Call to Order and Approval of Agenda

T. Djaferis called the meeting of the Control Systems Society (CSS) Board of Governors (BoG) to order at 1:00 P.M. on July 10, 2007, and asked the attendees to introduce themselves. The following members of the BoG were in attendance: E. Abed, F. Allgöwer, J. Baillieul, D. Bernstein, F. Bullo, L. Bushnell, E. Camacho, D. Castanon, E. Chong, F. Chowdhury, T. Djaferis, F. Doyle, J. Farrell, S. Ge, B. Heck, K. Hoo, J. Huang, R. Middleton, E. Misawa, P. Misra, L. Pao, M. Polycarpou, M. Rotea, J. Sun, D. Tilbury, C. Tomlin, M. E. Valcher, and H. Wang.. Additionally, the following visitors attended the meeting: M. Spong and T. Samad.

Modifications and additions to the agenda were noted, and the agenda was approved by unanimous consent. Next, the minutes of the BoG meeting of December 12, 2006 held in San Diego, CA, USA were approved by unanimous consent.

Action Items

Nominations

Djaferis informed the BoG that D. Castanon will serve as the CSS President in 2008; additionally the following vice presidents will continue in their current offices for a second year: E. Abed as VP Finance, J. Farrell as VP Technical Activities, Y. Yamamoto as VP Publication Activities. Nominating committee proposed Tariq Samad as President Elect, M. Elena Valcher as VP Conference Activities and Claire Tomlin as VP Member Activities. New appointments were approved without discussion with unanimous consent.

Djaferis reminded the BoG that during the December 2006 meeting, the following slate of candidates for the BoG elections for a 3-year terms starting January 1, 2008 was approved: Marios M. Polycarpou, Thomas Parisini, Hua O. Wang, Fahmida N. Chowdhury, Yoshito Ohta, Jie Huang, Eduardo F. Camacho and Zongli Lin. Bushnell reminded the BoG that ballots were mailed June 15th and that the ballot cards or electronic ballots must be received no later than August 17th**.**

Appointments

Transactions on Automatic Control

Djaferis presented new appointments to the Transactions on Automatic Control Editorial Board. BoG approval for the following new members of the Editorial Board was sought: Richard Braatz (University of Illinois at Urbana-Champaign), Magnus Egerstedt (Georgia Tech), Michael C. Fu (University of Maryland, College Park), Karl H. Johansson (Royal Institute of Technology, Sweden), Hiroshi Ito (Kyushu Institute of Technology, Japan), Vikram Krishnamurthy (University of British Columbia, Canada, moving to Cornell U. in 2008), Daniel Liberzon (University of Illinois at Urbana-Champaign), Saverio Mascolo (Politecnico di Bari, Italy), Kirsten Morris (U. of Waterloo, Canada), Zhihua Qu (University of Central Florida), John Thistle (University of Waterloo, Canada), Claire Tomlin (UC Berkeley and Stanford U.), Zidong Wang (Brunel University, United Kingdom), Fen Wu (North Carolina State U.), and Tong Zhou (Tsinghua University, Beijing, China). Each candidate's vitae was displayed. Newer members of the BoG were reminded of the experience criteria for selection of new AEs for TAC. The BoG approved the slate with unanimous consent.

Conference Editorial Board

Next, Djaferis presented the slate of new AEs for the Conference Editorial Board (CEB). He explained that typically about 20 AEs from CEB step down after each conference and to keep the load reasonable, the over all number of CEB AEs is kept around 125-130. It was moved that the following slate of new CEB AEs be approved: Francesco Basile (Università di Salerno, Italy), Francesco Borrelli (Università del Sannio, Benevento (Italy), Chengyu Cao (Virginia Tech, USA), William B. Dunbar (Univ. California Santa Cruz, USA), Giancarlo Ferrari-Trecate (Università di Pavia, Italy), Qi Gong (Univ. Texas San Antonio, USA), Maurice Heemels (Techn. University Eindhoven, Netherlands), Daniel W.C. Ho (City University Hong Kong), Hideaki Ishii (Tokyo Inst. of Technology, Japan), Chris Kellett (University of Newcastle, Australia), Sonia Martinez (University of California San Diego, USA), Kenneth Muske (Villanova University, USA), Alessandro Pisano (Università di Cagliari, Italy), Maria Prandini (Politecnico di Milano, Italy), Elisabetta Punta (National Research Council, Italy), Wei Ren (Utah State University, USA), Srinivasa Salapaka (Univ. of Illinois Urbana Champaign, USA), Rastko Selmic (Louisiana Tech. University, USA), Olaf Stursberg (Tech. University Munich, Germany), Xiaobo Tan (Michigan State University, USA), James Welsh (University of Newcastle, Australia), and Dong Yue (Nanjing Normal University, P.R. China). Several members of the BoG commended Parisini for his excellent work as the Editor of the CEB. The motion to approve the slate of new AEs passed with unanimous consent.

Financial Activities Motion and Report

2008 CSS Budget

Abed reminded the BoG that the preliminary Budget parameters for 2008 were presented and endorsed by the BoG during the December 2006 meeting. The projected surplus, based on data provided by the IEEE was approximately $466K

and the net worth of the CSS was almost $5M. Djaferis briefly described the IEEE policy of requiring advance notice for new initiatives and noted that while $5M surplus shows up in the CSS account, the money really belongs to the IEEE and any major initiatives must be approved by the IEEE. With that background Abed moved that the budget for 2008 be approved.

Volunteer travel support

During the ensuing discussion several members of the BoG raised the issue of inadequate travel support for CSS volunteers to attend the BoG and related meetings during the ACC and CDC. Examples from several non-IEEE societies were cited and based on the discussion E. Chong moved that travel support for volunteers to attend the BoG and related meetings be raised from $300 for domestic and $600 for overseas travel to $500 for domestic and $900 for overseas travel. Alternative models of volunteer support such as airfare and hotel nights were proposed but it was agreed that logistically it would be difficult to implement anything but a flat rate. Rotea proposed a friendly amendment to change the support to $500 for domestic and $800 for overseas travel. Chong accepted the amendment. The revised motion passed with 15 in favor, 7 against and 4 abstentions.

The revised CSS budget for 2008 was passed with unanimous consent.

Membership Activities Motions

MAB reorganization

In order to streamline membership activities, Valcher proposed partial restructuring of the Membership Activities Board (MAB). Specifically she proposed the following amendments to the CSS Bylaws as follows:

New MAB composition:
- Awards Chair
- Chapter Activities Chair
- Distinguished Lecturers Chair (classified as a Standing Committee)
- Fellow Evaluation Chair
- Fellow Nominations Chair (possibly the task of nominating deserving members for the grade of Fellow can be taken by the VPMA) should be eliminated
- History Chair
- International Affairs Committee Chair
- MERGED: Membership & Admissions Chair and Public Information Chair replaced by a single Membership and Public Information Chair
- Student Activities Chair
- Women in Control Chair

The CSS Bylaws (Article V - Standing Committees) would need to be changed as follows, in order to take into account the proposed restructuring:

Section 8 (was Membership and Admissions Committee) will become
Section 8. Membership and Public Information Committee. This committee shall report to the Vice President for Member Activities, ad shall be responsible for (1) encouraging membership in the Society by all members of the IEEE who are interested in the Field of Interest of the Society, and by non-IEEE members as Affiliate Member, (2) recommending public relations objectives, policies, and programs for the Society, and for liaison with IEEE public relations activities. This committee shall be responsible for activities to encourage retention of existing members, and shall pass upon the qualifications of applicants for Affiliate Membership in the Society.

Section 9 (was Public Information Committee) will become
Section 9. Distinguished Lecturers Committee. This committee shall report to the Vice President for Member Activities, ad shall be responsible for running the Distinguished Lecturers Program. This program provides partial financial support to a selected number of appointed speakers which may be invited by IEEE Chapters, sections, subsections, and student groups to give a lecture. The aim of the committee is also to monitor this program and to make recommendations for changing topics and lecturers in such a way as to match the offer of subjects and lecturers to the needs of the Chapters and Active Control Groups.

Section 18 (was Fellow Nominations Committee) will be deleted and, consequently, the numbers of the following two sections (sections 19 and section 20) are decreased of a unit.

It was explained to the BoG that this is a new item for discussion. According to the CSS Bylaws, an amendment to the Bylaws cannot come into effect until the BoG has been notified of intent to modify them at least a month in advance. Further, amended Bylaws will only come into effect thirty (30) days after they have been published in the Control Systems Magazine. All such changes are subject to approval by the IEEE. In the ensuing discussion, the BoG was in agreement that some restructuring is necessary; however, several members questioned the need to eliminate the Fellow nominations committee. Djaferis deferred further discussion till the December 2007 BoG meeting in New Orleans.

Conference Activities Motions

Program Chair, 49th CDC (2010)

Middleton proposed that Fathi Ghorbel (Rice University, Houton, TX) be approved as the Technical Program Chair for the 49th CDC to be held in 2010 with M. Spong as the General

Chair. Ghorbel's CV was reviewed and his appointment was approved unanimously.

Budget, 47ᵗʰ CDC (2008, Cancun)

Next, Middleton presented the 47ᵗʰ CDC budget parameters with total projected income of $667,095; total projected outlays of $569,855; yielding a net surplus of $97,240. He informed the BoG that several past general chairs and finance `chairs have` already reviewed the budget. After a few minor clarifications about how various income and expense categories are defined on the IEEE budget sheet, the BoG approved the budget with unanimous consent.

Site selection, 48ᵗʰ CDC

He invited Baillieul (General Chair, 48ᵗʰ CDC) to present possible locations for the 48ᵗʰ CDC in China. Based on his visits, Baillieul presented Guangzhou, Shanghai, and Beijing as three possible options. Taking into account the weather in December and accessibility, the BoG approved Shanghai as the site for 48ᵗʰ CDC to be held in 2009.

Joint CDC and CCC in 2009

Next Baillieul moved that the 48ᵗʰ CDC be held jointly with the 2009 Chinese Control Conference (CCC). Several BoG members expressed concerns regarding the implementation of such an arrangement as it relates to financial, registration and other operational aspects. However, the discussion was generally supportive of the concept and Djaferis moved that BoG "endorse" it in principle. It was also suggested that a memorandum of understanding be generated to address the concerns. The BoG endorsed the concept with a majority decision.

Coordinator, Conference Operations position

Djaferis summarized for the BoG that in 1996, positions for conference publications, conference finance and conference administration were created, but the roles associated with these positions were not well defined and as a result these positions were not used effectively. In the meantime the CSS conference organization has become considerable more complex and suggested that it was necessary to provide additional support to the CSS volunteers to organize conferences without having to relearn the whole process. He noted that the conference publications and conference editorial board was in good shape; however, conference administration and finance roles needed a fresh look. Accordingly, based on recommendation of a Task Force composed of P. Antsaklis, T. Djaferis, R. Middleton, P. Misra and S. Yurkovich formed to investigate this issue, a motion was put forth to create the position of "Coordinator, Conference Operations" (CCO). The CCO will be a volunteer position and will run the "conference operations office" that will be supported by a paid staff person. This office will provide support for conference organizers in the areas of finance, banking, administration, documentation, and conference innovation. The anticipated financial impact was estimated at $50K to assist CCO through secretarial and possibly travel support to assist general chairs with their activities.

During the discussion, it was clarified that the CCO office will be a resource available to conference organizing committees – it was not to supplant roles played by general chair, finance chair, or other conference organizing committee members. The BoG approved creating the position of CCO. The appointment to CCO position will be carried out in the exact same way as the other CSS volunteer positions.

Program Chair, 2009 MSC

Carlos Canudas de Wit was proposed as the Technical Program Chair of the 2009 MSC to be held in Russia. The appointment was approved without discussion.

Site selection, 2009 MSC

Fradkov (General Chair, 2009 MSC) proposed St. Petersburg as the location for hosting 2009 MSC. Its accessibility and facilities were offered as primary reasons to consider it is preferred venue. After some discussion about what might be some local attractions for those attending the conference, the venue was approved with unanimous consent.

Technical Activities Motions

J. Farrell informed the BoG that due to other commitments, B. Ninness was stepping down as the chair of TC on System Identification and Adaptive Control. He moved that Daniel Rivera be approved to serve as the Chair of the TC on System Identification and Adaptive Control. The appointment was approved by unanimous consent.

Next he presented a recommendation from TC on Aerospace control. Specifically, the recommendation was to approve the "**Best Contribution to Aerospace Control"** award subject to the TC on Aerospace controls raising the required endowment funding according to IEEE specifications. It was anticipated that nominations will be due in November with Award to be given at ACC; the award would consist of $500-$1000 and travel expense and plaque according to the CSS award manual.

During the discussion, several comments were made, including non-feasibility of presenting CSS awards at the ACC; scope being in conflict with other societies/organizations; significance of award in view of the fact that this was a TC award and not a CSS award. Farrell mentioned that the TC needed the BoG's endorsement to seek financial commitment to endow the award. A formal proposal was to be brought forth at a later date. The motion to create the award passed with 17 in favor, 5 against and 4 abstentions.

Activity Reports

Report of the President

Djaferis shared his thoughts from attending the IEEE-TAB Series meeting in Los Angeles. Following are the highlights from the meeting:

A. Strategic Thinking Session: Society presidents were given a number of topics ahead of time (listed below) and were asked to provide comments.

A discussion around these topics was carried out during one of the sessions.

1. Demographic, Social and Consumer Values
2. Legislative and Regulatory Issues
3. Global Economic Climate
4. Future of the Profession
5. Scientific and Technological Advances
6. How would you describe the core purpose of IEEE Technical Activities? For what reason does it exist?
7. What values guide the philosophy of IEEE Technical Activities? What timeless principles reflect commonly held beliefs that are so fundamental and deeply held that they must be preserved, regardless of changing conditions in the future?
8. What are the most important outcomes for IEEE Technical Activities to have accomplished for those it serves, over the next 10-15 years?
9. What would success look like for IEEE Technical Activities, its members and the profession, if there were no obstacles?
10. What key questions will the Technical Activities Board (TAB. need to ask and answer in order to guide the organization toward achievement of these long-range outcomes?
11. What barriers to achieving success (both internal and external to TAB. will need to be addressed?
12. Is there anything else you would like to add to your comments in this survey?

B. Indirect Infrastructure Funding Model: A motion was approved by the IEEE BoD on Wednesday, 14 February 2007, on the Indirect Infrastructure Funding Model. The action included the proposed changes to fund indirect infrastructure as follows: Create an Infrastructure account (IA) that will cover all indirect infrastructure expenses by funding the IA from a percentage of package product income; this percentage shall not exceed 20% of package product revenue.
- Up to 17.5% in 2008
- 18.5% in 2009
- 19.5% in 2010
- 20.0% in 2011

Create an infrastructure reserve (IR) to fund major projects similar to the current BMS project. The initial funding would be provided by the operating units with reserves as a loan to be repaid once the IR exceeds $20.0M. The IR reserve will be capped at $30.0M.

C. Dealing with Financial Algorithm Changes: The discussion continues on the development of an algorithm for the distribution of conference proceedings revenue. There will be negative impact on CSS. This was largely due to the fact that the formula used in recent years gave us a tremendous advantage.

D. European Union VAT Registration: There are issues regarding the collection of VAT in conferences held in Europe. IEEE has some scheme that they thought was legal and comprehensive but it is not. Proposals are being developed to deal with it.

He also informed the BoG that the Spring CSS Executive Committee meeting was held on May 4-6, 2007, at the Marriott Long Wharf hotel in Boston, Massachusetts.

During that time the Executive Committee was joined by the Editors and had productive discussions on various topics covering all areas of the CSS enterprise. Of particular interest was report of the Task Force on Conference Operations. The Task Force presented a report and made some recommendations regarding conference operations. A motion to approve the new position of CCO was approved earlier by the BoG. On another other topic, the Executive Committee approved to augment the staff support provided to the Secretary Administrator to more adequately cover the workload associated with that position.

The BoG thanked Djaferis for a very thorough report.

Report of the Vice President, Membership Activities

M.E. Valcher presented the Membership activities report. She summarized the current travel support program and reminded the BoG that the Conference Support Program for the Developing Countries, in its present version, was approved at the December 2004 BoG meeting for the period 2005-2007. She opined that even though the idea of helping people from the Developing Countries to attend CSS conferences has always been welcomed, both by the ExCom and by BoG members, there have always been some doubts about the effectiveness of this program, which could bring obvious advantages only to a few participants from the Developing Countries. The fallouts of this program, apart from the immediate benefit of financially supporting a few people to attend the conference, do not seem relevant. A formal motion to continue the program in either current form or with some modifications to make it more effective would be brought forth during the December BoG meeting.

Report of the Vice President, Technical Activities

J. Farrell informed the BoG that various TCs were actively soliciting members and referred them to reports distributed prior to the meeting regarding activities of individual committees. He informed the BoG that a brief tutorial on how various TC or other committee chairs will be able to maintain their own pages on the CSS website was to be presented later during the conference and urged those interested to attend it.

Report of the Vice President, Technical Activities

Middleton informed the BoG that various conferences were on track. A new initiative to hold a joint CDC-ECC in 2011 was currently being considered. More details will be brought to the BoG's attention at a later date.

Report of the Vice President, Publication Activities

Following are the highlights from Y. Yamamoto's report to the BoG:

- All publications are operating smoothly with relatively minor or no backlog. Some have minor increase compared to the last year, but this should be taken care of by the recently approved page budget increase.
- CSS editorial policy has been clarified for a double submission for an IEEE conference and our Transactions, and the new policy discouraging such practice is already posted http://control.bu.edu/ieee/information.html
- A major upgrade was completed to the Web-based editorial system used by TAC in the fall of 2005. This provides extended functionalities in the handling system. However, it has become clear that this system cannot be maintained and upgraded in the same way in the future. Thus, the CSS has committed to develop a new system. This is currently being designed by H. Kwakernaak and P. Misra.
- Submissions to TAC in 2006 recorded 472 regular-paper manuscripts. Slightly less than 2005, but still a very high number. This has led to a slight increase of backlog, which will be resolved by our page budget increase.
- 614 papers were submitted as Technical Notes in 2006, as compared to 635 in 2005. Among them, the corresponding author of 23% of the submitted papers is from China. Virtually no backlogs for Technical Notes in the past few years.

- TCST had set a new record in 2006 for submissions (596 manuscripts) – almost 200 increase from 2005. Submissions this year (2007) are on a similar pace.
- The average submission-first decision periods are approx. 6 months for TAC, and 3-4 months for TCST.

Bernstein (Control Systems Magazine Editor) informed the BoG that the CSM has a new "Ask the Experts" column and requested the BoG member to actively contribute to it.

Report of the Secretary-Administrator

Bushnell noted that the next BoG meeting will be held on Tuesday, December 11, 2007, at 1:00 P.M. in New Orleans, LA at the 46th CDC.

Adjournment

Djaferis thanked the members of the Board of Governors and visitors for attending the meeting. The meeting was adjourned at 5:33 PM.