

USNC-URSI Executive Council Meeting Minutes

January 7, 2018
Boulder Marriott Hotel
Boulder, CO

- 1) Call to Order and Introductions (Sembiam Rengarajan)
Sembiam Rengarajan, the Chair of USNC-URSI, called the meeting to order at 8:10 a.m.
The following Members of USNC were present at the Executive Council Meeting:

USNC Officers

Sembiam Rengarajan (Chair)
Michael Newkirk (Secretary and Chair-Elect)
David Jackson (Immediate Past Chair)
Gary Brown (Accounts Manager)

National Academies Staff (non-voting)

Ana Ferreras

Commission Chairs (or Vice Chairs/Secretaries)

Jeanne Quimby (Commission A Chair)
Jamesina Simpson (Commission B Chair)
Eric L. Mokole (Commission C Chair)
Larry Cohen (Commission E Chair)
Attila Komjathy (Commission G Chair)
Robert Moore (Commission H Chair)
Jeff Mangum (Commission J Chair)
Majid Manteghi (Commission K Chair)

U. S. Officers of URSI

Ross Stone (Assistant Secretary General - Publications & GASS)

Also in attendance:

Erdem Topsakal (Chair, Student Paper Competition and Student Travel Program)

- 2) The agenda for the meeting was discussed and approved, with the inclusion of the Student Paper Competition.
- 3) The minutes of the January 2017 Executive Council Meeting in Boulder, CO, were approved.
- 4) Some comments from Commissions about the 2018 NRSM include:
 - Room 155 was described as a “wind tunnel” so a request was made to address that before the next NRSM.
 - There were two parallel sessions for Commissions H and J. In J, a speaker was double-booked between those sessions.

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- After discussion, it was decided to add the day of the week to the session naming convention, but not to the paper naming. Also the day of the week will be added to the top of every page of program.
 - Regarding the Women's reception, attendees didn't know the purpose or where it was located since it was not listed in the program. There were requests to make it more fun and investigate off-site locations where alcohol could be served. The decision was made to include this in future program books.
 - It was suggested that student social activities be considered during lunch, or hold an evening social off campus. Additional ideas:
 - Broomball.
 - A Scavenger hunt? For example, find the Commission Chairs to win prizes such as software defined radios (SDRs), Raspberry Pi, etc.
 - It was noted that Google is coming to Boulder, so perhaps they could sponsor a prize.
 - The formation of a subcommittee was recommended to organize such activities. Mike will send email to Commission chairs seeking members.
 - It was suggested that a short course could be held for proposal writing. This could include review of an existing proposal, not starting from scratch. This could be considered professional development.
 - There was a suggestion to include students as session chairs or organizers in order to attract new members. After some discussion, it was decided to leave that involvement up to each Commission chair as part of their normal review process.
 - There was some discussion of archiving the Plenary talks. Format was considered, to include just the slides, recording video or just recording audio. Members support this general idea.
 - Christina Patarino will be asked what can be done by CU Boulder.
 - Ana will investigate options on what NAS can provide as platform. She noted that NAS is using live-streaming for other groups.
- 5) The Student Paper Competition (SPC) was reviewed (ErdemTopsakal):
- Per discussion at the Business Meeting, notifications for travel reimbursement and SPC finalists will be on December 1 and 15, respectively. These dates will be sent to Christina for inclusion on the NRSM web site.
 - Per discussion at the Business Meeting, the SPC paper template will be posted on the website, and we'll stay with double-spaced format.
 - Ross Stone's contact information will also be included to enable paper submissions to the RSB.

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- Regarding the scoring method, Commission Chairs will now be asked to gather full reviews in addition to overall scores. The RSB review form will be adopted, in order to provide feedback to students and to make the submission process to RSB more efficient.
 - Pam Gamble will send email to students notifying them to use Concur for their reimbursements.
 - There was at least one student who was on his third award; Erdem will check more closely in future, but there is no set limit other than to prioritize newer awardees over repeats.
 - Regarding the Student Luncheon, it was observed that we need more time overall as well as allow more student questions by limiting the panelist questions and responses.
- 6) Sembiam Rengarajan reminded the Chairs to provide full contact information on new Commission members to Mike Newkirk so that letters can be sent from NAS. In addition, USNC-URSI needs the consolidated membership list to create a master email list (perhaps Listserve) so that messages can be sent directly to members. Chairs agreed this was a good idea.
- 7) Feedback from Commissions:
- After discussing the concept of advertising other conferences on our site, it was decided that Ross Stone will take on establishing the process for what conferences can be advertised and for determining technical co-sponsorship.
 - Commissions felt that meeting abstracts should be posted at least one week ahead of the conference start and made available with unlimited distribution.
 - Password protection on abstracts: not needed.
 - Updated Commission membership lists are due to Mike Newkirk by the end of February. Password protection will be needed, so each chair will send their password to Mike Newkirk under separate correspondence from the email containing the list.
 - Mike Newkirk will send the definition of an “active” member so that Chairs can poll members for continued interest as part of their membership list review.
 - Short courses were suggested during a meal to avoid adding an extra day. A subcommittee will be formed to consider alternatives. USNC-URSI leadership will ask members for participation and set timeline for implementation.
- 8) The following list of topics for Plenary talks suggested by Commissions was reviewed.
- Commission A suggested something related to the recent eclipse, perhaps with Commission J.

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- Connecting foundations of a particular topic to an application.
 - Smart agriculture and small satellites (B & F).
 - Spectrum sharing (A, C & E).
 - The National Academy of Engineering (NAE) 14 “Grand Challenges”.
 - The group selected: Smart agriculture (BCE, C leads) and radio astronomy (ALMA) (DFGHJ, J leads).
- 9) There were a number of special session topics proposed by all Commissions. It was suggested that all special sessions should be finalized by May 1, with two organizers for each.
- 10) Other topics of discussion:
- Members can request copies of letters of membership, if desired. This would address the “endorsement” requests for new members. The letters are available by sending email to Pam Gamble or Ana Ferreras.
 - Awards were discussed. The only USNC-URSI award is the Booker Fellowship. All others are international. We will need to make nominations for this shortly after the next NRSM.
 - Zoya Popovic created a USNC-URSI flyer some years ago for publicity. It was recommended that we put this in registration packet and on USNC-URSI website to help with advertising.
 - An invitation to attend Commission Business Meetings and apply for EC membership will be added to the email announcing the student travel awards.
 - Commissions were asked to consider how to make the Commission Business Meetings more interesting to students, perhaps by reducing the number of questions to address.
 - Chairs and officers will get appointment letters from NAS. These can also be mailed to an individual’s leadership, if requested.
 - The “additional feedback” from the Commissions was reviewed; no actions are needed.
 - USNC-URSI will begin sending emails to both Chairs and Vice-Chairs of the Commissions to enable more timely responses.
- 11) The meeting adjourned at 10:56 a.m.