IEEE Robotics and Automation Society Administrative Committee (AdCom) Meeting Minutes
VIRTUAL MEETING
09:00 – 11:00 EDT, September 18th, 2020

1) **Meeting Called to Order**
   09:00 EDT (GMT-4)
   The agenda and the full reports can be found at https://tawapps.ieee.org/mpt/Agenda.aspx?eid=16535

2) **Roll Call and Introductions**

• **18 Elected Members (Voting Members)**
   o **Term ending 12/31/20:** Minoru Asada, Tamim Asfour (absent), Maria Pia Fanti, Zhidong Wang, Richard Vaughan, and Jing Xiao
   o **Term ending 12/31/21:** Kasper Althoefer, Gianluca Antonelli (absent), Fumihito Arai, Megan Emmons, Kenji Suzuki, and Richard Voyles
   o **Term ending 12/31/22:** Alin Albu-Schaeffer, Marcelo Ang, Jaydev Desai, Yasuhisa Hasegawa, Cecilia Laschi, Yasuhisa Hirata.
- **Student AdCom Member (With Vote):** Geoff Nagy (absent)
- **RAS Junior Past President (With Vote):** Wolfram Burgard (absent)
- **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) (absent), Nancy Amato (VP MAB), Aude Billard (VP PAB), Tony Maciejewski (VP TAB), Zhidong Wang (VP EPSB), and Hong Zhang (Parliamentarian)
- **Other Attendees (Non-Voting):** Satoshi Tadokoro (RAS Senior Past President), Seoul Proposal: Jae-Bok Song, Kayo Nomura, Jinhyun Kim, Hyungpil Moon; Yokohama Proposal: Hiromi Mochiyama, Kanako Harada, Kayo Nomura, Yuki Hori, Yuseke Maeda; Kathy Colabaugh (IEEE RAS Operations Manager), Amy Reeder (IEEE RAS Program Specialist), Alexis Simoes (IEEE RAS Program Coordinator), Kelly Smith (IEEE RAS Finance), Randi Sumner (IEEE Senior Director)

20 voting members attending - need 11 affirmative votes to pass motions

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

4) **President's message (Hutchinson)**:
- President appointments: Yu Sun, University of Toronto, Canada, Editor-in-Chief, IEEE Transactions on Automation Science and Engineering; Yi Guo, Stevens Institute of Technology, USA, Editor-in-Chief, IEEE Robotics and Automation Magazin
- Plan to appoint an adhoc committee to solve issues that roboticists do not see each other very often. Wants to include more automation focused members in leadership roles.
- Conferences are mostly virtual for the near term. Conference organizers have been working very hard and efficiently to make these events run smoothly.
- IROS- we will get a report back on diversity & inclusion. We need to start thinking more broadly about this for the future of the society

5) **ICRA2024 Proposal introduction Update (Kroeger)**:
- 2 team proposals for ICRA 2024- Seoul, South Korea & Yokohama, Japan
- All members that feel they have a conflict of interest should not participate during executive session

- Need to record who can vote and who cannot vote (eligibility requirements)

6) ICRA 2024 Proposal - Seoul, South Korea (Song)
- Seoul is accessible from any major city with at most one connection.
- Easy access to Coex
- 58,000 hotels in Seoul
- Limousine buses, bike rentals and subway
- Heart of the city
- Over 20 years since a major robotics conference in Korea
- Post banquet parties, mixers
- Want to link up participants with a sea festival in Seoul (outside the convention building)
- Discussion on developing an on demand platform for virtual conference

7) ICRA 2024 Proposal - Yokohama, Japan (Wang)
- Hybrid conference
- Never been held in Yokohama
- The gateway to the new age- Japan's top meeting destination
- Easy to reach- Tokyo airport is 30 mins away
- Connect: all presentations globally accessible online
- Cameras and robots in rooms
- Interaction: share information of status of room
- Experience: make robots available
- ICRA expo, connect startups, industry and academia
- Android dinner
- Many people are eager to join the organizing committee
- Can accommodate 7,000 attendees
- Shopping, entertainment, and many restaurants near conference venue

8) Executive Session (Kroeger)
- Evaluation and vote

9) Presentation of the voting results (Kroeger)
- Yokohama, Japan wins the vote for ICRA 2024

10) Other/New Business (Fiorini) No New Business

11) Next Adcom Meeting (Fiorini): 30 October 2020 in Las Vegas, NV USA (IROS 2020)

12) Meeting Adjourned (Fiorini): 11:00 pm EDT