**APPROVED MINUTES**

**IEEE Robotics and Automation Society Administrative Committee (AdCom) Meeting Minutes**

**VIRTUAL MEETING (ICRA 2021)**

**09:00 – 12:00 EDT, June 5th, 2021**

1. **Meeting Called to Order**

09:00 EDT (GMT-4)

The agenda and the full reports can be found at <https://agd.ieee.org/mpt/Agenda.aspx?eid=17171>

**2)  Roll Call and Introductions**

• **18 Elected Members (Voting Members)**

o **Term ending 12/31/21:** Kasper Althoefer, Gianluca Antonelli, Fumihito Arai, Megan

Emmons, Kenji Suzuki, and Richard Voyles

o **Term ending 12/31/22:** Alin Albu-Schaeffer, Jaydev Desai, Yasuhisa Hasegawa, Yasuhisa Hirata, Cecilia Laschi,

o **Term ending 12/31/23:** Tamim Asfour, Maria Pia Fanti, Aleksandra Faust, Yoshihiko Nakamura, Angela Schoellig.

* **Student AdCom Member (With Vote):** Cara Nunez
* **RAS Junior Past President (With Vote):** Wolfram Burgard
* **ExCom (Voting Members):** Seth Hutchinson (President), Paolo Fiorini (Secretary), Venkat Krovi (Treasurer), and Frank Park (President Elect)
* **ExCom (Non-Voting** Members**):** Torsten Kroeger (VP CAB), Yasushi Nakauchi (VP FAB),

Robert Ambrose (VP IAB), Nancy Amato (VP MAB), Aude Billard (VP PAB), Tony Maciejewski (VP TAB), Zhidong Wang (VP EPSB), Satoshi Tadokoro (SR Past President), and Hong Zhang (Parliamentarian)

* **Other Attendees (Non-Voting):** Geoff Nagy (Senior Chair, RAS SAC), Paul Oh (VP-elect CAB), Bram Vanderborght (VP-elect EPSB), Hiromi Mochiyama (VP-elect FAB), Andra Keay (VP-elect IAB), Stefano Stramigioli (VP-elect MAB), Kyujin Cho (VP-elect TAB), Todd Murphy (Parliamentarian-elect), Yu Sun (Program Chair ICRA 2021), Kathy Colabaugh (IEEE RAS Operations Manager), Amy Reeder (IEEE RAS Society Program Specialist), Alexis Simoes (IEEE RAS Program Coordinator), Randi Sumner (IEEE Senior Director).

**24 voting members attending - need 12 affirmative votes to pass motions**

**3)  Approval of Agenda** (including Consent Agenda and Standing Orders) **(Fiorini): Approved**

**4)  State of the Society (Hutchinson)**

* + The Society has weathered the Pandemic well
	+ Standing Committee on Education now staffed and becoming active
	+ New ad hoc Committee on Diversity & Inclusion, chaired by Allison Okamura and Chad Jenkins
	+ Town Hall at ICRA - video available
	+ Committee to look at relationship between robotics and automation communities. Ad Hoc Committee to Explore Synergies in Automation and Robotics (CESAR). Activities include:
		- Panel Session at ICRA
		- Diverse committee structure
	+ Will have a couple of ad hoc AdCom meeting in the next weeks:
		- 1st to discuss staffing
		- Propose spend ~$540K on new staff
	+ Fall ad hoc AdCom Meeting
		- Discuss revisions to Society Bylaws and Policies & Procedures
		- Process includes approval by RAS membership
		- Committee chaired by Paolo Fiorini

**5)  Vice President candidate selection (Burgard)**

* + The selection occurs every two years in uneven years
	+ No VP shall serve for more than two consecutive 2-year terms
	+ Each VP will be given 3 minutes time to present candidacy followed by 2 minute discussion

**6)  Presentation by Paul Oh,** VP-elect CAB

* IROS 2020- 31% attendees recognized as industry. Free workshops created a larger number of attendees (500). Will work more connected with IAB and PAB

**7)  Presentation by Bram Vanderborght**, VP-elect EPSB

* + - Gain a broader reach with the general public
		- Videos can be used to target more people that may find pdfs difficult to read
		- Name change, but not settled on the actual name
		- Need to hire a professional company to edit videos

**8) Presentation by Hiromi Mochiyama**, VP-elect FAB

* + - Visualize the financial situation. Categorize the activities

**9) Presentation by Andra Keay**, VP-elect IAB

* + - Increase membership, support all RAS members
		- Forming a construction robotics subcommittee

**10) Presentation by Stefano Stramigioli**, VP-elect CAB

* + - Continue to promote current programs

**11) Presentation by Aude Billard**, VP-elect PAB

* + - Continue addressing issues we have
		- Quality of papers should be looked at
		- Work with CAB

**12) Presentation by** Kyu Jin Cho, VP-elect TAB

* + - Empower TC chairs to be a part of committees and conference chairs

**13)  VP candidate – Evaluation and vote (Burgard)**

**Motion: All Candidates approved**

**14) ICRA 2021 wrap-up (M. Meng and Yu Sun)**

* + 4000 submissions, 45 workshops and tutorials, 498 technical sessions.
	+ 23 accepted papers did not have authors registered in spite of many reminders
	+ Acceptance rate 43.59%
	+ Scheduling was slower than desired because presenters were polled for their desired scheduling time
	+ High number of volunteers and staff people (40-50)
	+ 885 onsite registrations, 2590 virtual= 3475 total
	+ 100,000 + total virtual attendance online (35,000 per event)
		- Registration- $978,982
	+ Hybrid and scheduling seemed to be successful
	+ Paperplaza bandwidth and online handling capacity needs improvement
	+ Need clear definition of guidelines between organizers and RAS CAB & IEEE

**15)  ICRA 2025 Proposal Introduction (Kroeger)**

**16)  ICRA 2025 Proposal Presentation (L. Sentis)**

**17)  ICRA 2025 Evaluation and Vote (Kroeger)**

* + Proposal is approved

**18)  Break (Fiorini)**

**19)  CAB Report (Kroeger)**.

* + There are speed issues with the conference portal

**20) EPSB Report (Wang)**.

* + Publication enhancement
	+ ICRA recording and release
	+ Need to make processes sustainable and to bring in outside editing companies

**21) IAB Report (Ambrose)**.

* + IERA Award- ABB PixelPaint
	+ Industrial forum now has 3 challenge topics- work sites without cranes, people, weather constraints
	+ Robotics2050.org is ready for launch

**22)  MAB Report (Amato)**.

* + 9 committees, and 7 programs and projects managed by MAB
	+ Education committee moving out
	+ Members Survey
	+ History Project is still being worked on, and are very close to being completed

**23)  PAB Report (Billard)**

* + Steady increase in paper submissions - all RAS journals
	+ Impact Factors of Journals are doing well
	+ # of OA papers 6%
	+ RAS publications need to hire more Senior Editors and Associate editors
	+ Time from sub to pub for T-RO and T\_ASE is on par with conferences
	+ Motion: Presentation of RAS Journal Papers to RAS Conferences

**24)  TAB Report (Maciejewski)**

* + Working TCs with conferences
	+ Tea with TCs
	+ CEMRA (Re-evaluating, on hold)
	+ Seasonal schools
	+ Educational content designers needed
	+ Need to provide more content to the resource center

**25)  FAB and Treasurer Reports (Nakauchi - Krovi)**.

* + 3,179.8 surplus
	+ Operations total of 1838.5
	+ By 50% Rule, we have about 900K to access next year for new projects this year
	+ Periodicals (TRO & RAL) had significant growth
	+ 3% Rule: 350K for new initiatives next year
	+ Comment: **unhealthy to have so much profit**
	+ Suggestions to reduce overlength charges
	+ Hire more staff to supply more member services

**26)  Award Committee Report (Tadokoro)**

* + 3 New Awards Status: awaiting approval from TABARC
	+ 2 motions for new Awards

**27)  Motions (Fiorini)**

**28)  Overview of financial motions (Nakauchi)**

* + Motions below $10K were put in the consent agenda

**29)  CAB Motion (Kroeger)**

* + CAB is requesting 90K/year as Reimbursement of Costs of Meeting Special Needs
	+ IEEE now requires all conferences to be ADA compliant
	+ ADA compliance conferences not in the budget for smaller conferences
	+ Motion passed

**30)  Awards Motion (Tadokoro)**

* + Establish an IEEE Transactions on Medical Robotics and Bionics
	Best Paper Award.
	+ Motion passed

**31)  Awards Motion (Tadokoro)**

* + Establish Distinguished Service Award for IEEE RAS Journals
	+ Motion passed

**32) Other/New Business (Fiorini)** No New Business

**33) Next Adcom Meeting (Fiorini)**: 2 October 2021 (IROS 21 venue)

**34)** **Meeting Adjourned (Fiorini):** 12:15 pm EDT