**IEEE Systems Council**
**Spring AdCom Meeting Minutes**
**March 26, 2009, 1:00 pm – 5:00 pm**
**March 27, 2009, 8:00 am – 12:00 pm**
**Marriott Pinnacle Vancouver, Ambleside Room**

**Attendees:**

*Jim Barbera – VP Conferences
Paolo Carbone – Instrumentation & Measurement Society (secondary rep)
*Clyde Chittister – President
*Wai-Chi (Winston) Fang – VP Member Services
*Shuichi Fukuda – Reliability Society
*Steve Karlovic (via telephone) – Instrumentation & Measurement Society
*Bob Lyons, Jr. – Aerospace & Electronic Systems Society
*Vincenzo Piuri – VP Publications
*Bob Rassa – Past President
*Tariq Samad – Control Systems Society
*Pedro Sanz – Robotics & Automation Society
*Bill Semancik – Communications Society
Jeannine Siviy – Aerospace & Electronic Systems Society (secondary rep)
*Elliot Sloane (via telephone) – Engineering in Medicine & Biology Society
*Pilar Sobrevilla – Computational Intelligence Society
*Jian Sun – Power Electronics Society
*Ljiljana Trajkovic – Systems, Man & Cybernetics Society, TAB Advisory Committee
*Stephanie White – Computer Society

*denotes voting member

Guests:
Ferial El-Hawary – Region 7 Director
Dick Volz – Division 10 Director
Paul Gartz

**Introductions – Rassa**
After short introductions, Bob Rassa announced that he vacated the position of Systems Council President as of 1/1/2009; therefore Clyde Chittister became President as of that date. By affirmation and consent of the council, President Clyde Chittister announced that Bob Rassa is now the Council Past President. Clyde Chittister will serve the remainder of 2009, after which he will serve his full 2-year elected term, 2010-2011.

**Division Director Report – Volz**
Dick Volz spoke on a variety of issues in his Presentation to the Systems Council, mostly reviewing the IEEE organization and membership trends. The upcoming Systems Council review was also discussed. He then discussed issues and recent concerns regarding the Systems Council. Director Volz also shared "Guidelines on Conduct at Board Meetings".

**Minutes – Saunders**
Clyde Chittister appointed Bob Rassa to serve as Parliamentarian.
It was determined that of our 22 voting members, there are 16 present or on the telephone, hereby we have a quorum. Voting members are indicated by an asterisk (*) in the Attendee List. It was determined that only the voting members that were present at the previous meeting of the Systems Council could comment and vote on the issue of the minutes. Clyde turned the gavel over to Bob Rassa so he could make some comments. There was much discussion on the issue of AI-78 from the minutes of the previous meeting of the Systems Council.

MOTION:  Bob Lyons moved to amend the minutes to read:

"ACTION ITEM:  Elliot Sloane/Paul Gartz – Come up with a written plan for a 2010 Conference. (AI-0078)"

2nd by Bill Semancik.  6 yes, 2 no.  Motion passed.  (M-0031)

Bob Rassa retuned the gavel to Clyde Chittister.

MOTION:  Theo Saunders moved to accept the minutes as amended.  2nd Bob Lyons.  13 yes, 0 no, 2 abstain.  **Motion passed**.  (M-0032)

**TAB Meeting Report – Rassa**
Bob Rassa reported on the recent TAB meeting and discussed highlights, focusing primarily on finances.

**Travel Reimbursement Policy – Rassa**
Bob Rassa reviewed travel reimbursement policy, discussing the fact that Council reimbursement will be limited to Council officers who are not supported by their home organization (Society or employer). Representatives are to be reimbursed by their home Society if their employer does not reimburse such expenses.

**Preparation for election of Council Officers – Rassa**
The office of VP of Technical Operations has been resigned by Paul Croll due to company obligations. Bob Rassa announced that Theodora Saunders has expressed interest in this office.  Stephanie White has expressed interest in the office of Council Secretary, which is currently held by Theodora Saunders. If any others have interest in these offices, they are to contact Bob Rassa prior to the special election to be conducted after the evening recess.

**Publications Update/Status – Piuri**
Vincenzo Piuri presented on the status of the Systems Council publications.  Discussion centered on sub to pub time, Journal subscriptions, advertising, and the Systems Council Knowledge Environment (SYSC-KEE).

MOTION:  Vincenzo Piuri moved to approve to request that the SC will be a technical co-sponsor of the IEEE Transactions on Sustainable Energy.  This motion comes out of committee, no second necessary. 15 yes, 0 no, 0 abstain.  **Motion passed**.  (M-0033)

MOTION:  Vincenzo Piuri moved to approve to request that the SC will be a technical co-sponsor of the IEEE Transactions on Smart GRID.  This motion comes out of committee, no second necessary.  16 yes, 0 no, 0 abstain.  **Motion passed**.  (M-0034)

Vincenzo presented on the proposed IEEE Systems Compendium (see presentation).  Discussion centered on the possibility of spreading ourselves too thin, versus missing a great opportunity.

MOTION:  Vincenzo Piuri moved to approve the Phase I proposal of the IEEE Systems Compendium. 2nd Bob Rassa.  15 yes, 0 no, 0 abstain.  **Motion passed**.  (M-0035)

Discussion:  Phase I is the concept, Phase II will be budget, business plan, and final approval.  Point of clarification:  we are not re-publishing the content, we are simply re-packaging.

**Website**
Rassa reported that the website is new and improved.  Please submit ideas to Chris Dyer.
There was discussion about advertising jobs opportunities on IEEE websites.

**Current Conferences and Workshops Update/Status – Barbera**
Jim reported that we had another successful Systems Conference. We received good feedback from attendees.

**Systems Conference – Rassa**
Bob Rassa reported that the 2010 Systems Conference will be held in San Diego, in the 2$^{nd}$ week of April. There was discussion regarding a special issue of the Journal for the Systems Conference papers. Bob also noted that absent any objection, he would pursue setting up the 2011 Systems Conference in eastern Canada (candidate: Montreal). No objection noted. Bob suggested that we might look to Europe for the 2012 conference.

ACTION ITEM: Vincenzo Piuri – look into doing a special issue of the conference papers. The EIC needs to make that decision. Vincenzo will recommend to Mo Jamshidi to have a special issue at first opportunity. He will ask him to prepare an invitation to send to the conference attendees. Let's follow the standard guidelines, i.e., 30% more content and have a complete new review. (AI-0079)

MOTION: Bob Rassa moved that Vincenzo Piuri will recommend the ISJ EIC to have a special issue/section on the 2009 IEEE Systems Conference, to be published as soon as possible in 2009 or 2010. Authors of selected papers presented at the conference will be invited to submit extended and expanded versions for the special issue/section. Only papers having high evaluation score in the conference review process will be invited. Papers invited for consideration in the special issue/section will be reviewed according to the ISJ standard review process. Papers in the special issue/section will not be labeled as "invited" papers since invitation will be to submit the extended and expanded versions. This special issue/section will be repeated every year for papers presented at the last edition of the conference. 2$^{nd}$ Ljiljana Trajkovic. 16 yes, 0 no, 0 abstain. **Motion passed**. (M-0036)

ACTION ITEM: All - Send Bob Rassa location suggestions for the Systems Conference for years after 2011, including Europe in 2012 and beyond. (AI-0080)

ACTION ITEM: Jim Barbera – Proceed with talks with ICEO regarding having a meeting day before our Systems Conference, possibly Monday during our Tutorials. (AI-0081)

ACTION ITEM: Jim Barbera – Proceed with SMC to set up the technical co-sponsorship for one of their conferences. (AI-0082)

ACTION ITEM: Jim Barbera – Review and update the plan for the 2010 conference submitted by Paul Gartz and send to the President. Clyde will review and send it out to the AdCom electronically and put it on the agenda for the next AdCom meeting for approval. (AI-0083)

Clyde stated that the Action Item AI-0078 is hereby closed.

**Technical Operations Update/Status – Croll (absent)**
SE Certification/Accreditation Program – Chittister
It was discussed that a survey of industry is currently underway to look at the viability of a certification program. The survey will be completed at the end of April. AESS, SMC and the Systems Council all contributed the $12,500 cost of the survey.

**Finance Status and Budget Update – Hiskens/Rassa**
Bob Rassa (VP Finance) gave the Finance Report.

**Chapters Discussion – Fang**
Wai-Chi Fang gave the Chapter Report.
Winston discussed the fact that there is progress in many regions, besides the 4 chapters we have, we just don't have commitments yet.

MOTION: Wai-Chi Fang moved that in addition to IEEE funding, **the Systems Council** provides the financial support to its Chapters on an as-needed basis:

- (1) A $200 "start-up" fund as needed for NEW chapters starting in 2009 and continuing henceforth which complete their Chapter formulation and submit the first year operation plan.
- (2) A $200 operation fund per year as needed for ACTIVE chapters starting in 2009 and continuing henceforth which execute their operation plans and submit their reports.
- (3) The proposed funding will be for a maximum amount of $2000 per year. If more than 10 Chapters are eligible, the funds will be divided among the eligible chapters. The cap can be increased upon approval of the AdCom.

The Chapter requesting funding should make a written request to the VP of Member Services who will then review the request and make the recommendation to the AdCom for the final approval. If approved, the request goes to the Council Treasurer for disbursement from Systems Council funds **provided sufficient funds are available**. 2$^{nd}$ Vincenzo Piuri. 12 yes, 3 no, 1 abstain. **Motion passed**. (M-0037)

Much of the discussion centered on the limited funds of the Systems Council.

MOTION: Wai-Chi Fang moved that the **Chapter-of-the Year Award** is to be granted annually. The award is based on best yearly activities in the categories of Chapter-sponsored technical activities, increase in membership, and participation in Council-level sponsored conferences/meetings. The Member Service Committee will make the recommendation to the AdCom for the final approval. This award is an IEEE recognition and a plaque at a cost about US$100. The registration of the award will be done within all standard procedures as required by IEEE. 2$^{nd}$ Jian Sun. 15 yes, 0 no, 0 abstain. **Motion passed**. (M-0038)

Recess until tomorrow.

## Day 2

### Fellows ID Meeting – Fellows ONLY – Rassa
Bob Rassa reported on the Fellows Identification meeting. Clyde Chittister made 2 appointments:
1. Fellows Evaluation Committee Chair: Bob Rassa
2. Fellows Candidate Identification Committee Chair: Vincenzo Piuri

### HealthCare Committee – Chittister/Sloan
Clyde reviewed his actions, including a follow-up to the member Presidents to get volunteers to be on the committee and he submitted a charter and an ad to put into our publications asking for participation. We will discuss this further in the Strategic Planning portion of the meeting.

### Special Election of Council Officers – Rassa
Candidates:
VP of Technical Operations – Theodora Saunders
Secretary – Stephanie White

MOTION: Bob Rassa moved that nominations for Systems Council officers close. 2$^{nd}$ Tariq Samad. **Motion passed**. (M-0039)

MOTION: It was moved that Theodora Saunders is VP of Technical Operations by acclamation. (M-0040)

MOTION: It was moved that Stephanie White is Secretary by acclamation. (M-0041)

These elections are effective immediately. All officers are up for re-election this fall.

Point of Clarification:  there is no Past President as of Jan 1, 2010.  The President may appoint a past president to serve the 2010-2011 term, choosing between the 2 past presidents.  There was discussion regarding straightening out our inconsistent By Laws.  Mark Montrose is already working on it.

**Distinguished Lecture Program – Chittister/Siviy**
Clyde Chittister reported on the DL program and the fact that we have a documented process and are ready to go.  Jeannine Siviy is the chair of the DL Program for the Systems Council.

ACTION ITEM:  Jeannine Siviy - Get in touch with the DL chair for AESS and coordinate.  (AI-0084)

ACTION ITEM:  All – Each member society provide information to Jeannine Siviy, including the name of your DL chair and the names of those interested in becoming a DL.  (AI-0085)

**Society Support for Council Activities – Chittister**
Clyde Chittister discussed the issue of how to get more volunteers.  Clyde Chittister appointed Bob Lyons to chair an adhoc committee on Council Outreach.  Bob Rassa will recommend that it be added as a permanent standing committee.

ACTION ITEM:  Bob Lyons – Head up an adhoc committee on Council Outreach and support to develop a short presentation that the reps could use to report to their respective AdCom and post on their society web sites.  (AI-0086)

ACTION ITEM:  Bob Lyons – Contact each member society about allocating space for Systems Council on the society web sites.  (AI-0087)

ACTION ITEM:  Member Reps – Obtain a short blurb about your society to put on the Council website.  (AI-0088)

ACTION ITEM:  Member Reps – Prepare a short 15-minute presentation about your society and your society's ideas on cooperation with the Systems Council, and present it at the next Systems Council meeting.  (AI-0089)

**Systems Council TAB/SRC Review – Rassa/Chittister**
Bob discussed the previous SRC review and reviewed the process.

ACTION ITEM:  Bob Rassa – Send SRC review out to AdCom asking them to update their portion of the document.  (AI-0090)

ACTION ITEM:  Clyde Chittister - Update the Business Plan and send to the AdCom for comments and approval.  (AI-0091)

It was discussed and agreed upon that many of our actions from this meeting address some of the issues in the review, so it is very important that we keep track of what is going on between now and the next meeting.  It was suggested that we set some deadlines.

ACTION ITEM:  All - Get an attestation or affirmation from each society as to why the SC is useful.  Include the statements in the review report.  (AI-0092)

ACTION ITEM:  Reps – Talk to your society AdCom and presidents about the review report and get feedback.  (AI-0093)

**Update the Systems Council Business Plan – All**
Many areas were discussed as part of our Business Plan.  There was discussion regarding our FoI being too broad.  There was general agreement that the FoI wan't too broad, but our attempts to address all of it at one time would be too much of an undertaking.

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MOTION:  Bob Rassa moved to retain the Systems Council Field of Interest as is.  2<sup>nd</sup> Vincenzo Piuri.  16 yes, 0 no, 0 abstain.  **Motion passed**.  (M-0042)

The Milestone Chart was presented.  We need to develop a plan with actions and deadlines.

ACTION ITEM:  All – A "Due Date" column is in the Action Item list.  Everyone assign a due date to your Action Items.  (AI-0094)

ACTION ITEM:  All VPs – Look at Actions and due dates and update the Milestone Chart accordingly. (June 1)  (AI-0095)

ACTION ITEM:  Bob Rassa – Highlight income/expense items in our Milestone Chart.  (AI-0096)

ACTION ITEM:  All – Highlight in our Milestone Chart and in our business plan, activities that benefit students, i.e., the Best Paper Awards at Systems Conference.  (AI-0097)

ACTION ITEM:  Theo Saunders – Work with Bob Lyons on developing TC's in the manner of AESS. (AI-0098)

ACTION ITEM:  Theo Saunders – Contact VP of Technical Activities of all member societies.  (AI-0099)

ACTION ITEM:  Theo Saunders – Ask Computer Society to re-state workshop on Safety.  (AI-0100)

ACTION ITEM:  Elliot Sloane/Paul Croll – Initiate Standard in Healthcare.  Ask EMBS if they would like to partner.  (AI-0101)

ACTION ITEM:  Theo Saunders – Solicit member societies on Standards possibilities.  (AI-0102)

There was discussion regarding the Instrumentation and Measurement University sponsored by the I&M Society.  It is a 1-week intensive program for doctoral students, relating to the instrumentation and measurement field.  It was suggested that we do something like this for systems of systems engineering.

ACTION ITEM:  Paolo Carbone – Develop a plan for an "IMU-type" event for Systems of Systems Engineering.  (AI-0103)

ACTION ITEM:  Clyde Chittister – When working on the Business Plan, narrow the scope in some of the text (as opposed to narrowing our FoI).  (AI-0104)

ACTION ITEM:  Vincenzo Piuri – Expand Business Plan to say "Systems Publications" and the list all of our new items.  (AI-0105)

ACTION ITEM:  Bob Rassa – Re-write the Systems Conference portion of the Business Plan.  (AI-0106)

ACTION ITEM:  Theo Saunders – Update the workshop portion of the Business Plan.  (AI-0107)

ACTION ITEM:  Theo Saunders – Update the standards portion of the Business Plan.  (AI-0108)

ACTION ITEM:  Bob Rassa/Ian Hiskens – Update the financial portion of the Business Plan.  (AI-0109)

ACTION ITEM:  Bob Lyons – Update the Council Outreach portion of the Business Plan.  (AI-0110)

ACTION ITEM:  All – Submit to Clyde Chittister, possible candidates for student reps to the Council. (AI-0111)

**<u>Action Item Review – Scharmann</u>**
All open action items were reviewed.

Closing Comments –
Dick Volz, in his closing comments, suggested that the Council put together a compendium of all Council documents and policies.

ACTION ITEM: Stephanie White – Put a compendium together of all Council documents and policies. (AI-0112)

Ferial El-Hawary provided closing comments, expressing her thanks to the Council for inviting her to attend, as well as inviting us back to Canada in the future.

Ljiljana Trajkovic, who serves on the TAB Advisory Committee and is assigned to the Systems Council, gave a few suggestions, notably, to assign due dates to Action Items.

Next meeting:  Friday, October 2 (full day), and Saturday, October 3 (1/2 day), in the Ft. Lauderdale area.

ACTION ITEM:  Bob Rassa - Finalize arrangements for the Fall AdCom and send to the members so they can make their travel plans.  (AI-0113)

ACTION ITEM:  Member Reps – Identify opportunities for cooperative engagement. (AI-0114)

ACTION ITEM:  Judy Scharmann – Finalize minutes and send to AdCom within 30 days.  (AI-0015)

Meeting adjourned.
Respectfully submitted,
Judy Scharmann