

IEEE Robotics and Automation Society Administrative Committee (AdCom) Meeting Minutes  
9:00 AM – 5:00PM, May 31, 2015  
Sheraton Hotel, Seattle, WA, USA

**1. Meeting Called to Order 09:00**

**2. Report on Past Minutes**

Report on past minutes from the Sept. 9, 2014 AdCom Meeting held in IROS Chicago (Distributed to AdCom via email) considered approved after no objections were received by the secretary.

**3. Roll Call**

**The 18 Elected Members (Voting Members):**

*Term Ending 12/31/15:* Bill Hamel, Max Meng, Ning Xi, Kazuhito Yokoi, Jianwei Zhang

*Term Ending 12/31/16:* Toshio Fukuda, Seth Hutchinson, Dong-Soo Kwon, Hong Qiao, Hong Zhang

*Term Ending 12/31/17:* Wolfram Burgard, Lydia Kavraki, Danica Kragic, Yasushi Nakauchi, Richard Vaughan, Zhi Dong Wang

Student AdCom member (with vote): Lauren Miller (Student Representative)

RAS Junior Past President (with vote): David Orin

**Excom (Voting Members):** Raja Chatila (President), Satoshi Tadokoro (President-Elect), Paul Oh (Secretary), Ron Lumia (Treasurer),

**Excom (Non-Voting Members):** Tony Maciejewski (VP FAB), Raj Madhavan (VP IAB), Jing Xiao (VP MAB), Antonio Bicchi (VP PAB), Fumihito Arai (VP TAB), Kevin Lynch (Parliamentarian), Oussama Khatib (VP CAB)

**Other Attendees (Non-Voting):** Kathy Colabaugh (IEEE), Rachel Warnick (IEEE), Kuzuhiro Kosuge (Senior Past-President), Lynn Parker (ICRA 2015 General Chair), Nancy Amato (Chair, EPSB),

**Absent:** Martin Buss, Bradley Nelson

**4. Approval of Agenda (including Consent Agenda)**

Agenda was approved by unanimous consent (including Consent Agenda)

**5. State-of-the-Society Address** (President Raja Chatila)

Notes: Presentation covered topics such as RAS Membership, Jan 2015 Strategic Planning Meeting, Highlights like recent IEEE Technology Time Machine and Women in Engineering International Leadership Conference, UN disaster response and humanitarian relief conference

Discussion: None

**6. ICRA 2015 (Lynne Parker, ICRA General Chair)**

Notes: Record number of submissions (41% acceptance rate); 2334 full registrations + plus additional if count 1-day, Exhibit-only, Workshop-only registrations, Keynotes/Plenaries posted on YouTube,

preliminary survey data shows postdoc/students make majority of attendees, 50+% of survey respondents preferred the ICRA 2015 format, estimate a “comfortable” surplus. Innovations include popular conference app, late breaking poster session, and trailer video.

Discussion: Rachel Warwick can provide number of RAS member attendees in the conference; suggestions to provide more details of survey, especially on session format feedback

#### **7-14: VP-Elect Candidate Selection** (David Orin, Nominations Committee Chair)

Notes: Each candidate gave brief bio background and personal statement. Slate vote was approved; elected VPs for 2016-2017 are: Martin Buss (CAB); Ron Lumia (Finance); Erwin Prassler (IAB); Jing Xiao (MAB); Lynne Parker (PAB); and Fumihito Arai (TAB)

Discussion: None

#### **15-18: ICRA 2019 Site Selection**

Notes: Montreal site pitched by Greg Dudek (GC) and Jaydev Desai (PC); Rio de Janeiro site pitched by Ani Hsieh (PC), Calin Belta (GC), Volkan Isler (co-PC) and Mario Capos (co-GC).

*Ballot vote result:* Montreal for ICRA 2019.

Discussion: Brazilian pitch team lauded and encouraged to continue building Region 9 efforts

#### **19. Coffee Break**

#### **20. CAB Report** (Oussama Khatib)

Notes: See PDF of PPT presentation.

Discussion: Question about conference growth and how to accommodate in other countries. CAB believes that “walk-thru” of venue is critical in site selections.

#### **21. Constitution and Bylaws Revision** (Paul Oh, Chair of Constitution and Bylaws Committee - CBC)

Notes: See PDF of PPT presentation highlighting revision type (e.g. phraseology for clarity and legibility; compliance to IEEE language; changes to adapt to realities e.g. dates; changes for operational efficiency of boards; and changes to include diversity.

*Motion:* CBC moves to approve the draft Constitution – passed by majority

*Motion:* CBC moves to approve the draft Bylaws – passed by majority

Discussion: Next steps are: (1) submit draft to IEEE VP of Technical Activities for approval; (2) submit result for RAS member comment for 30-day window; (3) uncommented changes considered approved.

#### **22. Lunch**

#### **23. PAB Report** (Antonio Bicchi)

Notes: See PDF of PPT Presentation

*Motion:* Recommendation of RA-Letters Steering Committee and EIC and IROS Steering Committee initiate discussion about inclusion of an IROS-option in the RA-Letters - passed by majority

Discussion: None

#### **24. RA-Letters** (Antonio Bicchi)

Notes: See PDF of PPT presentation

Discussion: None

#### **25. IAB Report** (Raj Madhavan)

Notes: See PDF of PPT presentation

Discussion: None

#### **26. MAB** (Jing Xiao)

Notes: See PDF of PPT presentation

Discussion: Lynne Parker recommended that an objective study of competitions be made. In ICRA 2015 competition and technical conference are held in parallel. Perception is that travel support went for competition teams to attend the competition rather than conference.

#### **27. TAB** (Fumihito Arai)

Notes: See PDF of PPT presentation

Discussion: Would like to see clarification of new TC on Robocup e.g. research areas specific to this TC

#### **28. EPSB** (Nancy Amato)

Notes: See PDF of PPT presentation

Discussion: None

#### **29. FAB** (Tony Maciejewski)

Notes: See PDF of PPT presentation

Discussion: None

#### **30. Treasurer** (Ron Lumia)

Notes: See PDF of PPT presentation

Discussion: None

**31. Coffee Break** (cancelled; people can grab their coffee – already 24-min late)

**32. Nominations** (David Orin)

Notes: See PDF of PPT presentation

Discussion: Questions were raised regarding the process of petitions and nominations; how is RAS similar or different from other IEEE societies. Comment suggested to consult IEEE Division Director.

**33. LRPC** (Satoshi Tadokoro)

Notes: See PDF of PPT presentation

Discussion: None

**34. SIGHT** (Raj Madhavan)

Notes: See PDF of PPT presentation

Discussion: None

**35. Discussion Agenda** (Paul Oh)

The following 11 motions were discussed and put to a vote by Adcom. Relevant documents can be found on <https://tawapps.ieee.org/mpt/Agenda.aspx?eid=3753>

35.1 [Motion – FAB – T. Maciejewski] Move to increase RAS regular member dues from \$9 to \$12 (and student member dues from \$5 to \$6).

Vote: Not passed

35.2 [Motion – FAB – T. Maciejewski] Move to allocate *recurring* funding *up to \$50K* consistent with the IEEE salary structure to hire part or full time administrative support for Kathy Colabaugh and Rachel Warwick. Funding is to be included in the 2016 budget with authorization to hire in 2015.

Friendly amendment: add “*up to \$50K*”

Friendly amendment: “*recurring*”

Vote: passes by majority

35.3 [Motion – TAB – F. Arai] TAB requests special budget up to \$10K annually (for 2016 and 2017) to strengthen TAB activity and activate communications between TCs.

Vote: passes by majority

35.4 [Motion – MAB – J. Xiao] MAB requests recurring \$4.4K/year for Student Activities funding

Vote: passes by majority

35.5 [Motion – MAB – J. Xiao] MAB requests travel grants of \$500 for one student volunteer to attend ICRA, IROS and CASE from each RAS board chosen by the VP.

Vote: Does not pass

35.6 [Motion – MAB – J. Xiao] MAB requests to increase funding for chapter support by \$10K for 2016 *for ICRA-X related activities*

Friendly amendment: “*for ICRA-X related activities*”

Vote: passes by majority

35.7 [Motion – SIGHT – S. Tadokoro] Allocate up to \$20,000/year for three years (2016-2018) for organizing the meetings of International Committee of Robotics for Disaster Risk Reduction (ICRDRR) in RAS-SIGHT, for supporting travel of RAS committee members, and for inviting a few stakeholders out of RAS. The reimbursement rule for AdCom is applied for the travel support.

Vote: passes by majority

35.8 [Motion – SIGHT – R. Madhavan] Requests a one year increase of up to \$15K for 2016 to enable RAS members to participate in and contribute to humanitarian activities of societal benefit through:

- the organization of Humanitarian Robotics and Automation Technology Challenge (HRATC) (\$5K)
- providing funds for small projects across different regions of IEEE (10 x \$2K = \$20K)

Vote: passes by majority

35.9 [Motion – IAB – R. Madhavan] IAB requests travel support up to \$15K for RAS applicants to present at the Entrepreneurship Forum and Startup Competition at IROS 2015. *The reimbursement rule for AdCom is applied for the travel support.*

Friendly amendment: “*The reimbursement rule for AdCom is applied for the travel support.*”

Vote: passes by majority

35.10 [Motion – IAB – R. Madhavan] IAB requests one-time support for up to \$10K towards reciprocal booths at ICRA and/or IROS and for travel of RAS members to RIA Annual Forum and RoboBusiness.

Vote: does not pass

35.11 [Motion – PAB – A. Bicchi] PAB requests the allocation of funding for the creation of an annual \$1K Award for The Best Paper in RAM and an annual \$1K for The Best Paper in RA-Letters

Withdrawn by Antonio Bicchi

### **36. Other/New Business (Raja Chatila)**

36.1 Hamburg IROS 2015 information especially early hotel booking was presented

36.2 [Motion – Toshi Fukuda] RAS endorses the TC for EECS's efforts regarding humanitarian assistance on infrastructure inspection and maintenance from RAS to Nepal due to damage caused by the large earthquake on April 25, 2015.

Vote: passes by majority

36.3 [Motion – Toshi Fukuda] IEEE RAS endorses the request for evaluation of the humanitarian assistance that followed the infrastructure restoration from the IEEE to the Philippines, due to damage caused by Super Typhoon Haiyan in November 2013, for making future strategies and policies.

Vote: passes by majority

36.4 [Motion – MAB – J. Xiao] MAB requests travel grants of \$500 for one student volunteer to attend ICRA, IROS and CASE (\$500/student \* 3 conferences \* 6 boards = \$9K) from each RAS board, other than MAB, nominated by the VPs and approved by MAB.

Vote: passes by majority

### **37. Next Adcom Meeting**

Note: Adcom Meeting to be held Oct 3, 2015 at IROS 2015 Hamburg

Discussion: None

### **38. End of Meeting**

Meeting adjourned: 05/31/15 at 18:07 PST

Minutes recorded by Paul Oh, RAS Secretary