

USNC-URSI Executive Council Meeting Minutes
Marriott Boulder Hotel
National Radio Science Meeting
Boulder, Colorado
6:30 am, Sunday, January 6, 2008
Prepared by Katie Bowman and Yahya Rahmat-Samii

Members Present: George Uslenghi (Chair), Yahya Rahmat-Samii (Secretary), Umran Inan (Immediate Past Chair), Gary Brown (Accounts Manager), Ozlem Kilic (Cmsn A), David Jackson (Cmsn B), Dev Palmer (Cmsn C), L. Wilson Pearson (Cmsn D), None (Cmsn E), Roger Lang (Cmsn F), John Mathews (Cmsn G), Meers Oppenheim (Cmsn H), David Woody (Cmsn J), Gianluca Lazzi (Cmsn K), Katie Bowman (NA Representative)

Guests Present: Ross Stone, Danilo Erricolo (Vice Chair Cmsn E)

1. **Welcome:** George Uslenghi, Chair of the USNC-URSI, opened the meeting a few minutes past 6:30 am. This was followed by brief introductions, circulation of the sign-in sheet, and distribution of the minutes from the previous USNC-URSI Executive Council meeting.
2. **Approval of July 2007 Minutes:** The minutes from the previous USNC-URSI Executive Council meeting were unanimously approved.
3. **Report by the Chair:** George Uslenghi reported on the final figures from the 2008 National Radio Science Meeting, provided by Christina Patarino. Meeting attendance included 121 early registrations, 80 late registrations, 102 students/retiree early registrations, and 24 students/retiree late registrations. Therefore, total attendance was 327, which exceeded projections. George reported that he expected the meeting to generate a profit of \$15-20,000 although the budget may be slightly affected by having greater than projected numbers of student attendees and slightly lower than projected numbers of regular attendees. Yahya Rahmat-Samii suggested that it would be helpful to examine the numbers of students attending from each of the ten commissions.
4. **Review of Commission Action Items:**
 - a. Yahya Rahmat-Samii collected the Commission report forms. Some Commissions will send him their completed forms via email after the meeting. Yahya reminded Chairs that the National Academies will need the mailing addresses of any new members elected to the Commissions so that letters can be sent to them.
 - b. A question was raised regarding the level of support being provided to Student Paper Competition finalists at the 2008 General Assembly. This paper competition will be open to both U.S. and international applicants. The website states that Paper Competition finalists will receive lodging at the Hyatt for the 10 days of the GA. Ross Stone suggested that the website make it explicitly clear that this is the only support finalists will receive, and that they are expected to cover their airfare and other costs.
 - c. The 10 U.S. Commission Chairs reported on the status of elections for their Commission Vice-Chairs and Secretaries. Several Commissions had already held elections for these positions and several will be conducting

these elections by email ballot over the coming months. The names of the newly elected officers were provided by the Commission Chairs on the Commission report forms.

- d. The Commission Chairs provided two suggestions to the USNC for consideration as the new USNC Secretary. Commission F nominated Steve Reising and Commission A, endorsed by Commission D, nominated Ron Pogorzelski. George indicated that he will continue to welcome nominations for a two week period. After this time, a slate will be formulated of all candidates nominated and an email election will be held.
- e. Nominees for USNC Members-at-Large were also discussed. Several of the current Members-at-Large will assume leadership roles on their Commissions in 2009, including Steve Reising, Susan Hagness, and Nader Engheta. They will participate on the USNC in these new capacities and should not duplicate by also serving as Members-at-Large. It was suggested that Nader Engheta and Susan Hagness be re-appointed to serve 1-year terms from January 1, 2008 to December 31, 2008. The USNC will then need to elect 4 other Members-at-Large. Current Members-at-Large and new nominations will be compiled into a ballot and an email election held. The two nominees receiving the highest votes will receive 3-year terms and the next two highest nominees will receive 2-year terms. This will re-establish the appropriate term staggering.
- f. George reported that he will assist Chalmers Butler in consulting with the U.S. Commission Chairs to identify U.S. nominees to Vice-Chair positions in the International URSI Commissions. He also reported that the U.S. nominee for the position of URSI Vice-President will be Umran Inan. The committee expressed its approval of this selection.
- g. George reported that the dates for the 2009 NRS meeting in Boulder will be January 5-8. The USNC meeting will be held the evening of January 4. He indicated that, while 4 days had been reserved for the meeting, it may be possible to condense the meeting into 3 days as had been done this year. In the case that the meeting is condensed to 3 days, the USNC-URSI Executive Council meeting will be held the evening of January 7, rather than the morning of January 8. If the meeting extends through the 4 days, however, the Executive Council meeting will be held the morning of January 8.
- h. The Commission report forms include the special session topics for the 2009 Boulder meeting or else this information will be sent very soon. George stated that the information would be needed before March so that Bill Davis can include it on the website and so that it can also be included on the Call for Papers.
- i. Commissions G and H will coordinate the Plenary speakers for the 2009 NRS meeting in Boulder. The G and H Commission Chairs reported that several ideas had been suggested and they will continue to finalize these plans. Yahya suggested that for future NRS meetings, the USNC make it a condition of student travel support that students attend the plenary session. This will give them the opportunity to hear the presentations of

the Student Paper finalists as well as the invited plenary speakers. The idea was supported by the committee, and the suggestion was also made that it could be an opportunity to briefly recognize all of the student attendees (perhaps by asking them all to stand).

- j. Several suggestions were received for the new Student Travel and Paper Competition coordinator, who will replace Steve Reising. These included V. Chandrasekar, Melissa Meyer, and Danilo Erricolo. George asked the Commission Chairs if they could provide him with a vita and/or statement of interest from the candidates. It was noted that whichever candidates are not appointed as the new Student Paper coordinator would be excellent suggestions for Members-at-Large.
- k. George indicated that he will contact the various Society Presidents to finalize the new USNC Society Representatives. Tatsuo Itoh has already indicated a willingness to continue to serve in this role for IEEE MTT-S. He is also a NAS member.

5. Other Business Items:

- a. Ross asked the Commission Chairs for their decisions on participation in the 2009 joint APS/URSI meeting. The Commissions that will participate in 2009 are A, B, C, D, E, F, H, and K. Commissions F and G have already decided to participate in the 2010 joint meeting, and Commissions E and K will participate in the joint meeting through 2012.
- b. Gary Brown encouraged all of the Commission Chairs to send a copy of the minutes from their business meetings to Katie Bowman at the National Academies. These minutes can be kept on file as part of the records of the USNC.
- c. A brief discussion was held on the cost of NRS student registration. This rate was \$75 in 2006 but rose to \$150 in 2008. The rate was increased in order to cover rising costs from expenses such as the student travel support program, but the budget will be re-examined to determine if the rate can be reduced. No registration rate increases are anticipated for the 2009 meeting.

- 6. Acknowledgement of George and Umran:** Yahya expressed thanks to George for his service as Chair of the USNC and to Umran for his years of service as the Chair and Past Chair. The committee unanimously expressed its thanks to both George and Umran for their commitment and dedication to the committee.

- 7. Adjournment:** The meeting was adjourned at 7:30 am.