

# USNC-URSI Executive Council Meeting Minutes

January 7, 2012

Millennium Harvest House Hotel, Century Room

Boulder, CO

Present: Steven Reising (Chair), David Jackson (Secretary), Yahya Rahmat-Samii (Immediate Past Chair), George Uslenghi (URSI Vice President), Ross Stone (URSI Assistant Secretary General – Publications), Kathie Bailey Mathae (National Academies Representative), Chris Holloway (Chair, Commission A), Sembian Rengarajan (Chair, Commission B), Amir Zaghoul (Chair, Commission C), Jennifer Bernhard (Chair, Commission D), Everett Farr (Chair, Commission E), V. Chandrarasekar (Chair, Commission F), Frank Lind (Chair, Commission G), Victor Pasko (Chair, Commission H), Richard Bradley (Chair, Commission J), Erdem Topsakal (Chair, Commission K), and Zoya Popovic (Vice Chair, Commission D)

## Part I: Executive Committee Business Meeting

### 1. Call to Order

The meeting was called to order by Steve Reising at 8:00 am. This extended strategic planning meeting is funded through the NSF grant, and may or may not be repeated next year.

### 2. Approval of Minutes

Minutes of the 2011 USNC-URSI Executive Council meeting were approved with a few minor revisions.

### 3. Report on the 2012 USNC-URSI National Radio Science Meeting

Total registrations were 395 (159 early, 79 late, 134 student/retiree early, 23 student/retiree late). Total papers were 371. 100 parking passes were sold, and 129 people bought the box lunches. The total estimated income is \$116,398 (compared to \$113,911 last year). Estimated expenses are \$87,000. The USNC-URSI expects to have a surplus of about \$35,000.

### 4. USNC-URSI Commission Business Reports and Action Items

- Feedback on 2013 Meeting: Two sets of dates were considered: Wednesday, January 2 - Sunday, January 6 or Tuesday, January 8 – Saturday, January 12. The consensus was that, even though some schools may have already started, it was more important to avoid weekend meetings and travel over the New Year's holiday. Also Commission J reported that the American Astronomical Society is increasingly focused on astronomy, so instrumentation people are coming here instead. Therefore, its concern about overlapping dates is not as great as it was in the past. The committee agreed that the 2013 dates will be Tuesday, January 8 (USNC-URSI Meeting in the evening) – Saturday, January 12 (USNC-URSI Executive Council Meeting in the morning).
- Topics for 2013: The top choice was real-time remote sensing for disasters (Commissions F and C). The backup choices are telemedicine (Commissions B and K), ALMA/THz

electronics (Commissions J and D), and Smart Grid (Commissions A and E). Commission J (new developments in astronomy instrumentation) prefers to wait until 2014 (make it joint with D). Another topic to consider as a backup choice is Energy Harvesting.

- Special sessions for 2013 USNC-URSI NRSM: Steve Reising reminded Commission Chairs to make sure that each special session has at least two organizers by June 15. This information needs to be submitted to him. Commission Chairs were also asked to encourage early-career researchers to organize special sessions.
- Registration Fee: The committee agreed to raise the registration fee for 2013 and 2014 to \$375 for early registration and \$425 for late registration. The fee for students and retirees will remain at \$150 for early registration and \$200 for late registration; this should be highlighted in the promotional materials. Fees have not been raised in approximately six years, and increasing them should raise about \$6000 more. Because there will not be a NRSM in 2015 since there will be a North American Radio Science Meeting, the new fees can be revisited in 2016.
- Video conferencing: All commissions said video conferencing should be done only in extenuating circumstances or in emergencies. Registration of at least one author and the approval of the USNC-URSI Chair should be required. Commission F wanted to keep open the possibility of Skype sessions. Overall, Committee members agreed that the goal is to have zero video presentations, but they suggested revisiting the issue in 2-3 years to see if things have changed.
- Improving membership: Commission D suggested continuing to more closely associate this meeting with The National Academies. Commission G suggested giving a certificate for USNC-URSI membership and maintaining current membership records for each Commission. Commission J suggested lowering the requirements for Associate Membership.
- Commission membership and certificate: The committee would like to start sending certificates to Commission members again. The National Academies did this in the past. David Jackson agreed to contact Commission Chairs for the names of new Commission members, and then forward the list to The National Academies so that certificates can be sent. Steve Reising agreed to send the names and contact information for new members for the last 3 years. Steve will also send all Commission rosters to the National Academies so they can maintain the Commission database.
- USNC-URSI Fellows and Distinguished Lecturers: No strong support for either initiative exists at the present time. Commissions B and F partially supported the idea of USNC-URSI Fellows; Commissions C, D, G, H, and J were opposed. Commissions B and H approved of the concept of USNC-URSI Distinguished Lecturers; Commissions C, G, and J were opposed. Funding, difficulty of implementation, and bureaucracy were among the major concerns. Commission C and D suggested giving awards for Distinguished Service.

- 2013 IEEE AP-S/USNC-URSI Summer Meeting Participation: Commissions A-F and K will participate; Commissions G, H, and J will not.
- Feedback on 2012 NRSM: Commissions C and D suggested posting the abstracts on the website, and Commission G suggested setting up a web site to automatically generate an acceptable pdf file. Commission J asked that the USNC-URSI consider including quality poster sessions. Commission D suggested creating a straightforward manual describing suggested guidelines for membership and leadership in the operation of the Commissions for recruitment and retention of new members. In regard to food, while attendees appreciated beer and wine at the reception, they also want food at the reception and a sufficient supply of coffee and drinks during the afternoon breaks.
- URSI GASS: Commissions A-E all thought URSI should be more transparent in the organization of sessions. Commission B suggested more rooms for oral sessions. Commission J asked that the length of time between submission and acceptance of proposed presentations be shortened. Commission G observed that poster sessions need to be better than those in Istanbul in terms of location and layout.
- Relationship with International URSI: Commission D pointed to the need to create connection and communication between URSI Commission Chairs and USNC-URSI Commission Chairs. Commission F noted that there have been requests from outside agencies for URSI to get more involved in disaster management.

## Part II – Strategic Planning

### 1. NRSM in Boulder

- Archiving Proceedings

The Committee had an extended conversation about archiving conference proceedings on IEEE Xplore and agreed to pursue this for future meetings. Ross Stone felt that implementation would be relatively simple, mainly requiring a revised Memorandum of Understanding with the National Academies. One already exists, and the current Paragraph 7 could be adjusted to cover technical co-sponsorship of the NRSM and the summer meeting by IEEE AP-S.

Several members asked who would retain the copyright. If the USNC does, then it can grant a worldwide, in perpetuity license to IEEE. Some asked if presenters would object to signing an IEEE form for USNC-URSI meeting. The consensus was that it could be set up as an option. If presenters sign the IEEE form, it will be archived. Those abstracts in the program without a signed IEEE copyright form will have to be removed from the abstracts to be posted on IEEE Xplore.

The committee agreed that 1-2 single-column pages would be allowed. No-shows will not be included in IEEE Xplore. This policy should be clearly stated on the submission form.

- **Tutorial Sessions**  
Commission J introduced tutorial sessions at the 2012 NRSM. They consisted of 5 papers of 40 minutes each, including one historical perspective. Commission J plans to continue them since they attracted attendees from outside the commission. Other commissions were encouraged to consider doing them as well.
- **Video recording keynote lectures**  
A suggestion was made to video record the keynote lectures at Plenary Sessions for web viewing to increase USNC-URSI interest. Steve Reising will ask Christina Patarino to see what CU Conference Services would charge. USNC-URSI could also put the PDF version of the PowerPoint on the web.
- **Broadening participation**  
The committee wants to target universities who do research in URSI topics but currently do not participate in USNC-URSI. Commission Chairs were asked to review their participant lists for the last few years and contact universities that are active in field but not coming to the NRMS. The USNC-URSI brochure will be updated and sent to all Commission Chairs for their use.

The committee also discussed forming a USNC-URSI Speakers Bureau. Individuals could take advantage of their own travel and do it as a service to the USNC. Commission Chairs agreed to contact their members and forward to Steve a list of three good speakers from each Commission for the Speakers Bureau. The list should include contact information and short bios. Steve or his designee will create promotional slides on USNC-URSI for people to use in their lectures. The slides will be available on the USNC websites. A central coordinator is needed.

## 2. USNC-URSI Web Sites

USNC-URSI currently has two websites: <http://www.usnc-ursi.org> and <http://sites.nationalacademies.org/PGA/biso/URSI/index.htm>. The committee would like a fresher look for the first of the two websites. Steve Reising will ask Bill Davis for his ideas. Everett Farr proposed the name of Bonnie Bowen as someone who could help, and Kathie Bailey Mathae will talk to the National Academies' webmasters about possibly merging the two sites, and send information to Steve about options, costs, and limitations. A Bid Review Subcommittee, consisting of Steve Reising, Gary Brown, Yahya Rahmat-Samii, and David Jackson, was formed and charged with reviewing the various options and making a recommendation.

Items the Committee would like included on the website:

- Names of student paper prize winners
- Names and institutions of supported students and Young Scientists
- Names of U.S. winners of URSI awards (Note: This information is currently available on the URSI website.)

The committee would like to track the student paper prize winners over time. Steve Reising will set up a LinkedIn group for USNC-URSI and invite them to participate. If there is sufficient interest from the students, a separate one for them might be set up later.

A suggestion was made to archive presentations on the USNC-URSI website, if authors approve. The idea would be to leave them up until the next meeting and only allow access to attendees of the meeting. While Commission J already is planning to do this, the rest of the committee decided to first focus on getting the IEEE Xplore option in place.

### 3. Fundraising

A number of possible funding sources were discussed. Dev Palmer has a contract in place that could be used for defense-related offices. It allows the internal transfer for money among the ARO, ONR, and AFOSR. ONR has expressed some interest in supporting the student fellowships, and AFRSO has funds specifically for meetings. Potential sources of funding discussed and relevant Commissions included:

- Government agencies

Defense organizations (A, B, C, D, E)

NSF (all)

NASA (F, J, G and H)

NIG (K)

Homeland Security (B, F, C, D, E)

Energy (Commission E)

NOAA

NIST

Intelligence Agencies

- Industry

Wireless community (Commissions B, C), instrumentation (A and D), and medical (K and B)

A fundraising subcommittee was established consisting of Steve Reising, Dev Palmer (defense), Erdem Topsakal (medicine) George Uslenghi (industry), Frank Lind (intelligence), Yahya Rahmat-Samii, and Kathie Bailey.

### 4. Other Ideas

- New members from each Commission should be identified during the plenary session.
- In the award letter to students, invite them to Commission meetings and explain what they are.
- The National Academies should send certificates to supported students.
- To support the small group of female students who attend the NRSM, Steve Reising will ask Zoya Popovic to help organize a women's lunch or other special mentoring event. Other women on the committee should be included.
- The 2012 USNC-URSI NSRM program and CD and the 2013 Call for Papers should be mailed to the URSI Board and the presidents of the other national committees of URSI.
- Steve Reising should send a carefully-worded introduction letter to the various Latin American national committees, particularly Peru, Argentina, and Brazil.

The last time the USNC-URSI Constitution was updated was in 1999. Kathie Bailey Mathae and Ross Stone agreed to serve as a Constitution Subcommittee to review the constitution

and make recommendations. Items to review include Commission membership, Society rotation, NAS representation, and Members-at-Large terms. The last one needs to be synchronized with the rest of the Committee on the URSI triennium schedule.

The meeting was adjourned at 3:15 pm.