

USNC-URSI Business Meeting Minutes

July 19, 2015

Westin Bayshore Hotel, Vancouver, BC, Canada

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 Members of USNC present at the Business Meeting were:

USNC Officers

David R. Jackson (Chair)
Sembiam Rengarajan (Secretary)
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)
Greg Huff (Commission C Chair)
Michael Newkirk (Commission F Chair)
Sigrid Close (Commission G Chair)
David DeBoer (Commission J Chair)

Society Representatives

Steven Reising (IEEE MTT-S representative)

Members-at-Large

Reyhan Baktur
Danilo Erricolo
Al Gasiewski
Wayne Scales
Jamesina Simpson

U.S. Officers of URSI (non-voting)

Umran Inan (Vice President, URSI)
Amir Zaghoul (Vice Chair, URSI Commission C)
Ross Stone (Assistant Secretary General - Publications)

Government Liaisons (non-voting)

Sandra Cruz Pol (National Science Foundation)

Also in attendance:

Eric Mokole (Commission E Chair-Stand In)

Jennifer Bernhard (Joint Meetings Committee URSI Representative)

2) Approval of Minutes (David Jackson)

The minutes of the 2014 USNC Business Meeting held in Boulder, CO were approved.

3) Approval of the Agenda (David Jackson)

The agenda for the meeting was approved.

4) Report by the Chair (David Jackson)

- Steve Reising was given a “big thank you” for his wonderful service as the Chair of USNC-URSI during 2012-14.
- 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, 7 U.S. officers of URSI, and 6 Society Representatives. The Chair reviewed the USNC-URSI Leadership (Officers and National Academy representatives), Commission Chairs, Vice Chairs, Society Representatives, Government Liaisons and Honorary Members. The international URSI officers from the U.S. were also reviewed.
- Important events at the 2015 NARSM were mentioned: Hans Liebe Lecture on July 20 at 12:00 noon by Suzanne Crewell of the University of Cologne, Germany, Student Paper Competition on July 20 at 5:30 to 7:00 pm, Dinner with Mrs. Liebe at 7:00 pm July 20, Student Travel Grant Reception on July 21 from 5:30-6:45 pm, and Executive Council Meeting on July 23 from 7:00 to 10:00 pm. Commission Business Meetings were scheduled for July 21 and 22 from 5:00 to 6:00 pm.
- Al Gasiewski gave a brief introduction and the history of Hans Liebe lectures, including the 2nd Hans Liebe lecture by Suzanne Crewell in Vancouver and the 3rd Hans Liebe lecture at the NRSM Boulder 2016 by Paul Steffes from the Georgia Institute of Technology.
- The Chair gave a brief introduction to the URSI, its ten Commissions, the USNC-URSI and its website at the National Academies, and the Board on International Scientific Organizations (BISO) at the National Academies. He gave us some words of encouragement to ask us to work together to advance USNC-URSI and the scientific profession.
- The need to have a nomination process that is uniform across all Commissions was emphasized. All Commissions were asked to use the membership application form on the USNC-URSI website accessed through a link labeled “Membership”.
- The membership lists updated with the 2015 NARSM information will be sent to Commission Chairs. There was some discussion on previous attempts to purge the inactive members. Commission Chairs were requested to update the lists before the Boulder 2016 meeting.
- All USNC Commissions (hereafter “Commissions”) should have a website link on the USNC-URSI website. It is recommended that the National Academies host all ten

Commission websites. It is allowed for Commissions to host their own websites, but there should at least be a link to it from the USNC-URSI web site. All Commissions should update their websites on the USNC-URSI website. Commissions should NOT have duplicate websites. Presently only Commissions A, B, F, and J have their websites hosted by the National Academies. Chelsea Bock is the webmaster for USNC-URSI as well as all Commission websites. Commission Chairs should interact with her to update their websites.

- The new policy of IEEE AP-S requiring a two-page two column summary for archival in the IEEE Xplore was discussed. Input from all Commissions after discussion in Commission Business Meetings is sought for the following proposal by choosing option a) or b).

Allow one-page abstracts for those who want to participate in the meeting without having their abstracts archived on IEEE Xplore. Those who want their abstracts to be archived will submit a two-page paper in two-column format for IEEE Xplore. Option (a): Have all authors submit either a one-page abstract or a two-page summary at the time of initial submission. Option (b): Have all authors submit a one-page abstract at the time of initial submission and a two-page summary later, after the initial submission process, if they wish.

- Montreal, Quebec is the host city of the 2020 summer meeting. Commissions were asked to discuss whether they want this to be a North American Radio Science Meeting, and if so should there be a Boulder meeting in Jan. 2020?

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

- USNC-URSI provided 40 travel grants of \$1000 each to defray the cost of members' travel to the 2014 URSI GASS in Beijing.
- The Young Scientists Program had a small number of U.S. participants.
- There were 40 submissions to the Student Paper Competition, which was financially supported by the USNC-URSI. There have been four international student paper competitions sponsored by USNC-URSI during the past three URSI GASS and during the 2015 AT-RASC in Gran Canarias. All were chaired by USNC members.
- The 2017 URSI GASS will be held in Montreal, Quebec, Canada. USNC will collaborate with CNC to support the 2017 GASS.

6) Report by the Accounts Manager (Gary Brown)

- USNC-URSI's financial situation was updated. There are challenges and opportunities.
- Each Commission Chair is given \$3000 per triennium for travel or to enhance the activities of their Commission.
- The budget for URSI Student Travel Support (normally to attend the Boulder meeting) is \$60,000 per year.
- A limited amount will be budgeted to help members travel to attend the 2017 URSI GASS.

- At the end of May 2015 we had \$360,000 in our private account. We are in reasonably good shape financially. We need to maintain at least \$250,000 in our private account.

7) Report by the Secretary (Sembiam Rengarajan)

- USNC-URSI Commission B proposed to hold 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 50% financial co-sponsor along with USNC-URSI for this meeting. An MOU has been signed by IEEE-APS and USNC-URSI.

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

- International URSI has introduced the Early Career Representatives (ECR) for each Commission to increase participation by young scientists.
- USNC-URSI Commission Chairs should get to know their International Commission Chairs, Vice-Chairs, and ECR's. International Chairs have money available for technical activities and for new initiatives.
- So that young people can attend more than one URSI meeting during their Ph.D. program, the AT-RASC and AP-RASC meetings have been introduced.
- AT-RASC is organized by International URSI, whereas AP-RASC is organized mainly by the host country at this time.
- International URSI is planning to introduce individual memberships, and the details are being worked out.

9) Revision of the USNC-URSI Constitution (Ross Stone)

Article III

- Voting and nonvoting members were made clear, consistent with current practice.
- It was stated that the Immediate Past Chair of the National Committee is an Officer of USNC-URSI, per current practice.
- It was made clear that Chairs and Vice-Chairs of Commissions and members of the URSI Secretariat residing in the U.S. are voting members, per current practice.

Article IV

- This was changed to elect six members-at-large for a three-year term at the start of each triennium, per current practice.

Article V

- The Immediate Past Chair and Accounts Manager were added as Officers, per current practice.
- Changed to allow nomination shortly before annual meeting, and election at or shortly after annual meeting, with options to use e-mail or electronic means.
- Allowed Accounts Manager to serve more than one term, per current practice.

Article VI

- Changed to allow for telephonic or electronic meetings.

- Changed quorum to be a majority of the voting membership for in-person meetings, or a majority of the full membership for electronic meetings.

Article VII

- Changed to allow for voting by e-mail or other electronic means.

Article VIII

- Added the Accounts Manager to the Executive Committee.

Article IX

- Changed to allow Commission members to remain members until they ask to be removed or (at option of Commissions) are removed due to inactivity, per current practice.

Article XI

- Changed to allow amendment by electronic means between regular meetings.
- The constitution as revised in the form circulated immediately prior to this meeting was approved unanimously and adopted, with the additional changes necessary to incorporate the change from National Academies of Science and Engineering to National Academies of Science, Engineering, and Medicine.
- MSP: A new requirement from the National Academies that a member of the National Academies be appointed a voting member of the USNC-URSI.

10) USNC-URSI Candidates for URSI President or Vice-President (Ross Stone)

- In past triennia, the decision to support a candidate for office in URSI has been made by vote of the USNC as a whole. However, this has not always been followed, and there is no procedure in place governing this. Votes at URSI Council are supposed to be cast as representing the National Committee. It therefore seems reasonable that the USNC be given the opportunity to vote on supporting a candidate for URSI office.
- MSP: Support for a candidate for Vice President or President of URSI shall be given only with approval of a majority vote of the voting members of the USNC. In a case where there is more than one person seeking candidacy for the same office, all candidates shall be given equal opportunity to present their candidacy to the USNC, and the candidate to be supported shall be determined by a majority vote of the voting members of the USNC.

11) Report from the National Academies (Ana Ferreras)

- The role of USNC-URSI within BISO was discussed.
- The BISO website can help with international visitors getting U.S. visas. This is done through the IVO (International Visitors Office).

- It was noted that requests to NSF that are less than \$50 K only get internal reviews, and it is therefore easier to get the funds.
- The National Academies will be now called the National Academies of Science, Engineering and Medicine.
- The USNC-URSI website is maintained by Chelsea Bock at the National Academies.
- References to the National Research Council will be deleted.

12) Plenary Sessions and Special Sessions for the 2016 NRSM in Boulder (Jackson)

- The Commission Chairs were asked to discuss hot topics for the plenary session for the 2016 NRSM in Boulder during their business meetings and come up with proposals. They were also asked to discuss special session topics in their business meetings and come up with special session topics for the 2016 NRSM for the Executive Council Meeting on Thursday.

13) Preliminary Report on the 2015 NARSM statistics (Jackson and Rengarajan)

- Total number of registrants for the symposium (July 15): 1499
Total URSI abstracts submitted: 570
Total URSI abstracts accepted: 547
Total Submissions (all): 1956
Total Accepted (all): 1828
Total number of sessions (APS, URSI, joint): 224
Number of sessions with only URSI Abstracts: 54
Number of sessions with only AP-S Abstracts: 131
Number of sessions with mixed content (Joint): 39
All of the special sessions were declared Joint. There are 19 of them, and only one of those 19 has only AP-S papers in it. All the rest have a mix.
There were 72 students supported by USNC-URSI, each with an \$800 travel grant.

14) Report on URSI Symposia (Ross Stone)

- Statistics were presented on the URSI NARSM Vancouver. A surplus of \$320,000 was estimated.
- Upcoming joint IEEE-APS/USNC-URSI symposia were discussed.
- The 2020 joint meeting with IEEE-APS could be a NARSM, or just with USNC, with or without a Boulder meeting in January.
- Discussed URSI meetings such as GASS (2017 and 2020), AT-RASC (2015, 2018, and 2021) and AP-RASC (2016, 2019, and 2022).
- The URSI Board and Coordinating Committee meetings will be held at these meetings.
- It is hoped that some Commissions who have their own triennial meetings will merge them into one or both of these two meetings (AP-RASC and AT-RASC).
- During the recent AT-RASC held at Gran Canaria on May 18-25, 2015, there were 455 attendees and 565 papers. It was a great success.
- The next AP-RASC will be held in Seoul, Korea on Aug. 21-25, 2016.

- The next URSI GASS will be on Aug. 19-26, 2017 in Montreal, Quebec Canada organized by Christophe Caloz (Chair) and Ahmed Kishk (Vice-Chair).

15) Report on Joint Meetings Committee (Ross Stone)

- Although Jeff Young's term did not end until 2016, he was replaced as Chair of the JMC by the AP-S President. The new Chair of the JMC is George Uslenghi.
- Anthony Martin and Allen Schell were replaced by the AP-S President with Ehud Heyman and Magdalena Salazar-Palma.
- Anthony and Allen's responsibilities were reassigned to Danilo, Mahta, Magdalena, and Ehud.
- Preliminary proposals were heard for the joint summer meetings in 2021 in Singapore, and 2022 in Paris, France.
- Advertisements will be run for proposals for these and for the meetings in subsequent years.
- USNC-URSI needs to consider what it wants to do if AP-S decides to hold the joint meeting outside North America. A suggestion is to devote discussion time for this at the January 2016 USNC Business meeting.
- At the November AdCom meeting, AP-S passed a motion that effective in 2016, the abstracts/papers of technically co-sponsored conferences have to have a length of at least two pages in double-column format in order to be archived on IEEE Xplore.
- USNC-URSI may give authors a choice of a one-page abstract (to go into the conference proceedings, but not onto Xplore) or a two-page summary (going onto Xplore).
- IEEE has just announced that one-page abstracts are going to be tagged differently.
- The current joint meeting requirement is that joint Symposia budget a 32% surplus relative to revenue.
- At the February AdCom meeting, AP-S passed a motion that starting in 2016, the requirement shall be a 26% surplus relative to revenue.
- There is a perception that a reduction of surplus would mean less money going into reserves, where it cannot be used.
- This perception ignores the argument that the IEEE overhead "tax" makes a 26% surplus actually about a break-even budget.
- The JMC recommended instead a more direct funding of AP-S related costs.
- If this does result in a reduction in the overall meeting surplus, it would result in a lower net surplus to USNC-URSI.
- The 2017 IEEE-AP-S/USNC-URSI meeting will take place on July 9-15, 2017, in San Diego, California, at the Manchester Grand Hyatt (same location as in 2008).
- Will your Commission participate?
- Ross Stone is the URSI liaison on the JMC: he will need topics for the call for papers by February 2016, please.

16) Items for Commission Business Meetings (Jackson and Rengarajan)

- Starting from the 2016 Boulder meeting, the minimum requirement (set by AP-S) to archive a paper on IEEE Xplore is a two-column, two-page paper. One-page USNC-Standard URSI abstracts will not be eligible for archiving on IEEE Xplore.

The present proposal is to allow all authors the option of submitting a one-page abstract only, which would not be archived on IEEE Xplore, as well as the option of submitting a two-page summary (in two-column format) if they want their abstract to be archived on IEEE Xplore. (The two-page summary will require two independent reviews, arranged by the Commissions.) Is your Commission okay with this proposal?

- As a continuation to the previous question, we have two options if we accept the above proposal: (a) have all authors submit either their one-page abstract or their two-page summary at the time of initial submission, or (b) have all authors submit a one-page abstract at the time of initial submission, and then have the optional two-page summary submitted at a later date for archiving on IEEE Xplore (perhaps in time for the conference CD, or perhaps not). Which option, (a) or (b), would your Commission prefer?
- In 2020, the IEEE AP-S symposium will be hosted by Montreal. The organizers would like to hold this meeting as a North American Radio Science Meeting (NARSM). Would your Commission prefer to have a North American Radio Science Meeting or a regular IEEE AP-S/USNC/CNC Radio Science Meeting (with only some of the Commissions participating)? If we have this meeting as a NARSM, should we hold a Boulder meeting (NRSM) in 2020? Normally, the Boulder meeting is cancelled whenever we have a NARSM that year, though it will only have been five years since the 2015 NARSM in Vancouver. (The usual time between NARSM meetings is about seven years.) There will also be an URSI GASS in 2020 (location unknown at this time). If we have the Boulder meeting in 2020, then we will have a NRSM, a NARSM, and a GASS all in the same year, which is a lot of URSI meetings. On the other hand, canceling the Boulder meeting would result in a loss of revenue.
- Sembiam Rengarajan stated that starting this triennium International URSI has introduced new officers elected in each Commission called Early Career Representatives (under 36 years of age). They are expected to promote young scientists and students' participation in technical and business activities of URSI. Would your Commission like to introduce such a position in USNC?

Also how would your commission feel about a new membership category called Student Member of USNC-URSI?

- Does your Commission have any good ideas for plenary talks at the 2016 Boulder NRSM, assuming a joint theme with another commission? Preference will be given to Commissions that have not participated recently in the past.
- Does your Commission have topics for special sessions at the 2016 NRSM in Boulder? (Suggestions for special topics from previous Commission Chairs, made during the 2014 NRSM in Boulder, were sent to Commission Chairs.)

- Presently, membership qualification guidelines list a minimum number of single-author papers. Is this still a practical or desirable guideline? What do you feel would be better guideline for Members or Associate Members to have?
- Will your Commission participate in the 2017 AP Symposium in San Diego?

17) Old Business (David Jackson)

None

18) New Business (David Jackson)

None

19) Adjournment

The meeting adjourned at 11:00 p.m.