AESS BOG Minutes
SPRING MEETING
RADAR CONFERENCE
MAY 6, 2003
DRAFT

Call to Order – The Board was called to order by Russ Lefevre at 8:45 a.m. after a brief delay due to a tornado warning.

Attendees:
>W. Dale Blair
>Barry Breen
>Michael Cardinale
>Dave Dobson
>Walter Downing
>Charles Gager
>Erwin Gangl
>Paul Gartz
>Hugh Griffiths
>Evelyn Hirt
>Russell Lefevre
>Randal Moore
>Robert O'Donnell
>James Rankin
>Edward Reedy
>Ronald Schroer
>Cary Spitzer
>Zafar Taqvi
>Robert Trebits
>Iram Weinstein
>John Weyrauch
>Michael Wicks

Approval of Minutes – The minutes were corrected to reflect a $2000 contribution to the Electronics Museum, rather than $5000 as incorrectly indicated.

Adoption of Agenda – The agenda was adopted without modification.

President's Report – Russ Lefevre – Russ read highlights from his report. Russ and Charles Gager reported that the addition of a V.P. for Education would require a change to the bylaws, which would require approval by the IEEE TAB??? This change, with other changes proposed by the Structure Committee, will be drafted for a vote by the AESS BoD at the Fall Meeting.

Executive VP's Report – Paul Gartz – Paul yielded his time to Tsuneo Takahashi for a presentation on Intelligent Transportation Systems (ITS) as a stimulus for collaboration with the IEEE ITS Council.

Secretary's Report – Randal Moore – No report.

Action Item Review – Randal Moore – Action items were reviewed and the status updated as show in the attached action item list.

Treasurer's Report – Charles Gager – IEEE has been overestimating income from several sources, which will result in a $5M deficit, rather than a previously expected $1M surplus. Immediate actions are expected in an attempt to minimize the deficit. A similar problem exists in the 2004 budget. In 2002, AESS experienced a $50K loss instead of an expected $50K-$100K surplus, primarily due to a drop in Book Broker income and the absence of any investment account income. Nonetheless, AESS is in sound financial condition with current reserves at $787K, close to one year's discretionary expense. As of last month, 2003 budgeted expense was expected to be $234K; however since that time an error in Systems Magazine expenses has been discovered. The increase in expenses will be offset by higher-than-expected conference income. The first pass budget input for 2004 showed no increase in membership fees; however Charles requested authority, if pressed by headquarters, to increase AESS dues to $25 from $23, increase the member rate for *Transactions* to $20 from $19, and increase the non-member subscription rates for the *Transactions* and *Systems Magazine* to $685 from $640 and to $335 from $310, respectively. The increases were **approved** by the Board. Russ asked Charles and Paul Gartz to develop a multi-year business plan for AESS.

(AI 2003-05-01) Develop a multi-year business plan for AESS – Action: **Charles Gager and Paul Gartz.**

Action Items:
  Strategy Committee – Paul Gartz – No discussion.
  Election of New 2004 Board Members – Ed Reedy – There were no nominations from
  the floor. The following were elected to the Board:
         Walt Downing
         Paul Gartz
         Scott Goldstein
         Hugh Griffiths
         Philip Holmer
         Jim Leonard
         Tsuneo Takahashi
         Peter Willett
  In addition, Russ appointed Zafir Taqvi to fill Clark Johnson's unexpired term.

Discussion/Action Items:

100ᵗʰ Anniversary Display – Erv Gangl – Erv reported on plans for an AESS exhibit at the AIAA 100ᵗʰ Anniversary of Flight Conference in Dayton. Erv has encountered unexpected expense for carpeting, electricity, union labor for set-up, etc. The Board approved an additional budget authority of $10,000 beyond the $1750 already spent.

Explore Access – Mike Cardinale/Ron Ticker – AESS is one of the few societies that do not offer our members electronic access to our magazine and transactions. The Board **approved** a proposal to increase dues $2 and provide both print and electronic versions of *Systems Magazine* and to charge $25 for *Transactions*, either printed, electronic, or both.

AESS/Boeing Cooperation – Paul Gartz – No discussion.

100ᵗʰ Anniversary Systems Issue – Ron Schroer – The July issue of *Systems* will be primarily dedicated to the 100ᵗʰ anniversary of flight. Ron renewed his request for photos of old equipment. Russ directed that an additional 6000 copies be printed at an expense of $1500. 2000 of the 6000 copies will be shipped to Dayton for the 100 Years of Flight Celebration. Mark Davis was identified as the point of contact for reports and photos for the Radar Conference. Russ Lefevre agreed to follow-up with Mark to obtain back information.

Systems Magazine Editor – Ed Reedy(Joel Walker) – Ron Schroer has asked to step down as Editor in Chief of *Systems Magazine*. Evelyn Hirt agreed to take on the position in January 2004. Ron was recognized by the Board for his outstanding work, particularly the 50ᵗʰ Anniversary issue.

PUB Summit Report – Ed Reedy/Dale Blair – Discussed during VP Publications report.

Publication through IEEE – Dale Blair – Web-based review of manuscripts is needed to improve quality and responsiveness and to reduce workload and frustration for editors. The cost through Manuscript Central is $18K the first year and $12K annually thereafter. We already pay $5K to Manuscript Central for some services. Another source may be more cost effectiveness. The sense of the Board was that AESS should move in this direction. Russ asked Dale to submit a specific proposal for Board action (email vote). Charles Gager stated his desire to work with Dale regarding how to handle the increased cost with respect to the budget.

(AI 2003-05-02) Submit a specific proposal for Board action regarding web-based review of manuscripts – Action: **Dale Blair/Charles Gager.**

Dale reported on the poor quality of electronic versions of the *Transactions*. Dale discovered that the PDF is printed and then rescanned. On an interim basis, IEEE HQ agreed to link to future PDF files using a spreadsheet "packing list." In attempting to achieve a long-term solution using SGML, Dale is frustrated over IEEE HQ's inability to specifically identify their metadata requirements. Dale will continue to work the long-term issue and reworking of past editions.

Chapter Focus – Zafir Taqvi – Zafir discussed highlights from his report.

Member Email Policy – Iram Weinstein – Iram presented recommendations for using the all-AESS-members email list (attached). Bob Trebits agreed to create an additional mail list of chapter chairs.

(AI 2003-05-03) Create an email list of Chapter Chairs – Action: **Bob Trebits**.

Member Communication Policy – Iram Weinstein/Paul Gartz – Iram recommended appointing a Communications Committee with a charter to (1) improve the communications among all elements of AESS including the AESS BoG, panels, conferences, members and chapters with one another and with relevant IEEE and external organizations of interest and (2) use these improved communications to further the expansion and growth of AESS, to review, improve and deploy strategic directions throughout the breadth of AESS and to empower action on the part of all. Russ requested that Iram chair a temporary committee to recommend the roles and responsibilities and reporting relationship for a permanent committee.

(AI 2003-05-04) Recommend roles, responsibilities, and reporting relationships for a permanent Communications Committee – Action: **Iram Weinstein.**

RADARCON03 Report – Bob McMillan – Bob provided the following highlights:
- 220-225 paid attendees
- 15 avg. attendees at 12 tutorials, more than ever before
- 20 exhibitors, 2 sponsorships – Raytheon and Dynetics
- Conservative estimate of surplus – $20+

VP Reports:
Administration – Robert (Bob) Trebits – Bob presented highlights from his report. Bob is still missing information on the Systems Engineering Panel (Paul Gartz) and the Integrated Avionics Panel (Glenn Logan).   Charles Gager requested that the date of posting be displayed for items on the website. Bob distributed email distribution lists for update. The webpage listing has not changed significantly since creation. Several pages are still placeholders only. All board members are requested to examine the webpage listing in Bob's report and suggest additions or deletions.
Conferences – Barry Breen/Iram Weinstein – Barry presented highlights from an updated version of his report (attached). Progress is being made closing issues with the Aerospace Conference. There was some concern about the ability of 2003 conferences to generate the budgeted surpluses, and the failure of some conferences to budget for the desired 15% surplus. The Carnahan Conference has not submitted a report for 2002 or a budget for 2003. Barry raised an issue regarding the DASC's unapproved surplus-sharing arrangement with an AIAA local organization. The Board confirmed the naming conventions for the U.S. and international Radar Conferences.
Member Affairs – Walt Downing – Walt reported that he continues to send letters to new and renewed members. Some cost is incurred to get lists from headquarters.
Publications – Ed Reedy/Dave Dobson – Ed reported on a Publications "Summit" Meeting at the headquarters of IEEE-USA in Washington, D.C. The agenda for the meeting is attached to Ed's report. Dave Dobson mentioned a special tutorial supplement to *Systems Magazine*, to be issued in October. The tutorials were too long to be *Systems Magazine* articles and, as tutorials, were not appropriate for *Transactions*.
Technical – Jim Huddle/B.O'Donnell – No discussion.

Education – S. Goldstein – Paul Gartz presented the report for Scott. Paul took a number of notes to pass on as feedback to Scott. It was recommended that Scott select for action the proposals that can be implemented near term and develop the remainder as a longer-term vision.

Old Business

Dayton 100 Years of Flight Celebration – Ron Schroer asked if enough volunteers had been recruited to man the AESS booth at the Dayton 100 Years of Flight Celebration. Erv Gangl said he feels he has adequate staffing arranged, but will send a message to the Board so solicit additional support.

New Business

Nathanson Award – Mike Wicks – The cost to upgrade the Nathanson Award plaque will be more than expected. The Nathanson Family Foundation's funding of the award will end in 2004. The Board suggested that the Radar Systems Panel consider the issue of whether AESS should increase its funding for the award.

Next Meeting – October 15, 2003, at the Digital Avionics Systems Conference (DASC) in Indianapolis, Indiana.

Adjournment – Paul Gartz adjourned the meeting at 4:35 p.m.