Approved: December 16, 1989

IEEE Robotics and Automation Society AdCom Meeting Minutes
Registry Resort, Scottsdale, Arizona
May 15, 1989

1. The meeting was called to order by President Sanderson at 8:43am.

2. LIST OF ATTENDEES

A. C. Sanderson, President
Y. C. Ho, Past President and AdCom member
R. D. Klafter, Vice-President for Finances
T. J. Tarn, Vice-President for Technical Affairs
C.S.G. Lee, Secretary and AdCom member
A. Ephremides, Division 10 Director
A. K. Bejczy, AdCom member
G. A. Bekey, AdCom member and General Chairman, 1989 Conference
W. J. Book, AdCom member
A. A. Desrochers, AdCom member and Chairman, Education Committee
T. Fukuda, AdCom member and Chairman, International Committee
J. M. Hollerbach, AdCom member and Program Chairman, 1989 Conference
J. F. Jarvis, AdCom member
A. J. Koivo, AdCom member and Program Chairman, 1990 Conference
J. Y. S. Luh, AdCom member
W. E. Snyder, AdCom member and Editor of Newsletter
R. H. Taylor, AdCom member and Editor of Transactions
R. B. Kelley, Chairman, Publications Committee
R. W. Brockett, Chairman, Meetings Committee
L. S. Haynes, Chairman, Standards Committee
R. A. Volz, General Chairman, 1990 Conference
T. C. Hsia, General Chairman, 1991 Conference
V. J. Lumelsky, Chairman, Robot Motion & Path Planning Tech. Comm.
G. Menga, Chairman, International Committee
Jim Crowley, Guest
Rosalyn Snyder, Guest

3. REVIEW AND ADOPTION OF AGENDA

The meeting agenda was adopted with minor correction on some typos.

4. APPROVAL OF MINUTES OF PREVIOUS MEETING

The minutes of the R&A AdCom meeting held on December 10, 1988 at the Hyatt Regency Hotel on Town Lake in Austin, Texas, were amended and approved.

5. REPORT ON RESULT OF ADCOM ELECTION

5.1 Ho, Chairman of the Nominating Committee, reported that the return of ballots was very good. Approximately 900 ballots were returned out of possible 5,000+ ballots. The 18 elected AdCom members are:

Antal K. Bejczy (1)	Takeo Kanade (1)
George A. Bekey (2)	Antti J. Koivo (2)
Wayne J. Book (3)	C. S. George Lee (3)
Alan A. Desrochers (1)	John Y. S. Luh (1)
Toshio Fukuda (2)	Charles P. Neuman (2)
Gerhard Hirzinger (3)	Richard P. Paul (3)
Yu-Chi Ho (1)	George N. Saridis (1)
John M. Hollerbach (2)	Wesley E. Snyder (2)
John F. Jarvis (3)	Russell H. Taylor (3)

5.2 Since this is the first election of the AdCom members of the Society, three groups of the AdCom members, each consisting of 6 members, need to be selected for serving one-, two-, or three-year term. Sanderson, President of the Society, randomized the AdCom members in alphabetical order, then assigned each AdCom member on the ordered list to serve for one-, two-, or three-year term. The number inside the parenthesis next to each AdCom member indicates 1-, 2-, or 3-year term. Those AdCom members with one-year term will be automatically nominated as candidates for next year's AdCom election. The six elected AdCom members in next year's election will then serve for a three-year term.

6. ELECTION OF OFFICERS

6.1 Ho indicated that the President-elect will serve for one year either beginning in January (in synchronization with other IEEE societies) or in May (in synchronization with our annual May meeting). Since the Society is still in the transient state, Ho recommended that the President to serve for one more year. Ho then made a motion to elect Sanderson as the President-elect, the motion was seconded by Luh and passed. In our December 1989 meeting, a President-elect will be nominated for 1991.

6.2 For the election of Vice Presidents, Ho made a motion that the elected officers will serve until the end of 1990, the motion was seconded and passed. Ho nominated

Klafter for Vice President for Finances and asked for nominations on the floor; the motion to elect Klafter for V-P for Finances (Bejczy, Lumelsky) was approved. Ho nominated Stephanou for Vice President for Membership Activities and asked for nominations on the floor; the motion to elect Stephanou for V-P for Membership Activities (Luh, Bejczy) was approved. Ho nominated Tarn for Vice President for Technical Affairs and asked for nominations on the floor; the motion to elect Tarn for V-P for Technical Affairs (Lumelsky, Fukuda) was approved.

7. PRESIDENT'S REPORT ON IEEE TAB MEETING

7.1 Sanderson attended the last IEEE TAB (Technical Activity Board) meeting. The IEEE Society is becoming more international; 20% of memberships are non-US members and 50% of the papers published are from non-US members. Sanderson indicated that the R&A Society certainly reflects this characteristic of international favor.

7.2 There was a proposal in the IEEE TAB meeting to eliminate the Publications Board. The move was to have the Publications Board report to the TAB.

7.3 Another issue that was brought up in the meeting was the process of training tool and how to make it available to the members.

7.4 Another issue concerns the Chapter formation. In the past, when a chapter is formed, it needs to get an approval from the AdCom of the said Society and this may take time. Now it was suggested that the pre-approval of chapter formation goes through the IEEE HQ. Jarvis asked about the finance of the chapters; no finance comes from the Society, it comes mainly from the IEEE HQ. A motion (Kelley, Snyder) was passed to encourage the pre-approval from the IEEE for chapter formation, but we would like to know about it. It was also suggested that the information of the pre-approvals be sent to our VP for membership activities.

8. GREETINGS FROM ANTHONY EPHREMIDES, DIVISION 10 DIRECTOR

8.1 Ephremides, Director of IEEE Division 10, welcomed the R&A Society as one of the important societies in Division 10. He indicated that with the inclusion of R&A Society, the Division 10 grows by 15%. In addition, Ephremides indicated that the TAB is under re-organization, which will be completed by the end of this year.

8.2 Ephremides indicated that a study on the efficiency of the IEEE staff has been done and the results will be out in the San Francisco meeting.

8.3 Ephremides again indicated the possibility of abolishing the Publications Board and combining it with the TAB. However, in addition, there is also a proposal suggesting that the TAB AdCom be eliminated.

8.4 The Region 10 (not Division 10) invites all societies to participate in their special colloquium (last 2 week of Oct. 1989). The TAB encourages the Society to participate and will financially support 50% for sending representatives to the colloquium. A letter about the Region 10 colloquium has been sent to Sanderson.

8.5 Some discussions on the Region 10 colloquium focussed on (i) Do we want to participate? (Haynes indicated that four month lead time for foreign travel may not be enough.) (ii) Do we have money to participate? (Klafter indicated that we will have enough money to support the representatives.) (iii) What impact do we have for not participating? (None)
There were some discussions about the purpose and technical merits of the colloquium and also member chapter recruiting in that area.

8.6 A motion (Snyder, Lumelsky) to allocate some money at the maximum of $ 5,000 to participate the Region 10 colloquium was tabled (because of the lack of financial information about the Society) and was passed later. Sanderson in consultation with Snyder and other R&A AdCom members will select participants for attending the colloquium.

9. REPORT ON THE STATUS OF THE SOCIETY

Sanderson indicated that the Society has 5382 members as reported by the IEEE.

10. TREASURER'S REPORT

10.1 Klafter, VP for finances, reported that the R&A Society is still in good financial shape. Net surplus for 1988 is about $107,900 with an accumulative net worth (2/28/89) of about $347,400. About $40,000 of the 1988 surplus came from the 1987 Conference. His report is attached as Attachment A to the end of the minutes.

10.2 Klafter indicated that the budgeted expenses for AdCom in 1989 is too high ($17,700). He also recommended that we budgeted approximately $10,000 for the Region 10 colloquium.

10.3 The budget as presented was approved with minor typo corrections.

10.4 Klafter reported that approximately 2,301 members did not renew the subscription to the Journal/Transactions. He questioned the accuracy of the number (this number 2,301 was given to him from the IEEE HQ). Bejczy indicated that it is normal for the

membership to fluctuate within 10% — 10% dropped and 10% new members. It was suggested that the VP for membership activities should look into this matter and possibly find out the reason(s) for such a "large" number of people dropping the membership.

11. MEETINGS COMMITTEE REPORT

1989 Conference

11.1 Bekey, General Chairman, reported that at 9:30am, 542 had registered for the Conference with 40 drop-in registration last night. He predicted 650 attendees for the Conference. Usually about 40% of the attendees attended the Tutorials and Workshops, while 10% of the Tutorial/Workshop attendees usually do not attend the Conference.

11.2 Hollerbach, Program Chairman, indicated that 100 more papers were submitted than last year's. Hollerbach mentioned a few items for improvement in future conferences: (i) Invited sessions should highlight "new" areas. (ii) Tutorial/Workshop chairmen should coordinate with the Program Chairman. (iii) Tutorial/Workshop/Invited Sessions should be coordinated with the Program Chairman. Invited sessions should not be used as a channel for getting papers into the conference.

11.3 Book commented that either way (papers submitted through regular channel or invited sessions), quality of the papers is the most important.

1990 Conference

11.4 Volz, Conference Chairman, indicated that the hotel rate will be around $90 single per night. He is working out a conference budget with Harry Hayman and Klafter, based on the 1989 Conference budget.

11.5 The 1990 Conference budget was presented in the afternoon and a motion to accept the budget was passed. The 1990 Conference budget is attached as Attachment B to the end of the minutes.

11.6 Koivo, Program Chairman, planned to contact people to organize sessions in Intelligent Manufacturing Systems. He also requested inputs from the floor for having plenary sessions (8:00-8:45am) and also names of persons suitable for delivering plenary speech. Discussions then followed on pros and cons of having plenary sessions.

1991 Conference

11.7 Hsia, General Chairman, reported that possible date for the Conference is April 7-12, 1991 (Sunday-Friday). Possible Conference Hotels are: (i) Hyatt Regency (350 rooms), brand new hotel and next to State House. Room rate is $ 88 single/double (1989 rate) and likely to have a 7% increase. Overflow hotel is Clareon (150 rooms), with $85 single and $95 double (1991 rate); (ii) Redline Inn (300 rooms) and the 1991 room rate is $88 single/double, and the overflow hotel is Sacramento ($88); (iii) Radisson Hotel (250 rooms) and the 1991 rate is $93 single/double.

11.8 Hsia indicated that he is checking with local industry for hosting a reception, technical tours, and some technical programs. He also requested information and guideline for running the Conference and preparing the Conference budget.

11.9 Tarn, Program Chairman, indicated that two Vice Program Chairmen may be appointed. Stephanou agreed to serve as the Vice Program Chairman in Intelligent Control, while Tarn is still seeking a suitable person to serve as the Vice Program Chairman in Manufacturing.

Utah Microrobot Workshop

11.10 Brockett indicated that the third Workshop will be held next February in Northern California. In our last AdCom meeting, we approved the advance of $10,000 for the Workshop. In the second Workshop, we advanced $10,000 and had $7,000 profit. This time, they requested a larger advance of $21,000. Discussions that followed focussed on various concerns such as no AdCom members were in their Program Committee.

A motion (Jarvis, Kelley) to approve the advance of $21,000 and the ASME affiliated was tabled and later passed.

1992 Conference and Beyond

11.11 Brockett indicated that a proposal is forthcoming for hosting the 1992 Conference. He will bring it up for discussion and approval in the December meeting (in Tampa, Florida).

Brockett also indicated that the IEEE Computer Society AI Application Conference is going into Manufacturing. They would like to host their conference together with our 1992 Conference.

12. PUBLICATIONS COMMITTEE REPORT

Kelley, Chairman of Publications Committee, indicated that one of the problems that the Society faces is the image to the outside world. The quality of Transactions publication is

of most important.

Transactions

12.1 Taylor, Editor of Transactions, gave a presentation on the status of the Transactions. His slides are attached as Attachment C to the end of the minutes.

12.2 Taylor then requested (i) page increase from 696 pages to 824 pages, and (ii) editorial assistance for Editor and Associate Editors.
The cost for publishing two extra issues of Transactions is about $60,000.
A motion: "To authorize Taylor to publish one extra issue or up to 128 extra pages in 1989" was approved.
A corresponding motion: "To incorporate the publication of 952 pages into our budget" was approved.
Another motion: "To authorize the budget up to $6,000 in 1989 and up to $12,000 in 1990 for the expense in editorial assistance" was approved.

Newsletter

12.3 Snyder, Editor of the Newsletter, indicated that he is working on publishing some technical papers in the Newsletter.

12.4 Snyder's status report on the Newsletter is attached as Attachment D to the end of the minutes.

13. BRIEF REPORTS FROM TECHNICAL COMMITTEES

Due to limitation of time, the Chairman of each Technical Committee did not give a brief report. The following brief reports were received either at the meeting or after the meeting.

13.1 Lumelsky, Chairman of Robot Motion & Path Planning Technical Committee, handed out his status report at the meeting. His report is attached as Attachment E to the end of the minutes.

13.2 Tarn, Chairman of Robot Dynamics & Control Technical Committee, would like to establish a closer connection with the IEEE Control Systems Society. He had discussed this with the Control Systems Society President J. Cullum.

13.3 Tarn would also like to organize invited sessions for the 1990 Conference, in cooperation with the Program Chairmen of the 1990 Conference.

13.4 Tarn would like to participate in the review process of the conference papers. He is also considering initiating a special issue.

14. OTHER BUSINESS

14.1 The IEEE ASSP Society would like to change its name to IEEE Signal Processing; no objections from the floor.

14.2 Meeting adjourned at 2:13pm.

14.3 Next Meeting: Saturday, December 16, 1989 at the Hyatt Regency Tampa Hotel, Tampa, Florida, 9:00 am — 3:00 pm, at the call of President Sanderson.

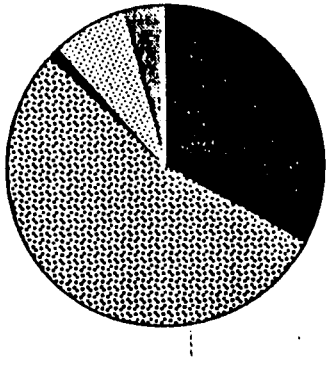
Attachment A

RAS - BUDGET REPORT - MAY 15, 1989

ITEM	ACTUAL 1988	BUDGET 1989	ACTUAL 2/28/89
1. MEMBER AND AFFILIATE COPIES	6542	5781	5000
2. STUDENT MEMBER COPIES	612	554	865
3. INDIVIUAL-NON-SOCIETY COPIES	345	309	455
4. IEEE NON-SOCIETY AND MEMBER	350	313	0
5. NON-RENEWALS FOR 88-89			2301
INCOME ($1,000)			
6. MEMBERSHIP FEES	$84.0	$91.1	$60.2
7. INDIVIDUAL NON-MEMBER SUBSCRIPTIONS	$44.4	$34.0	$38.2
8. NON-MEMBER ALL TRANSACTIONS	$65.3	$61.3	$0.0
9. PAGE CHARGES	$24.9	$23.0	$4.1
9A. VOLUNTARY	$16.2		$1.3
9B. EXCESS PAPER LENGTH	$8.7		$2.8
10. CONFERENCES [87 ($149.4); 88 ($197.1)]	$346.5	$158.7	$12.3
11. MISCELLANEOUS INCOME	$2.3	$8.4	$0.1
12. INTEREST	$7.3	$12.1	$3.2
TOTAL INCOME	$574.7	$388.6	$118.1
EXPENSES ($1,000)			
13. TRANSACTIONS	$161.7	$179.3	$39.0
14. NEWLETTER	$34.3	$34.0	$1.7
15. MSC. PERIODICAL EXPENSE	$5.2	$5.0	$0.4
16. CONFERENCES [87 ($108.9);88 ($139.0)]	$248.8	$145.3	$0.0
17. MSC. EXPENSES	$3.7	$0.0	$0.8
18. MSC. IEEE EXPENSES	$6.1	$4.8	$0.0
19. AD COM	$7.0	$17.7	$0.9
TOTAL EXPENSES	$466.8	$386.1	$42.8
SURPLUS FOR THE YEAR	$107.9	$2.5	$75.3
NET SURPLUS [$164.2 AS OF 12/31/87]	$272.1	~~$166.7~~ 274.6	$347.4
ADDITIONAL INCOME			
LOANS OUTSTANDING ['89 MICRO ELECT SIGNALS]			$10.0
ADDITIONAL EXPENSES [ESTIMATED]			
FEBRUARY AND APRIL TRANSACTIONS			$60.0
NET			~~297.4~~ 224.6

1988

ACTUAL EXPENSES

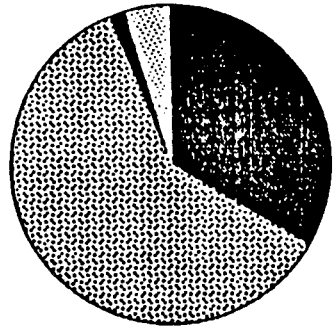


Journal-$153,600	33.1%
Conference-$248,800	53.8%
Ad COM $7,000	1.5%
Newsletter-$34,300	7.4%
Journal Ed. & Misc.-$23,700	4.2%

1988

INCOME

(ACTUAL)

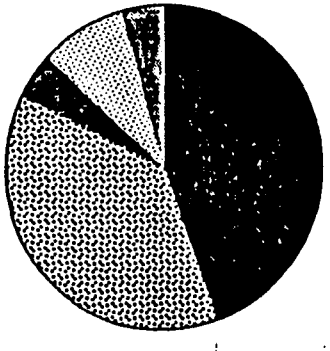


Journal Fees-$193,700	33.7%
Conference-$346,500	60.3%
Interest & Misc.-$9,600	1.7%
Page Charges-$24,900	4.3%

1989 BUDGET

EXPENSES

(Projected)

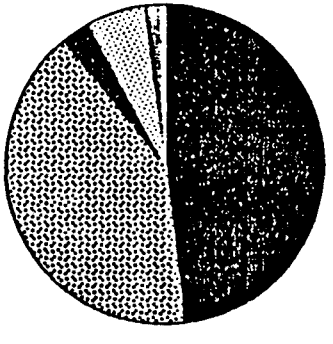


■	Transactions-$171,700	44.5%
▨	Conference-$145,300	37.6%
■	Ad COM- $17,700	4.6%
▨	Newsletter-$34,000	8.8%
□	Misc-$17,400	4.5%

1989 BUDGET

INCOME

(Projected)



■	Transactions Fees-$186,400	48.0%
▨	Conference-$158,700	40.8%
■	Interest-$12,100	3.1%
□	Page Charges-$23,000	5.9%
□	Misc.-$8,400	2.2%

Attachment B

- B U D G E T -
1990 IEEE INTERNATIONAL ROBOTICS & AUTOMATION

The Hyatt Regency
Cincinnatti, Ohio

- ESTIMATED INCOME -
November 17, 1988

I.	**Registration**			
	1. Advance			
	a. Members	$190.00	288	$54,720.00
	b. Non-Members	$250.00	132	$33,000.00
	c. Students	$90.00	130	$11,700.00
	2. Late (& at Conference)			
	a. Members	$205.00	52	$10,660.00
	b. Non-Members	$275.00	24	$6,600.00
	c. Students	$115.00	24	$2,760.00
	Totals:		650	$119,440.00
II.	**Workshop**			
	(Workshops all day Sunday & Friday)			
	1. Advance			
	a. Members	$100.00	88	$8,800.00
	b. Non-Members	$125.00	29	$3,625.00
	2. Late (& at Conference)			
	a. Members	$100.00	14	$1,400.00
	b. Non-Members	$125.00	4	$500.00
	Total Workshop Income:		135	$14,325.00
III.	**Tutorial**			
	(2 half-day tutorials Morning & Afternoon Monday)			
	1. Advance			
	a. Members	$100.00	88	$8,800.00
	b. Non-Members	$125.00	29	$3,625.00
	2. Late (& at Conference)			
	a. Members	$100.00	14	$1,400.00
	b. Non-Members	$125.00	4	$500.00
	Total Tutorial Income:			$14,325.00
IV.	**Proceedings Sales**			
	1. At Conference & by Mail	$125.00	50	$6,250.00
	2. OOPS Plan	$49.50	500	$24,750.00
	3. Page Charge Net			$7,000.00
	Total Proceedings Income			$38,000.00
V.	**Exhibits Income**	$750.00	6	$4,500.00
	Total Income			$190,590.00

Budget

Estimated Expenses
November 17, 1988

I. Promotion		
a. Call for Papers	$6,500.00	
b. Advance Announcement	$6,000.00	
c. Advance Program	$8,500.00	
d. Final Program	$1,500.00	
Total Promotion		$22,500.00
II. Conference Proceedings		
a. Printing of Proceedings 1300 @ $40	$52,000.00	
b. Shipping & Handling	$2,500.00	
Total Proceedings		$54,500.00
III. Administration		
a. Registration 650 @ $8	$5,200.00	
b. Consultant (H.H.)	$6,000.00	
c. Secretarial	$2,000.00	
d. Office Material	$1,000.00	
e. Equipment Rental (AV & Typewriter)	$12,500.00	
f. Miscellaneous	$1,500.00	
g. Signs	$2,000.00	
h. Telephone & Electronic Mail	$1,500.00	
i. VISA/Master Card Discount	$2,500.00	
Total Administration		$34,200.00
IV. Social		
a. Reception (500 @ $15)	$7,500.00	
b. Coffee Breaks (including Workshop & Tutorial) (3900 @ $2.50)	$9,750.00	
c. Banquet (500 @ $35)	$17,500.00	
d. Committee & Society Banquet (75 @ $50)	$3,750.00	
Total Social		$38,500.00
V. Committee		
a. General Chairman		
1. Travel	$1,000.00	
2. Miscellaneous	$2,000.00	
b. Program Committee		
1. Travel(including committee)	$6,000.00	
2. Plenary Speakers	$2,000.00	
3. Miscellaneous	$500.00	
4. Secretarial	$2,000.00	
5. Mailing/telephone	$1,500.00	
c. All Other Committee	$2,500.00	
Total Committee		$17,500.00

VI.	**Workshop Expenses**		
	a. Workshop Notes	$2,500.00	
	b. Speaker Honoraria & Travel	$3,000.00	
	c. Setup Expenses	$1,000.00	
	Total Workshop Expenses		$6,500.00
VII.	**Tutorial Expenses**		
	a. Tutorial Notes	$2,500.00	
	b. Speaker Honoraria	$6,000.00	
	c. Setup Expenses	$1,000.00	
	Total Tutorial Expenses		$9,500.00
VIII.	**Council Expenses at Conference**		$3,000.00
	TOTAL EXPENSES		$186,200.00
	SURPLUS		$4,390.00

Attachment C

IEEE Transactions on Robotics and Automation (Status Report)

Russell H. Taylor

Overall Summary

1. New Editor and Associate Editor
   - Handover was major logistic problem
   - Just now recovering
2. Submissions are increasing
3. Accepts/Decisions about 25 percent
4. Major Concerns
   - Publication Delays
   - Breadth of Coverage
   - Refereeing & Classes of Publication
   - Special Issues

Submissions Summary

	1988	1989 (thru 4/89)
Submissions	231	129
Accept	23	2
Acpt w/ rev	18	3
Reject	51	3
RW & RS	70	2
In review (4/89)	65	117
Withdrawn/combined	4	2

Notes

1. Does not reflect about 45 papers for forthcoming special issues.
2. *Some* "in review" are really delayed reporting.
3. Accepts/Decisions is 26 percent.

Publication Summary

	1988	1989 (ytd)
Reg Papers	54	19
Comm items	29	9
Pages	708	260
In Press	----	37
Page Budget	696?	696

Notes

1. In last 3 issues:
   - Avg length of papers = 11.6 pages
   - Avg length of communications = 4.5 pages
2. Pending special issues will create crunch (about 45 papers)
3. Strong need to increase pages

Editorial Board Additions

- Editor - Russ Taylor
- Editor Emeritus - George Bekey
- Associate Editor - Dick Volz
- Technical Editors
  - Max Mintz
  - John Hollerbach
  - Matt Mason
  - John Jarvis
  - ~~Roger Brockett~~

Specific Requests

1. Increase page limit further
   - Now 696
   - Suggest increasing to 824
2. Increase subsidy for editorial assistants
   - 3/4 time for Editor
   - Additional assistance (TBD) for Associate Editors

Concerns

Publication Delays

1. Greatest single concern
2. Topic for tonight's Editorial Board meeting
3. Specific issues
   a. Office delays
   b. Refereeing delays
   c. Publication backlog

Average delay > one year

Concerns

Breadth-of-coverage

1. Topic for tonight's Editorial Board meeting
2. Need to see more "automation" and applications papers
3. Need to encourage papers in new areas
4. Possible approaches
   - Recruit new Associate Editor
   - Special issues to encourage submissions

Concerns

Refereeing and Classes of Publication

1. Topic for tonight's meeting
2. Need to establish clearer guidelines for referees
3. Need sharper publication decisions
4. Classes of publication
   - Now: papers & communications items
   - Considering: long papers, short papers, letters, & announcements

Concerns

Special Issues

1. Proposals were mushrooming
2. Have established a policy
   - One issue or two semi-issues per year
   - Topics chosen based on proposals with participation of Board
   - Call for papers
   - Rules for Special Issue Editors
3. "Grandfathered" Special Issues
   - Lumelsky & Brooks: Sensor based planning and control
   - Lee: Computational Architectures
   - Akella: Manufacturing systems
   - Luh: Redundency (informal semi-issue)

Attachment D

Newsletter Publication Schedule

	Copy Deadline	Copy to Printer	Mailing Date
March	Feb 6	Feb. 28	March 15
June	May 20	June 10	June 25
September	Aug. 1	Aug. 25	Sept. 8
December	Oct. 25	Nov 20	Dec. 15

Advertising Rates

Issues/year	x1	x2	x3	x4
Full page	$700	$1350	$2050	$2550
Half page	375	725	1100	1350
Quarter page	190	360	560	700
Sixth Page	150	295	430	575
Classified (per column inch, 9 pt)	$35			

There is a $25 surcharge for advertisements with halftones.

Newsletter & Expenses (1988)

I found the IEEE accounting statement difficult to follow. These figures are a combination of actual receipts which I received, information obtained over the telephone from IEEE headquarters, and estimates based on extrapolation. The IEEE total for expenditures in 1988 appears to be $34,000.

Issue	Printer	Print Cost	Mailer	Mail Cost	Editing &Layout	IEEE Admin
Spring 87 Charges billed in '88					$2400	
Fall 87 (printed '88) 20 pp.	IEEE	Costs not avail. Est.. Total P&M $6850	IEEE		$3000	
Spring 88 16pp/7000	IEEE	*total P&M* $5708	IEEE		$2400	
Summer 88 20pp./6000	Capitol Printing, Raleigh	$2734	IEEE IEEE	US est. $850 Non-US est. $600	$3000	$250
Fall 88 20pp/6500	RDU Printing, Raleigh	$2677	Mail, Inc IEEE	US $917 non-US est $800	$3000	$250
Est.TOTALS 88	P&M $21136	Editing & Typesetting	$13800	IEEE Admin $500		

Printing Costs 1989 Year to Date

Winter 89	Byrd Press, Richmond	2570.00	Byrd	US$723.00	$2400.00	$250
16pp			Byrd	Non-US$456.00*		

* Byrd sends the foreign issues bulk rate to a European distribution point, and then mails them at domestic rates. Whether the IEEE is doing that now is unclear, but as of spring '88, they sent them individually 1st class surface.

Remainder 1989 Estimated Costs

pages/copies	P&M	Editing &Typesetting	Travel (Adcom meeting)	IEEE Charges	TOTAL COSTS
60	$14058	$9000	$500	$$750	$24758

Total 1989 Estimated Costs

pages/copies	P&M	Editing &Typesetting	Travel (Adcom meeting)	IEEE Charges	TOTAL COSTS
76	$17,807	$11,400	$500	$$1000	**$30,707**

Advertising Revenue*

We announced in the Spring '88 issue that the newsletter would accept ads. I sent a letter to exhibitors at the '87 R&A conference describing the newsletter and soliciting ads. This letter got two responses, for a total of $890 in revenue.

Ads received to date are shown.

	Type	Size	Amount	Status
Fall 88				
IEE Press	Book	1/4 page	$190.00	paid
RPI	Pos. Avail	6.5 c.i.	$227.50	paid
TRC Robot	Product	1/4 page x 4	&700.00	paid
Feb. '89				
U of Md.	Pos. Avail.	1/4 page	$190.00	billed
IJCNN	Conference Adv.	1/2 page	$375.00	paid
June '89				
CMU	Pos. Avail.	7.5 c.i.	$271.25	po rec'd
TOTAL AD REVENUE			$1953.75	

*All ad revenue has been received in 1989, so it does not show up on the 1988 statement from IEEE.

IEEE THE INSTITUTE OF ELECTRICAL AND ELECTRONICS ENGINEERS, INC.
345 EAST 47TH STREET, NEW YORK, N.Y. 10017-2394, U.S.A. TELEX 236411

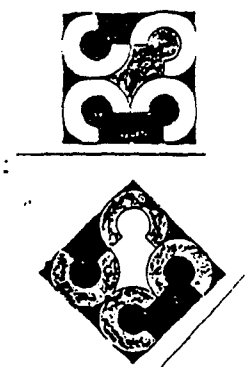
MEMORANDUM

TO: Rosalyn Snyder

DIRECT NUMBER (212) 705- 743

FROM: Arlene Russell

DATE: 2-7-89



Part of existing logo adapted to a square or diamond shape. Could be any color ie what is now black could be dark blue, what is gray light blue & white as is. If you think this would do please give me a call

Arlene Russell

Attachment E

IEEE Society of Robotics and Automation
Technical Committee on Robot Motion and Planning
Report for period April 1988 – May 1989

There were two highlights that dominated the Committee's activity during the indicated period:

- Preparation of the Special Issue of the IEEE Transactions on Robotics and Automation (Guest Editors – R. Brooks and V. Lumelsky). The topic is Sensor-Based Intelligence in Robotics. Most of the papers deal, in some form or another, with motion planning. As of today, all the papers to be included in the Issue (9 in total) went through a regular reviewing process and have been accepted for publication. The Issue is thus expected to come out sometime in 1989.
- Preparation of the IEEE International Workshop on Intelligent Robots and Systems (IROS'89), to be held in Tsukuba, Japan, Sept. 4-6, 1989 (Program Chairmen – T. Arai, Univ. of Tokyo, and V. Lumelsky, Yale Univ.). The theme of this year's workshop is "Autonomous Mobile Robots", and many papers relate to motion planning. In particular, we organized two special sessions:
  - Implementation Issues in Sensor-Equiped Robotic Systems (Chairman - F. Pin, Oak Ridge National Laboratory, USA).
  - Position Estimation for Autonomous Vehicles (Chairman - I. Cox, Bell Laboratories, USA).

Also, we are discussing with Jim Nevins, Chairman of the IFAC Working Group on Manufacturing Technology, a possibility of having a special session on Sensor-Based Motion Planning in Autonomous Vehicles at the next IFAC Congress in 1990.

V. Lumelsky
Committee Chairman
May 15, 1989