

APPROVED MINUTES

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

Plaza Gallery, Brisbane Convention and Exhibition Centre, Brisbane, Australia (ICRA 2018)

9:00am – 6:00pm, May 26, 2018

1) Meeting Called to Order

09:00am (Australian Eastern Standard Time; Australia)

Agenda and full reports can be found at: <https://tawapps.ieee.org/mpt/Agenda.aspx?eid=11589>

2) Roll Call and Introductions

• 14 elected Members (Voting Members)

- **Term ending 12/31/18:** Gianluca Antonelli, François Chaumette, Peter Corke, Bill Hamel (absent), Max Meng, Carme Torras (absent)
- **Term ending 12/31/19:** Antonio Bicchi, Yasuhisa Hasegawa, Seth Hutchinson, Dong Soo Kwon, Tony Maciejewski, Hong Qiao
- **Term ending 12/31/20:** Minoru Asada, Tamim Asfour (absent), Maria Pia Fanti (absent), Kazuhiro Kosuge, Richard Vaughan, Jing Xiao

• **Student AdCom member (with vote):** Megan Emmons

• **RAS Junior Past President (with vote):** Satoshi Tadokoro

• **ExCom (Voting Members):** Wolfram Burgard (President), Hong Zhang (Secretary), Venkat Krovi (Treasurer)

• **ExCom (Non-Voting Members):** Torsten Kroeger (VP CAB), Yasushi Nakauchi (VP FAB), Dominik Boesl (VP IAB), Nancy Amato (VP MAB), Eugenio Guglielmelli (VP PAB), Lianqing Liu (VP TAB), Zhidong Wang (Chair EPSB), and Paul Oh (Parliamentarian)

• **Other Attendees (Non-Voting):** Raja Chatila (Senior Past President), Raj Madhavan (Chair of RAS SIGHT and RARPEC), Mary Ward Callan (Managing Director, IEEE Technical Activities), Jim Jefferies (IEEE President), Geoff Nagy, Frank Park (EiC, T-RO), Alex Zelinsky (General Chair, ICRA 2018), Signe Redfield, Jeff Nagy (RAS Student Activities Committee Chair), Cardenas, Vijay Kumar (ICRA 2022 Proposal, Philadelphia), and Luis Sentis (ICRA 2022 Proposal, Austin), Peter Stone (via teleconference, ICRA 2022 Proposal, Austin) Kathy Colabaugh (IEEE RAS Operations Manager), Amy Reeder (IEEE RAS Society Program Specialist), Jairo Ramirez (IEEE RAS Program Coordinator), and Lukrecija LeLong (IEEE MCE)

3) Report on Past Minutes (Zhang)

Report on the [AdCom meeting minutes](#) from the AdCom meeting held at IROS 2017 in Vancouver on September 29, 2017 were approved with no objections.

4) Report on Past Minutes (Zhang)

A special RAS AdCom meeting was held March 30, 2018, with this [summary](#) of the meeting provided by IEEE.

5) Approval of Agenda Including Consent Agenda and Standing Orders (Zhang)

- CEMRA Renewal motion was moved from Consent Agenda to Action Agenda
 - Financial Motion: Budget to Renew CEMRA Projects for 2019-2021
 - Revised agenda was approved unanimously.
- 6) ICRA 2022 Proposal Introduction (Kroeger)**
 - 7) ICRA 2022 Austin, TX Proposal (Luis Sentis)**
[Austin proposal](#) for hosting ICRA 2022 was presented by Luis Sentis, and Peter Stone assisted via teleconference.
 - 8) ICRA 2022 Philadelphia, PA, Proposal (Luis Sentis)**
Philadelphia proposal for hosting ICRA 2022 was presented Vijay Kumar
 - 9) ICRA 2022 – Evaluation and Vote (Kroeger)**
The proposals were evaluated and voted on. Philadelphia was selected to host ICRA 2022.
 - 10) Coffee Break (Zhang)**
 - 11) State of the Society (Burgard)**
RAS President Wolfram Burgard orally presented the state of IEEE Robotics and Automation Society.
 - 12) State of IEEE (Jefferies)**
IEEE President Jim Jefferies presented the state of IEEE ([link to slides](#)).
 - 13) State of IEEE Technical Activities Pertaining to RAS (Ward Callan)**
Mary Ward Callan presented in an Executive Session.
 - 14) Lunch (Zhang)**
 - 15) CAB Report (Kroeger)**
Torsten Kroeger presented the report on RAS conference activities ([link to slides](#)).
 - 16) Treasurer’s Report (Krovi)**
RAS Treasurer Venkat Krovi presented his report ([link to slides](#)).
 - 17) FAB Report (Nakauchi)**
Yasushi Nakauchi presented his report on RAS financial activities ([link to slides](#)).
 - 18) PAB Report (Gulielmelli)**
Eugenio Guglielmelli presented his report on RAS publication activities ([link to slides](#)).

19) IAB Report (Boesl)

Dominik Boesl presented his report on RAS industrial activities ([link to slides](#)).

20) MAB Report (Amato)

Nancy Amato presented report on behalf of MAB ([link to slides](#)).

21) TAB Report (Liu)

Lianqing Liu presented his report on RAS technical activities ([link to slides](#)).

22) Coffee Break (Zhang)

23) AdCom and ExCom Photo (Colabaugh)

24) Nomination Committee Report (Todokoro)

Satoshi Tadokoro presented his report of the RAS Nomination Committee, in particular with regard to the election process of the next two RAS presidents ([link to slides](#)).

25) RAS Awards Committee (Chatila)

Raja Chatila presented on half of the RAS Awards Committee ([link to slides](#)).

26) EPSB Report (Wang)

Zhidong Wang presented the report of RAS Electronic Products and Services Board ([link to slides](#)).

27) RAS SIGHT (Madhavan)

Raj Madhavan presented his report on both RAS Robotics and Automation Special Interest Group on Humanitarian Technology (SIGHT) ([link to slides](#)).

28) RARPEC (Madhavan)

Raj Madhavan presented his report on Robotics and Automation Research and Practice Ethics Committee (RARPEC) ([link to slides](#)).

29) ICRA 2018 Wrap-Up (Corke)

Peter Corke provided an overview of ICRA 2018 (Brisbane), as its Program Chair.

30) RAS Motions (Zhang)

31) Financial Overview of Motions (Nakauchi)

VP FAB Yasushi Nakauchi gave an overview of the motions to be discussed with financial impact on RAS, in response to requests from AdCom members in previous meetings ([link to slides](#)).

32) MAB Motion to budget to up \$40K per year for 2018-2020 for chapter Grants (Amato)
([link to slides](#))

Detailed Motion: To approve funds of up to USD 40,000 per year for 2018-2020 for chapter grants. This budget will support both startup grants for new chapters (at USD 500 each) and chapter initiatives (up to USD 2000 each).

Vote: passed by majority

33) MAB Motion to make AdHoc Committee on RAS Life Member Permanent (Amato)

[\(link to slides\)](#)

Detailed Motion: To approve making the AdHoc Life Member committee a permanent standing committee of RAS and to initiate the changes in the RAS ByLaws and policies and procedures as necessary to support this.

Vote: passed by majority

34) TAB/EP SB Motion on Social Media with TC Inputs (Liu)

[\(link to slides\)](#)

Detailed Motion: TAB/EP SB Motion on Enhanced Promotion of RAS Through Social Media with TC Inputs up to \$10K/year for 2018-2020.

Vote: passed by majority

35) TAB Motion on Renewal of CEMRA Projects (Liu)

[\(link to slides\)](#)

Detailed Motion: To allocate \$50K/year in 2019-2022 for 3 years for TCs and/or Education Committee of MAB and/or EP SB to create Educational Material in robotics and automation. Motion: to lay the main (pending) motion on the table until AdCom at IROS 2018 in Madrid (by Hutchinson)

Vote: the motion to table the main motion is carried, to be reconsidered at IROS 2018.

35a) Motion: to extend the meeting to 5:30 pm (Zhang)

Vote: passed by majority

36) IAB Motion on Global RAS Standardization Strategy (GRASS) Workshop (Boesl)

[\(link to slides\)](#)

Detailed Motion: To approve funds of up to USD15,000 to organize a 3- day workshop in 2018 for the definition of a Global RAS Standardization Strategy (GRASS).

The requested funds will be used for venue, catering, external speakers and experts and other logistics costs according to IEEE policies.

Vote: passed by majority

37) IAB Motion To Support IEEE Spectrum Robotics Website (Besl)

([link to slides](#), and [link to Spectrum Robots Proposal](#))

Detailed Motion: To approve funds of up to USD40.000 per year for the years 2018-2020 to support the IEEE Spectrum Robotics website and establish a RAS branding. The content is to educate the general public and raise awareness of RAS's work. This covers webhosting and content creation for IEEE Spectrum Robotics website.

Vote: passed by majority

38) CAB Motion on New Conference Finance Policy (Kroeger)

([link to slides](#))

Detailed Motion: To deploy the previously described policy for conference finances subject to re- evaluation at IROS 2018 (five months from now).

(Please refer to the slides for details of “previously described policy”).

Vote: passed by majority

38a) Motion: to extend the meeting to 6:00 pm (Zhang)

Vote: passed by majority

CAB Motion on Implementing New Conference Finance Policy (Kroeger)

([link to slides](#))

Detailed Motion: To approve funds of up to US\$20K per year for 2018-2020 for performing audits of RAS conferences.

Vote: passed by majority

CAB Motion on Additional IEEE Staff Member for Conference Finance (Kroeger)

([link to slides](#))

Detailed Motion:

(i) To allocate a budget of up to \$120K per year to hire a temporary staff member (up to 18 months) to provide assistance to RAS Treasurer in supervising RAS sponsored Conference financial account and in preparing and auditing their budgets.

(ii) To give mandate to FAB and CAB VPs and IEEE TA staff to jointly prepare a job description and search for suitable personnel, with the necessary level of professional

competence in accounting, also in consideration of the international and multicultural nature of IEEE RAS activities.

Vote: passed by majority

39) CAB Motion on Removal of Over-Length Page Charge (Kroeger)

([link to slides](#))

Vote: tabled for AdCom at IROS 2018

40) Other/New Businesses (Zhang)

41) Next AdCom Meeting

The next AdCom meeting will be held on October 6, 2018 in Madrid after IROS 2018.

Tentative venue is Meeting Room Jardin, Melia Castilla Hotel.

42) Meeting Ended at 6 pm, May 26, 2018