Meeting Minutes

The meeting was called to order at 8:30 AM Thursday April 12, 2007, at the Hyatt Hotel, Honolulu Hawaii. Meeting attendees are listed in **Appendix A.** Current Systems Council officers and appointed committees are listed **Appendix B**. Action Items indicated in blue text. Motions are indicated in red text in the minutes.

Opening Remarks, Introductions

President Bob Rassa opened the meeting by welcoming all the attendees. The meeting agenda was reviewed, and Systems Council Members were introduced. Bob provided an overview of what the council is trying to accomplish. Bob stressed that the goal of the Systems Council is to focus on larger and more comprehensive systems. He also emphasized that the primary objective of the Systems Council is to promote synergism among the IEEE societies.

Tom Wiener our new mentor was introduced. Tom's role is to support the council's efforts and activities. One of the priorities is to assist moving the Systems Council from its provisional status to becoming a regular council. Tom expressed his commitment to assist the Systems Council to be recognized by the IEEE TAB as a regular council.

Discussion followed regarding the criteria needed to be met in order to become a regular council. Tom indicated that the primary criterion is to meet our Business Plan. The Business Plan must also include meaningful milestones with corresponding outcomes. Bob Rassa indicated that our Jan '06 Plan will be updated and it will take into consideration Tom's suggestions.

Action Item 1 – Bob will update the Sys Council Business Plan within the next 30 days. (AI-0013)
Action Item 2 – Bob will provide the updated Business Plan to Tom for review. (AI-0014)

Discussions continued on the timeline required to move the council from provisional to a regular status. The typical timeline to attain regular status is approximately 3-4 years. Among the various suggestions Public Relations was recognized as an important activity. The council members agreed that we need to expand our publicity outside the IEEE community, by getting the word out to the universities and the local companies. The council members also agreed to involve both academia and industry, and to establish a mission statement in order to better define/identify our message to the public. Collaboration with other member societies was identified as an important activity. Establishing a committee with representatives from the member societies was suggested. Formation of chapters was discussed and Bob Rassa indicated that we need to appoint someone as coordinator of the chapters, and to interface and work with a transnational coordinator. Action Item 3 – Bob Rassa will request from each participating society to contribute to this effort. (AI-0015)

Systems Engineering Curricula Development

The Systems Engineering Accreditation and Certification was approved by the board for 2007 within EAB. The Systems Council is the technical entity for this initiative. Dan Brown who is leading the Systems Engineering curricula development and the EAB proposal activities discussed the need to standardize the Systems Engineering curriculum leading to accreditation and perhaps certification. Paul Croll made a motion as follows: Motion to form a Systems Engineering education technical committee to be led by Don Brown and to be under the VP of operations; Steve Dwyer seconded the motion. Motion passed. (M-0006) Dan and Paul will coordinate for the formation of the SE education committee.

Bob Rassa indicated that the IEEE Systems Engineering certification will address the depth of specific domain knowledge. Currently the systems engineering certification programs such as the INCOSE certification program is very generic and it doesn't include domain-specific knowledge. Developing a domain specific certification will be very expensive; however, IEEE funds such activities. However, we need to develop the curriculum first. Action Item 4 – Bob Rassa will notify the member societies to support the EAB activities. (AI-0016) Action Item 5 – Don Brown will write a paragraph to describe the Systems Engineering education committee activities. (AI-0017) Action Item 6 – Bob Rassa will ask for a space allocation in the Systems Council Web Page for the Systems Engineering education committee. (AI-0018)

IEEE Systems Journal

Mo Jamshidi reported that he received 35 paper submissions, there were 4 accepted papers and he anticipated the acceptance of 3 additional papers. Mo projected the publication of two issues for 2007 total of 250 pages, and 2 regular issues for 2008 total of 600 pages. Bob Rassa pointed out that we need to have the page count for the budget. Action Item 7 – Chris Dyer to place a link from the council Web site to the IEEE Systems Journal Web site. (AI-0019) Mo continued the discussion announcing the Systems Conference in San Antonio. He indicated that they had 170 paper submissions and they expected 250 attendees.   Mo requested approval for a SOS workshop.
Action Item 8 – Mo to ensure that the Journal will be available in paper as well as in electronic form; Mark will work with Mo to identify the process. (AI-0020)

Regional Activities & Chapters Committee

The Regional Activities & Chapter Committee is composed of one Chairman and 10 Regional Directors to provide direct support for the Chapters -- representing Asia/Pacific, Europe/Africa/Middle-East, Latin America, and North America. Contact information for the current Regional Directors should be available in the Systems Council web site. Dr. Fang who chairs the Regional Activities & Chapters Committee could not attend the meeting. Dr. Fang provided a report outlining the requirements for forming a chapter. The IEEE Systems Council is now allowed to form Chapters. Formation of Systems Council Chapters coordination is in an early planning stage; the

Regional Activities & Chapter Committee pledges their support for local Chapters including providing *Chapter Chair's Kit* for running local Chapters. Dr. Fang requested that **the System Council** also provide financial support to its Chapters. See related motion under Budget and Finance paragraph.

Work Shops

Paul Croll discussed the need to start a series of workshops pertinent to the Systems Council and to the participating societies. Paul Gartz discussed the synergy between a ICEO/GEOSS and the Systems council suggesting workshops in Systems Architecture and SoS. Paul also indicated that a 2nd workshop in Systems Safety hosted by the Naval Post Graduate School is planned. Action Item 9 – Paul to provide a list of all workshops and publish them in the Systems Council Website. (AI-0021) Action Item 10 – Bob Rassa will identify the dates of the next TAB meeting and to invite the presidents of the participating societies. (AI-0022) Bob Rassa reminded everyone that they need to coordinate with Jim Barbera for the planning workshops. The need to have a manual with guidelines for Systems Council conferences was identified. Bob Rassa pointed out that IEEE has all the guidelines we need. The possibility of having workshops during the Systems Council conference was discussed. Action Item 11 – Paul Croll and Paul Gartz to put together a list of potential workshop topics that would be of interest to our member societies. (AI-0023) Action Item 12 – Paul Croll to send out candidate workshop list to solicit feedback and interest from the participating societies. (AI-0024)

IEEE e-notice system and new IEEE rules

Chris Dyer indicated that the IEEE e-notice system can be used to notify the society members. Bob Rassa indicated that Chris has helped with promoting the conference by sending out call for papers to our member societies. Bob Rassa continued the discussion emphasizing the need to follow the IEEE new rules including auditing.

Technical Committees and Collaboration Opportunities

The possibility of having technical committees to address each of the Systems Council FoI was discussed. The need to foster cooperation with multiple societies was recognized. Joint chapters are a way to encourage and promote such collaboration. Paul Croll indicated that the Computer Society has several joint chapters. Collaborating with other societies within the IEEE as well as outside IEEE; joint meetings and formation of joint chapters with participating societies proposed.

Budget & Finance

Clyde Chittister and Ian Hiskens discussed the financial status including the budget for 2007. The Systems Council had a surplus of $50,300 for 2006. The budget for 2007 is revenue of $389,500 with $282,500 of expenses. This will generate a surplus of $107,000. The midyear budget update for 2007 will be completed by end of April. The council has decided to allocate an additional $3,000 for the Systems Journal and to allocate $2,000 to the Chapter activity. These additions will be added to the midyear budget update.

Mo Jamshidi made a motion requesting the approval of $ 6K extra budget for the journal; with $4K to be paid in 2007, and $ 6,000 to be added to the budget from 2008 onward. Paul Croll seconded it. Discussion was followed to define under what budget this expense will come from. Bob Rassa and the council agreed that this expense is an operating expense. Motion passed (M-0007)

Dr. Fang requested that in addition to the IEEE funding for the Systems Council to provide financial support to its chapters including $500 in "start-up" funds for NEW chapters; $500 per year for ACTIVE chapters which submit report (& request) to the Council; and $500-$1,000 to assist a Chapter planning a "special event" (e.g., int'l workshop, industry-oriented exhibition, short course, etc.). (M-0008) **See action item below**

Mark Montrose indicated that in order to fund the money we need to first establish a process of how the money will be allocated. Action Item 13 – Mark Montrose will provide the process to the VP of operations Paul Croll, and copy Clyde Chittister authorizing up to $2K for chapter support. (AI-0025)

Motion made by Paul Croll requesting $5K to be approved by the Systems Council, to support a Distinguished Lectures (DL) program for this year. Discussions followed and all present agreed that we need to establish a process for the DL program. Ian Hiskens, and Don Brown agreed to lead the DL program. Theo will chair the DL committee currently composed by Ian, Don, Theo and Antonello Monti). Motion Passed (M-0009)

Systems Council Conference

The potential of conflicting dates between the Systems Council conference and other IEEE conferences and especially those of the supporting societies was discussed. Bob Rassa pointed out that all efforts will be made to avoid such conflicts; however we can not possibly say that we will always eliminate such possibility. Bob Rassa made a motion asking the Systems Council, when selecting dates for the Systems Conference, to consider and try to avoid significant events of member societies. Mark seconded it; Motion passed. (M-0010)

Systems Council Constitution and Bylaws

Mark Montrose reviewed the constitution and Bylaws. Mark made a motion to approve the constitution changes. Bob seconded it. Motion passed. (M-0011) Action Item 14 – Mark Montrose will get together with Bob Rassa to review off line the bylaws and to complete the required updates. (AI-0026)

Other Discussions

Current officers are eligible to be serving another term. If you are in the nominating committee you must be an officer also. Bob Rassa asked Tom Wiener our new mentor to provide his feedback from the meeting. Tom said this was a good meeting and a good conference; the Systems Council has a good Business Plan including a good plan for the Systems Journal. Tom was pleased with how the Systems Council meeting was run and he suggested to better define our plan by including specific milestones and the required resources.

Appendix A - Meeting Attendees

Bob Rassa
Jim Barbera
Tom Wiener
Brown, Don
Bass, Helen
Paul Croll
Ian Hiskens
Clyde Chittister
Mark Montrose
Paul Gartz
Mo Jamshidi
Steve Dywer
Theo Saunders
Bob Lyons, Jr.

Appendix B - Current Council Officers

President	Bob Rassa
President – Elect	Paul Gartz
Vice-President, Technical Operations	Paul Croll
Vice-President, Conferences	Jim Barbera
Vice –President, Publications	Wade Shaw
Vice-President, Finance	Clyde Chittister
Secretary	Theodora Saunders
Treasurer	Ian Hiskens
Appointed & Automatic Committees	
Meetings	Paul Croll
Publications	Wade Shaw, Chair; Mo Jamshidi, Marcello Simoes
Nominations & Appointments	TBD
Constitutions & ByLaws	Mark Montrose
Fellows	Steve Adam
Standards	Steve Adam
Finance	Clyde Chittister
Liaison & Transnational	Wai-Chi Fang

Other Appointments

Don Brown has taken on Committee Chair for Education, Training and Mentoring
Wai-chi has taken the responsibilities for Chapters and International Chair
Theodora Saunders - Conference Technical Program Co-chair
Bob Lyons, Alicia White and Wai-Chi are Tech Committee members
Wai-chi will also assist with the Conference Publications