

**Minutes of the Control Systems Society Board of Governors Meeting**  
**July 5, 2016**  
**Boston, Massachusetts, USA**

**Call to Order and Approval of Agenda**

President F. Doyle called the meeting of the Control Systems Society (CSS) Board of Governors (BoG) to order at 1:00 PM on July 5, 2016. He welcomed all attendees, reminded the BoG of the rules of the meeting. After reviewing the meeting procedures, he asked the attendees to introduce themselves. The following members of the BoG were in attendance:

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| • Antsaklis, P.    | • Fu, L.-C.       | • Morris, K.      |
| • Astolfi, A.      | • Hahn, J.        | • Parisini, T.    |
| • Balakrishnan, V. | • Hespanha, J.    | • Paschalidis, I. |
| • Bitmead, R.      | • Hirche, S.      | • Petersen I.     |
| • Bushnell, L.     | • How, J.         | • Polis, M.       |
| • Chong, E.        | • Imura J.-I.     | • Prandini M.     |
| • Dabbene, F.      | • Ishii, H.       | • Sepulchre, R.   |
| • Doyle, F.        | • Johansson, K.H. | • Tilbury, D.     |
| • Egerstedt, M.    | • Lamnabhi-       | • Valcher, E.     |
| • Ferrara, A.      | Lagarrigue, F.    | • Xie, L.         |
| • Franco, E.       | • Moheimani, R.   |                   |

Additionally, the following visitors attended the meeting:

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|-----------------|----------------|--------------------|
| • Aghdam, A.    | • Cho, D.      | • Jurss, K.        |
| • Astolfi, A.   | • Chung, C. C. | • Pasik-Duncan, B. |
| • Baillieul, J. | • Duncan, T.   | • Teel, A.         |
| • Braatz, R.    | • Fujita, M.   | • Vidyasagar, M.   |

Quorum was established, and the meeting agenda approved with unanimous consent. Next, the minutes of the BoG meeting of December 2015, held in Osaka, Japan were approved unanimously. Doyle proceeded to ask if anyone would like to remove items from the Consent Agenda (see Appendix A). No items were removed from the Consent Agenda, and it was approved unanimously.

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**Action Items**

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F. Doyle presented a correction to the 2016 TAC Editorial Board membership. At the June 2015 meeting in Chicago, the BoG approved, as part of the consent agenda, nominees to the TAC Editorial Board for the period beginning January 2016. However, one of the nominees declined the invitation to serve, and therefore is not a member of the 2016 TAC Editorial Board. This error was noted in early 2016, and the CSS volunteer roster

appropriately corrected. To prevent errors of this type, care will be exercised to present for the BoG's consideration only those volunteers who have agreed to serve.

There were no questions or discussion following the presentation of this informational item.

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Doyle next presented another information item. Steve Yurkovich, General Chair of CCTA 2017, had approached Doyle with a proposal to designate Karl Åström as the "Honorary Chair" of the conference, marked by a plaque presentation ceremony at the conference. The goal was not only to recognize and honor Åström for his enormous contributions to the field, but also to generate interest and excitement for the very first (inaugural) CCTA. An Ad Hoc committee comprising the President, Past-President, President-Elect, and VPs designated by the President had considered this request in April 2016, and had decided to approve this request with the caveats that:

- This will be a one-time approval only.
- All expenses must be paid by the conference, with no charge to CSS.

The ExCom has endorsed the action.

There were no questions or discussion following the presentation of this informational item.

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E. Valcher, Chair of the Nominating Committee, provided the background on the Nominating Committee and its duties and procedures. She then informed the BoG that a ballot consisting of nine candidates was sent by IEEE on 27 April 2016 to all IEEE Control Systems Society (CSS) members for the election of six members to the CSS Board of Governors. The voting results were communicated to Valcher on June 10. The IEEE CSS BOG members elected for a three-year term from 1 January 2017 to 31 December 2019 are:

- Warren Dixon (Univ. Florida, Gainesville)
- Lorenzo Marconi (Univ. Bologna)
- Hitay Özbay (Bilkent Univ., Ankara)
- Bozenna Pasik-Duncan (Univ. of Kansas, Lawrence)
- Anna Stefanopoulou (Univ. Michigan, Ann Arbor)
- Luca Zaccarian (Univ. Trento and CNRS Toulouse)

There was a 0.79% increase in the 2016 voting: 18.39% (1383 votes) as opposed to 17.6% in 2015.

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M. Egerstedt, L.-C. Fu, T. Parisini, and M. Prandini recused themselves from the meeting.

E. Valcher presented the following motion:

- ***Motion: To approve the following 2017 Executive Committee slate:***

- *President\*: Edwin Chong*
- *President-Elect: Francesco Bullo*
- *Past-President\*: Frank Doyle*
- *VP-Conference Activities: Maria Prandini*
- *VP-Finance Activities: Magnus Egerstedt*
- *VP-Member Activities: Li-Chen Fu*
- *VP-Publication Activities: Thomas Parisini*
- *VP-Technical Activities: Anu Annaswamy*

(\*Already approved)

Valcher presented a brief background on the nomination process, and proceeded to present the 2017 CSS Executive Committee (ExCom) nominees as a slate, highlighting the credentials of each candidate.

There was no discussion, and the slate was unanimously approved by the voting members present in the room.

M. Egerstedt, L.-C. Fu, T. Parisini, and M. Prandini rejoined the meeting.

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In his role as the incoming chair of the Nominating Committee, F. Doyle informed the BoG that a ballot consisting of ten candidates for the 2017 Nominating Committee was emailed to members of the BoG on 29 May 2016. The BoG was asked to vote for four candidates. The result of the election is that the following members will serve on the nominating committee.

- Frank Allgöwer
- Jay Farrell
- John Baillieul
- Lucy Pao

There was no discussion.

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E. Valcher next presented information to the BoG on a future motion to amend the CSS Bylaws. Following the guidance in Article VII, Section 1 of the CSS Bylaws, a formal vote on the motion will be requested from the BoG, 30 days hence, via an electronic ballot.

- ***Motion: To modify the composition of the society nominating committee, described in Section 1, Article 1 of the Society Bylaws, as follows:***

*“Section 1. Nominating Committee. The Nominating Committee serving in year Y makes nominations for candidates to serve in year (Y+1). For convenience, the Nominating Committee for year Y may meet in December of year (Y-1). The Nominating Committee in year Y shall include the Past President of the CSS for year Y as Chair, or in the case of unavailability, the most recently available past chair of the Nominating Committee. Both the President Elect and the President for year Y shall be members of the nominating committee ex-officio. Four additional members of the Society shall be elected by the Board of Governors from a slate of*

*not less than six candidates. Such election shall be held no later than the end of September of year (Y-1), shall be by secret ballot, and shall be conducted as a multiple plurality election.*

[...]"

Valcher provided a brief background: The current Section 1, Article 1 of the Society Bylaws reads as follows:

*"Section 1. Nominating Committee. The Nominating Committee serving in year Y makes nominations for candidates to serve in year (Y+1). For convenience, the Nominating Committee for year Y may meet in December of year (Y-1). The Nominating Committee in year Y shall include the Past President of the CSS for year Y as Chair, or in the case of unavailability, the most recently available past chair of the Nominating Committee. The president elect for year Y shall be a member of the nominating committee ex-officio. Four members of the Society shall be elected by the Board of Governors from a slate of not less than six candidates. Such election shall be held no later than the end of September of year (Y-1), shall be by secret ballot, and shall be conducted as a multiple plurality election.*

[...]"

Currently the Nominating Committee includes the Past President, the President Elect and 4 elected members. So, it may occur that when moving from one year to the next no member of the Nominating Committee has served in the previous year's Nominating Committee.

Decisions taken at the level of Nominating Committee involve some strategic planning that pertains not only the following year: some reliable and deserving volunteer may be asked to serve in the ExCom or to be put in the BoG ballot in a certain year, but the person may decline because of other commitments. This person however may be willing to serve in the following year. It is of great importance to keep track of this information, as well as to maintain a certain consistency in the criteria and in the selection procedure from year to year.

Finally, the Nominating Committee currently consists of 6 persons, and it is preferable to have an odd number of members so that the situation when the votes of the Nominating Committee split equally does not arise.

If we add the President to the Nominating Committee, we have 7 members and the guarantee that every year two out of the seven members of the Nominating Committee have served in the previous year's Nominating Committee. In addition, it must be remarked that the majority of the NC members are still elected by the BoG.

She then opened the floor for discussion. There was a question why the President was not already a member of the NC. Valcher explained that the reason was that at the time the current NC membership rules were put in place, there was a desire to not overload the NC with ExCom members. However, with experience, the lack of continuity and the need for transfer of knowledge have risen to be significant issues. There was a second question why

even before the current version of the NC was put in place, the President was never a member of the NC. The response was that it was simply tradition that the Past-President was charged with putting the NC together, and there did not appear to be any particular reason to not include the President.

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E. Valcher recused herself due to a conflict of interest. F. Doyle then presented the following motion:

- *Motion: To renew the contract with PaperCept for handling CSS journal and conference paper submissions for a five-year period, beginning January 1, 2017.*

PaperCept is currently the vendor for handling CSS journal and conference papers. The current contract with PaperCept expires on December 31, 2016. The ExCom performed due diligence on whether to renew the PaperCept contract.

*Journals:* After evaluating one competing product it was determined that the costs of PaperCept and the competing product are roughly equal. PaperCept seems to be serving our needs quite well. There are significant transition costs in moving away from PaperCept. Therefore, the recommendation is to renew the PaperCept contract for serving our journals.

*Conferences:* Two competing products were invited to bid for a CSS contract. One provided a bid that indicated no serious interest. The other bid was comparable in cost to PaperCept's bid in the ExCom's judgment. However, as with journals, PaperCept appears to be serving CSS needs well (the same conclusion was reached by an investigation by AACC) – the PIN-based search feature was highlighted as a significant convenience. Also, there are significant transition costs in moving away from PaperCept. Therefore, the recommendation is to renew the PaperCept contract for serving our conferences.

The financial impact is unchanged.

There was a question why Scholar One was used by TCST, but PaperCept by others. The reason was that Scholar One was originally used by TCST merely to evaluate it, and was found to be adequate. However, now that it is in place for the processing of TCST submissions, the cost of moving from ScholarOne to PaperCept (which is the platform for submissions to TAC, TCNS and CSM) is currently considered too high. There was a question on who the competing bidders were, and information provided. Doyle clarified that one of the criteria used for evaluating the various bids was risk assessment with regard to the security of confidential data (such as credit card numbers); other important criteria were the robustness, reliability and longevity of the service providers. He mentioned that he and the ExCom had been provided confidential information that addressed these concerns. Another question was who owned the data underlying the submissions. This was a question with each of the products; however, in each case CSS will have access and ownership of the data. The motion was passed unanimously by the voting members present in the room.

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E. Valcher rejoined the meeting.

F. Doyle next presented the following motion:

- ***Motion: The IEEE Control Systems Society BoG opposes the proposed constitutional amendment and modified board structure on IEEE2030. To reflect this opposition, a statement of opposition will be posted on the Society website and in editions of the E-Letter.***

Doyle described a proposal to modify the IEEE Board of Directors (the so-called IEEE2030 initiative). There was a proposal, to be voted on by the IEEE membership, on a constitutional amendment to modify/optimize the IEEE Board Structure. The time-table for the consideration and possible implementation of the amendment is:

- 15 August - distribute the Annual Election ballots, which include finalized statements and rebuttals, to all voting members.
- 3 October (Noon ET) - Last day for votes to be received from voting members
- 17 October - Last date votes can be tallied by IEEE Tellers Committee.
- 17 October - Last day for announcement of vote tallies by IEEE Tellers Committee to IEEE Board of Directors.
- Approved amendments go into effect 30 days after adoption. The adoption date is the first meeting of the Board of Directors after the date of the Tellers Committee Report.

At the heart of the amendment is a modified/optimized Board structure, intended to create nimble, flexible, forward-looking organization. However, significant concerns have been raised by several other societies about whether this reorganization still offers the societies a strong enough voice in IEEE Board decisions. Specifically:

- IEEE is a bottom-up member-run organization, run by volunteers. The proposed structure appears to turn IEEE into a top-down organization, run by a small Board of Directors with reduced input from members.
- Members are represented by their Societies and, in the existing structure, Societies have a strong voice in the decision making process within IEEE. Societies elect directors who represent their members on the Board of Directors (BoD). It appears that the new structure may dilute this voice and move Societies away from the decision process, especially because Societies will no longer elect these Directors directly. They will elect Delegates who will not serve on the Board of Directors but as members of another body called the Assembly.
- Directors will now be elected by the entire IEEE membership and only candidates that satisfy certain “diversity” conditions set by the BoD can qualify to run.

A second concern that has been voiced by several other societies is that some of the processes followed thus far in IEEE’s handling of the IEEE2030 initiative have strayed from the spirit of IEEE Policy 13.3.A.2 that states "It is the policy of IEEE to facilitate open discussion, including opposing views, of issues and initiatives to appear on the ballot (Constitutional amendment and referendum); this applies to those proposals originated by the IEEE Board of Directors as well as those of other members of IEEE."

Doyle then called for a discussion.

A number of strong comments were expressed in support of the motion. There was further discussion on other ways of energizing the CSS membership to be better informed and involved in deciding on the resolution of this issue. Indeed, it was suggested that a special edition of the E-Letter be prepared with a view towards educating the CSS membership on the issue, and encouraging their active participation. There were questions raised about the interpretation of the “no-electioneering” rule, and what the sanctions against it would be if one were deemed to be in violation of it. A question was asked about whether there was any alternative structure proposed – the response was that there appeared to be little receptivity to any counterproposals. In addition, the IEEE governance structure has to change within one year, so there is not sufficient time in the process to consider fully other alternatives.

A vote was taken at the conclusion of the discussion. The motion was passed unanimously.

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F. Doyle next presented a motion that concerns CSS participation in the Life Science Technical Community (LSTC).

- *Motion: To approve the extension of CSS membership in the Life Sciences Technical Community for an additional two years, per the original MOU.*

Doyle presented the background on the motion. The LSTC has been operational since 2014, with the MOU with CSS ending in 2016. The LSTC has requested that CSS consider exercising the option of the 2-year extension to the MOU, continuing its financial support of the LSTC at \$15K per year.

The LSTC has six founding societies, with two more societies joining at a later stage. CSS is a founding member society. The current CSS representatives to the LSTC are Richard Murray and Murat Arcak. The mission of the LSTC is:

- Coordinate the diverse LS related activities across IEEE.
- Promote and publicize IEEE LS across and outside of IEEE.
- Foster collaboration and communications with professional societies outside of IEEE making contributions to life sciences.
- Develop new topics and advance unique niche areas of interest to the LS community.

The focus of the LSTC thus far has been on conferences, but there are plans to focus on other aspects in future. There are also plans to focus on intersecting technical areas.

The key benefits to CSS are that LSTC:

- Offers a service to help societies arrange for conferences and publications to be indexed in PubMed:
  - LSTC is currently partnering with IEEE International Symposium on Computer-Based Medical Systems (CBMS) to pilot this service to:
    - ensure rigorous review process in place to meet PubMed guidelines (e.g., ethics compliance statement from authors);

- create an expert panel who can review proceedings to determine if they are PubMed ready.
  - LSTC will offer this service to other societies in 2017-2018.
- Provides Life Sciences events at member society targeted conferences:
  - Supports cross pollination by enabling key experts from other societies to attend/speak at an LSTC member society conference.
  - Several examples can be found in current 2016 activities.
  - LSTC is working with Bayu Jayawardhana to plan a multi-society session on synthetic biology for CDC 2017 in Melbourne.

In the future, LSTC will continue to offer services that bring value to member societies, with new service offerings such as PubMed readiness, LS funded events with multi-society perspectives, and activities in new and converging technical areas (e.g., space medicine, pharmaceutical engineering) to expand LS community.

Doyle then invited a discussion of the motion.

M. Vidyasagar provided additional background on the LSTC: He was the chair of a task force constituted in 2010 to investigate IEEE's involvement in the life sciences. A publication board was constituted a year later, with the Life Sciences Letters emerging as an initiative. While Vidyasagar was a strong supporter of the LSTC and CSS involvement in it during the nascent stages of the LSTC, he now voiced strong objections to continued CSS financial support at this time. He suggested instead that the leadership of the LSTC must be challenged to make a convincing case to the CSS BoG for continued financial support. He also advocated waiting until December to make a decision.

Some sentiments were expressed for the motion, especially focusing on the potential loss to CSS with non-involvement in the LSTC. It was clarified that involvement in the LSTC was separate from the letters journal involvement.

A suggestion was made by B. Bitmead that feedback be provided to the LSTC that the BoG is not prepared to make a decision on this question. Instead, CSS will seek additional information from the LSTC and make a decision in December. He proposed an amendment to the motion to this effect. There was discussion about what the amendment should be, but no second was forthcoming.

A second motion was made by K. Morris to table the motion. It was seconded, and passed with 2 votes against and the rest for the motion.

Following this resolution of the motion, the BoG instructed F. Doyle to communicate to the LSTC that:

- The value provided by CSS's financial support for the LSTC is unclear, and therefore the BoG is not prepared to make a decision on the request at this time.
- Based on the input received from the LSTC, the BoG may reconsider the request for MOU extension at the December meeting.

The BoG also wanted further clarity on the involvement of CSS membership with the Life Sciences Letters journal. Additional information was requested on the relevance of the LSTC to related CSS TCs such as the TC on Systems Biology and the TC on Healthcare and Medical Systems. It was recommended that a mini-report be requested, with its

explicit recommendation on the MOU extension, from a small committee comprising CSS members whose interests and activities most coincide with the LSTC – Richard Murray, Murat Arcak, and relevant TC chairs. The VP for Technical Activities was charged with forming this committee.

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F. Doyle next presented the following motion:

- ***Motion:*** *To revise the number of each CSS Journal award to be no more than one per year.*

*New wording: “Presentation: At most one (1) award presented annually at the Awards Ceremony of the CSS.”*

TAC award allows “up to 3” awards per year, TCNS allows “up to 2”, while TCST and CSM both only allow “at most 1” per year. These numbers are not consistent with our journal paper inventory (360/yr for TAC; 240/yr for TCST; 40/yr for TCNS). There have been sentiments expressed that a hard decision should be made to award at most 1 best paper award each year for journals (consistent with most major awards). Statistics reveal that with TAC, over last 20 years , only one best paper award was given out each year except in 2015 (2), 2006 (2), 2005 (2), 2001 (2), and 1998 (2).

The financial impact is possible reduced costs for TAC and TCNS Awards. This motion was endorsed by the Executive Committee.

One member argued for the motion stating that in his experience when two awards were given in a certain year for the TAC journal award, it would have been possible to make a hard decision of just one. Thus the decision to limit the number of awards to one, while occasionally hard, was feasible.

A counter to the motion was that awards should be seen as celebrating great work, and limiting the number of awards limits such opportunities for celebration. This was in turn countered with the opinion that often “less is more”. There was quite some difference of opinion on this issue. One compromise suggestion was to have multiple (different) awards, which might help balance quality and prestige.

Following the discussion, the motion was passed with a vote of 20 (yes) 8 (no) 1 (abstention).

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F. Dabbene presented the following motion:

- ***Motion:*** *To launch a new Wiley-IEEE-Press series titled “Control Systems”.*

Since 2001, IEEE Press has been co-publishing its books with John Wiley & Sons under the imprint of Wiley-IEEE Press. The Wiley-IEEE Press furthers its service to IEEE’s mission through strong and productive partnerships with Societies, with Wiley providing core competencies. The Wiley-IEEE Press collection currently consists of about 800 titles, comprising several series endorsed by individual societies.

At the December 2015 BoG meeting, T. Samad presented for the BoG's consideration a book series initiative sponsored by the CSS. BoG expressed its support through a straw vote.

The financial impact is essentially positive: the Society gets a 2% share of each book's royalties, for books sponsored by the Society. A possible cost for the Society is the fact that Wiley-IEEE Press asks for help in promoting the books, for instance by waiving the cost of booth/tables at conferences. This motion was endorsed by the Executive Committee.

A comment was made that a leader was necessary to make the effort successful, a leader who would be dynamic, qualified and committed.

The motion was passed unanimously.

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M. Vidyasagar, who was present as a guest attendee of the meeting, recused himself.

F. Dabbene then presented the following motion:

- *Motion: To appoint Mathukumalli Vidyasagar (Univ. of Texas at Dallas) as the Editor for the Control Systems Series of the Wiley-IEEE Press.*

He presented the credentials of M. Vidyasagar.

There was a question about the term of the appointment, and a friendly amendment made for a five-year term. There is an editorial board for the Wiley-IEEE Press, and that determines some term limits, but in this case CSS makes the term decision. The amended motion was passed unanimously:

- *Motion: To appoint Mathukumalli Vidyasagar (Univ. of Texas at Dallas) as the Editor for the Control Systems Series of the Wiley-IEEE Press for a five-year term.*

M. Vidyasagar rejoined the meeting.

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E. Valcher next began with an introduction to the IEEE Control Systems Letters project. She presented a brief background, including a brief review of the process followed thus far in the creation of a possible IEEE Control Systems Letters. She then outlined the broad next steps including the time-line. Each step requires the approval of the BoG.

- Submission of the Phase 2 proposal
- EiC nomination and approval
- Steering committee appointment

With BoG approval, Valcher stated that we could pursue the following additional steps (some in parallel) with the final goal of opening the journal submissions at the beginning of 2017:

- Start looking into possible providers for the journal submission site.
- MOUs with Technically Sponsoring Societies (CAS, SMC, SPS).
- (Early September): submission of the Phase 2 Proposal.

- (November): IEEE TAB meeting: evaluation of the Phase 2 Proposal.
- (December BoG meeting): BoG Motions to approve Editorial Board and financial aspects.

Valcher then presented the current state of Phase 2 proposal preparation:

- She started working in April to prepare a draft. The draft was sent to IEEE because the final proposal will need to include new information that pertains to marketing and financial aspects (competitors in the publication market, expected costs, expected revenues, etc.) and this information will be provided by IEEE.
- The draft has been discussed for feedback with Steve Yorkovich, who was involved both in the preparation of the Robotics and Automation Letters (RA-L) proposal and in the evaluation of the CSS-Letters (L-CSS) Phase 1 Proposal. (He is the Chair of the TAB Periodicals Partnership Opportunities Committee).

In order to help the BoG make an informed decision on Phase 2 approval, she provided a quick summary on the data obtained thus far on RA-L. The data seems to alleviate one of the major potential concerns with L-CSS – that the journal will lead to reduced participation in our flagship conference CDC. She has asked IEEE for financial data, but unfortunately their response has not yet been received.

Then, for the benefit of new members of the BoG, she gave an overview of the journal, beginning with motivation, review processes, expected outcomes, etc.

She presented the following motion:

- ***Motion: To approve the submission of a Phase 2 proposal for establishing the IEEE Control Systems Letters, starting in 2017, subject to IEEE approval.***

Some of the ensuing discussion focused on the rationale behind the journal; this matter however had been thoroughly discussed by the BoG before it granted its approval for the Phase 1 proposal. After the discussion, the motion was passed with one abstention.

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E. Valcher recused herself owing to a conflict of interest. F. Doyle then presented the following motion.

- ***Motion: To appoint Elena Valcher (Università di Padova) as the Editor-in-Chief of the IEEE Control Systems Letters.***

Doyle presented E. Valcher's credentials. A clarification was sought about Valcher's editorial experience, as well as her willingness to serve. After a brief discussion, the motion was passed unanimously by the voting members present in the room.

E. Valcher rejoined the meeting.

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F. Doyle next presented the following motion:

- ***Motion: To establish the Steering Committee of the IEEE Control Systems Letters (L-CSS) for the years 2017-2019, with possible renewal at the end of the three years.***

*The Steering Committee will consist of:*

- *The Editor in Chief of the L-CSS*
- *The CSS Vice President Publication Activities*
- *One representative for each Society that is a Technical Sponsor of the L-CSS*
- *Three CSS members with experience in publications and/or editorial activities.*

Doyle provided the background for this motion. Three IEEE Societies accepted our invitation to become Technical Sponsors of the L-CSS: Circuits and Systems, Signal Processing Society and Systems, Man and Cybernetics Society. They have proposed as representatives in the Steering Committee the following persons:

- Mario Di Bernardo for Circuits and Systems Society
- Amit K. Roy Chowdhury for Signal Processing Society
- Dimitar Filev for Systems, Man and Cybernetics Society

After a discussion, the motion was passed unanimously.

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C. Cassandras, F. Dabbene and M. Vidyasagar recused themselves owing to a conflict of interest with the next motion, presented by F. Doyle.

- *Motion: To appoint as three CSS members of the Steering Committee of the IEEE Control Systems Letters (L-CSS) for the years 2017-2019: Christos Cassandras, Fabrizio Dabbene, and Mathukumalli Vidyasagar.*

Doyle presented the credentials of the three nominees. After a brief discussion, the motion was passed unanimously by the voting members present in the room.

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Aghdam made a presentation on Montréal as a possible venue for CCTA 2018, highlighting its suitability as a host city:

- Montréal is a unique city, with its signature mix of European and North American cultures and blend of big-city style and small-town hospitality. It is an affordable, safe, easy to navigate, walkable and friendly city.
- Montréal hosts between 25 to 30 IEEE events every year. It has several hotels that can accommodate a conference of 400 persons like CCTA. In addition to the main conference hotel, a number of other accommodation options will be offered.
- Montréal is close to the heavily populated American East Coast and a gateway city for international travelers from Europe. Montréal-Trudeau International Airport is just 20 minutes from the city center.
- The conference will be host in the fall, most probably in the second week of October, as the fall foliage is at its peak and the temperatures are still warm during the day to allow attendees to experience the city of Montréal.

There was a suggestion made that October (tentatively proposed) may not be the optimal time to hold CCTA.

Aghdam also presented his credentials, including his past experience with conferences. He then recused himself, following which M. Prandini presented the following motion.

- *Motion: To approve the appointment of Amir G. Aghdam as the General Chair for CCTA 2020.*

Prandini presented more fully the credentials of Aghdam. The motion was passed unanimously.

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M. Prandini next presented the following motion.

- ***Motion: To approve Montréal, Canada, as the venue for CCTA 2020.***

The motion was passed unanimously.

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Richard Braatz, Dan Cho and Chung Choo Chung made a presentation on Jeju Island as a venue for Korea. They then recused themselves.

M. Prandini then presented the following motion.

- *Motion: To approve the appointment of Richard Braatz and Chung Choo Chung as the General co-Chairs for CDC 2020.*

She presented the background, including the credentials of the co-chairs.

There was no discussion, the motion was passed unanimously.

Richard Braatz, Dan Cho and Chung Choo Chung rejoined the meeting.

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M. Prandini next presented the following motion.

- *Motion: To approve Jeju Island, Korea, as the venue for CDC 2020.*

There was no discussion, the motion was passed unanimously.

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T. Parisini presented a summary of the CCTA 2018 budget. The major points to note were:

- Projected number of registrants: 400
- Registration fee (with VAT): \$554 (\$692)
- Projected budget surplus: \$53,583 (20% of the total outlays of \$257,538)  
(USD equivalent numbers presented at the current exchange rate)

He then recused himself.

M. Prandini next presented the following motion.

- *Motion: To approve the preliminary budget for CCTA 2018.*

She opened the floor for discussion. There was no discussion; the motion was passed unanimously by the voting members present in the room.

T. Parisini rejoined the meeting.

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M. Prandini next presented the following motion.

- ***Motion: To approve August 22-24, 2018 as the dates for CCTA 2018.***

There was no discussion, the motion was passed unanimously.

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K. Morris next presented the following motion.

- ***Motion: That CSS become a sponsoring society of the IEEE Internet of Things Technical Community and pay up to \$6500/year for three year membership.***

As background, Morris stated that Internet of Things (IoT) is a growing area of technology. At the moment there is little control in IoT but this will change. There is interest in IoT-related controls research from a number of TC's. CSS should be a participating member in order that we be involved with the other societies in conferences, development of standards etc.

As stated by Morris, the anticipated \$6000/year for the next 3 years applies if all 15 interested societies join. We should budget \$6500/year to allow for some societies not making a commitment. This motion was endorsed by the ExCom.

After a brief discussion, the motion was passed unanimously.

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F. Doyle next presented the following motion, intended to amend the IEEE CSS Bylaws. Following the guidance in Article VII, Section 1 of the CSS Bylaws, a 30-day notice had been given to the BoG regarding this motion.

- ***Motion: To revise the Bylaws to indicate which individual liaisons to other IEEE organizations/committees fall under which Vice President's responsibility.***

*Article V, Section 21 (new item): Section 21. Society Liaisons for IEEE Activities. Each IEEE liaison shall report to the CSS Vice President whose duties most closely align with the corresponding IEEE activity.*

Doyle presented a brief background to the motion: Some of the CSS Liaisons have a reporting structure that is inconsistent with other IEEE activities (e.g., at the IEEE level, WiE falls under Membership, while that Liaison reports to VPTA in CSS). As a first step towards rectifying such anomalies, the motion addresses reporting of liaisons for IEEE activities.

There was no discussion, and the motion was passed unanimously.

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S. Hirche next presented information to the BoG on a future motion to amend the CSS Bylaws. Following the guidance in Article VII, Section 1 of the CSS Bylaws, a formal vote on the motion will be requested from the BoG, 30 days hence, via an electronic ballot.

- *Motion: To revise the Bylaws to establish a Standing Committee for Industry Activities within the Member Activities Board of IEEE CSS, starting January 2017.*

*Article V, Section 11 (new item): Industry Activities Committee. This committee shall report to the Vice President for Member Activities, and shall be responsible for promoting the involvement of CSS members from industry in Society activities, for developing measures facilitating the exchange between academia and industry and for disseminating information on CSS activities to membership from industry.*

Hirche provided a brief background: One-third of the members of IEEE CSS come from industry. At the moment there is little activity dedicated to this part of membership. With this in mind at the beginning of 2015 an industry task force was created with the objectives i) to evaluate current CSS services and benefits for members working in industry, and ii) to identify issues and potentials for improvement. The general question was: How to generate more value for the membership in CSS for members from industry. The task force came up with a detailed description of the areas of potential improvement and suggestions for enforcing measures. It has been concluded that a dedicated committee within CSS is needed in order to pursue these objective. The recommendation of the task force is therefore to establish a Standing Committee for Industry Activities within the Member Activities Board with the objective to enhance the value of CSS to industry members and facilitate the growth of the industrial community within CSS, both by promoting the participation of industrial partners in current activities and thus creating more links with academia, and by proposing new actions beneficial to this community.

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### Activity Reports

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F. Dabbene informed the BoG about the recently-concluded five-year review of CSS publications. The reviewers constantly referenced the excellent report that was submitted and the high standards upheld by CSS. They also praised a number of CSS practices that they wanted to share widely across IEEE as best practices, including the Ethics in Publishing Committee.

One significant comment from the reviewers was that the backlog of some CSS journals is very high; the reviewers recommended that this be addressed.

Dabbene also introduced a new initiative on improving the online PDF versions of the CSS family of journals. He noted that the PDF files of IEEE CSS pubs on Xplore pale in comparison to PDF files from other competing control journals. He has been working with IEEE on this topic, and will present concrete proposals as and when they develop.

Dabbene also discussed a related idea of “virtual special issues”. These may be a collection of “noteworthy papers” or those clustered around a topic of interest. He is exploring the possibility of a pilot project with the following features:

- Selection of a “trending” topic.
- Selection of one or more guest editors (GE).
- The GE examines past issues and selects a number of papers on the topic.
- The GE writes a guest editorial, which is reviewed by an appropriate body that provides an overview.
- The Virtual Special Issue appears online in Xplore as a “new issue”.

He noted that GE serves more as a curator than an editor. Thus, the “editorial” can serve as a survey of the field.

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B. Bitmead next presented a brief review of the CSS finances. He explained the so-called 50% spending rule: If the society is in good standing (positive surplus, good reserves), then

- 50% of Year X surplus goes directly to reserves
- Up to 50% is available for project funding in year X+1

He argued that it was wise to spend as much of the surplus available in any given year.

He then presented the 2016 CSS expenditures, and noted that the budget numbers were fairly similar to the ones from 2015 at this stage. CSS finished 2015 with a significant surplus (over \$500K) which bodes well for the finances of CSS this year.

He then presented a simplified version of the 2017 budget, focusing on the major changes from the 2016 budget: increasing the page count for TAC (on a one-time basis) to clear the backlog, increasing the CSM page budget, and increasing spending on activities that serve the CSS membership.

He then proposed the following motion:

- ***Motion: To approve the 2017 revised draft budget with expected surplus of \$531K.***

There was no discussion, and the motion passed unanimously.

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V. Balakrishnan informed the BoG that the next meeting will begin at noon on Sunday, December 11, 2016, at the ARIA Resort & Casino, Las Vegas, NV, USA.

F. Doyle asked if there was any additional new business or old business, and hearing no response adjourned the meeting.

The meeting was adjourned at 5:40pm.