Systems Council AdCom Meeting
Marriott Pinnacle Hotel
Vancouver, BC, Canada
April 16, 2015

Attendees:
Bob Rassa, President
Paolo Carbone, President Elect
Bob Lyons, Past President
Rich Hochberg, VP Member Services
Roger Oliva, VP Technical Operations
Jian Sun, Power Electronics Society Rep
Steve Holt, Oceanic Engineering Society Rep
Steve Dyer, Instrumentation & Measurement Society Rep
Georgios Fainekos, Control Systems Society Rep (voting)
Karl-Erik Arzen, Control Systems Society Rep (secondary)
Stephanie White, Secretary - via Skype
Vincenzo Piuri, EIC, Systems Journal
Ophir Kendler, IEEE Young Professionals Program Rep
Judy Scharmann, Executive Assistant

Introductions, Review Agenda - Rassa
Bob Rassa called the meeting to order at 8:00 am. After introductions, President Rassa recognized the officers and member society reps for their service to the council, presenting each with a small gift as a token of appreciation for their service. In reviewing the agenda, it was asked that the N&A Report be moved to occur directly after the action item review.

Review and approve Minutes - White/Scharmann
MOTION: Bob Lyons moved to accept the minutes of the Fall 2014 AdCom meeting as written. Paolo Carbone 2nd. Motion passed. M-0122

Nominations and appointments - Lyons
Paolo Carbone is now President Elect, therefore he needs to be replaced as VP Pubs.

MOTION: Bob Lyons moved to appoint Steve Dyer as VP Pubs for the remainder of Paolo's term, which expires December 31, 2015. Rich Hochberg 2nd. Motion passed. M-0123

Finance Report - No report

Review of recent TAB actions - Rassa/Lyons/Piuri
Vincenzo Piuri spoke about recent TAB activities. TAB is trying to be more active together, working together, to avoid frictions. TAB is putting more focus on emerging technologies, financial transparency, and to nurture the community.

Chapters Update - White/Hochberg
Rich Hochberg presented the report. We have officially 5 chapters, two of which are unique Systems chapters, three are joint chapters.
The Connecticut Section Chapter and the China-Tainan Section Chapter are not recognized by IEEE. It was noted that the Connecticut Chapter was established early in the Council life as a joint chapter with AESS, as coordinated by Theodora Saunders.
ACTION ITEM: Rich Hochberg - Send a targeted email to the sections to see if we can form joint chapters (target the Fellows in that section). AI-0289

ACTION ITEM: Judy Scharmann - Obtain our Systems Council interest group list from Jennifer Dedrick. Send targeted email about the Rome Symposium, request for joint chapters, Journal blurb, and DL blurb. AI-0290

ACTION ITEM: Rich Hochberg: Try to locate minutes of the Connecticut Chapter meeting where the joint sponsorship by Systems Council was established. AI-0291

Technical Operations - Oliva
Roger will pursue the list of possible new TCs.

Roger reviewed the two most active TCs: Analytics and Risk TC and Workforce Development TC.

We could also have some joint activities with some member societies.

Distinguished Lecturer Program - White
We need to use our social media more to get the information out regarding the DL Program. We should not simply rely on our website.
We could reach out to MGA to get more visibility for our DL program.
There is a page in the TAB website linking to our DLP.
It was suggested to have a YouTube snippet for each DL. All thought it was a good idea.
Stephanie suggested that we get some of the young people at our conference to be DL. Bob suggested Riley McGee.
ACTION ITEM: Bob Rassa - Send Stephanie White Riley McGee's contact information so she can contact him about becoming a DL for the Systems Council. AI-0292

Publications/Journals - Carbone/Piuri
Paolo reviewed the number of papers submitted and published in the Systems Journal.
Our submission to first decision is less than 50 days. But, to get it published in an issue, it is 2 years. This is due to the extreme backlog.

MOTION: Paolo Carbone moved to increase the ISJ page count for 2016 as much as possible with an additional production charge not to exceed 25,000 US$ or an amount which leaves at least 10,000 US$ as surplus in the Council operational budget, whatever is lower. Rich Hochberg 2nd. Motion passed. M-0124

There was a lot of discussion. We need to find a long-term solution to this backlog problem. Our page count is due on May 22. Bob Rassa presented some financial charts to help us better understand our situation.   We are budgeted to show a 12K surplus for this year.

Conferences/Workshops - Rassa/Mandayam
Bob Rassa gave an overview of the Systems Conference and the planned conference activity for future years.

Bob reviewed the Technical Co-sponsorships. The INSTICC is asking co-sponsorship for six conferences. IEEE will charge us only $1,000 for all six. Plus $15 per paper. Around $2,500 total. All thought it sounded reasonable.

MOTION: Rich Hochberg moved that we technically co-sponsor the INSTICC for a 5-year period. The conference will pay the TCS fee. Bob Lyons 2nd. Motion passed. M-0125

The issue regarding the acquisition fee will be decided later.

Awards - Sun
Jian reviewed the awards we approved last year.
IEEE Systems Journal Prize Papers Award
After discussion, it was decided to have one prize paper, and the committee can choose not to award.
Vin thought schedule was okay. The schedule should be published in the Award guidelines.
This award will be recognized at the Systems Conference.

Outstanding Service Award
After discussion, it was decided to award this bi-annually.
This award will be recognized at the Systems Conference.
Award Committee: Bob Rassa appointed Bob Lyons to chair the Outstanding Service Award Committee; committee members will be Jian Sun and Steve Dyer.

Systems Council Governing Documents - Rassa/White
Our governing documents are in order, other than changing GOLD to Young Professionals Program.

Fellows - Rassa
Bob reported on the status of the Fellows program. We have 3 nominations this year.

Member Society Reports
Karl-Erik Arzen reported about a Control Systems Society workshop that John Barras is involved with.
http://www.lccc.lth.se/media/2015/LCCC-ACCESS-joint-workshop-2015.pdf

Steve Dyer reported on the Metrology for Aerospace. http://www.metroaerospace.org/index.php/hometop

Steve Holt reported on Oceanic Engineering Society activities, stating that they are interested in more outreach.

Bob Rassa reported that the Oceanic Engineering Society-requested tutorial on Systems Engineering was nearing completion. Steve Holt asked if it could be presented at their fall conference.

Jian Sun reported on PELS activities. He is looking for more connection between PESL and the Council.

Roger Oliva reported on some AESS activities. Bob Lyons reported the results of the AESS PRAC review.

Old Business - none

New Business
Bob Rassa would like to hold a Member Society Presidents' dinner at the June TAB meeting.

ACTION ITEM: Bob Rassa/Judy Scharmann - Make the necessary arrangements for a President's Dinner at the June 2015 TAB meeting. AI-0293

Fall 2015 AdCom Meeting - October 1, 2015 in Rome, Italy in conjunction with the Rome Symposium.

MOTION: Bob Lyons moved to adjourn the meeting. Motion passed.

Meeting adjourned at 3:25 pm.