

**AESS BOG MINUTES
SPRING MEETING
PLANS CONFERENCE
APRIL 29, 2004
Draft**

I. Call to Order – Paul Gartz – President Paul Gartz called the Board to order at 8:30 a.m. Board members introduced themselves and discussed their interests and passions. Russ Lefevre mentioned he sent out e-mail with new board nominee bios but that many did not receive the e-mail. Copies were made and distributed at the meeting.

Paul Gartz mentioned that he wants to work with the Board to improve connections between AESS strategies and board member passions.

Attendees:

Jose Bolanos
Barry Breen
Paul Gartz
Erwin Gangl
Evelyn Hirt
Youan Ke
Russell Lefevre
Jim Leonard
James Rankin
John Reagan
Edward Reedy
Marina Ruggieri
Ronald Schroer
Cary Spitzer
Tsuneo Takahashi
Zafar Taqvi
Joel F. Walker
Iram Weinstein
John Weyrauch
Peter Willett

Approval of Minutes – Paul Gartz – The minutes were approved as submitted.

Adoption of Agenda – Paul Gartz – The agenda was adopted as published with the addition of Division IX report by John Reagan and moving the BoG member elections and Chapters report earlier in the agenda.

II. Division 9 Report – John Reagan

John Reagan provided a report on the structure and activities of Division IX – Signals and Applications. John offered to be a liaison to AESS across a number of IEEE activities including TAB, Meetings & Services, Publications, New Technology, EAB XELL, and IEEE Geo-science & Remote Sensing Society. John described IEEE structure and how the IEEE board of directors interacts with the rest of the organizations in IEEE including a description of major functions and committees. John suggested 5 discussion topics: membership, publications, conferences, industry relationships and partnerships, and upcoming November AESS society review. Evelyn Hirt noted that a new emphasis of the IEEE Board of Directors is to address a specific strategic issue in each meeting.

Paul Gartz asked John to find a mechanism for the 6 societies that make up Division IX to get together and define 5 or so items that would be common across the societies and would benefit all if addressed in a collaborative manner.

(AI 2004-04-01) Find a way for the 6 societies that make up Division IX to collaborate on a small set of specific strategic issues. Action: **John Reagan**

Zafar Taqvi asked several questions about how to work across divisions at the chapter level. John mentioned that he thought the opportunity exists for sharing best practices across the societies and even divisions. Evelyn Hirt explained that funding for chapters has been pushed down to the Divisional Directors. A lively discussion followed covering membership, division structure, and IEEE decision-making.

Ed Reedy asked what is happening with the Intelligent Transportation System Council? Will it grow into a society? Current membership count is ~1000 which is probably too low for a society.

III. President’s Report – Paul Gartz – Paul Gartz discussed 3 major topics: goals & priorities, implementation actions, and improving best practices.

Goals: continue current activities and commitments effectively and efficiently, add new products and services that are strategic and/or opportunistic, and improve how AESS as a whole operates.

Implementation Actions: daily management, new AESS products and services (with emphasis on education, large-scale systems and integration, and communications),

Additions and changes to the BoG include:

- a very active AESS Executive Leadership Team to speed implementation of AESS BoG strategies & actions
- the addition of four councils associated with Large-Scale Systems: Systems Engineering Process (open), Transportation SoS (Paul Kostek), Earth Observation SoS (open/Bob Tribits acting), and Security SoS (Bob Rassa).

Improving Best Practices: focus on people, communications, and chapters; distinguished lecturers; and single source of AESS data. The single source database needs to include links to other IEEE databases including the password protected member database.

(AI 2004-04-02) Do survey and develop plan to create single source of AESS data including contact with Evelyn Hirt to explore link with higher level IEEE member data base. Action: **Bob Tribits, John Weyrauch, Jim Huddle, Evelyn Hirt**

(AI 2004-04-03) Each member/participant should create 1 page bio with picture and send to Bob Tribits. The bio should include a first section that describes your role on the BoG and areas of responsibility. Action: **All Active BoG Members and Participants**

A discussion took place on collaboration across societies and divisions and how new technologies should be integrated into the IEEE structure. New mechanisms and structures may be necessary to enable this to happen. Paul Gartz and John Reagan will develop an approach to exploring this within IEEE leadership.

Paul Gartz will be going on a medical leave and Jim Leonard will be performing day-to-day AESS BoG leadership activities. Paul Gartz asked to be kept in the loop on all BoG actions.

Paul Gartz presented an appreciation award to Russ Lefevre for his distinguished service as the past President of AESS. Paul Gartz also presented an Exceptional Service Award to Ron Schroer for his leadership in creating multiple AESS special publications.

IV. Executive VP's Report – Jim Leonard – The IEEE audit of AESS has been moved from June to November.

Jim recently attended an IEEE board meeting for Paul Gartz. At the meeting, the request was made for Distinguished Lecturer's to attempt to make local IEEE contacts and hold lectures at local chapters

At a recent RAB meeting, Jim emphasized that local Chapters have a strong need for more help from the IEEE.

Jim Leonard is history chair for Division V and recently was successful in getting a plaque at the site of the first radar in Hawaii. On a sad note, one of the two SCR-270B RADAR operators on December 7, 1941, recently passed away. George Elliott, Jr, died in December 2003 at his home in Port Charlotte, FL.

Jim reported that Boeing recently received a Region 5 industrial relations award. Boeing activities that led to the award include:

- Boeing purchased a corporate-wide license for IEEE Explore for \$600K and has realized \$9M in savings due to that purchase
- Each Boeing technical excellence conference (3 per year) includes an IEEE poster session that highlights IEEE advantage to Boeing

Jim discussed student membership outreach. We have 2 AESS Student Chapters - Portland State and University of Missouri at Rolla however both are not very active. Iram Weinstein brought up the issue of whether a student AESS chapter is really a good idea – specialization / narrowing of focus at that level may not be good.

AESS currently has 4726 members. This continues the gradual year over year decline in membership.

Chapters can get funding from a Divisional PACE Project – C. Rubenstein is the IEEE point of contact for PACE Projects.

Jim has created an AESS Ethics Committee and Charles Gager has added it to our procedures manual.

On March 21, Zafar Taqvi was selected for an IEEE professional award for his proactive chapter liaison activities in South America.

Erwin Gangl was selected for an IEEE USA Presidents award for his leadership in developing the 100th anniversary of flight booth.

Jim Leonard requested that \$500 be sent to Task Force at UMR in pursuit of curricular changes that would make graduates desirable to hire rather than outsourcing industrial positions.

Jim Leonard concluded his report with an announcement that IEEE Fellow applications are being sought and that the fellow nomination process is being highlighted in Systems Magazine

V. Chapters Report – Zafar Taqvi – Zafar Taqvi presented current Chapter demographics and reporting highlights. The data shows a slight improvement in activities over last year. Zafar has been communicating with every chapter 3 times a year. Delinquent chapters (from a reporting standpoint) include LA, Montreal, and Korea. A Region 9 chapter is still being pursued in South Brazil. Argentina does not have enough members to start a chapter. Zafar visited two Chapters in India on a recent trip. Paul Gartz suggested increased emphasis on developing chapters in Asia, specifically China and Japan. Current plans include creating an updated Chapters list, revitalizing chapters with reporting problems, pursuing new chapters, conducting workshops for chapter chairs, financing two chapters in 2004 up to \$500, visiting two chapters with technical/leadership presentations, and providing Chapter visibility to the BoG.

Additional Chapter funding may be necessary. Zafar also presented a proposed activity in International Affairs.

VI. Election of 2004 Governors – Russ Lefevre – The BoG has 9 board openings (8 for election and 1 Presidential appointment) and 11 candidates. 15 voting members are present today. A 2 minute discussion of each candidate was led by the candidate's nominator. The 8 members elected for the next three year term were: Bob Lyons, Barry Breen, Cary Spitzer, Zafar Taqvi, Dale Blair, Bob Rossa, Joel Walker, and Jose Bolanos. Paul Gartz will decide later on the presidential appointment.

VII. Present booth award to Erwin Gangl and attend PLANS Luncheon – Jim Leonard – Jim Leonard presented the IEEE USA President's award to Erwin Gangle.

VIII. PLANS Chairman's Report – Bahar Uttam – The PLANS 2004 committee made several major philosophy changes to executing the conference. They developed a customer-focused strategy to design and successfully run the conference. Three strategic characteristics were identified:

- Stay at a size of 300-400. Do not grow beyond that size
- Focus on technology
- Stay in a resort setting in California

The committee's execution strategy revolved around electronic publicity and electronic publishing for the conference including buying electronic mailing lists. Electronic registration had timing problems with software availability. This issue will not be a problem at the next conference. Financials included revenue above plan for all 3 major moneymakers – booths, registration, and tutorials.

IX. Treasurer's Report – Charles Gager – Two motions were made on behalf of Charles Gager who was unable to attend the meeting.

Motion 1) Approval of recommendation for raising of non-member subscriptions to \$750 for transactions and \$350 for the Systems Magazine. **Approved**

Motion 2) Propose 2004 change in procedures to add the Ethics Committee to the AESS, and a VP of Education to the AESS BoG. **Approved**

Action in the next 2 weeks for all members to review the complete set of procedure changes as proposed in the April 2004 revision on the web site and to hold an electronic vote to approve the changes.

(AI 2004-04-04) All board members to review suggested procedure changes over the next week and J Weyrauch administer e-mail vote. Action: **John Weyrauch**

Financials were very strong in 2003. The surplus for the year was \$639K and the reserve has now grown to \$1440K. Ed Reedy suggested that we look hard at the appropriate level of reserve for the society. In several member's opinion, the reserve is too high and should

be used to fund strategic initiatives of the AESS. The IEEE has defined reserve requirements and AESS must look at this in detail.

Paul Gartz and the Executive Leadership team will talk to Charlie about improved financial performance of the society.

The AESS 05 budget, as defined in treasurer's report, was approved.

X. Secretary's Report – John Weyrauch – John circulated the contact information section of AESS Magazine and requested corrections as necessary.

The BoG decided to increase future board meeting to 1 and ½ days starting with the Fall 2004 meeting. The next AESS BoG meeting will begin the afternoon of Tuesday, September 21 and continue through the end of the day on Wednesday, September 22. The meeting will be in San Antonio, Texas in conjunction with the AUTOTESTCON. Meeting times are 1-5pm Tuesday, September 21 with a TBD social event for all BoG participants on Tuesday evening, and the whole day, 8am-5pm, September 22. The Spring 2005 meeting will be March at the Aerospace conference (www.aeroconf.org) and the following meeting will be in conjunction with the IEEE Section Congress October 14-17 in Tampa, Florida.

Motion 3) Jim Leonard made a motion to cover Erwin Gangl's shipping expenses for the 100th anniversary of flight booth at PLANS. **The motion was approved.**

XI. Action Item Review – John Weyrauch – Action items were reviewed and the status updated as shown in the attached action item list.

XII. VP Reports:

Administration – Bob Trebits - *Action items:*

(AI 2004-04-05) Create web page for the Integrated Avionics Panel. Action: **need information from Glen Logan**

(AI 2004-04-06) Create web page for the System Engineering Panel. Action: **need information from Paul Gartz**

(AI 2004-04-07) Create web page for the Target Tracking & Sensor Fusion Panel. Action: **need information from Dale Blair**

(AI 2004-04-08) Create a link to the 2005 IEEE Radar Conference Action: **Dale Ausherman**

(AI 2004-04-09) Create a link to the 12th International Conference on Integrated Navigation Systems. Action: **Bob Trebits**

(AI 2004-04-10) Create a link to the Carnahan 2004, The 37th International Conference on Security. Action: **Bob Trebits**

(AI 2004-04-11) Create an e-mail distribution list of AESS chapter chairs. Action: **need e-mail list from Zafar Taqvi**

Report on meeting of the Administrative Committee of the IEEE ITSC. Vote likely on forming a society.

The AESS web site is at: <http://ewh.ieee.org/soc/aes/>

For the Board of Governors site, Bog Members should use the following to access the site:

UserID: aess
Password: paul04

Conferences – Barry Breen/Iram Weinstein – DASC submitted final paper work but IEEE lost them. Jon Paris is resubmitting them. IEEE also had a multiple fine for one conference. Military and Aerospace Electronics conference is missing in the magazine but is in IEEE web site.

DASC Conference has been having problems with concentration banking. DASC publications issue – IEL compliant.

One new conference, Southeastern Symposium on Systems Theory, came through with \$1000 surplus.

(AI 2004-04-12) Post conference MOU form on AESS BoG web site. Action: **Barry Breen**

(AI 2004-04-13) Marina Ruggieri will contact Bob Profet about the Aerospace Conference along with Peter Willets and Evelyn Hirt and coordinate with Barry Breen. Action: **Marina Ruggieri, Peter Willets, Evelyn Hirt, and Barry Breen**

Education – Jose Bolanos (acting) – Jose Bolanos presented the EAB plan of action for tutorials. Paul is working to increase the number of AESS tutorials to be included from 3 to 7. Current suggested topics include radar electronics, avionics, active electronically steered arrays, and advances in adaptive array processing. Jose described the current payment model for authors and experience with this approach from the Engineering Management Society. Plan is to increase the number of tutorials, work with GTRI to market and sell these, and search for a business manager to market the concept on a large scale.

Member Affairs – Walt Downing – no report

Publications – Ed Reedy/Joel Walker/Dave Dobson – Steady progress being made on the publications. Team is working hard. Thanks to all involved. Specific comments:

- Worked procedure issues
- Ed does not want to do monthly electronic e-mail – magazine is the mechanism for doing this currently.

- Dave Dobson believes that conference records are missing from electronic the data base especially in co-sponsored conferences. Discussion revealed that this comment does not apply to DASC
- Joel Walker has created several e-mails on publication guidelines.
- Peter Willet tutorials publication very well received. Is working on a second issue.
- Developed procedure for handling plagiarism and addressing current complaint
- Very positive news with \$52000 in page charges collected in 2003

Technical – Jim Huddle/Bob O’Donnell – no report

XIII. Old Business: No additional old business was introduced.

XIV. New Business:

John Weyrauch mentioned that the SAE Control and Guidance Committee is looking for new sponsorship and is very interested in exploring IEEE AESS sponsorship. John will provide background material on this committee at the next meeting.

(AI 2004-04-14) Provide SAE Control and Guidance background material at the next AESS BoG meeting. **Action: John Weyrauch**

Evelyn Hirt led a brief discussion on the need for electronic letterhead.

(AI 2004-04-15) Develop an IEEE AESS Board of Governors electronic letterhead. Action: **John Weyrauch call Bob Tribits**

XV. Adjournment: Paul Gartz adjourned the meeting at 5:30 p.m.