**UNAPPROVED MINUTES**

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

**VIRTUAL MEETING**

**09:00 – 11:00 EDT, March 4th, 2022**

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

09:00 EDT (GMT-4)

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

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

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~~

o **Term ending 12/31/24:** Arash Ajoudani, Nancy Amato, Fumihito Arai, Karinne Ramirez Amaro, Inna Sharf and Kenji Suzuki

* **Student AdCom Member (With Vote):** Cara Nunez
* **RAS Junior Past President (With Vote):** Seth Hutchinson
* **ExCom (Voting Members):** Frank C. Park (President), Katja Mombaur (Secretary), Tony Maciejewski (Treasurer), and Aude Billard (President Elect)
* **ExCom (Non-Voting** Members**):** Paul Oh (VP CAB), Hiromi Mochiyama (VP FAB),

Andrea Keay (VP IAB), Stefano Stramigioli (VP MAB), Stramigioli VP of Member Activities (VP PAB), Kyujin Cho (VP TAB), Bram Vanderborght(VP MSB/EPSB), Wolfram Burgard (SR Past President), and Patrick Wensing (Parliamentarian)

* **Other Attendees (Non-Voting):**  Ken Goldberg (CESAR Chair), Bengt Lennartson (CESAR Member), Enrica Tricomi (Incoming chair SAB), Torsten Kroeger
* **IEEE Staff:** Randi Sumner (IEEE Senior Director), Amy Reeder (IEEE RAS Society Program Specialist), Alexis Simoes (IEEE RAS Program Coordinator)

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

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

The agenda and the full reports can be found at: https://agd.ieee.org/mpt/Agenda.aspx?eid=17561

1. **President’s report & Introduction of New Executive Director (Park)**

* Introduction of new AdCom members and new ExCom
* New Executive Director- Peter Sobel, will be starting March 21, 2022
* 6 motions
* RAS statement on Ukraine
* Finances- budget surplus for 2022 is $872,000 (even taking into account new staff salary). Any motions that require funding should be approved by August Adcom meeting

1. **Ad Hoc Committee to Explore Synergies in Automation and Robotics - CESAR (Goldberg)**

* How can Robotics and Automation work together? Applications
* Automate 2022- we will have a panel at this upcoming conference
* **MOTION (PASSED)** with 3 parts:
  + To include the chair of CASE steering committee as a formal member of CAB
  + To establish an automation chair position for ICRA conferences
  + To establish a new Technical Activities Board member position, *TAB Automation Coordinator.*

1. **Ad Hoc Committee on RAS Governance Structure Review and Restructuring (Kroeger)**

* Board to evaluate online tools, allocating staff support
* 4 Adcom members will be part of the committee
* Regular meetings at ICRA, IROS for long range planning
* **MOTION (PASSED):** 
  + To establish an Ad Hoc Committee on RAS Governance Review and Restructuring

1. **Electronic Products and Services Board Name Change (Vanderborght)** 
   * Board name does not fit to current mission of the board and current technology and trends in media and social networking
   * **MOTION (PASSED):**
   * To change the name of the Electronic Products and Services Board to the Media Services Board.
2. **Allocation of Funds for New Features in Papercept (Murphey)**

* Allocate funds to implement journal to conference file transfer features in Papercept
* Goal: simplify the process the editor in chiefs.
* **MOTION (PASSED):** 
  + To allocate $25.6K on a one time basis to fully implement automatic journal to conference features in Papercept.

1. **Continuation of RAS Developing Country Faculty Enhancement Program (Stramigioli)**

* 34 submissions for running the Developing Country Faculty Enhancement Program and 6 were awarded for 2021-2022.
* **MOTION (PASSED):**
  + to approve funds of up to $60K for 2022-2023 to continue the program

1. **Allocating Discretionary Funds to RAS Boards (Park)**

* **MOTION (PASSED);** 
  + To allocate $5K discretionary funds to each of our boards each year

1. **RAS Proposed Bylaw Changes (Mombaur)**

* Bylaws have not been changed since 2015
* Main changes:
  + Create and rename VP for Media Services
  + Up to 4 AVPs that can be appointed by VPs. Does not apply to CAB which has more specific description for AVPs
  + Unified formulation for additional board members
  + TC chair terms modified for 2 terms, 3 years
  + Establishment of executive committee in PAB, publication quality committee
  + Standing committees- CARES, workshop oversight committee
  + Society Executive office
* Vote planned after 30 days

1. **Technical Activities Board Report (Cho)**

* Goal is to rejuvenate and empower TCs
* Set up operation guide/ best practices
* Establishing procedures- website edit request form
* TC Clustering ~6 clusters with annual meeting between these clusters

1. **Publication Activities Board Report (Murphey)**

* Newly appointed AVPs: Lucia Pallottino, Dorsa Sadigh, Taewon Seo
* Merging conference review boards
* Make sure avoiding duplication in paper reviews when people resubmit without revision
* Open access guarantees

1. **Member Activities Board Report (Stramigioli)**

* Committees are divided between 4 blocks
* Creation of operation manual
* MAB ICT infrastructure in place

1. **Industrial Activities Board Report (Keay)**

* Standards
* Data and roadmaps
* Start ups and industry support

1. **Financial Activities Board Report (Mochiyama)**

* RAS products have generated large surplus: 2198K
* Conference proceedings and journals are the major sources of income
* $872K surplus for this year

1. **Electronic Products & Services Board Report (Vanderborght)**

* Interactions with ICRA organizers for videos to be made from the AV team
* Using consent forms
* Expert database

1. **Conference Activities Board Report (Oh)**

* ICRA Steering Committee and CAB structure
* Conference approval process

1. **RAS or IEEE Statement on Ukraine (Park)**

* Possibility of IEEE or independent RAS statement will be evaluated

1. **NEW BUSINESS (Mombaur)**no new business