IEEE RAS Fall 2011 AdCom Meeting Minutes
October 1, 2011
San Francisco, California

Attendees

<u>ExCom (Voting members of AdCom)</u>
Kazuhiro Kosuge (President)
David Orin (President-Elect)
Bruno Siciliano (Junior Past President)
Kevin Lynch (Secretary)
Xiaoping Yun (Treasurer)

<u>ExCom (Non-voting)</u>
Bill Hamel (VP Financial Activities)
John Hollerbach (VP Technical Activities)
Peter Luh (VP Publication Activities)
Nikos Papanikolopoulos (VP Conference Activities)
Stefano Stramigioli (VP Member Activities)
Alex Zelinsky (VP Industrial Activities)

<u>AdCom (Voting)</u>
Nancy Amato (2011)
Fumihito Arai (2011)
Antonio Bicchi (2011)
George Lee (2011)
Martin Buss (2012)
Dani Kragic (2012)
Vijay Kumar (2012)
Jean-Paul Laumond (2012)
Jing Xiao (2012)
Peter Corke (2013)
Toshio Fukuda (2013)
Cecilia Laschi (2013)
Brad Nelson (2013)
Lynne Parker (2013)
Shigeki Sugano (2013)
Tamas Haidegger (Chair of Student Activities)

<u>Other non-voting attendees</u>
Raja Chatila
Kathy Colabaugh (IEEE)
Alessandro De Luca
Ruediger Dillmann
Oussama Khatib
Tony Maciejewski (Parliamentarian)
Raj Madhavan
Laura Margheri
Roz Snyder (IEEE)
Wes Snyder
Satoshi Tadokoro

Absent

Aude Billard (2011)
Hideki Hashimoto (2011)
Hugh Durrant-Whyte (2012)

All reports and motions presented at the meeting can be found on the IEEE RAS website at http://meetings.ieee-ras.org/. Only significant discussion and results outside of the reports is recorded.

1 Introduction

1.1 Meeting Called to Order (Kazuhiro Kosuge)

The meeting was called to order at 09:00.

1.2 Roll Call (Kevin Lynch)

Attendees briefly introduced themselves.

1.3 Approval of Past Minutes (Kevin Lynch)

Past minutes had been approved by email and posted on the website.

1.4 State of the Society (Kazuhiro Kosuge)

Kazuhiro Kosuge gave a brief report on the state of the society and thanked AdCom for their service during his term as President.

2 President-Elect Election

Kevin Lynch summarized the procedure for the President-Elect candidate speeches, questions, and voting, as outlined in the Policies and Procedures manual. Bruno Siciliano, chair of the Nominations Committee, then described the process by which the three candidates were selected. Two candidates, Raja Chatila and Ruediger Dillmann, were nominated by the Nominations Committee. One more candidate, Stefano Stramigioli, was nominated and seconded by AdCom. Statements for all three candidates had been distributed more than 30 days in advance of the meeting.

Each candidate made a five minute presentation while the other candidates were out of the room, and then fielded approximately five minutes of questions from AdCom. Candidates presented in alphabetical order (Chatila, Dillmann, Stramigioli). After the three presentations and questions, AdCom held a brief closed-door session to discuss. After this, a secret ballot was held, with ballots counted by Roz Snyder and Kathy Colabaugh of IEEE, with Parliamentarian Tony Maciejewski as observer. Kazuhiro Kosuge announced that Raja Chatila received more than 50% of the votes in the first round of voting and was elected President-Elect for 2012-13.

3 Reports

3.1 Constitution and Bylaws Committee (Kevin Lynch)

Kevin Lynch reported on minor wording and numbering corrections to the Constitution, Bylaws, and Policies and Procedures. He also reported that our approved Field of Interest had not been updated in the Constitution, and that the article on the Conference Editorial Board had not been added to the Bylaws. These corrections will be made, along with official notification in the Magazine.

Lynch described a draft Bylaw addition creating a Standing Committee on Competitions, to be voted on after the AdCom meeting. He also presented draft wording (not for a vote) for an addition to the Constitution and an addition to the Bylaws based on IEEE "nice to haves" regarding procedures to remove an elected member from office (Constitution) and to remove an appointed member from office (Bylaws). This draft language is based on an IEEE list, dated November 2009, of "must haves" and "nice to haves" for society governing documents. The draft language, with changes suggested during the meeting, is shown below:

Draft update to the Constitution: "An officer of the Society may be removed from office, with or without cause, by a vote of the Administrative Committee, following the affirmative vote of two-thirds of the votes of the Administrative Committee present at the time of the vote, provided a quorum is present, on a motion to remove such individual. Removal will be effective at a time specified by AdCom not to exceed thirty days after the vote."

Suggested changes: At least 30 days notice of the motion must be given before a vote can occur. (Clarify how the officer would be replaced. What if it's the President? Perhaps require 2/3 of voting members, not just a quorum. Perhaps allow email votes.)

Draft update to the Bylaws: "The Secretary, Parliamentarian and Treasurer plus any of the Standing Committee Chairs, Technical Committee Chairs, other Committee Chairs, and Liaison Representatives appointed by the President may be removed as a member of that Board or Committee, with or without cause, by affirmative vote of two-thirds of the votes of the AdCom at the time of the vote, provided a quorum is present, to remove such Board or Committee member."

Suggested changes: At least 30 days notice of the motion must be given before a vote can occur.

After discussion, it was decided that both updates would be considered further during the next administration.

Lynch also described a new section in the Policies and Procedures manual that will be used to record motions passed by AdCom that have ongoing impact but no other natural place in the governing documents, so that such actions can be found more easily than by searching through past meeting minutes.

It was noted that RAS is currently in violation of the Conference Editorial Board article specifying a maximum of 15 Associate Editors per Editor and a maximum of 15 papers per Associate Editor. Future action may be taken to relax this language.

Other anomalies have been identified in the composition of various boards by the IEEE Periodicals Review and Advisory Committee (PRAC) Report of June 23, 2011. These will be examined by the Constitution and Bylaws Committee in future.

3.2 Coffee Break

3.3 Conference Activities Board (Nikos Papanikolopoulos)

Nikos Papanikolopoulos presented a report from the CAB.

3.4 ICRA 2012 (Nikos Papanikolopoulos)

After Nikos' presentation on the upcoming ICRA 2012, there was some discussion as to whether our conferences could have a standard app for iPads and other tablets, smartphones, and mobile devices, instead of inventing our own.

3.5 Publications Activities Board (Peter Luh)

Peter Luh presented a report from the PAB.

3.6 Industrial Activities Board (Alex Zelinsky)

After Alex Zelinsky's presentation from the IAB, Peter Corke thanked Alex and Raj Madhavan for their contributions to the Magazine and the uptick in industrial advertisers.

3.7 Technical Activities Board (John Hollerbach)

John Hollerbach presented a report from the TAB, including a proposal for sharing the surplus of Technical Committee-sponsored conferences with the sponsoring Technical Committee. The immediate financial impact is estimated at 20-30 K annually.

3.8 Member Activities Board (Stefano Stramigioli)

Stefano Stramigioli presented a report from the MAB showing the considerable gains in membership in the past year. IEEE will require a $15 society membership fee in 2013, increased from previous RAS levels. Stefano suggested that members be given vouchers to reduce conference registration fees, to provide value. Stefano and Kevin Lynch also briefly described the upcoming Chicago Museum of Science and Industry (MSI) Robot Revolution exhibit, currently in the planning stages with an opening date set for Spring 2013. The exhibit will travel to other cities in the US and Japan. MSI is looking to team with RAS in some way in this outreach endeavor. Motions with financial implications should be expected at the ICRA 2012 AdCom meeting.

3.9 Lunch

3.10 Electronic Products and Services Board (Stefano Stramigioli)

Stefano Stramigioli presented a report on the EPSB. There was some discussion on whether the RAS website should be outsourced in some way. Some problems with the current website, after its move, were noted.

3.11 Treasurer (Xiaoping Yun)

Xiaoping Yun gave a snapshot of the society financial position and reserves, which are quite strong. Good ideas are needed for initiatives, and we are allowed to spend up to 3% of our reserves annually. He noted that it is possible to budget a conference for a loss.

3.12 Financial Activities Board (Bill Hamel)

Bill Hamel presented a report from FAB and thanked Xiaoping for his many years of service as Treasurer. Good ideas are needed for initiatives. Proposers should talk to the incoming VP Finance Tony Maciejewski and Treasurer Ron Lumia.

3.13 Awards (Bill Hamel)

Bill Hamel noted that winners of some of the Society's most significant awards were unable to be present at ICRA to accept the awards due to the fact that the awards were being decided at ICRA, with no time to notify the winners. A change in timeline will be proposed during the Discussion Agenda.

3.14 Long Range Planning Committee (David Orin)

David Orin presented a report from the LRPC. The Distinguished Ambassador program should be continued and strengthened.

3.15 Coffee Break

4 Consent Agenda

4.1 Approval of Conferences (Nikos Papanikolopoulos)

The following motion was passed by consent. More details on motions can be found at http://meetings.ieee-ras.org/.

[11-S-01] (Papanikolopoulos)
I move to accept the conference (co)sponsorships as indicated in the attached document (except for CYBER, for which we are still waiting for a budget, and HYPER, pending clarification regarding the budget).

5 Other Business

5.1 Forthcoming Proposed Bylaws Amendment, Competitions Committee (Stefano Stramigioli)

The following motion will be voted on by AdCom after the meeting, by email:

Move to add the following section to the Bylaws:

Section 10.18   Competitions Committee.
This committee fosters and coordinates all competitions at IEEE RAS (co)sponsored events. It evaluates requests for competitions and makes recommendations as to RAS endorsement, technical sponsorship, or financial support. It also provides assistance to local chapters wishing to organize local or regional competitions. The committee consists of a chair or co-chairs, and its membership typically includes representatives of events holding competitions, AdCom, the chair of the Education Committee, and a representative from the Student Activities Committee.

[Note: This motion was passed later in October by an email vote.]

6 Discussion Agenda

6.1 TC Sponsored Conference Surplus Sharing (John Hollerbach)

[11-S-02] (Hollerbach)
It is moved that conference surplus sharing per the guidelines defined (below) be started in the 2013 budget cycle.

The guidelines for this surplus sharing are as follows:

1. The RAS will include TC surplus sharing in the society budget submittals based on the official IEEE conference budget submittals subjected to IEEE and RAS budget constraints. In the case of RAS co-sponsorship, the surplus sharing will be based on the RAS budget fraction only. Because of the coupling with the RAS budgets, TC's are expected to submit as accurate and comprehensive conference budgets as possible and no later than one year in advance.
2. The TC will receive 50% of the RAS portion of the conference actual surplus, and these funds will be available (through the Treasurer) to the TC in the financial year following the year of the conference. Up to half of this allocation can be used to support non-RAS local entities/organizations associated with the TC conference activities.
3. These funds can generally be used to the benefit of the TC, but must be expended within IEEE and RAS policies and procedures as provided by the Financial Activities Board.
RESULT: Approved.

6.2 Awards Timeline (Bill Hamel)

[11-S-03] (Hamel)
That the schedule for Society Awards be revised as follows:
August 1st – deadline for award nominations
IROS (of the same calendar year)– Award Evaluation Panel meets to select winners
After IROS (between October and December)– Award winners formally announced
ICRA (of the subsequent calendar year) – Awards presented at ICRA Awards Ceremony
The schedule would be effective for awards to be presented at ICRA 2013 and continuing thereafter.
RESULT: Approved.

The awards timeline motion above was discussed in some detail and (friendly) amended during the discussion to the final form seen above. The original motion focused on the Pioneer and Saridis awards. After discussion, AdCom felt that all awards should be treated consistently. The new timeline will allow for winners to plan to be present at the ICRA awards ceremony.

6.3 Travel Support for Magazine Editorial Board (Peter Luh)

[11-S-04] (Luh)
Move that Associate Editors of the Robotics & Automation Magazine receive support to attend Magazine Editorial Board meetings which are held at ICRA and IROS each year. The level of funding will be the same as for AdCom members.
RESULT: Approved.

6.4 IROS 2011 Report (Oussama Khatib)

The IROS 2011 report was originally scheduled during the Reports section of the meeting, but was rescheduled due to Oussama Khatib's commitment at the Stanford robotics lab tours. Khatib was congratulated by AdCom for the success of IROS 2011.

6.5 Scope of RAM (Peter Luh)

[11-S-05] (Luh)
Proposed Scope of RAM:

The IEEE Robotics and Automation Magazine is a unique technology publication which is peer-reviewed, readable and substantive. The Magazine is a forum for articles which fall between the academic and theoretical orientation of scholarly journals and vendor sponsored trade publications. The IEEE Transactions on Robotics and the IEEE Transactions on Automation Science and Engineering publish advances in theory and experiment that underpin the science of robotics and automation. The Magazine complements these publications and seeks to present new scientific results to the practicing engineer through a focus on working systems and emphasizing creative solutions to real-world problems and highlighting implementation details.

The Magazine publishes regular technical articles that undergo a peer review process overseen by the Magazine's associate editors; special issues on important and emerging topics in which all articles are fully reviewed but managed by guest editors; tutorial articles written by leading experts in their field; and regular columns on topics including education, industry news, IEEE RAS news, technical and regional activity and a calendar of events.
RESULT: Approved.

6.6 History of Robotics Project (Peter Corke)

[11-S-06] (Corke)
Move that the History of Robotics project being undertaken by Indiana University be extended for the calendar years 2012 and 2013 at up to $30,000 per year.
RESULT: Approved.

The original motion specified that the project would be funded at $30,000 per year upon clarification of IP ownership and agreement of specific deliverables. After much discussion, it became clear that the requested deliverables were uncertain, and it is unclear what the relevant IP issues are. Some of these issues are addressed in the current contract between IEEE and Indiana University. The amount approved was softened to "up to" $30,000 and the unclear sentences removed. Peter Corke will work with the Indiana University team and the RAS leadership (e.g., Kosuge and Orin) to specify a set of deliverables and a budget. Possible deliverables include a website archive, magazine articles, and one or more books.

6.7 Conditional Approval of Conferences (Nikos Papanikolopoulos)

[11-S-07] (Papanikolopoulos)
I move to approve CYBER and HYPER if and only if they comply with the requirements imposed by CAB and TAB.
RESULT: Approved.

(This motion was actually passed after the announcement of the next AdCom, but is included here with the rest of the Discussion Agenda, where it should have been addressed.)

7 New Business

There was no new business.

8 Next AdCom

8.1 Announcement of the Next AdCom (David Orin)

President-Elect David Orin announced that the next AdCom meeting would take place frmo 9:00 - 17:00 on Saturday, May 19, after the conclusion of ICRA 2012 in St. Paul, Minnesota.

The meeting was adjourned at 16:05.

Minutes recorded by RAS Secretary Kevin Lynch.