IEEE Robotics and Automation Society Administrative Committee Meeting Minutes
9:00AM – 5:00PM, May 19, 2012
RiverCentre, Saint Paul, Minnesota, USA

1. Roll Call

Adcom:
Class of 2012: Martin Buss, Danica Kragic, Vijay Kumar, Jean-Paul Laumond, Jing Xiao
Class of 2013: Peter Corke, Toshio Fukuda, Cecilia Laschi, Brad Nelson, Lynne Parker, Shigeki Sugano
Class of 2014: Nancy Amato, Fumihito Arai, Antonio Bicchi, Wolfram Burgard, Oussama Khatib, Robin Murphy
Student Representative: Laura Margheri

Excom (Voting Members):
David Orin (President), Raja Chatila (President-Elect), Kazuhiro Kosuge (Junior Past President), Frank Park (Secretary), Ron Lumia (Treasurer)

Excom (Non-Voting Members):
Nikos Papanikolopoulos (VP CAB), Tony Maciejewski (VP FAB), Stefano Stramigioli (VP MAB), Alessando De Luca (VP PAB), Satoshi Tadokoro (VP TAB), Xiaoping Yun (Parliamentarian)

Other Attendees:
IEEE: Rosalyn Snyder, Kathy Colabaugh, Rachel Warnick, Randi Sumner, Vincenzo Piuri
Peter Luh (chair of ad hoc automation committee), Paul Oh (ICRA 2012 program chair), Tamas Haidegger (former student representative), Wesley Snyder

Absent:
Hugh Durrant-Whyte (Adcom Class of 2012)

2. State of the Society Address given by President David Orin.

3. 2017 ICRA Site Selection
Two bids were presented: Brisbane, Australia (presented by Program Chair Peter Corke), and Singapore (presented by General Chair I-Ming Chen).   After discussion and secret vote by Adcom, ICRA 2017 was awarded to Singapore.

4. Reports by RAS Boards and Committees (Part I)
4.1. Conference Activities Board Report (Nikos Papanikolopoulos)
4.2. ICRA 2012 Report (Paul Oh)
4.3. ICRA 2013 Report (Ruediger Dillmann)
4.4. Publications Activities Board Report (Alessandro De Luca)
4.4. Industrial Activities Board Report (Raj Madhavan)
4.5. Technical Activities Board Report (Satoshi Tadokoro)
4.6. Member Activities Board Report (Stefano Stramigioli)
4.7. Treasurer's Report (Ronald Lumia)
4.8. Financial Activities Board Report (Anthony Maciejewski)
4.9. Awards Committee Report (Bruno Siciliano)
4.10. Nominations Committee Report (Kazuhiro Kosuge)

5. Consent Agenda Motions
The following motions were unanimously passed by Adcom, by single vote and without discussion (relevant documents available on http://meetings.ieee-ras.org):

5.1. To approve the attached list of RAS-sponsored conferences. (N. Papanikolopoulos)

5.2. To approve the subscription rates for T-RO, T-ASE, and RAM as specified by IEEE publications. (A De Luca)

5.3. To provide, on an annual basis, up to USD 1,000 in travel support funds for the two Student Activities Committee (SAC) co-chairs, so that they may attend adcom meetings (up to USD 500 for each co-chair). (S. Stramigioli)

5.4. To provide, on an annual basis, up to USD 500 in travel support to the outgoing student activities committee chair, to attend the first adcom meeting after completion of the term and assist in the transition to the incoming student activities chair. (S. Stramigioli)

6. Discussion Agenda Motions

The following motions were discussed and put to a vote by Adcom (relevant documents and vote tallies available on http://meetings.ieee-ras.org):

6.1. Support to Establish IEEE-RAS SIGHT: To allocate, on a one-time basis, USD 2,000 in discretionary funding to establish an RAS Special Interest Group on Humanitarian Technologies (SIGHT) (Raj Madhavan)
Status: Accepted

6.2. RAS Website Development: To contract with D2 Creative, Inc., to design and develop the RAS website (http://ieee-ras.org and http://meetings.ieee-ras.org) at a one-time cost not to exceed USD 75,000, and for an annual maintenance fee not to exceed USD 10,000/year. (Nancy Amato)
Status: Accepted

6.3. Plagiarism Check Software for RAS Publications: To subscribe, on a one-time basis for 2012, to the iThenticate plagiarism checking software system for all RAS-owned publications (T-RO, T-ASE, RAM), at a total cost not to exceed USD 5,000/year. (Alessandro De Luca)
Status: Accepted

6.4. Popularity Voting Feature for RAM Digital Articles: To allocate, on an annual basis, USD 3,500 for adding "preference boxes" next to all articles in the digital QMags edition of RAM, beginning with the September 2012 issue. (Alessandro De Luca)
Status: Accepted

6.5. Travel Support for TAB VP and Associate VPs: To provide travel support, on an annual basis, for the vice president and two associate vice presidents of RAS-TAB to attend RAS-TAB meetings held at CASE and IROS, in accordance with travel reimbursement regulations for adcom/excom members. (Satoshi Tadokoro)
Status: Accepted

6.6. New Guidelines for Establishing Technical Committtees: To conduct a review of newly established technical committees after 18 months, and to determine continuation or termination of the technical committee based on the review. (Satoshi Tadokoro)
Status: Accepted

6.7. Establishment of 4 New Technical Committees:

6.7.1. To approve the creation of a new technical committee on **Automation in Logistics**. (Satoshi Tadokoro)
Status: Accepted

6.7.2. To approve the creation of a new technical committee on **Sustainable Production Automation**. (Satoshi Tadokoro)
Status: Accepted

6.7.3. To approve the creation of a new technical committee on **Smart Buildings**. (Satoshi Tadokoro)
Status: Accepted

6.7.4 To approve the creation of a new technical committee on **Robotics and Automation in Nuclear Facilities**. (Satoshi Tadokoro)
Status: Rejected

6.8. Increased Funding for GOLD, LwL, WiE Luncheons: To increase funding from the current USD 15,000/year up to USD 20,000/year to support increased participation in the Graduates of Last Generation (GoLD), Lunch with Leaders (LwL), and Women in Engineering (WiE) luncheons at ICRA, IROS, and CASE. (Stefano Stramigioli)
Status: Accepted

6.9. 2012 AFRON Design Challenge: To allocate, on a one-time basis, USD 3,000 for three prizes to be awarded to the 2012 AFRON Design Challenge winners (USD 1,000 per prize). (Stefano Stramigioli)
Status: Accepted

6.10. Travel Support for Chicago Museum Robotics Exposition: To allocate USD 14,400 in travel support funding for six RAS experts to each make two trips to the Science Museum of Chicago, during the period June 2012-November 2013, to serve as consultants for the Robotics Revolution Exhibition. (Stefano Stramigioli)

Status: Accepted

6.11. Revised Eligibility Rules for Saridis Award: To make Pioneer award winners ineligible for the Saridis Award. (B Siciliano)
Status: Motion tabled and referred back to the RAS awards committee, with a charge to undertake a comprehensive study of all society awards, from scope and objectives to eligibility requirements.

6.12. Endorsement of the EU-sponsored FET-Flagship proposal: To endorse the European Union sponsored FET-Flagship proposal "Robot Companions for Citizens" (RCC) (PI: Paolo Dario)
Status: Accepted

6.13. Motion (from the floor) on Rules for Attendance at Adcom Meetings: Voting adcom members must be present for the entire scheduled adcom meeting in order to receive travel reimbursement and credit for adcom meeting attendance, effective June 30, 2012. (N. Amato and L. Parker)
Status: Accepted

7. Reports by RAS boards and committees (Part II)
7.1. Long Range Planning Committee Report (Raja Chatila)
7.2. Ad Hoc Committee on Automation Report (Peter Luh)

8. Other/New Business
8.1. Discussion of IEEE Spectrum Ipad robotics app (Peter Corke)

9. Announcement of the Next AdCom Meeting
09:00-17:00, Saturday, October 13, 2012, Vilamoura, Algarve, Portugal (IROS 2012).

MEETING ADJOURNED AT 17:00