IEEE Robotics and Automation Society Administrative Committee (AdCom) Meeting Minutes
Ville Marie, Le Westin, Montreal, Canada (ICRA 2019)
09:00 – 17:30, May 25, 2019

1) **Meeting Called to Order**
   09:00 (Montreal, ET)
   Agenda and full reports can be found at:
   https://tawapps.ieee.org/mpt/Agenda.aspx?eid=13497

2) **Roll Call and Introductions**

- **18 Elected Members (Voting Members)**
    o **Term ending 12/31/19:** Antonio Bicchi, Yasuhisa Hasegawa, Jaydev Desai, Dong Soo Kwon, Tony Maciejewski, and Hong Qiao
    o **Term ending 12/31/20:** Minoru Asada, Tamim Asfour, Maria Pia Fanti, Kazuhiro Kosuge, Richard Vaughan, and Jing Xiao
    o **Term ending 12/31/21:** Kaspar Althoefer, Gianluca Antonelli, Fumihito Arai (absent), Megan Emmons, Kenji Suzuki, and Richard Voyles
- **Student AdCom Member (with Vote):** Geoff Nagy
- **RAS Junior Past President (with Vote):** Satoshi Tadokoro
- **ExCom (voting members):** Wolfram Burgard (President), Hong Zhang (Secretary), Venkat Krovi (Treasurer), and Seth Hutchinson (President Elect)
- **ExCom (Non-Voting Members):** Torsten Kroeger (VP CAB), Yasushi Nakauchi (VP FAB), Dominik Boesl (VP IAB - absent), Nancy Amato (VP MAB - absent), Eugenio Guglielmelli (VP PAB), Lianqing Liu (VP TAB), Zhidong Wang (VP EPSB), and Paul Oh (Parliamentarian - absent)
- **Other Attendees (Non-Voting):** Toshio Fukuda (IEEE President Elect), Raja Chatila (Senior Past President), Sandra Faust (Associate VP MAB), Raj Madhavan (RARPEC Chair), William Hamel (GI Chair), Gregory Dudek (ICRA 2019 General Chair), Aude Billard (VP PAB candidate), Robert Ambrose (VP IAB candidate), Peter Meissner (Guest), Paolo Fiorini (RAS Secretary nominee), S Redfield (guest), Kathy Colabaugh (IEEE RAS Operations Manager), Amy Reeder (IEEE RAS Society Program Specialist), Kelly Smith (IEEE RAS Finance), Alexis Simoes (IEEE RAS Program Coordinator), Randi Sumner (IEEE Senior Director), and Gudrun Bornschein (IEEE Associate Event Planner)

3) **Report on Past Minutes (Zhang)**
   Minutes of AdCom Meeting at IROS 2018 in Madrid were approved.

4) **Approval of Agenda Including Consent Agenda and Standing Orders (Zhang)**

5) **State of the Society Report (Burgard)**
   Wolfram Burgard, President of RAS, gave a report on the state of the society (no slides).

6) **State of IEEE (Fukuda)**
   Toshio Fukuda, President Elect of IEEE, gave a report on the state of the IEEE.

7) **State of IEEE Technical Activities (Kazuhiro)**
   Kazuhiro Kosuge, VP Elect of IEEE Technical Activities, gave a report on the state of the IEEE Technical Activities.
   ([Link to slides](#))

8) **Vice President Candidate Selection (Tadokoro)**
   Satoshi Takodoro, chair of the RAS nomination committee, introduced the slate of RAS VP candidates.
   ([Link to slides](#))

9) **VP of Conference Activities Candidate (Torsten Kroeger)**
   Torsten, gave a 3-minute presentation, followed by two minutes of questions from the floor.
   ([Link to slides](#), and to [candidate statement](#))

10) **VP of Financial Activities Candidate (Yasushi Nakauchi)**
    Yasushi gave a 3-minute presentation, followed by two minutes of questions from the floor.
    ([Link to slides](#), and to [candidate statement](#))

11) **VP of Industrial Activities Candidate (Robert Ambrose)**
    Rob gave a 3-minute presentation, followed by two minutes of questions from the floor.
    (Link to [candidate statement](#))

12) **VP Electronic Products and Services Candidate (Zhidong Wang)**
    Zhidong gave a 3-minute presentation, followed by two minutes of questions from the floor.
    ([Link to slides](#), and to [candidate statement](#))

13) **Sandra Faust (Associate VP of Member Activities)**
    Sandra gave a 3-minute presentation, on behalf of Nancy Amato, VP of Member Activities Candidate, followed by two minutes of questions from the floor.
    (Link to slides, and to [candidate statement](#))

14) **VP Publication Activities Candidate Aude Billard**
    Aude gave a 3-minute presentation, followed by two minutes of questions from the floor.
    ([Link to slides](#), and to [candidate statement](#))

15) VP of Technical Activities Candidate Tony Maciejewski
Tony gave a 3-minute presentation, followed by two minutes of questions from the floor.
(Link to candidate statement)

16) VP Candidates – Evaluated and Vote (Takadoro)
In an executive session, AdCom voted and approved all the VP candidates.

17) Coffee Break (Zhang)

18) ICRA 2023 Proposal Introduction (Kroeger)
Torsten (VP CAB) introduced three ICRA 2023 bidding proposals from Copenhagen, London, and Vienna.

19) ICRA 2023 Copenhagan Proposal (Christensen)
Henrik Christensen presented the proposal of hosting ICRA 2023 in Copenhagen, Denmark (link to slides).

20) ICRA 2023 London Proposal (Althoefer)
Kaspar Althoefer presented the proposal of hosting ICRA 2023 in London, United Kingdom (link to slides).

21) ICRA 2023 Vienna Proposal (Vincze)
Markus Vincze presented the proposal of hosting ICRA 2023 in Vienna, Austria (link to slides).

22) ICRA 2023 – Evaluation and Vote (Kroeger)
London, UK was chosen to host ICRA 2023**.**

23) CAB Report (Kroeger)
Torsten Kroeger, VP of Conference Activities, presented the report on conference activities (link to slides)**.**

24) EPSB Report (Wang)
Zhidong Wang, VP of Electronic Products and Services, presented the report of RAS Electronic Products and Services Board (link to slides).

25) MAB Report (Faust)
Sandra Faust, Associate VP of Member Activities, presented a report on behalf of Nancy Amato, VP of Member Activities, and MAB (link to slides).

26) PAB Report (Guglielmelli)
Eugenio Guelielmelli, VP of Publication Activities, presented the report for PAB (link to slides).

27) Lunch in Room St. Antoine A (Zhang)

28) TAB Report (Liu)
Lianqing Liu, RAS VP of Technical Activities, presented his report technical activities on behalf of TAB (link to slides).

29) FAB Report (Nakauchi)
Yasushi Nakauchi, VP of Financial Activities, presented his report on RAS financial activities (link to slides).

30) Treasurer's Report (Krovi)
RAS Treasurer Venkat Krovi presented his report (link to slides).

31) RAS Awards Committee Report (Chatila)
Raja Chatila, Chair of RAS Awards Committee, presented the committee report (link to slides).

32) Nomination Committee Report (Todokoro)
Satoshi Tadokoro, Chair of RAS Nominations Committee, presented the report of the committee (link to slides).

33) Long-Range Planning Committee Report (Hutchinson)
Seth Hutchinson, RAS President Elect and LRPC Chair, gave a report on behalf of long range planning committee.

34) AdCom and ExCom Photo (Colabaugh)

35) Coffee Break (Zhang)

36) Committee on GI (Hamel)
Bill Hamel gave a report of the Governmental Interactions Committee (link to slides).

37) ICRA 2019 Wrap Up (Dudek)
Greg Dudek, General Chair of ICRA 2019, gave a report on ICRA 2019 (link to slides).

38) RAS Motions (Zhang)

39) Financial Overview of Motions (Nakauchi)
Yasushi Nakauchi, VP of Financial Activities, provided an overview of the motions of financial impact to be considered by AdCom (link to slides).

40) Supporting Activities on Creating Videos (Wang)
(link to slides)
Detailed Motion: The EPSB moves to request an annual allocation up to $20,000/year from

2020 to 2022 to fund special projects that create videos of plenary/keynote talks and teasers for RAS sponsored conferences, involving the following expenses: equipment rental, recording, editing, subtitling, and software licensing.
<u>Vote</u>: passed by majority

41) Budget to Support Activities of the Governmental Interactions Committee for 3 Years (Hamel)
([link to slides](#))
<u>Detailed Motion</u>: Allocate financial support for GI Comm activities (maximum $5K/year) for 3 years, with a total budget requested of $15,000.
<u>Vote</u>: passed by majority

42) Support Free Open Access Publication (Guglielmelli)
([link to slides](#))
<u>Detailed Motion</u>: Financial support up to $17,500 for Free Open Access Publication of up to 10 RAM R-Articles for 2 years (maximum 5 papers per year), starting from RAM June 2019 issue.
<u>Vote</u>: passed by majority

43) Develop Report on Historical Diversity Participation in IEEE Conferences(Amato/Faust)
([link to slides](#))
<u>Detailed Motion</u>: Allocate up to $6000 to develop a report on historical diversity representation in IEEE sponsored conferences.
<u>Vote</u>**:** passed by majority

Motion to Extend the Meeting Till 17:30 (Zhang)
<u>Vote</u>**:** passed by majority

44) Engagement Program for Faculty from Developing Countries (Amato/Faust)
([link to slides](#))
<u>Detailed Motion</u>**:** Approve a budget for engagement program for faculty from developing countries, $20,000 per year, over three years, for a total of $60,000
<u>Vote</u>**:** passed by majority

45) Life Member Budget (Amato/Faust)
([link to slides](#))
<u>Detailed Motion</u>**:** Approve budget for Life Member Committee (LMC) Activities, up to $10,000 ($5,000 per year, over two years).
<u>Vote</u>**:** passed by majority

46) Web Backend to Support: Access to Talent, Travel Grant and Young Reviewer Program (Kroeger)
([link to slides](#))

Detailed Motion**:** To allocate a total of up to $5,000 for one year (2019) to fund the web back end for the three programs ATT, RTG and YRP.
<u>Vote</u>**:** passed by majority

47) Competition Support Amendment (Kroeger)
([link to slides](#))
<u>Detailed Motion</u>**:** To allocate up to $10,000 per year for three years (2019-2021) to the CAB Competitions Committee for planning, organizing, and supporting competition organizers at ICRA and IROS.
<u>Vote</u>**:** passed by majority

48) RA-L Conference Option (Asfour/Okamura) (withdrawn)
([link to slides](#))
<u>Vote</u>**:** withdrawn

49) Other/New Business (Zhang)

50) Next AdCom Meeting (Zhang)
The next AdCom meeting will be held on November 9, 2019 in Macau, China at IROS 2019 venue.

51) Meeting Adjourned at 17:30, May 25, 2019