

USNC-URSI Business Meeting Minutes

January 3, 2017
Boulder Marriott Hotel
Boulder, CO

1) Call to Order and Introductions (David Jackson)

David Jackson, the Chair of USNC-URSI, called the meeting to order at 7:15 pm. The following members of USNC were present at the USNC-URSI Business Meeting.

USNC Officers

David R. Jackson (Chair)
Sembiam Rengarajan (Secretary and Chair-Elect)
Steven Reising (Immediate Past Chair)
Gary Brown (Accounts Manager)

National Academies Staff (non-voting)

Ana Ferreras

Commission Chairs

Steve Weiss (Commission A Chair)
John Volakis (Commission B Chair)
Gregory Huff (Commission C Chair)
Zoya Popovic (Commission D Chair)
Charles Bayliss (Commission E Chair)
Michael Newkirk (Commission F Chair)
Sigrid Close (Commission G Chair)
Anatoly Streltsov (Commission H Chair)
David DeBoer (Commission J Chair)
John Stang (Commission K Secretary)

Society Representatives

Fabiano Rodrigues (AGU representative)
Randy Haupt (IEEE AP-S representative)
David Kunkee (IEEE GRSS representative)
Steven Reising (IEEE MTT-S representative)

Members-at-Large

Reyhan Baktur
Danilo Erricolo
Al Gasiewski
Wayne Scales
Jamesina Simpson

U.S. Officers of URSI

Umran Inan (Vice President, URSI)

Ross Stone (Assistant Secretary General - Publications and GASS)
George Uslenghi (Assistant Secretary General – AT-RASC)
Dave Giri (Chair, URSI Commission F)

Government Liaisons (non-voting)
Christopher Holloway
Sadasiva M. Rao

Also in attendance:

Roger Lang (Past Chair, International URSI Commission F)
Yahya Rahmat-Samii (USNC Chair 2009-2011)

2) Approval of the Agenda (David Jackson)

The agenda for the meeting was approved.

3) Approval of Minutes (David Jackson)

The minutes of the January 2016 USNC-URSI Business Meeting in Boulder, CO were approved.

4) Report by the Chair (David Jackson)

- David Jackson reviewed the parliamentary procedure.
- The USNC-URSI Committee (the “Committee”) was reminded that the voting membership of the Committee consists of 4 officers, 6 Members-at-Large, 10 Commission Chairs, 8 U.S. officers of International URSI, 6 Society Representatives, and one National Academies Representative (Ken Kellerman). The Chair reviewed the USNC-URSI Leadership (Officers and National Academy Representatives), Commission Chairs, Vice Chairs, Society Representatives, Government Liaisons, Honorary Members, and USNC-URSI Representatives in the Joint Meetings Committee.
- David Jackson mentioned that Ross Stone serves as the Publications Coordinator in charge of the USNC-URSI Archive. Ross will oversee all issues pertaining to USNC-URSI publications and also interact with the IEEE AP-S on publication issues.
- Erdem Topsakal, Student Coordinator, is in charge of the Ernest K. Smith Student Paper Competition and the Student Travel Grant awards.
- The NRSM Conference coordinator Christina Patarino was thanked for all her work to make the NRSM successful.
- The Chair recognized the NAS staff members Pamela Gamble for her support of USNC-URSI and Chelsea Bock for her service as the USNC-URSI webmaster.
- Important events at the 2017 NRSM were mentioned: Reception on January 4 at 6:30 p.m., Student Paper Competition and Plenary on January 5 from 8:20 a.m. to 12:00 noon, Student Travel Grant and SPC Lunch on January 5 from 12:00 noon to 1:00 pm, and Hans Liebe Lecture on January 6 from 12:15 p.m. to 1:15 p.m., Dinner with Mrs. Liebe on January 6 (by invitation) and Executive Council Meeting on January 7

- from 8:00 to 11:00 a.m. Commission business meetings were scheduled on January 4 and 5 from 5:00 to 6:00 p.m. and 6:00 to 7:00 p.m.
- The Chair reminded the Committee about the nomination process for new members. All Commissions should use the application process through the “Membership” link on the USNC-URSI website.
 - The Chair discussed the need for updating the Commission membership list. He mentioned that Commissions B, F, and G have nice formats. Commissions A, C, D, and E have outdated lists. He suggested a yearly renewal process for members to stay active just like IEEE does. There were suggestions from the floor that each Commission Chair or an officer send an annual email to all members asking them to update their information. If necessary a reminder email should be sent to find out if they want to be active.
 - The Chair stated that there were problems with some of the Commission websites. Some Commissions do not have their websites in the USNC-URSI website. Some of the Commissions do not have the complete membership information. Some of them do not have minutes of their recent meetings or current information for officers. Chelsea Bock, the USNC-URSI webmaster will help Commissions to update their websites. It is suggested that all Commissions have their members’ names and affiliations in their websites.
 - The Commission Chairs were asked to encourage their members to attend the 2017 URSI GASS in Montreal. USNC-URSI expects to support up to 50 YSA grants of \$1000 each, \$1000 grant to each Commission Chair and \$750 for members of Commissions on a first-come first-serve basis, contingent on an NSF grant.
 - Ross Stone mentioned that the journal Radio Science and the Radio Science Bulletin will publish a special issue each. They seek expanded versions of papers presented at the URSI GASS 2017 for publication after they go through the standard review process.

Discussion Items:

- There are two proposed dates for the 2018 NRSM, Jan. 10-13 or Jan. 4-7. The Chair wants to know what dates the Commissions prefer.
- Nominations for the new USNC-URSI Secretary and Chair-Elect should be sent to the Chair and Secretary and Chair-Elect by Feb. 1, 2017. Candidates should have held a position within USNC-URSI. The election will be held in 2017 and the tenure begins on Jan. 1, 2018.
- Commissions should elect a new Vice-Chair (and Secretary, if appropriate) for the triennium beginning on Jan. 1, 2018. This should be discussed in the Commission business meetings.
- At the 2016 NRSM Executive Council Meeting, it was decided to keep with the present policy of NOT allowing Associate members to vote. It was decided to revisit this issue again in the 2017 NRSM Business Meeting. We would like to know how the Commissions feel about this issue.
- In 2016 it was decided to keep the USNC-URSI Business Meeting and Executive Council meetings at Boulder Marriott. It was felt that the Boulder Marriott is a better facility.

- Do we wish to consider having workshops/short courses/tutorials at the NRSM? Commissions were asked to discuss it in their business meetings.
- Starting this year it has been decided that students outside of Colorado will receive \$600 student travel grants. Students in the Boulder area will get \$150 and those in Colorado but outside Boulder will receive \$300.
- Results of the 2016 NRSM survey were shared. The results show that attendees were satisfied with the scientific content of the conference. They also show that 67% of the attendees attended sessions of two or more Commissions. Also, 80% attendees submitted abstracts, 6% submitted summaries and 5% submitted both. Furthermore, 44% of the attendees attended a business meeting. The main reason for not attending the business meeting was that they were not familiar with it. Therefore this year we have included a flyer inviting everyone to attend the Commission business meetings. Attendees were happy with the SPC, Plenary Session and the Reception.
- A draft copy of the 2017 NRSM Survey has been distributed. Suggestions on survey questions were sought from the Committee.
- We need a replacement for Jennifer Bernhard in the Joint Meetings Committee. If you want to nominate someone let Ross Stone or the USNC-URSI officers know.
- Some attendees have issues with using a USB drive due to government regulations. We need to place the contents on the USB drive on the conference website.
- Commissions were asked to discuss their participation in the 2018 IEEE APS/USNC-URSI joint meeting in Boston.
- Plans for USNC-URSI to support attendees at the 2017 GASS will be discussed in the Commission business meetings.
- Did the Commissions like the split theme in the 2017 NRSM Plenary Session?
- Suggestions for 2018 NRSM Plenary Session are sought from attendees of the Commission business meetings.
- Commission Chairs should discuss the special sessions for the 2018 NRSM in their business meetings and come up with topics.
- Plans for updating Commission membership lists should be discussed in the Commission business meetings.

USNC-URSI Nominations for URSI Board Members

- URSI will be holding elections for its Board positions including President and four Vice Presidents. USNC-URSI must approve all candidates that it nominates for URSI Board positions. We have one candidate for President (Umran Inan) and two candidates for Vice President (Dave Giri and George Uslenghi). All three candidates gave short presentations. USNC-URSI approved Umran Inan for President and voted to nominate George Uslenghi for Vice President.

5) Report by the Secretary (Sembiam Rengarajan)

- Commission Chairs were asked to provide the complete postal address, in addition to affiliation, phone number, and email address, of all newly elected members from their business meetings. Postal addresses are needed for mailing the certificates to new members.

- Commission Chairs and Special Session Organizers are reminded that nobody should review or make decision on papers co-authored by them.
- Some papers had one review only. USNC-URSI would like two independent reviews for each paper.
- Commission Chairs are asked to make sure that the abstracts/summaries conform to the proper format. Please make sure that the corrected abstracts are uploaded in the system ASAP to save us valuable time to prepare the technical program.
- USNC-URSI Commission B will host the International URSI Commission B EM Theory Symposium in San Diego, CA during May 27-31, 2019. The IEEE Antennas and Propagation Society has agreed to be a financial co-sponsor (50%) along with USNC-URSI for this meeting. An MOU has been signed by IEEE AP-S and USNC-URSI. Hotel and PCO contracts have been signed by the IEEE.

6) USNC-URSI Logo Contest (Ross Stone)

- Fourteen entries were submitted by USNC members. Including the current logo, there are 15 in the logo contest. There was a motion to do an electronic voting of the logos by USNC members and all Commission members. Every member will be given fifteen points to distribute those points on his/her logos of choice. The motion passed with one opposition and one abstention. The logos will be sent to the Commission Chairs so that they can show them to their members in the Commission business meetings.

7) Report by the Immediate Past Chair (Steve Reising)

- Steve Reising mentioned that this is his last year as an officer. He thanked all the Committee members for their energy and enthusiasm. He mentioned that the Committee meets only once for four hours a year. He suggested that we should consider having another meeting, perhaps electronically through skype or webex so that at least the officers and the Commission Chairs will have an opportunity to discuss important USNC matters. He suggested that the new Secretary we will be electing should be committed and have good judgment to move the USNC forward. Yahya Rahmat-Samii thanked Steve Reising for all the nine years of his service. Umran Inan thanked Steve for his service as the Chair of the Student Paper Contest both in the USNC-URSI and in international URSI.

8) Report by the Accounts Manager (Gary Brown)

- USNC-URSI's financial situation was updated.
- Our major expenses are student travel grants, GASS support, awards and prizes. The revenue sources are the Boulder meetings and the joint summer meetings with IEEE AP-S.
- Presently, we have \$289,000 in our private account. We still haven't received our revenues from the Vancouver and Puerto Rico joint IEEE APS/USNC-URSI symposia. Gary Brown mentioned that the income from the Boulder meeting and the summer joint meeting with AP-S is 60K based on a conservative estimate. Our annual expenses are \$100K (including the student travel grants). We have to be careful with our expenses. It was suggested we should spend a small fraction of our revenue on

GASS. There was a discussion of the need for raising money from various sources, including private corporations and foundations.

9) Report by the Vice-President of International URSI (Umran Inan)

- Each International URSI Commission Chair has a budget of 12,000 Euros per triennium. Starting from URSI GASS 2017, the allocation will be increased to 15,000 Euros per triennium for each Commission, including the travel costs of the Chair, Vice-Chair and the Early-Career Representative to the URSI flagship conferences each year. Each Commission has the discretion to spend its budget the way it wants. USNC-URSI Commission Chairs should get to know their international counterparts and contact them for financial support of good technical proposals.
- There are a couple of new awards introduced recently by URSI, the Karl Rower Gold Medal and the President's Award.
- URSI has introduced individual memberships in the categories of Member and Fellow. The URSI website has the information about the membership.

10) Report by URSI Assistant Secretary General AT-RASC (George Uslenghi)

- The next AT-RASC will be held in Gran Canaria during May 28 – June 1 2018. The call for papers will be distributed at the URSI GASS in Montreal. George is working with the ECR's to finalize the general lectures. He will be asking for \$2500 USNC support of the Student Paper Competition, which will create a good will towards USNC-URSI. The first AT-RASC broke even and the AT-RASC 2018 is expected to generate revenue for URSI.

11) Report by URSI Assistant Secretary General (Publications and GASS) (Ross Stone)

- Thanks to the efforts of Phil Wilkinson, Paul Cannon, and Ross Stone, the journal Radio Science will go onto IEEE Xplore. Originally a USNC-URSI journal, Radio Science is presently published by the AGU.
- Radio Science is a subscription journal and it will be available through IEEE Xplore. Radio Science articles will have great exposure through IEEE Xplore.
- URSI has major input into the determination of the Editor-in-Chief, and many URSI people are on the editorial board.
- A general MOU between URSI and AGU is about to be signed.
- Starting in 2017, the Radio Science Bulletin will be on IEEE Xplore as an open-access publication (free to all).
- Back files of the RSB are available back to September 2002, also on IEEE Xplore.
- The RSB will still accept papers without page charges or author processing fees.
- Anyone searching on IEEE Xplore will find RSB content.
- Readers will get the RSB in PDF format.
- The RSB will continue to be available on the URSI Web site, along with archives.
- The Call for Papers for the URSI GASS 2017 is in the registration packet.
- The deadline for paper submission to the URSI GASS 2017 is Jan. 30, 2017.
- The conference venue for the URSI GASS 2017 is an outstanding facility with all of the meeting rooms located close to each other.

- Previously and throughout the URSI GASS 2017, Ross Stone has been responsible for coordinating all URSI GASS-related activities with the LOC except for finances and scientific program coordination.
 - Starting with the URSI GASS 2020, Ross Stone will also be the Scientific Program Coordinator Chair.
- Other up-coming meetings:
- AT-RASC 2018: May 28-June 1, 2018, Gran Canaria
 - AP-RASC 2019: March 9-15, 2019, India Habitat Centre, New Delhi, India
 - URSI Commission B EM Theory Symposium, May 28-31, 2019, Westin San Diego
 - Ross Stone also talked about the Member and Fellow grade individual memberships in URSI.

12) Report by USNC-URSI Membership Committee (Ross Stone)

- In 2016 USNC-URSI established a new class of membership, called Early Career Members (ECMs). It has no need for citizenship or permanent residency. It is assumed that these members will transition into Associate or Full Members of a Commission. Commission Chairs were asked to report on ECMs in the Executive Council Meeting.
- In 2016, in the Executive Council Meeting, it was decided that Associate members will be non-voting members. Since the vote was close, it was decided to revisit the voting issue. Commission Chairs were reminded to discuss it in their business meetings.

13) Report by USNC-URSI Publications Coordinator (Ross Stone)

- Meetings of the USNC-URSI started in 1963, and AP-S joined in. These meetings continued through 1973. Most of the abstracts from 1968 onward are available with a few missing.
- The USNC-URSI National Radio Science Meetings started in 1974. Most of the issues are available, but a few are missing.
- The USNC-URSI Radio Science Meetings (the summer meetings that are held jointly with AP-S) started in 1974. Abstract digests for the USNC-URSI portion of the joint AP-S/USNC-URSI summer meetings started in 1974. All issues are available.
- Abstracts and summaries of 2008 to present are already in digital form.
- A total of 61 abstract books were scanned as PDF with OCR in black and white with graphics rendered using “pseudo-screening”.
- Bill Davis then optimized the PDFs to reduce the size with a minimal loss of graphics quality.
- Resulting PDFs: 1.5 MB to 12 MB each; ~300 MB total.
- A created Acrobat index allows searching across the complete set of digests.
- The Archive will hopefully be available on the USNC-URSI Web site in a couple of months.
- The total cost of \$2,246.26 is well under budget.
- Ross Stone will send out requests for the 11 missing digests.

- Gary Brown recommended that we put this information (archiving of USNC-URSI abstracts) in the next NSF proposal.
- David Jackson thanked Ross Stone for all his hard work in creating the archives.

14) Report from Student Coordinator (Topsakal)

- Erdem Topsakal thanked all the Commission Chairs for their work in ranking the papers.
- He mentioned that there were 17 student papers and the top seven were ranked by the Commission Chairs to select the top 3 finalists. They are Andrew Nuttall (G), Ashanti Maxworth (H) and Lingnan Song (K).
- There were 137 student travel fellowship applicants with 109 outside Colorado, 15 from Colorado but outside Boulder, and 13 from the Boulder area.

15) Report from the National Academies (Ana Ferreras)

- Each USNC-URSI Committee member should sign the conflict interest form every year.
- During the 2017 NRSM, 137 travel fellowships (award letters) were processed. Four students declined and eleven did not respond. The auditor wants the National Academies (NA) to find out if each student is a US citizen/permanent resident or if they are on a student visa.
- Students will be given a certificate at the time of the student luncheon. If the students did not attend the NRSM they should return the money.
- The National Academies (NA) has been asked to issue two different award letters. The NA has to withhold 14% of the award money from visa students for tax purposes. Possible solutions to this problem will be discussed with the USNC officers.
- The Women's Reception will be held on Thursday from 7:00 to 9:00 p.m.

16) Chris Holloway mentioned that when someone uses a government credit card for registration there is a red flag if the registration cost includes food. We will discuss this issue with Christina.

17) David Kunkee mentioned that IGARS 2017 will be held in Fort Worth, TX and that he will try to have a formal URSI co-sponsorship with Commission F.

18) Preliminary Report on the 2017 NRSM statistics (Jackson and Rengarajan)

- Total number of pre-registrants : TBD
- Total abstracts and summaries submitted: 425
- Total abstracts and summaries accepted: 421
- Total number of sessions: 56
- Total number of Student Travel Grant award applications: 137
- We are setting a record this year for the number of papers, sessions, and travel grants.

19) Plenary Session and Special Sessions for the 2018 NRSM in Boulder (David Jackson)

- David Jackson mentioned that the Plenary theme should be decided this week.

- Past themes of the Plenary session are: 2017: (CE/J) The Future of the Electromagnetic Spectrum / Fast Radio Bursts: The Story So Far; 2016: (BK) Electromagnetics in Medicine; 2014: (AD) Atom-Based Metrology; 2013: (CF) Remote Sensing and Communication Systems in Disaster Mitigation and Response; 2012: (GH) Global Navigation Satellite Systems and Radio Science; 2011: (USNC Officers) From the Inner World of Subatomic Particles to the Cosmology of the Universe; and 2010: (CE) Anthropogenic and Natural Electromagnetic Environments: Effects on Electronic Systems.
- Topics suggested in 2016:
 - F) Possible suggestions include “Exoplanets” joint with Comm. J and “Compressive Sensing” joint with Commission B and/or C.
 - G) Commission G supports the exoplanet topic put forth by J.
 - H) Two themes were suggested that would be organized jointly by commissions H, G: Radio Navigation Systems (includes satellite and VLF systems, suggested speakers Jade Morton (Colorado State) and Per Enge (Stanford University); Dusty Plasmas and Aeronomy (special focus on the recent Aeronomy of Ice in the Mesosphere (AIM) mission, suggested speakers Paul Bernhardt (NRL) and James Russell (Hampton University, AIM PI).
 - J) ALMA was the top vote getter.
 - K) There was general interest in ALMA, given the recent good observation results.
- 2015 and 2014 topics
 - CDF) RF Systems and Components for Radar
 - BJ) ALMA
 - BK) Telemedicine
 - TBD) A theme from Commissions G and H
 - GHJ) Asteroids and Meteors
 - BF) Small Satellites
 - EK) EM Interactions with the Nervous System
- Special sessions for the NRSM 2018 need to be decided by May 2017.
- Commission Chairs may start from the special sessions proposed for the 2017 NRSM that did not materialize.
- A final list of the special sessions from each Commission needs to be prepared, including names and emails for at least two organizers for each session.

20) Report by the JMC USNC-URSI Coordinator (Ross Stone)

- The statistics for the 2016 joint symposium in San Juan, Puerto Rico were presented. There were 1211 AP-S papers and 399 URSI papers submitted. The accepted papers by AP-S and URSI were 1097 and 360 respectively. There were 1131 oral and 326 poster papers. The USNC-URSI's share of the surplus is \$20,952. About 16% of URSI papers were 2-page summaries.

- Ross Stone mentioned that if the number of two-page summaries submitted to USNC-URSI increased substantially, AP-S may have some concerns about its impact on potential AP-S contributions.
- The next upcoming joint symposium will be held in San Diego, CA during July 9-15 2017. Dan Sievenpiper is the general chair. The paper submission deadline is Jan. 16, 2017.
- The dates, venue, and chairs of the future joint symposia are, i) July 14-21, 2018, Boston, MA, Steve Best, ii) July 7-12, 2019, Atlanta, GA, John Papapolymerou, iii) 5-11 (most likely) July 2020, Montreal, Canada, Ahmed Kishk, and iv) July 10-16, 2021, Singapore, Zhongxiang Shen.
- In 2020 the joint symposium will be held at Fairmont Queen Elizabeth Hotel in Montreal. It will be a North American Radio Science Meeting.
- For the 2021 Singapore meeting it has been suggested by the JMC to have two PCO's. A local company will coordinate hotels, food and beverage, and social programs while CMS will take care of paper handling, registration, financials and IEEE audited items.
- USRI GASS will be held August 19-26, 2017, at the Palais des Congres, Montreal, Quebec, Canada. It is an outstanding venue with good hotels nearby. Fabrice Labeau is now the General Chair. The National Research Council is acting as the PCO, and this is working well. It is the 375th anniversary of Montreal, and 150th anniversary of Canada. The paper submission deadline is Jan. 30, 2017.
- Dave Michelson is the new JMC Chair.
- Commission Chairs were asked to be prepared to say at the Executive Council meeting on Saturday if their Commission will participate in the 2019 Joint symposium in Atlanta.

21) Hans Liebe Lecture

Al Gasiewski stated that the Fourth Annual Hans Liebe Lecture will be held on Friday, Jan. 6, 2017 at 12:15 p.m. Dr. Christian Matzler will give a presentation entitled, "Interactions of Microwaves with Ice and Snow – from Experiments to Models for Applications in Remote Sensing". He wanted Committee members to thank Mrs. Liebe for sponsoring the talks.

22) Action Items for Commission Business Meetings (Jackson and Rengarajan)

- Proposed dates for the 2018 NRSM (choose between Jan. 10-13, 2018 or Jan. 4-7, 2018).
- Plans for USNC-URSI to support attendees at the USRI GASS 2017.
- Election of new Secretary / Vice Chair of each Commission.
- Participation in the 2018 AP-S/USNC-URSI joint summer meeting in Boston?
- Comments on the Plenary Session in 2017 – did people like the split theme?
- Suggestions for the Plenary Session for the 2018 NRSM?
- Suggestions for special sessions for the 2018 NRSM?
- Comments on workshops / short courses / tutorials at the NRSM?
- Should Associate Members be allowed to vote?
- Plans to update your Commission's membership list?

23) Old Business (David Jackson)

None

24) New Business (David Jackson)

None

25) Adjournment

The meeting adjourned at 11:30 p.m.