**MINUTES – Approved at AdCom meeting August 18, 2022**

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

**Hybrid Meeting - Philadelphia, PA, USA and Webex**
09:00 - 17:00 EDT, May 28th, 2022

**1)      Meeting Called to Order, and Welcome (Mombaur)**

**2)      Roll Call and Review of Consent Agenda (Mombaur)**

- **18 Elected Members (Voting Members)**
    - **Term ending 12/31/22:** Alin Albu Schaeffer (virtual), Marcelo Ang, Jaydev Desai (virtual), Yasuhisa Hasegawa (virtual), Yasuhisa Hirata, Cecilia Laschi,
    - **Term ending 12/31/23:** Tamim Asfour, Maria Pia Fanti, Aleksandra Faust (Absent) Yoshihiko Naukamura, Angela Schoelig, Michael Wang (virtual)
    - **Term ending 12/31/24:** Arash Ajoudani (virtual), Nancy Amato, Fumihito Arai (virtual), Karrine Ramirez Amaro, Inna Sharf, Kenji Suzuki (virtual)
- **Student AdCom Member (with Vote):** Cara Nunez
- **RAS Junior Past President (with Vote):** Seth Hutchinson
- **ExCom (voting members):** Frank Park (President), Katja Mombaur (Secretary), Tony Maciejewski (Treasurer), Aude Billard (President Elect), Hiromi Mochiyama (VP FAB),
- **ExCom (Non-Voting Members):** Paul Oh (VP CAB), Andra Keay (VP IAB), Stefano Stamigioli (VP MAB), Bram Vanderborght (VP MSB), Todd Murphey (VP PAB), Kyujin Cho (VP TAB), Patrick Wensing (Parliamentarian)
- **Other Attendees (Non-Voting):** Wolfram Burgard (Senior Past President), Serena Ivaldi (AVP MAB), George Pappas (ICRA 2022 General Co-Chair - virtual), Vijay Kumar (ICRA 2022 General Co-Chair), Enrica Tricomi (Incoming SAC Chair), Markus Vincze (ICRA 2026 - Vienna, Austria), Suzie Hide (ICRA 2026 - Vienna, Austria), Paolo Rocco (ICRA 2026 - Milan, Italy), Damiano Zanotto (ICRA 2026 - Milan, Italy)
- **IEEE Staff:** Peter Sobel (IEEE RAS Executive Director), Alexis Simoes (IEEE RAS Society Administrator), Amy Reeder (IEEE RAS Program Specialist), Lukrecija Lelong (IEEE MCE), Faith Agnew (IEEE TA), Randi Sumner (IEEE TA)

**3)      Approval of Agenda (Mombaur): Approved**

The agenda and full reports can be found at https://agd.ieee.org/mpt/Agenda.aspx?eid=17644

**4) State of the Society & Introduction of Executive Director (Park)**
- Executive Director Peter Sobel was introduced by President Park and discussed his purpose to serve this body, our members and help implement their vision for the Society
- Guiding Principles:
    - Serve our members above all

- ○ Embrace industry
- ○ Improve operations and finances
  - ■ Hiring three staff members
  - ■ Spend earlier, wiser
  - ■ Make use of better management systems/ tools
- ○ Managing and exploiting growth
  - ■ Adhoc committee on governance review and restructuring (Kroeger)
  - ■ Redesigning conferences, easing the burden on conference organizers
  - ○ Improving social media channels
  - ○ Enhancing publications portfolio
  - ○ Standing Committee on Education (Mueller)
- ● Mentoring the next generation of RAS leaders
- ● 5 year IEEE Society Review - November 2022

**5) ICRA 2022 Wrap Up (V. Kumar and G. Pappas)**
- ● 7,876 registered, 4,703 in person, 96 exhibitors
- ● 64% are first time ICRA Attendees
- ● 3,287 papers reviewed, 1,498 presented
- ● Total Revenue $3,447,496 - Estimated Surplus $807,048

**6) ICRA 2026 Proposal Introduction (Oh)**
- ● Suggestion to apply criteria as defined for upcoming ICRA Steering committee for review of Vienna and Milan proposals
  - ○ Organizing Team, Budget, Location, Venue, Technical Program, Member and Industrial Activities, Local Arrangements and Publicity

**7) ICRA 2026 Proposal - Vienna (Vincze, Amato, Asfour)**
- ● Robots for All - theme - hub to reach out to Eastern Europe
- ● Electronica in main square
- ● Exhibitors to open the doors on Friday for the public
- ● Best public transport
- ● Location - Messe Wien - room for 7000

**8) ICRA 2026 Proposal - Milano (Rocco, Caldwell, Albu-Schaffer, Haidegger)**
- ● MiCo conference venue
- ● 21,000 person capacity
- ● 73 break out rooms
- ● 2 metro lines -10 minutes to city center
- ● Guided tours to industry

**9) ICRA 2026 Evaluation and Vote - Executive Session (Oh)**
- ● Vienna was selected

**10)    Bylaw Changes (Mombaur and Wensing)**
- Changes to the Bylaws to follow RAS practice as presented on March 4, 2022
    - VP Media Services (Electronic Products and Services)
    - Spelling out AVP appointments for each board
    - PAB Updates
    - CAB Updates
    - Renaming of the Media Services Board
    - Many standing committees moved under bylaws for their respective boards
    - Changes to reflect Society Executive Office
- New modifications requested by IEEE Technical Activities Governance (April 22, 2022)
    - Some language changes (which has to be compliant with IEEE regulations)
    - More detailed specification of the role of the Executive Director.
- **MOTION (PASSED):**
    - To adopt modifications to the IEEE RAS Bylaws as proposed

**11)    Constitution Changes (Mombaur and Wensing)**

- The addition of an email/electronic voting option for voting on amendments to the constitution and by-laws outside of an assembled AdCom meeting (Article XI)
- The addition of IEEE standard language regarding policies for removing a member of the AdCom or an appointed member of a Board/Standing Committee (Article V, Section 5)
- **MOTION (PASSED):**
    - To adopt the the modifications to the IEEE RAS Constitution as proposed

**12)    Reducing T-ASE publication backlog  (Murphey)**
- To allocate up to $40,000 to T-ASE for a one time page increase in 2022 up to a total of 4000 pages
- **MOTION (PASSED)**

**13)    Technical Committee Operating Fund (Cho)**
- To allocate up to $100k annually for 2022-2023 for the TC operating fund, maximum of $2k for each TC, more than $2,000 with the approval by TAB
- **MOTION (PASSED)**

**14)    Assist Formation of Technical Committee Clusters (Cho)**
- To allocate up to $12,000 annually for 2022-2023 for the TC Clusters operating fund
- **MOTION (PASSED)**

**15)    Robotics Industry Report (Keay)**
- To allocate up to $40,000 for a global robotics industry report plus executive summaries in 2022
- **MOTION (PASSED)**

**16)   Develop IAB Robotics Startup Educational Content (Keay)**
- To allocate up to $50,000 for creating content for robotics entrepreneurship in 2022, in partnership with the Education Committee
- **MOTION (PASSED)**

**17)   Financial Activities Board and Treasurer's Report (Mochiyama and Maciejewski)**
- 2022 operational surplus ~$872K
- Review Financial Motions Made This Year and at Today's Meeting

**18)   Conference Activities Board Report (Oh)**
- Increased Coordination with Automation
- IROS MOU status
- CAB-T: ICRA Steering Committee and CAB Structure
- CAB-F: Conference approval process
- CAB-O: ICRA Awards and Access-to-Talent
- CAB-P: TRO Indexing issues Clarivate and PaperPlaza Keywords and Open Access at 2023 ICRA
- CAB-C: Competitions and Future
- ICRA 2026 vote and ICRA 2027 RFP

**19)   Media Services Board Report (Vanderborght)**
- Starting an ambassador program for social media
- Creating a Funnel for Social Media - Reduce Accounts
- Unified Web domain addresses for Conferences

**20)   Industrial Activities Board Report (Keay)**
- Working with IEEE Entrepreneurship
- Creating an Operations Manual
- Data and Roadmaps
- Standards
- Supporting industry and startup Forums

**21)   Member Activities Board Report (Stramigioli)**
- Young Reviewers Program
- Chapter and International activities
- Distinguished Lecturer Program
- SIGHT and Membership, Admissions and Retention Committees

## 22) Publication Activities Board Report (Murphey)
- Impact Factor and Clarivate - ICRA & IROS
- Review Boards balancing review load
- Publication Management
- Open Access
- Re-design of RAM
- Multimedia in Publications

## 23) Technical Activities Board Report (Cho)
- Rejuvenate and Empower TCs
- TC Operation Guide, best practices
- Clustering TCs
- Recruiting and retiring TCs

## 24) Long Range Planning Committee Report (Billard)
- Long term support for academics who are economically deprived
- Alumni system to keep track of students after they graduate
- Financial Model
- Publications
- Review Load Imbalance
- Governance
- Novel Research Areas

## 25) RAS Awards Committee (Burgard)
- Assembling Nomination and Selection Committees

## 26) Nominations Committee (Hutchinson)
- Assembling Committee and seeking Adcom Nominees

## 27) Other New Business (Mombaur and Park)
- **Motion:** To increase the reimbursement of ICRA/IROS conference expenses for AdCom members including up to six nights of accommodations, conference registration, and travel, not to exceed $4,000 in total, effective as of ICRA 2022.
  - **MOTION (PASSED)**
- **Motion:** To increase the reimbursement of ICRA/IROS conference expenses for ExCom members including up to six nights of accommodations, conference registration, and travel, effective as of ICRA 2022.
  - **MOTION (PASSED)**

**28)**     **Consent Agenda (Mombaur)**
- Approval of Past Minutes
    - October 2, 2021
    - November 20, 2021
    - March 4, 2022

       **Consent Agenda Member Activities Board Motions (Stramigioli)**
- Chapter Grant Approval List
- 2023 Technical Education Program Approval List
- Student Activities Board Co-Chair/Senior Chair Conference Registration Support

**29)**     **Meeting Adjourned (Mombaur)**