MINUTES (Approved at October 28 2022 AdCom Meeting at IROS)

IEEE Robotics and Automation Society Administrative Committee (AdCom) Meeting

Thursday, 18 August 2022
10:00-1:00pm EDT (Virtual)

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

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

- **ATTENDEES:**
  - 14 Elected Members (Voting Members)
    - **Class of 2022:** Alin Albu-Shaeffer, Yasuhisa Hasegawa, Yasuhisa Hirata. Cecilia Laschi
    - **Class of 2023:** Tamim Asfour, Maria Pia Fanti, Yoshihiko Nakamura, Angela Schoellig
    - **Class of 2024:** Arash Ajoudani, Nancy Amato, Fumihito Arai, Karinne Ramirez Amaro, Inna Sharf, Kenji Suzuki
  - Not Attending: Marcelo Ang, Jaydev Desai, Aleksandra Faust, Michael Yu Wang

  - **6 Society Officers (Voting Members):** Frank Park, Katja Mombaur, Tony Maciejewski, Aude Billard, Seth Hutchinson, Enrica Tricomi

  - **9 Non Voting Members:** Wolfram Burgard, Patrick M. Wensing, Paul Oh, Bram Vanderborght, Hiromi Mochiyama, Andra Keay, Todd Murphey, Kyujin Cho, Andreas Mueller
  - Not Attending: Stefano Stramigioli

- **IEEE STAFF:** Randi Sumner, Amy Reeder

3) Approval of Agenda (Mombaur): Approved

   The agenda and full reports can be found at https://agd.ieee.org/mpt/Agenda.aspx?eid=17787

4) Welcome and Agenda Details (Park)

5) FAB Report (Mochiyama)

   - The YTD surplus of RAS is 1M$, especially from conferences and publications; must be spent by end of 2022
   - Suggestions for long term plans needed to spend money effectively and wisely to support RAS members
   - Discussion:
• Surplus could be used in the short term to drastically reduce IROS 2022 and ICRA 2023 registration fee; Increasing support for IROS attendance through fee reduction or travel support makes sense since traveling to Japan is very expensive for many members
• Boards are asked to come up with suggestions and discuss at IROS
• MAB will work on a proposal with the goal to prioritize authors and workshop organizers (conference content creators)
• For EDI reasons not only 1st authors and speakers should be considered

6) RAS 2023 First Pass Budget Approval (Mochiyama)

Motion: to approve the 2023 First Pass Budget revised by FAB.
(Motion passed)

7) PAB Motion RA-L Support (T. Murphey)
   • Motion for budget to support one-time backlog catch-up
   • To be finished in 2022
   • Budget accommodates slightly larger number than quoted
   • Will look at different ways of processing backlog approvals with AdCom in the future, eg by email

MOTION: Resolved that allocation of up to 55,000 USD in funds for RA-L to get a one-time page increase up to a total of 13,000 pages for 2022 be approved.
(Motion passed)

8) PAB Motion RA-L Support (T. Murphey)
   • Budget to Support T-MECH One-Time Page Backlog Catch Up
   • RAS is responsible for ⅓ of cost as co-sponsor

MOTION: Resolved that allocation of up to 35,000 USD in funds for T-MECH to get a one-time page increase up to a total of 6000 pages for 2022 be approved.
(Motion passed)

9) Educational Activities Committee
   • Goal: Development of online learning courses
   • Target Audience: Students (Undergrad + Grad), Professional engineers, Scientists, Researchers, University educators (different business model)
   • Benefits to RAS: Public good; Grow membership, attract new roboticists; Potential source of revenue
   • Use competitive advantage of RAS
   • Focus on special topic for now, high demand (grad students and young researchers; Possible topics: Soft robotics, Drones, Robot learning for locomotion

Discussion:
   • Elevation of Education Committee to Board possible
• Selection of volunteers and topics by experts
• Appropriate compensation of creators, incentive for good content
• Monitor tutorials from ICRA
• Budget spending this year if possible
• Importance of high quality of pilot was emphasized
• Open source publication to be evaluated
• Involve more young women
• Also consider fundamental topics

**MOTION:** To allocate up to USD 50,000 for the development of online educational content for 2 robotics modules

*(Motion Passed)*

10) **State of the Society & Introduction of Executive Director (Park)**
- Hiring underway for Operations manager, 2 new staff positions and for staff position to replace Alexis Simoes
- Plans to hire additional staff early next year
- IROS sponsorship (current split RAS 25%, IES 25%, 50% RSJ & SICE); Kevin Lynch to lead RAS committee to renegotiate sponsorship, Target deadline set to 10/1, will be taken to IROS 2022 for approval
- 5-year Society Review in November, reports due in the next couple of weeks, high load on ExCom

11) **New Journal Proposal (Murphey)**
- RAS is 5th largest society of IEEE
- Closest society to RAS in culture and membership is Computer Society which has 29 primary sponsored journals and 13 co-sponsored journals
- A lot of room for growth in RAS publications, may have been too conservative for creating new journals
- Rapid expansion of society expected
- Proposal: Create new journal on Robotics and Automation Practice:
  - Early stages of development; Format, Scope to be defined.
  - Sustainability
- Contact T Murphey with suggestions

12) **Other/New Business (Park)**
- Reminder - IROS will be held in-person in Kyoto on Oct 28, 2022

13) **Consent Agenda (Mombaur)**
- Approval of Past Minutes
  - May 28, 2022

14) **Meeting Adjourned (Mombaur)**