

**Systems Council AdCom Telecon  
September 26, 2011**

This AdCom meeting was conducted without a formal quorum; any actions taken will have to be codified by e-vote at a later time.

Attendees: Clyde Chittister, Bob Rassa, Laszlo Koczy, Bob Lyons, Stephanie White, Tariq Samad, Paolo Carbone, Ian Hiskens, Roger Kaul, Judy Scharmann (Executive Assistant)

**Intro and Review Agenda - Chittister**

There were no changes to the agenda.

Clyde opened with a discussion regarding the Core Expert Groups (CEG). Clyde reported that the issue of CEG is still illusive to the societies. Nothing is happening right now. The issue of member society involvement in the Systems Council was discussed. It was decided that we need to send a memo out to people and groups inviting them to get involved in Systems Council. Clyde will work with Stephanie and get it out to all society reps.

**ACTION ITEM:** Stephanie White/Clyde Chittister – Develop a memo to send out to people and groups inviting them to get involved in Systems Council. Send the memo to all member society reps for distribution. AI-0182

Laszlo discussed a conference in June, organized by CSI. If there is any interest in organizing a special session, Laszlo could help insert it into the program. We need this in a couple of weeks. Lazlo will send Stephanie the template for the special session.

It was mentioned that most of our society members are not aware of the Systems Council and participation opportunities. We need to develop a standard write-up that could go into society magazines, stating what the Systems Council is, what participation is available, contact info, etc.

**ACTION ITEM:** Clyde Chittister – Develop a standard write-up for the society magazines outlining the Systems Council, the participation opportunities that are available, contact information, etc. This also needs to go on society websites and in society newsletters. AI-0183

Use the following points in the write-ups:

1. Join a TC, participate in a conference, start branch workshops.
2. Get the inactive TCs back in.
3. Submit or solicit articles to Journal, reviewers, etc.
4. Start a SC chapter

**Review and approve minutes – White**

**MOTION:** Bob Rassa moved that we approve the Spring 2011 meeting minutes as written. 2<sup>nd</sup> Bob Lyons. Motion passed. M-0066

**Conferences - Rassa/Lyons**

Bob Rassa reported a successful workshop on Cyber and a successful Systems Conference in April, 2011. The Systems Conference had an approximate surplus of \$30K.

The Systems Conference 2012 is in Vancouver. Bob reported that we have an opportunity to advertise the Systems Conference in the Region 7 "IEEE Canadian Review" publication that is published 3 times a year. Everyone thought this was a good idea. We can also mention participation in the Council. ½ page \$1,500, 1 page \$2,400.

Advertising in IEEE Spectrum was also discussed. ½ page ad would cost \$7,250 USD. We need to get our message refined before we advertise in Spectrum. The Society Sentinel was also discussed, but it only goes to society leadership.

There was discussion regarding requests and MOUs for Technical Co-Sponsorships. IEEE needs to send these to the VP of Conferences. Conference Services also sends approval request when an email request comes in to send to members.

**ACTION ITEM:** Ian Hiskens – Contact Tara Casey at IEEE and make sure the MOUs and Technical Co-sponsorship requests to VP Conferences, Treasurer, and President. AI-0184

How do we get a more orderly process with regards to SC sponsorships? We need something similar to what Mark Davis has done in AESS. Bob Lyons will begin to work on this.

**ACTION ITEM:** Bob Lyons/Bob Rassa – Develop a process similar to AESS regarding technical co-sponsorship of conferences. AI-0185

### **Financials – Rassa/Hiskens**

Ian reported that as of June, the 2011 budget showed a \$22.5K surplus. The prediction for end of the year is showing a \$29K surplus.

2010 – Closed at \$120K surplus.

2012 – Budget is 62.8K surplus.

IEEE reduced the infrastructure cost to Councils. We are still being supported by the Societies.

Clyde will make sure IEEE Fin Com has our numbers so we can have a discussion with them in November. They should be satisfied with the positive numbers.

### **Technical Operations – Theo Saunders**

Theo is not in attendance. Clyde will ask her for a report.

It was discussed that the Distinguished Lecturer Program is under Technical Operations. Jeannine Sivy, who headed up the Distinguished Lecturer Program, is no longer involved in the Systems Council. Clyde will follow up with Theo. We need someone to take over.

### **Nominations and Appointments – Rassa**

Before reporting on N&A, Bob went back to the discussion on advertising the Systems Conference. If we get the Canadian Review an ad by this Friday, they will put it in the October 15 issue. We get a 25% discount for being IEEE. So it would cost \$1,800 for a full page, four-color ad. We could also include advertising the Council. We could list opportunities for involvement. Everyone agreed to do this.

**ACTION ITEM:** Bob Rassa – Develop an ad for the Systems Conference and Systems Council for the Canadian Review. Deadline is September 30. AI-0186

Nominations and Appointments:

Bob gave some background information. The Systems Council Officers are:

President

Past President or Executive VP\*

VP Technical Operations

VP Conferences

VP Pubs

VP Finance

Secretary

Treasurer

We never codified VP Membership, so as of now, it is not an elected office.

\*The President is a 2-year term. After one year, an Executive VP is elected to serve one year. Once that President Elect takes office, the Past President is an officer for one year. This makes the commitment a 4-year commitment.

We delayed our election by a year with IEEE verbal approval because of our transition. We need to codify that with a formal motion.

**MOTION:** Bob Rassa moved that we delay our election process by one year (2010 to 2011) while in our transition process. Bob Lyons 2<sup>nd</sup>. Motion passed. M-0067

VP Elect will take office immediately and then become President for 2 years.

The following slate was presented by the Nominations and Appointment Committee, chaired by Bob Rassa, and approved by the Systems Council AdCom:

President Elect – Bob Lyons

VP Publications – Paolo Carbone  
VP Technical Operations – Theodora Saunders

**MOTION:** It was moved to elect Bob Lyons as President Elect. Motion passed. M-0068

**MOTION:** It was moved to elect Paolo Carbone as VP Publications. Motion passed. M-0069

**MOTION:** It was moved to elect Theodora Saunders as VP Technical Operations. Motion passed. M-0070

The Secretary and Treasurer are appointed by the President. N&A recommends:  
Treasurer – Bill Semancik  
Secretary – Stephanie White

VP Conferences – no one is identified at this point. We can have this done by eVote.

Clyde appointed Bob Rassa to be interim VP Conferences. The office was vacated by Bob Lyons.

**MOTION:** Tariq Samad moved that Ian Hiskens be elected VP Finance. 2<sup>nd</sup> Bob Lyons.  
Motion passed. M-0071

**ACTION ITEM:** Clyde Chittister – Send a note to current society member reps and solicit volunteers for Distinguished Lecturer Program chair and Member Services chair. AI-0187

Societies need to be reminded that once a rep becomes an officer, the rep slot becomes open.

**Wrap up, New Business, Open Discussion – Chittister**

Need a new EIC of Journal to start transitioning with Mo. VP Pubs will assist. Paolo will take this. He will check with Vin Piuri for ideas, Mo and his AEs will have some ideas.

**ACTION ITEM:** Paolo Carbone – Begin the process of looking for a new EIC of the Journal. Tap Vincenzo Piuri, Mo Jamshidi, and Journal AEs for ideas. AI-0188

Clyde wants Bob Lyons at TAB meeting in November.

**ACTION ITEM:** Clyde Chittister – Set up telecon between Rassa, Lyons, and Chittister. AI-0189

Bob Rassa thanked Clyde for 3 years of quality leadership. Congrats to Clyde on his retirement.  
Thanks to Ian Hiskens for serving as Treasurer for 6 years.

Meeting adjourned.