are as follows:

1. The Gyro and Accelerometer Panel (GAP) - Randy Curey.
2. The Large Scale Systems Engineering Panel – Paul Gartz.
3. The Space Systems Panel – Marina Ruggieri.
4. The Radar Systems Panel – Hugh Griffiths.
5. The Target Tracking Systems – Dale Blair.

The panels deliver standards, support conferences, and sponsor awards.

Distinguished Lecturers Program

Main points:

- For 2008, one lecture has been given and 7 lectures are in the process.
- Chapters and Sections request the most. Sometimes it's difficult to schedule the lecturer. They get about one request a month. They simply can't do them all.
- Many international chapters complain that DL's are unavailable. We need to get more local DL's to save money.
- Evelyn reported that in one chapter they are mirroring society level by having Chapter Technical Panels and Chapter Distinguished Lecturers to nurture young professionals.

ACTION ITEM: Jim Huddle – Put an announcement in the Magazine that AESS is interested in adding to our DLs, give suggested topics, and Jim Huddle contact information. (AI-0123)

ACTION ITEM: Jim Huddle – Send a current DL list to Judy. (AI-0124)

- It was suggested that DL's could deliver their lectures remotely, but it was decided that it's not as good as face-to-face.

Finance: George Dean

2007 FINANCIAL RESULTS

Audit Reports (FM-14 Report) will not be complete until June of 2008. George Dean will advise Bob Rassa and Jim Leonard of the final audited 2007 Financial Summary. However, the year end preliminary analyst (FM-13) shows the net surplus for 2007 as (\$104.8K). This is in excess of the recommended three percent limit of (\$102.8K). Substantially more would put AESS on TAB's Watch List for financially problem society.

AESS reserve funds have increased from \$3132 K at year end of 2006 to \$3306.1 K at year end 2007. Interest income was down in 2007 due to stock market fluctuations but still received \$123.2 K.

Income from meetings and conferences was down considerably in 2007 to \$547.5K
IEEE-TAB administration cost increased \$100.4 K and the AESS Committee Budget increased \$220.7 in 2007. AESS achieved many things during the 2007 year and is still above the red line for the TAB Watch List.

2008 FIANCIALS

The 2008 year end estimates of incoming revenues are \$2663.9, up from 2007 by almost \$90K which will help the ending surplus. The 2008 budget was set using three percent (3%) of the AESS reserve funds. Total expenditures were expected to be \$2791.1 yielding a negative surplus of \$127.3K

leaving a reserve of \$3178.8K for fiscal year 2009.

The first quarterly financial report, estimates the year ending with. A negative surplus of only \$127.3 K
The final results will not be tabulated until January 2009. Two conferences of 2007 have not been closed yet and none of the 2008 conferences have been accounted. However, an estimated revenue of \$560.9K should be coming to AESS from the 2007 and 2008 conferences. Although the AESS Committee expenses are expected to be greater in 2008 the IEEE-TAB Administration cost will be Less by about \$100K

AESS RESERVES AND FINANCIAL HISTORY

With the 2006 surplus, the society cash reserves on 31 December 2006 were greater than \$3.4 Million. The history of the Society's revenues, expenses, surpluses, and reserves are shown below for 2007 and the three 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 four 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.

	<u>Year 2004</u>	<u>Year 2005</u>	<u>Year 2006</u>	<u>Year 2007</u>
Revenues	\$ 1343K	\$1419K	\$3132.1K	\$ 2,574.0k
Expenses	\$ 741K	\$ 869K	\$2291.4K	\$2,678.9k
Surplus	\$ 602K	\$ 550K	\$ 840.7K	\$ (104.9k)
Reserve	\$2016K	\$2566K	\$3408.9K	\$3,306.1k

REMINDERS

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.

EXPENSE REPORT 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 Hoes Lane, Piscataway, NJ 08854. This will expedite your refund.

Bob Rassa, Frank Reyes, and George Dean need to sit down and figure out why we are running in the red and what action to take to solve the problem.

ACTION ITEM: Bob Rassa, Frank Reyes, George Dean – Sit down together and get a handle on why we are running in the red and what action to take to solve the problem. (AI-0125)

Meeting adjourned for the day. Reception begins at 6:30, dinner at 7:30.

Monday, May 5

After the bleak financial report, Bob Rassa made a [follow-up presentation](#).

Main points:

- Basically, AESS is losing money, and we need to figure out how and why. Our income sources are conferences, publications, and dues. We can't count dividends or investment income due to the market fluctuation.
- To try and shore up the finances, Bob is initiating a Finance Committee. Chair: Frank Reyes. Members: George Dean, Jim Leonard, Barry Breen, Joel Walker, Jose Bolanos, Bob Rassa
- Effective immediately: No travel except for authorized BoG travel to meetings. Specific purpose meetings may be authorized by the President. There will be no "blanket travel" approvals. This applies to all VPs, Panels, and International Directors.
- We are going to fix Carnahan. There is no reason why an AESS conference can't make money.
- Bob wants to bring fiscal responsibility to AESS. He will NOT allow AESS to go on the watch list.
- Bob's plan is to look within the BoG first to fill officer positions.
- DL's are within their budget.
- The appropriate VP or Bob must approve all expenses.
- Bob pointed out that there are 3 kinds of people in the world. Those that make it happen, those that watch what happened, and those that wondered what happened. We want to make it happen.
- We should have put the Video Tutorial project in for new initiative money.
- AESS Society Review is in 2009. This is a good thing to do.
- It was suggested to add Marina to the Finance Committee.
- AESS is going to purchase Live Meeting. User accounts will be set up for Bob Rassa, Barry Breen, Joel Walker, Marina Ruggieri, Jim Huddle, Theo Saunders, George Dean, Frank Reyes, Judy Scharmann

[Awards:](#) Erv Gangl (Erv was absent, but sent his report)

The new awards were reviewed:

2005 Harry Rowe Mimno Award to Dr. Ronald P.S. Mahler

In Recognition for the Tutorial

"Statistics 101" for Multi-Sensor, Multi-Target Data Fusion"

Published in the AES Systems Magazine, January 2004

Presented to Dr. Mahler at a Twin-Cities AESS Chapter Meeting

By Chapter Chair Firooz Sadjadi

2007 Harry Rowe Mimno Award to John B. McKinney

In Recognition for the Tutorial, part 2:

A Case History of an Invention

[The Evolution of an Invention]

Published in the AES Systems Magazine, August 2006

Working with John McKinney on Arrangements

2008 Fred Nathanson Memorial Radar Award to: Maria Greco
Presented at RadarCon 2008, Rome, Italy, 28 May 2008

2008 Warren D. White Award to Dr. Serpil Ayasli
“For Significant Contributions to Ultra-Wideband Radar
for Ground Penetration and Foliage Penetration Radar”
Presented at RadarCon 2008, Rome, Italy, 28 May 2008

2008 Judith A. Resnik Award to Sudhakar K. Rao
For “Innovations and Contributions Leading to Advanced Multiple Beam
and Reconfigurable Beam Payloads for Communications Satellites”
To be presented at TBD IEEE Conference, TBD 2009

Main discussion points:

- Plaque costs came into question. They are very expensive.
- IEEE Field Awards are paid for by IEEE and we present. We are not supposed to pay travel costs for awardees.

ACTION ITEM: Erv Gangl – Get a handle on the total cost of our Awards. What are we paying for and what are we not paying for. Report to the board. (AI-0126)

ACTION ITEM: Bob Rassa and Erv Gangl – Check to see if there was a mathematical error. See if something is in OUR budget that belongs in someone else’s budget. (AI-0127)

- Walter Fried Award is endowed so there is no cost.
- How much will it cost for the re-defined plaque for Nathanson Award. The family gave an endowment for an honorarium in addition to the award. Mark Davis knows about this.
- White Award was endowed by family. They had some poor fiscal management a few years ago.
- You can have multiple Foundation accounts. You can separate these funds. The Finance Committee will sort this out.

Constitution & Bylaws: Bob Rassa

Main points:

- IEEE approved our changes. We have to extract the changes and publish in the Magazine.
- We have a Handbook. Check with Charlie Gager to see if he has a “Policies and Procedures”. We need to update and send to magazine for Publication and also put it on the web site.

ACTION ITEM: Charlie Gager and Bob Rassa – Update the “Policies and Procedures” and publish in the magazine and put it on the web site. (AI-0128)

GEOS/ICEO: Paul Gartz

Main points:

- ICEO – IEEE Committee on Earth Observation. We need to get all Earth observations coordinated. GEOS came out of this. Dr. Jay Perlman suggested to create a committee. What does AESS want to do to continue? It's on top of list with IEEE.
- AESS is involved with System of Systems. Bob founded the Systems Council. Hard to know what percent of AESS members are involved in SoS. It is so new.
- We need to look at the Councils we belong to and either be involved and help them, or get out. What are we doing for Sensors Council? We just joined Biometrics Council. Shirley Chang is our rep. We voted not to be in Technical Management Council.
- Bob Rassa appointed Jim Leonard as Council Coordinator. He will report to the board.

[ACTION ITEM: Jim Leonard – Ask anyone involved in one of our Councils to send a report to you and report to the board. \(AI-0129\)](#)

International Directors: Zafar Taqvi

Main points:

- We need more joint chapters that AESS is involved in.
- We don't have any chapters in Region 9. Saj visited and they are ready to start.
- The meeting in Hong Kong was successful. Bill Lyons will report on it.

Mansoor Malik – Pakistan, Turkey and the Middle East.

Main points:

- Mansoor discussed the history of IEEE/AESS/GRSS. The Islamabad Section created a joint chapter (AESS, GRSS).
- Flagship Conference Proposal: International Conference on Advance in Space Technologies, ICAST 2006 – Disaster management was main focus. This was the 1st annual. AESS supported this conference. ICAST 2008 is being planned. Then in the odd years, RAST.
- Discussed the International Operations in Pakistan, Turkey and the Middle East.

Bill Lyons - Australia Operations

Main points:

- Reported on the meeting of the International Directors in Hong Kong. Dr. William Lyons, Dr. Tsuneo Takahashi, Professor Shunjun Wu, Dr. Zafar Taqvi attended.
- Discussion centered on putting some strategy in place. Instead of individual directors spending money here and there, they want to develop a plan as a whole for spending the budget. Attendees at the Hong Kong meeting conducted a general discussion of the current by-laws and structure of the International Directors and the relationship with the Board of Governors of the AESS. It was noted that there is a potential inconsistency in that some members are appointed, whereas other are elected. This creates a potential situation where

some regions may attract more support than is warranted by their membership needs. It was generally accepted that the International Operations Director's Position (currently occupied by Dr. Taqvi) *should be a position on the AESS Board of Governors and accountable to the Board*. If supported, this would need to involve a proposal to the board for a modification to **Article X11: International Directors, Part B**. It was also suggested that the last paragraph of Article X11, relating to the appointment of a focal be removed.

- \$44K was spent in 2006, \$68K in 2007. What is the return on our investment? Chapters, new members, conferences.
- We don't have a formal structure for International activities. We made an investment. We need to transit out of need annual cash from the board to being self-sufficient. The country directors need to be coordinated.
- Evelyn needs a write-up on UAV Challenge for the magazine.

ACTION ITEM: Chris Dyer – Put the link for the Outback Challenge, <http://www.youtube.com/watch?v=5VeScOBquK8> on the AESS web site. (AI-0130)

- We need to be creative in funding sources. Can we put the Outback Challenge in for funding with new initiatives? It was discussed that there are many roadblocks when trying to request money for new initiatives.
- Formation of QLD AESS Chapter, all required signatures. First event held on March 26.
Professor John Hansman from MIT (Professor of Aeronautics and Astronautics; Head, Division of Humans and Automation' Director, International Center for Air Transportation)

Asian-Pacific – Shunjun Wu

Main points:

- Asia-Pacific Conference on Synthetic Aperture Radar (APSAR 2007) – an international conference devoted to SAR technology development and applications. The bi-annual APSAR conference will be held every two years in China, Japan, Korea, Australia, and Singapore, in turn.
- The 2nd Asia-Pacific Conference on Synthetic Aperture Radar (APSAR 2009) will be held in October 26-30, 2009 at Xian, China, <http://www.apsar2009.org>.

There was a discussion regarding budget:

- Regardless of budget, no travel will be authorized right now.
- Conference advancements do not come out of the operating budget. Seed money is to be returned within 30 days after conference closing, per IEEE policy. Surplus/loss follows.
- If you can get funding from some other source, you can do AESS business.

Back to International Directors discussion:

ACTION ITEM: Bob Rassa – Address the structure of International Directors. Bob will get with Marina Ruggieri and Ron Ogan to sort out. Will ask input from Zafar Taqvi and Bill Lyons. (AI-0131)

Prof. Wu submitted a Technical Co-Sponsorship Request Letter for APSAR 2009 International Conference. Need AESS approval for technical co-sponsorship. Barry Breen can do that with an MOU. It was discussed that included in that MOU, needs to be “hand out AESS membership information”. Barry will come up with the appropriate wording.

There are many requests for free AESS memberships. What do we get? More people involved.

ACTION ITEM: Jim Howard – Calculate what the free memberships actually cost us and report to the board. (AI-0132)

ACTION ITEM: Judy Scharmann – Get calendar feature going on web site. Each VP coordinates their own calendar features and sends to Judy. Judy has been appointed “keeper of the calendar”. (AI-0133)

Do we need a VP of Marketing? We need to focus on this. We need a dynamic web site.

Publications: Joel Walker

Main points:

- Transactions: we have to review well. Once you get reviewers, can we go quicker to editorial process?
- Update presented on the magazine, transactions, tutorials
- There was much discussion over people’s unhappiness over the removal of the Organizational Chart.

MOTION: George Dean moved that the Organizational Chart be printed in the magazine every month. 2nd Mark Davis. **Motion withdrawn.** (MO-0007)

Discussion: Joel made the point that the board should not dictate content of the magazine. He felt very strongly about this. He said the Publications committee would accommodate the request without a formal motion.

MOTION: George Dean moved to withdraw the motion to have the Organizational Chart printed in the magazine every month. 2nd Bob Lyons. **Motion passed.**

ACTION ITEM: Judy Scharmann – Send updated contact information and organizational chart to Andy Lim and Dave Dobson monthly. (15th of each month) In September, include new class of BoG that was elected at Spring2008 meeting. Include date of issue, 45 days ahead. (AI-0134)

- There was discussion of the possibility of an electronic newsletter.
- Jim Leonard said he wants to continue getting extra copies of magazines to use for advertising.
- Can we put tutorials on the web site? They are in Xplore. We'd lose money if they weren't. We can put a picture on the web site that links to Xplore.

ACTION ITEM: Chris Dyer – Put a picture of the Transactions on the web site that links to Xplore. (AI-0135)

- Tutorials: getting good input for tutorials is difficult. It's not a small job. The board needs to help come up with topics and suggest people in the field to do it.

ACTION ITEM: Lance Kaplan – Solicit the board for ideas for Tutorial content and the people to do them. (AI-0136)

ACTION ITEM: Jim Huddle – Contact the Panels and solicit Tutorial content and people to do them. (AI-0137)

ACTION ITEM: Judy Scharmann – Write up a ½ page announcement for magazine soliciting tutorial content and people to do them. (AI-0138)

ACTION ITEM: Ron Ogan – Send an e-announcement soliciting tutorial content and people to do them. (AI-0139)

Joel reviewed the Pubs Summit agenda. We will put together a report and present to the board.

Chapters: Ron Ogan

Main points:

- AES membership is concentrated in specific geographic areas where systems technologies are present
- AES Chapters seldom interact with each other
- AES Chapters need more BoG contact

MOTION: Ron Ogan moved that we approve \$9,250 in rebates to AESS Chapters for meetings held. 2nd Jim Leonard. **Motion passed unanimously.** (MO-0008)

- There was discussion that under-performing chapters will get their rebate this year, but if they under-perform again next year, no rebate.
- Jim volunteered to assist with the Kitchen-Waterloo group. Bob concurred and authorized travel to the Kitchner-Waterloo Section.
- Ron reviewed the Chapter Summit: to be held on Sept. 18 in Quebec City, Canada at the Delta-Quebec.
- The following timeline was submitted:

5/5/08: Approve Agenda
5/15/08: Send out invitation packages
6/15/08: Initial Chapter responses – target 100% chapter participation.
7/15/08: Finalize Hotel arrangements
8/15/08: Follow-up contact offering visa or travel help
8/15/08: Confirm attendees
9/18/08: Summit

- Must be careful to stay within budget. Doesn't qualify for initiative. Reimbursement policy must be very clear. Sections pay if they are going to Sections Congress.

ACTION ITEM: Ron Ogan – Send Chapter Summit agenda to board for comment. (AI-0140)

- Ron reminded the board that each member of the board agreed to attend 2 chapter meetings a year.
- Who from the board will attend the Chapter Summit? Bob will work on it.

ACTION ITEM: Bob Rassa – Determine who on the board will attend Chapter Summit. (AI-0141)

Student Activities: Jose Bolanos and Jim Leonard (Mike Roberts absent)

Main points:

- Jim reported that Missouri University of Science & Technology crashed their plane. Jim is looking for more money.

ACTION ITEM: Chris Dyer – Put www.aessuav.org link on AESS web site. (AI-0142)

- Jose reported that attempts to create student chapters are difficult. We need to target by region or universities with aerospace programs or engineering programs in general. We need engineering faculty help. We need student body presidents on board. To start a student branch, you need 13 members, plus an advisor, and have meetings.

ACTION ITEM: Jim Leonard – Get in touch with Dave Dobson with blurb regarding starting student chapters that you want sent to all student branches. (AI-0143)

ACTION ITEM: Jose Bolanos – Find engineering faculty to help start student branches. Contact Laura Durrett at IEEE for assistance. (AI-0144)

2009 Budget: George Dean

ACTION ITEM: George Dean – Send a note to all the board asking inputs for 2009 budget. (AI-0145)

Main points:

- Judy's expense needs to be moved out of AdCom and put in Secretarial Services.
- Bob doesn't intend to use all that is budgeted in the President's Office line. Can be reduced.

Web Site: Ron Ogan

Main points:

- Good progress in 2007. Updates complete for most headings.
- Need to add an activity counter

ACTION ITEM: Chris Dyer – Add an activity counter to the AESS web site. (AI-0146)

Info from Feb 2007 IEEE Board Meeting: Bob Rassa

Main points:

- TAB is not very functional. Often times, notional things come out of TAB. IEEE is changing the algorithm distribution for conference publications. AESS will lose about \$52K. For this reason, Bob will vote against it. But he suspects it will pass. The new algorithm is heavily weighted for Xplore hits (usage, not content). It is a complicated situation.

ACTION ITEM: Evelyn Hirt – Send a very simple summary to the board regarding the algorithm change. (AI-0147)

- We need to get ownership of conference publications into our MOUs.
- Discussion about IEEE paying the conference \$25 per paper for conference pubs that goes into Xplore. That money is immediately charged to the society.
- Carnahan Conference needs conference management.

NDIA Systems Engineering Effectiveness Study – Joe Elm and Al Brown

Main points:

- Effective Systems Engineering: What's the Payoff for Program Performance? Software Engineering Institute, Carnegie Mellon University, in collaboration with the National Defense Industrial Association (NDIA).
- This is the first definitive study on Systems Engineering.
- No quantitative evaluations of Systems Engineering. On one side, staunch believers in Systems Engineering, the other side, non-believers. They say you can't afford it, you don't produce anything. The customers won't pay for it. It's difficult to justify Systems Engineering costs. Instead of asking what you spend on Systems Engineering, ask what you spend on different elements of Systems Engineering.
- What do you do with all the data? Why don't we expand this to commercial sect? Perhaps with IEEE.

ACTION ITEM: Chris Dyer – Put the report, “A Survey of Systems Engineering Effectiveness” on the AESS web site. The link is:

<http://www.sei.cmu.edu/publications/documents/07.reports/07sr014.html>

Also put the points of contact: Al Brown, alan.r.brown2@boeing.com; Geoff Draper, gdraper@harris.com; Joe Elm, jelm@sei.cmu.edu; Dennis Goldenson, dg@sei.cmu.edu;

Al Mink, Al_Mink@SRA.com; Ken Ptack, ken.ptack@ngc.com; Mike Uchino, michael.uchino@afit.edu. (AI-0148)

- Do we want to join this effort and help? (Systems Council, also) The next step is to expand the survey, re-do the survey with new inputs and analyze the data. We need to send some people to represent AESS at the committee meetings. Consensus was yes.

ACTION ITEM: Paul Gartz – Work with Bob Lyons, Ron Ogan, Jim Huddle, John Weyrauch and Joel Walker to work with Joe Elm and attend committee meeting to work on the updated Survey of Systems Engineering Effectiveness. (AI-0149)

Elections: Jim Leonard

Jim Leonard thanked the Nominations Committee for their work.

The slate of candidates:

Barry Breen

Ram Gupta

Ellis Hitt

Lance Kaplan

William Lyons

Ron Ogan

Teresa Pace

Zafar Taqvi

Cary Spitzer

Steve Watkins

Shunjun Wu

George Zobrist

Candidates were asked to leave as discussion ensued. Vote was taken by written ballot. 8 candidates were chosen.

Election results:

Barry Breen

Ram Gupta

Ellis Hitt

Lance Kaplan

Bill Lyons

Ron Ogan

Cary Spitzer

Shunjun Wu

Jim noted that a similar election will be held at the Spring 2009 BoG meeting and we will be looking for candidates for the office of Executive Vice-President for an election again in the Spring BoG meeting (with Bob's concurrence).

Action Item Review: Bob Rassa (Judy Scharmann absent, tallying votes)

Old Business:

[ACTION ITEM: Ron Ogan and Dale Blair – Develop a concise plan to better promote the Fellows program. \(AI-0150\)](#)

At conferences that we sponsor, we should be giving deep discounts to students and Life members.

[ACTION ITEM: Barry Breen – Look into giving discounts to students and Life members at all of our sponsored conferences. \(AI-0151\)](#)

New Business:

- Sections Congress occurs every 3 years. It might be a good idea to be there.
- Next meeting: prior to the Chapter Summit in Quebec City, Canada. Meeting dates: Sunday and Monday, September 14-15. Chapter Summit is Thursday, Sept. 18.
- Jose had a question: The page charges, \$55,000 for 2007 was billed. Who tracks what money goes in which account? Part of the problem is authors will come in at end of year, and article is in next year.

[ACTION ITEM: Bob Rassa – Finance Committee explore the page count issue. Get clarification of issue from Jose Bolanos. \(AI-0152\)](#)

[ACTION ITEM: Jose Bolanos – Send you specific page count issue to Bob Rassa. \(AI-0153\)](#)

- One of the new editors, Shannon Blunt (who works at Garmin), wants an AESS chapter started in Olathe, KS (home of Garmin).

[ACTION ITEM: Jim Leonard, Bobby Scharmann, George Dean – Make a trip to Olathe to work with Shannon Blunt to get a new AESS chapter started in Olathe, KS. \(AI-0154\)](#)

- There was discussion regarding the fact that we do good work, but we don't get the message out. We do have a Public Relations Chair, Jim Huddle. He will become more involved in getting our message out. Since we have this Public Relations Chair in place already, we do not need a new VP position for this.

ACTION ITEM: Bob Rassa – Appoint a person to develop a plan for marketing, advertising, public relations, outreach, and administration. Recommend whether VP of Administration should be re-purposed for this. (AI-0155)

Paul Kostek is suggested as a possible person for this appointment.

There was discussion regarding our Council involvement.

- Are we doing anything to re-charge our Society with regards to our Councils? What more can we do to support council activity?

ACTION ITEM: Jim Leonard – As Council Coordinator, get reps more active and solicit a report from each council rep and report to the board. (AI-0156)

ACTION ITEM: Jim Leonard – Get Council reps to prepare a report for publication in the magazine. (AI-0157)

- We used to get reports from Panel reps. We need that.

ACTION ITEM: Jim Huddle – Get Panel reports for publication in the magazine. (AI-0158)

ACTION ITEM: Jim Huddle – Make sure charters for Panels are on the web site. (AI-0159)

Are we interested in looking at AESS member dues?

MOTION: George Dean moved to keep AESS dues the same. (\$25) 2nd Jim Leonard. **Motion passed.** (MO-0009)

MOTION: George Dean moved to raise the subscription rate to Transactions from \$25 to \$30. No 2nd. **Motion withdrawn.** (MO-0010)

MOTION: George Dean moved to leave all publication rates the same in 2009 as in 2008. 2nd Peter Willett. **Motion passed unanimously.** (MO-0011)

- Evelyn said that she thinks people don't even know the Transactions exist.

ACTION ITEM: Evelyn Hirt – Make sure BMS has our publications listed. (AI-0160)

MOTION: Jim Leonard moved that we provide \$10,000 to help cover publication of Nanotechnology magazine, so first and second issues will go to AESS members for free. 2nd John Weyrauch. Vote: 7 yes, 6 no, 0 abstain. **Motion fails.** (MO-0012)

Discussion: George pointed out that this expense, if funded, would put us further in the hole. Bob said he would just cut the money from someplace else if it had been

authorized. It was pointed out that we already said we would do this, but an administrative snag prevented it.

Anyone on the prevailing side can request a re-vote.

MOTION: George Dean moved that we reconsider vote on motion to help cover publication of Nanotechnology. 2nd John Weyrauch. Vote: 6 yes **Motion fails. Previous vote stands.** (MO-0013)

MOTION: Jim Leonard moved that we discontinue membership in the Nanotechnology Council. 2nd: (someone 2nd, didn't catch who). **Motion fails unanimously.** (MO-0014)

It was pointed out that if we are solvent at the end of the year, we can vote to give money. Bob Rassa said we can bring this issue up again.

ACTION ITEM: Judy Scharmann – Find out who needs an AEISS name tag and get them ordered. Name and position. 2-3 lines. (AI-0161)

ACTION ITEM: Judy Scharmann – Take all address of chapter chair list on web site. Contact each one and get a business address. (AI-0162)

Unfinished Business:

Electronic newsletter will be discussed in the Pubs Summit.

MOTION: Jose Bolanos moved that the meeting be adjourned. 2nd Jim Leonard. **Motion passed.** (MO-0015)

Bob Rassa adjourned the meeting.

Respectfully submitted by,

Judy Scharmann
AEISS Executive Assistant
For Theodora Saunders, Secretary

IEEE AES Board of Governors
Spring Meeting
May 4-5, 2008
Monterey, California

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Time	Item	Responsible Officer
<i>Sunday May 4, 2008</i>		
1:00 PM	Call to Order, Introductions, Adoption of Agenda	Bob Rassa
1:15 PM	President's Message to BoG Confirmation of Officers & appointments	Bob Rassa
1:30 PM	Secretary's Report, approval of minutes	J. Scharmann (for Theo Saunders)
1:40 PM	Reports from Vice-Presidents Education Conferences Membership Administration Technical Activities Publications Transactions Systems Magazine Treasurer Finance	(Bob O'Donnell) Barry Breen Jim Howard Bob Trebits Jim Huddle Joel Walker Dave Dobson Evelyn Hirt George Dean Frank Reyes
<i>3:00 PM</i>	<i>Break</i>	
3:15 PM	Continue with VP Reports	
4:00 PM	Reports from Key Committee Chairs & Activities Awards Constitution & ByLaws Tutorials	(Gangl) Rassa Kaplan

	GEOS/ICEO	Gartz
5:00 PM	Adjourn <i>Dinner on own; BoG Reception & Dinner is Monday evening, May 5</i>	
Monday, May 5, 2008		
7:30 AM	Continental Breakfast	
8:15 AM	Call to Order, Introductions	Rassa
8:30 AM	BoG Photo	All
8:40 AM	International Directors Reports India, Pakistan, UK, Australia, Italy, China, Japan, Brazil Ukraine, Russia, Canada, Turkey, Western Europe, Other <i>Will include discussion on how to better address International Members</i>	
9:30 AM	Chapter Reports & Discussion Student Chapters Chapter Summit	Ogan Bolanos, Leonard Ogan
10:00 AM	Break	
10:30 AM	Chapter Growth & Development: <i>How to better utilize and interact with Chapters</i>	Ogan, All
11:00 AM	Student Activities, Liaisons, GOLD <i>How to better engage with Students; role of Undergrad Liaison</i>	Bolanos, Leonard, (Roberts) Rassa
11:15 AM	2009 Budgets	Dean, Reyes
12 noon	Lunch	
1:00 PM	Website	Ogan
1:15 PM	LiveMeeting	Scharmann
1:30 PM	Distinguished Lecture Program	Huddle
1:45 PM	Info from Feb 2007 IEEE Board Meeting	Rassa
2:00 PM	NDIA Systems Engineering Effectiveness Study <i>Report on National Defense Industrial Association, Systems Engineering Division Study on SE Effectiveness and next steps involving IEEE</i>	Joe Elm, Al Brown

3:00 PM

Break

3:30 PM

Nominations & Appointments, BoG Elections 2009

Leonard

4:00 PM

Action Item Review

Scharmman

4:20 PM

Old Business, New Business

all

4:30 PM

Next Meeting (Europe)

Rassa

4:45 PM

Adjourn

5:30 PM

Reception & Dinner