IEEE Robotics and Automation Society Administrative Committee (AdCom) Meeting Minutes
9:00 AM – 5:30PM, June 6, 2014
Hong Kong Convention and Exhibition Center, Hong Kong, China

1. Introduction

Roll Call:

The 18 Elected Members (Voting Members):
Term Ending 12/31/14: Nancy Amato, Fumihito Arai, Wolfram Burgard, Danica Kragic, Allison Okamura,
Term Ending 12/31/15: Martin Buss, 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

Excom (Voting Members): Raja Chatila (President), David Orin (Junior Past President), Satoshi Tadokoro (President-Elect), Paul Oh (Secretary), Ron Lumia (Treasurer), Lauren Miller (Student Representative)

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

Other Attendees (Non-Voting): Roberto B. de Marca (IEEE President), Steve Yurkovich (IEEE Division X), Kathy Colabaugh (IEEE), Rachel Warnick (IEEE), Alicia Zupeck (IEEE), Kuzuhiro Kosuge (Senior Past-President), Ning Xi (ICRA 2014 General Chair), Bill Hamel (ICRA 2013 Program Chair), Frank Park (EiC TRO), Alex Zelinsky, Peter Corke, Ruediger Dillmann (ICRA 2013 General Chair), 4 people from Australian Consulate Office in Hong Kong

Absent:
Robin Murphy (Adcom Class of 2014), Bradley Nelson (Adcom Class of 2016)

Report on Past Minutes:
Report on past minutes from the 8 November 2013 AdCom Meeting held in IROS Tokyo (Distributed to AdCom via email) considered approved after no objections were received by the secretary.

Invited:
Roberto B. de Marca (IEEE President) and Steve Yurkovich (Division X) each briefed Adcom on IEEE and Division X

State-of-the-Society Address:
President Raja Chatila

2. Vice-President Candidate Confirmations

Supporting profile material for VP Technical Affairs Board (TAB) candidate (Fumihito Arai) was emailed to Adcom and Excom on April 25, 2014. Candidate would replace Satoshi Tadokoro who is assuming President-Elect. Fumihito Arai gave presentation, followed by Q&A and voting.
Result: Fumihito Arai elected as VP Technical Affairs Board (TAB) 2014-2015 by majority vote.

3. ICRA 2018 Brisbane, Australia

Supporting material for ICRA 2018 proposal was emailed to Adcom members on May 5, 2014. Peter Corke, Alex Zelinsky and members of the Australian Consulate Office in Hong Kong presented ICRA 2018 venue proposal, followed by Q&A and secret ballot.
Result: Brisbane, Australia selected as ICRA 2018 venue by majority vote.

4. Reports I by RAS Boards and Committees

- Conference Activities Board (Oussama Khatib)
- Publications Activities Board Report (Antonio Bicchi)
- Technical Activities Board Report (Satoshi Tadokoro)
- Industrial Activities Board Report (Raj Madhavan)
- Member Activities Board Report (Jing Xiao)

5. ICRA 2014 Report

Bill Hamel and Ning Xi presented latest results of ICRA 2014

6. Reports II by RAS Board and Committees

- Electronic Products and Services Board (Nancy Amato)
- Financial Activities Board Report (Anthony Maciejewski)
- Treasurer's Report (Ron Lumia)
- Nominations Committee Report (David Orin)
- SIGHT (Raj Madhavan)
- Long Range Planning Committee (Satoshi Tadokoro)

7. Consent Agenda Minutes

The following 4 motions were put to a single vote by Adcom, without discussion (relevant documents available on http://meetings.ieee-ras.org). All motions approve after no objections were voiced.

7.1 [Motion] to approve list (refer to above URL) of RAS-sponsored conferences (O. Khatib, CAB)
Status: Accepted

7.2 [Motion] to approve new technical committees (refer to above URL): (1) Human Movement Understanding; (2) Robotic Hands Grasping and Manipulation; and (3) Robot Mechanisms and Design (S. Tadokoro, TAB)
Status: Accepted

7.3 [Motion] to approve summer schools for regions in Asia and Europe (J. Xiao, MAB)
Status: Accepted

7.4 [Motion] to approve publication page counts/rates (A. Bicchi, PAB)
Status: Accepted

8. Discussion Agenda

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

8.1 [Motion] to increase the amount of ICRA Competition Support from current $20K/year to $40K/year (Jing Xiao, MAB)
Status: Accepted by majority vote

8.2 [Motion] to reallocate $20K from Geographical Area 1 to fund an additional Geographical Area 2 Summer School proposal (Jing Xiao, MAB)
Status: Accepted by majority vote. Toshio Fukuda wanted to be on record for "no" vote

8.3 [Motion] to Motion to support up to $10K/year for chapter representatives to participate in ICRA events in the IEEE Region where ICRA is held (Jing Xiao, MAB)
Status: Accepted by majority vote

8.4 [Motion] to Motion for a one time amount of up to $15K for IEEE.tv to record the 2014 Surgical Robotics Summer School and host online educational modules. (Jing Xiao, MAB)
Status: Accepted by majority vote

8.5 [Motion] to Motion to provide the Student Activities Committee (SAC) up to $3100 for research video competitions, membership promotion materials, and networking events at RAS-sponsored events. (Jing Xiao, MAB)
Status: Accepted by majority vote

8.6 [Motion] to Motion to increase travel support for RAS authors who are students and/or from developing countries from current $25K/year to attend ICRA to up to $50K/year to attend ICRA, up to $50K/year to attend IROS and up to $10K/year to attend CASE. (Jing Xiao, MAB)
Status: Accepted by majority vote

8.7 [Motion] to Motion that RAS-SIGHT will reserve up to $10K/year to pursue Education, Industry, and Technical partnerships. (Raj Madhavan)
Status: Accepted by majority vote

8.8 [Motion] to allocate up to $50K/year to send an ambassador as a representative of RAS, to RAS-sponsored events to show support and presence of RAS, and to major events related to R&A without RAS sponsorship to promote RAS influence, with a letter of RAS President(Satoshi Tadokoro)
Status: Accepted by majority vote

8.9 [Motion] for (1) Past Presidents Expense: To reimburse travel expense and others for Junior and Senior Past Presidents according to the reimbursement rule for ExCom members; (2) Officers Expense: To reimburse travel expense and others for EPSB Chair according to the reimbursement rule for ExCom members; and (3) Expense of Associate VPs and Committee Chairs of Boards: To reimburse travel expense and others for up to three Associate VPs and/or Committee Chairs per each board, and for five Committee Chairs of MAB, according to the reimbursement rule for AdCom members. (Anthony Maciejewski, FAB)
Status: Accepted by majority vote

8.10 [Motion] to allocate up to $10K/year for IAB to hold at least one conference workshop that focuses on entrepreneurship and disseminate through the Robotics and Automation Magazine (RAM) (Raj Madhavan, IAB)

Status: *Accepted by majority vote*

8.11 [Motion] to Motion to allocate up to $6K towards travel and conference registration support for the IEEE Technology Time Machine Symposium to be held in San Jose on Oct 21-22, 2014. (Raja Chatila)
Status: *Accepted by majority vote*

8.12 [Motion] CAB moves to request matching funds up to USD 20,000 to support a 50th Anniversary of Shakey AAAI/RAS financially co-sponsored event at ICRA 2015 to promote interaction between AI and RAS communities to support participation of 1-2 invited speakers,
3-6 speakers to present selected papers from AAAI 2015 with relevance to the RAS community at ICRA 2015, travel scholarships to enable participation of students from AI community to attend ICRA. (Oussama Khatib, CAB)
Status: *Accepted by majority vote*

8.13 [Motion] that RAS submits a letter of intent to TAB Periodicals Committee to create a new periodical, under provisional name RA-Letters. RA-L will have high capacity, full peer review process with revisions and rebuttals, and prompt guaranteed turnaround. (Antonio Bicchi, PAB)
Status: *Accepted by majority vote*

8.14 [Motion] for annual allocation of USD 20,000/year to fund special projects that would be supportive of RAS e.g., for 2015: USD 7,500 for newsfeed and calendar support on the RAS website for RAS sub-communities (SAC, TCs, WIE, etc.) to create video teasers/shorts for robotics history project, Young Reviewer Program, etc. (Nancy Amato, EPSB)
Status: *Accepted by majority vote*

8.15 [Motion] to approve the Technical Committee (TC) on 3D Printing and Digital Manufacturing (Satoshi Tadokoro, TAB)
Status: *Postponed*

9. Other/New Business:

None were raised

10. Announcement of the Next AdCom Meeting

- Kevin Lynch (General Chair) briefly presented IROS 2014 venue and logistics.
- Next Adcom meeting announced: 09:00-17:00 September 19, 2014 in Chicago, USA

MEETING ADJOURNED AT 17:29