

USNC-URSI Executive Council Meeting Minutes

July 23, 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 7:30 p.m. The Members of USNC present at the Business Meeting were:

USNC Officers

David Jackson (Chair)

Sembiam Rengarajan (Secretary)

Gary Brown (Accounts Manager)

National Academies Staff (non-voting)

Ana Ferreras

Commission Chairs/Vice Chairs

Steven J. Weiss (Commission A Chair)

John Volakis (Commission B Chair)

Everett Farr (Commission E Chair-Acting)

Michael Newkirk (Commission F Chair)

Sigrid Close (Commission G Chair)

Wayne Scales (Commission H Representative)

David DeBoer (Commission J Chair)

Erdem Topsakal (Commission K Representative)

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

Ross Stone (Assistant Secretary General - Publications)

V. Chandrasekar (Vice-Chair, Commission H)

- 2) The agenda for the meeting was discussed and approved.
- 3) The minutes of the Jan. 2014 Executive Council Meeting were approved.
- 4) The idea of holding the Executive Council Meeting on Friday morning during future NARSM conferences was discussed.
- 5) The USNC-URSI agreed to send a thank you note to the organizers of the IEEE-APS/NARSM and to CMS for the smooth and successful running of the conference.
- 6) The members in attendance signed the NAS conflicts and bias forms distributed by Ana Ferreras. Ana mentioned that Lois and Chelsea at NAS are ready to receive the Commission website materials and add them to the central USNC-URSI website hosted by NAS.

- 7) Ross Stone talked about the recent AT-RASC 2015 meeting in the Canary Islands.
- 8) Erdem Topsakal will send a list of student paper award prizes to Ana Ferreras and Pam Gamble.
- 9) David Jackson mentioned that the Vice-Chairs and Secretaries of the Commissions for the 2015-2017 triennium need to be updated.
- 10) Commissions A, B, C, E, F, G, and K have agreed to participate in the 2017 APS/USNC-URSI symposium. Commission J will not participate. Commissions D and H have not made decisions yet.
- 11) David Jackson discussed possible topics for the Plenary session during the 2016 NRSM in Boulder. It was decided that Commissions B and K will jointly organize a Plenary Session on a theme based on “Electromagnetics in Medicine”.
- 12) David Jackson reviewed the special session proposals for the 2016 NRSM in Boulder from the Commission reports. The Commission Chairs were asked to finalize the special sessions by Aug. 14, 2015.
- 13) David Jackson discussed the Commission reports on the 2020 joint summer meeting in Montreal. It was decided to hold a North American Radio Science Meeting in Montreal in 2020 by an 8-2 vote by the Commissions. Four commissions were in favor of having a Boulder meeting in 2020 whereas six were opposed to it. It was decided to hold the NARSM in Montreal in 2020, and holding a Boulder meeting in 2020 will be revisited.
- 14) Early Career Representatives and Student Membership were discussed. It was decided that there was no need to have Early Career Representatives in USNC-URSI.
- 15) It was moved to establish a temporary Student Member category for a period of five years. A sub-committee consisting of Ross Stone, John Volakis, Michael Newkirk and Sembiam Rengarajan will formulate a procedure that will be discussed during the next USNC-URSI Business Meeting, at the 2016 NRSM in Boulder.
- 16) MSP: Remove the phrase “single author” from the qualifications listed for Associate Member and Member in the USNC-URSI website membership.
- 17) The requirement of permanent residency in the U.S. for USNC membership was discussed. John Volakis will discuss this with Thomas Senior and Chalmers Butler.
- 18) David Jackson stated that all Commissions should have a website link on the USNC-URSI website. It is recommended that the National Academies host Commission websites. Commissions may host their own website, but there should at least be a link to it from the USNC-URSI website. 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.

- 19) David Jackson stated that the membership lists will be updated with information from the 2015 NARSM and that the updated lists will be sent to Commission Chairs. Commission Chairs are requested to update the lists by Dec. 15, 2015.
- 20) David Jackson discussed the issue of archiving the contributions to the NRSM Boulder meeting and the joint summer APS/USNC-URSI meetings.

MSP: The authors will have the option of contributing a one page abstracts (not archived) or a two-page summary (to be archived).
- 21) David Jackson stated that Bill Davis has a collection of past abstracts that he is donating. These will be scanned by the National Academies and converted to pdf for archiving. An archive will be created, with a link from the USNC-URSI website. Perhaps older and missing abstracts can be acquired from NIST or donated by other USNC-URSI Members.
- 22) Ana Ferreras will follow up the number of no shows that received student travel grants. Pam Gamble will follow up with them. Ana will send a couple of surveys to Sembiam and David so that a survey can be finalized and sent to the travel awardees.
- 23) Chelsea Bock and Ana Ferreras will send emails to the Commission Chairs and ask them if, in addition to them, they want someone else to be cc'ed in the membership applications.
- 24) The meeting adjourned at 11:00 pm.