**UNAPPROVED MINUTES**

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

**VIRTUAL MEETING**

**09:00 – 10:30 EDT, November 20th, 2021**

1. **Meeting Called to Order, and Welcome**

09:00 EDT (GMT-4)

1. **Roll Call and Review of the Consent Agenda (Fiorini)**

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

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

Emmons, Kenji Suzuki, and Richard Voyles

o **Term ending 12/31/22:** Alin Albu-Schaeffer, Marcelo Ang, 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. Michael Yu Wang

* **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):** Paul Oh (VP-elect CAB), Hiromi Mochiyama (VP-elect FAB),), ~~Bram Vanderborght (VP-elect EPSB),~~ Andrea Keay (VP-elect IAB), ~~Stefano Stramigioli (VP-elect MAB)~~, Kyujin Cho (VP-elect TAB).
* **IEEE Staff:** ~~Randi Sumner (IEEE Senior Director),~~ Kathy Colabaugh (IEEE RAS Operations Manager), Amy Reeder (IEEE RAS Society Program Specialist), Alexis Simoes (IEEE RAS Program Coordinator), ~~Lukrecija Lelong (IEEE RAS Society).~~

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

1. **Approval of Agenda (Fiorini): Approved**

The agenda and the full reports can be found at: <https://agd.ieee.org/mpt/Agenda.aspx?eid=17426>

1. **President-Elect candidate selection (Burgard).**

* President rotates around geographical areas (Today's election is GA2)
* Presentation then 5 mins q&a, the executive session with secret ballot
* 22 voting members here today, majority vote will win. If there is a tie, the president’s vote will be the tie breaker
* Need 13 votes to win
* November meeting to choose president elect

1. **Aude Billard presentation:**

* Push for free open access, shift for funding of AI, Decrease in quality of review, refer to see a growth that is more manageable, conferences-- to be run in a more efficient manor, pubs-- balancing load across editorial boards or reviewers, members survey- 1/2 the members would like to get more engaged in publication/technical review, reduce publication of incremental material and promote journal publications.
* Looking to dedicate more time to new initiatives, 1/2 of people not renewing their membership- reasons: change professional career, do not know what RAS has to offer, want to see more continuing education initiatives, New initiative- Certificate of Advanced Studies (CAS), explore many more topics within this, Have subtitles and translations for all videos and webinars, also for cert of advanced study, engage more with CoRL- conference on robotics and AI, have a venue to publish applied research with larger industry participation, Peer review system of code, Large revenue with not as many expenses, decrease conference fees for academic members and start ups, move slowly to free open access, increase revenues with CAS.

**Q/A:**

* Utilizing financial Reserves- put $ towards translations, CAS
* diversity plans- currently our numbers aren't that bad (gender). Geographical- we should aggregate data in order to become more balanced
* Promoting pubs- convincing people that the publications we have are high quality. Conference problems have to do with RA-L, the deadline is good bc people submit, but they don't know when the paper is ready to be published
* Participation from developing geographical areas- reduce conference fees to make it more accessible, open source material

1. **Eugenio Guglielmelli presentation:**

* Started biorobotics institute, works on robotics applied to the medical field,
* past IEEE RAS Secretary- worked on constitution and bylaws, foundation of T-RO & TASE, Conferences-BIOROB, IROS, AVP TAB, EIC IEEE RAM, Member of RAS Adhoc SC on New Pubs Strategies, AVP MAB, Membership, Diversity- balance
* National and international research entities & private companies- more activities to be planned, Scientific quality of RAS activities- integrate open access, Emerging, Sustainable Development Goals-based strategic research thematic areas- at least one TC identifying objectives and contributions, Strong relationships with industry, attract young talents by increasing number of initiatives to involve more emerging talents in our community, Financial sustainability

**Q/A:**

* Participation from developing geographical areas- UN strategy and inclusive approach should be focused on adding more visibility in those areas,and have special events directly in those areas. To be promoters of projects in those communities and deliver training in those areas
* Utilizing Financial Reserves- currently good balance. Low level membership fees (inclusive). Should be more capable of attracting funding from external sources. Larger initiatives and specific initiatives. We need to increase income with additional sources for a long term sustainable plan
* vision of the scale of society- we have 2 pathways, acceleration in hybrid events. Define policies on how to manage events in a sustainable way. Relationship with AI should be proactive and define a strategy
* diversity plans- be attractive and select roles for different types of people. Membership, but also research projects should be inclusive

1. **Executive Session (Burgard): Evaluation and vote**

* Voting members vote
* The candidate with the most votes was Aude Billard

1. **Welcome and State of RAS (Hutchinson)**

* Executive Director- Have hired a search firm and job description has been finalized and job has been posted
* Kathy Colabaugh retiring, but will stay a volunteer. We will miss you Kathy!!!

1. **Establishing an ICRA Steering Committee: background and options (Kroeger)**
2. **ICRA Site Selection Procedure (Kroeger)**
3. **ICRA Steering Committee Charter (Kroeger)**

The aim of the three points (9. 10. 11) is to stablish an ICRA steering committee, and select the committee charter among the two options presented:

§ Option A: The ICRA Steering Committee facilitates the entire application process for future ICRA teams and sites. The final teams present their bids at the annual ICRA AdCom meeting. The ICRA Steering Committee makes a recommendation to AdCom, and AdCom decides by voting.

§ Option B: The ICRA Steering Committee facilitates the entire application process for future ICRA teams and sites. The ICRA Steering Committee decides by voting and presents the result to CAB and AdCom. AdCom approves the final decision.

· The discussion focused on defining how the committee would propose the selection of future ICRA venues and teams. A suggestion was made of adding more AdCom members to the committee. **The AdCom first voted to approve Option A** and then approved the corresponding charter.

1. **Other/New Business (Fiorini):** No new business
2. **Next Adcom Meetings (Fiorini):** 20 November 2021 Virtual meeting
3. **Meeting Adjourned (Fiorini):** 10.45 pm EDT