IEEE Robotics and Automation Society Administrative Committee (AdCom) Meeting Minutes
9:00 AM – 5:30PM, September 19, 2014
Palmer Hotel, Chicago, IL, USA

1. Meeting Called to Order 09:01

2. Report on Past Minutes
Report on past minutes from the June 6, 2014 AdCom Meeting held in ICRA Hong Kong (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 12/31/14: Yasuhisa Hasegawa, Wolfram Burgard, Danica Kragic, Allison Okamura, Nancy Amato, Robin Murphy
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, Brad Nelson

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): Kathy Colabaugh (IEEE), Rachel Warnick (IEEE), Kuzuhiro Kosuge (Senior Past-President), Bruno Siciliano, Kyujin Cho, Bram Vanderborght

Absent:
Nancy Amato (Adcom Class of 2014)

Notes: At ICRA 2014 Fumihito Arai was elected VP TAB. President Chatila appoints Yasuhisa Hasegawa as replacement on Adcom. Notice of this was also emailed to Adcom prior to IROS 2014.

4. Approval of Agenda (including Consent Agenda)

Agenda was approved by unanimous consent.

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

As a point of order, members requested that Consent Agenda items be viewed and voted after relevant Committee Reports are presented. As such, Consent Agenda was pushed towards 12:30 (before lunch)

6. Publication Activities Board (PAB) Committee Report (Antonio Bicchi, Kyujin Cho, Bram Vanderborght)
Post report Q&A: None (PowerPoint slides have been posted online)

7. Ad-Hoc Committee on New Publications Strategies (Antonio Bicchi)
Post report Q&A: Comment: suggest the consideration of other conferences beyond ICRA. Clarifications: on submission timelines

8. Industrial Activities Board (IAB) Committee Report (Raj Madhavan)
Post report Q&A: None (PowerPoint slides have been posted online)

9. Member Activities Board (MAB) Committee Report (Jing Xiao)
Post report Q&A: Comment on gathering membership/retention data e.g. Graduate members;
Clarification question on Competitions held at ICRA vs. IROS

10. Coffee Break

11. Technical Activities Board (TAB) Committee Report (Fumihito Arai)
Post report Q&A: None (PowerPoint slides have been posted online)

12. Conference Activities Board (CAB) Committee Report (Oussama Khatib)
Post report Q&A: Motion was raised about geographic-balance of members on CAB. Motion added to
Discussion Agenda.

13. IROS 2014 Brief (Kevin Lynch)
Post report Q&A: None (PowerPoint slides have been posted online)

14. Electronic Products and Service Boards (EPSB) Committee Report (Jing Xiao on behalf of Nancy
Amato)
Post report Q&A: None (PowerPoint slides have been posted online)

15. Financial Activities Board (FAB) Committee Report (Tony Maciejewski)
Post report Q&A: None (PowerPoint slides have been posted online)

16. Treasurer Report (Ron Lumia)
Post report Q&A: None (PowerPoint slides have been posted online)

17. Lunch

18. Awards Committee (AWDCOM) Report (Kazuhiro Kosuge)
Post report Q&A: None (PowerPoint slides have been posted online)

19. Nominations (NOM) Committee Report (David Orin)
Post report Q&A: None (PowerPoint slides have been posted online)

20. Long Range Planning Committee (LPRC) Report (Satoshi Tadokoro)
Post report Q&A: None (PowerPoint slides have been posted online)

21 SIGHT Committee Report (Raj Madhavan)
Post report Q&A: Comments: involvement of mine-detection experts and industry, possible education on
requirements and state-of-the-art technologies (e.g. workshop, summer school).

22. Consent Agenda Minutes

The following 4 motions were put to a single vote by Adcom, without discussion (relevant documents available on https://taw.ieee.org/MPT/Agenda.aspx?eid=2117). All motions approve after no objections were voiced.

22.1 [Motion] Approve list of RAS-sponsored Conferences (O. Khatib, CAB)

22.2 [Motion] Include post-docs (within 2-years of graduation) in Student Travel Awards (J. Xiao, MAB)

22.3 [Motion] Approve 3 new Technical Committees: (1) Multi-Robot Systems; (2) Whole-Body Control; and (3) Cognitive Robotics (F. Arai, TAB)

22.4 [Motion] Approve 5 topics in Creation of Educational Material in Robotics and Automation (CERMA) Project: (1) Professional Education in Service Robotics; (2) Robot Programming for All; (3) Human Movement Understanding and Synthesis; (4) Energy Harvesting for Low-energy Mobile robots; and (5) System for Robotic E-Learning (F. Arai, TAB)

22.5 [Motion] Editors for all RAS publications will be reimbursed for travel using the same process and limits that are used for AdCom members. (The financial impact of this motion is net neutral.) (T. Maciejewski, FAB)

Status: *Consent Agenda accepted by majority.*

23. Discussion Agenda

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

23.1 [Motion] Increase the travel reimbursement limits for Adcom members to attend AdCom meetings from $1100 to $1200 (for travel within a region) and $1400 to $2000 (for travel between regions). (Tony Maciejewski, FAB)

Status: *Accepted by majority vote*

23.2 [Motion] RAS undertakes the necessary actions with IEEE to create a new periodical RA-Letters (RA-L). (Antonio Bicchi, PAB)

Status: *Accepted by majority vote.*

23.3 [Motion] RAS allocates up to $20K for establishing the IT infrastructure for the editorial functions of RA-L within the PaperPlaza Conference/Journal Management System and up to $15K to other associated expense. (Antonio Bicchi, PAB)

Status: *Accepted by majority vote*

23.4 [Motion] Allocate up to $10,000 in 2015 for travel support to LRPC members and invitees for Strategic Planning Retreat scheduled on January 10, 2015. The travel support is reimbursed by the rule for AdCom members. (Satoshi Tadokoro, LRPC)

Status: *Accepted by majority vote*

23.5 [Motion] Allocate up to $10,000 in 2015 for travel support for RAS ambassadors to present importance of robotics at the UN World Conference of Disaster Risk Reduction. The travel support is reimbursed by the rule for AdCom members (Satoshi Tadokoro, President-Elect)

Status: Withdrawn

23.6 [Motion] CAB to include at least one member from each geographical area to the CAB executive team. (Reference: CAB Committee Report, Slide 5)

Status: Withdrawn

24. Other/New Business:

None were raised

25. ICRA 2015 Brief (Jing Xiao on behalf of Nancy Amato)

26. Announcement of the Next AdCom Meeting

- Next Adcom meeting announced at ICRA 2015: 09:00-17:00 May 31, 2015, Seattle, WA, USA

MEETING ADJOURNED AT 15:39

Minutes record by Paul Oh, RAS Secretary