Administrative Committee Meeting Minutes
Vienna, Austria
Thursday, October 28, 2004

Location: Vienna University of Technology
Seminar Room 1
Floragasse 7
1040 Vienna

Agenda:

- 0830 - Continental Breakfast
- 0900 - Call To Order – Tom Wiener
- 0905 - Introductions/ Society Representative Roll Call - Bob Bannon
- 0915 - Approval Of The Minutes From 2003 – Bob Bannon
- 0920 - Agenda Changes/Approval – Bob Bannon
- 0925 - Election of New AdCom Members for 2005 - John Vig
- 0940 - Secretary’s Report – Bob Bannon
- 0955 - President’s Report – Tom Wiener
- 1015 - Past President’s Report – Franco Maloberti
- 1030 - President’s Elect Report – John Vig
- 1045 – 1100 - Break
- 1100-1115 - Sensors Journal (including TAB PRC Review) - Troy Nagle/ Linda Matarazzo
- 1130 - Vice President -Financial Report - Christina Schober
- 1200- 1230 - Vice President - Conferences Report - Michiel Vellekoop
- 1230 - Vice President - Publication Report – Michael Shur NOT Present
- 1235 – 1555 OES Homeland Security Technology Workshop - Pam Hurst
- 1300- 1345 Lunch (Working Lunch)
- Finances
  - Sensors Journal
  - IEEE SENSORS Conferences
  - Society Participation & Plans
New or hot technologies  Important Issues  Society Support

Projects
Workshops
Educational Activities
Joint Chapter Activities
Other collaborations

• 1545 -1600  – Break
• 1600- New Business – Tom Wiener
  o Policy change setting up a process for "selective" Technical co-sponsorship of conferences and adding fee - Christina Schober
• 1615  Nominations Committee Report with expiring term of office – Franco Maloberti
• 1440  - Set Venue and Date For Next AdCom Meeting – Tom Wiener
• 1645  - Action Item Review including Person Assigned – Bob Bannon
• 1700  - Adjournment – Bob Bannon

ExCom Dinner for Members and their guests on Wednesday Evening, October 27, 2003 -1900 P.M. at Feasant Wirt, 1030 Wien

AdCom Dinner for Members and their guests on Thursday Evening, October 28, 2003 - 1930 P.M. at Elianto Ristorante, Ungargasse 48, 1030 Wien
### Attendees:

<table>
<thead>
<tr>
<th>Individual Names</th>
<th>e-mail Addresses:</th>
<th>Society Represented:</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>In Attendance:</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Tom Wiener</td>
<td><a href="mailto:t.wiener@ieee.org">t.wiener@ieee.org</a></td>
<td>President (2004-2005)</td>
</tr>
<tr>
<td>John Vig</td>
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<td>Electron Devices</td>
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</tbody>
</table>
Venue Location:

Location: Vienna University of Technology
Seminar Room I
Floragasse 7
1040 Vienna

It is 5 walking minutes from the conference venue.
You can find it on the website map:
It is the building noted as "G", left side of the map.
Synopsis of 10/25/04 AdCom Meeting:

Call to Order – Tom Wiener

Introductory comments were made to the Sensor Council AdCom as it was called to order by Tom Wiener, Sensor Council President. Tom discussed the plan’s for how the day’s meeting would be conducted.

Sensors Council Representative Roll Call – Bob Bannon

Sensors Council Representative Roll Call was taken by Bob Bannon, Sensor Council Secretary / Treasurer. It was noted that a quorum of voting members were represented at the meeting. (Per the Sensors Council Constitution, of the 36 eligible voting representatives, 9 representatives required to be present; 13 voting members present.

Agenda Changes/Approval – Bob Bannon

The agenda that was distributed by e-mail prior to the 2004 meeting was amended to accommodate time constraints and travel arrangements of the representatives.

Approval of the Minutes From 2003 – Bob Bannon

The Minutes for the 2003 Sensors Council AdCom Meeting which was held October 25, 2003 in Vienna were approved by the present representative body. The 2003 Minutes were distributed prior to the meeting for review and it was voted to suspend the reading of the 2003 Minutes.

Election of New AdCom Members for 2005 – John Vig

John Vig, Former Past President and President Elect (2006-2007) stated that the participation in the Sensors Council for 2004 was once again disappointing even though a quorum was present. Therefore, under the Constitutional Amendments that were approved in June 2004, 6 new representatives could be put forward for approval by the Past President, who is responsible for leading the nominating committee. By using this Constitutional Amendment, a “quorum” would be guaranteed at future meetings. Franco Maloberti questioned whether the new AdCom members nominated and approved by the AdCom members present would represent specific societies. John replied that replacements would only occur if the individual society representative was not present at two consecutive AdCom meetings. John stated that he would notify the appropriate society president of the change in the society representation. He further advised Franco that the expenses incurred by the AdCom representatives were paid by the specific society, while the ExCom expenses were paid by the Sensors Council and are budgeted. John stated the new members would assume the representation for the assigned society (consideration would be given to appointing a representative with membership in the assigned society).

The following names were placed before the AdCom and elected for the period 2005-2007:

- Lina Sarro
- Troy Nagle
- Names confirmed - John Vig
- Bernard Jakoby
- Andrei Shkel
- Names confirmed - John Vig

In addition, the following individuals were appointed as associate editors:

- Erol Eer Nisse
- Julian Gardner
Erik Heijne requested that the elected members notify their society that they have been elected by the Sensor Council AdCom to replace non-attending representatives.

Secretary’s Report – Bob Bannon

Bob Bannon reported that the Constitutional Amendment written by John Vig obtained received approval by the AdCom and was passed to the IEEE which approved the changes. In addition, the IEEE conducted a Society Review of the Sensors Council and Tom Wiener reviewed our membership and activity status. Bob Bannon reviewed our budget with the TAB representative at Hoes Lane. In addition Tom and Bob represented the Sensors Council at the 2004 TAB series of meetings.

President’s Report – Tom Wiener

Tom Wiener presented his 2004 President’s Report, which is included in Attachment A, President’s Report 041028. The highlights of the attached report includes:

- Council Achievements
  - Established Sensors Journal
  - Established Sensors Conference
  - Initiated IEEE Committee on Earth Observation
- Future
- Plans
- TAB Society Review
- Ideas from Previous AdCom Meetings 1 – 5

Tom reported on the formation of the Committee of Earth Observations. IEEE involvement in the Committee was suggested by Dr. Jay Pearlman. GEOSS and GOSS will be focal points. Tom stated that he attended the Earth Observation Summit on behalf of the Sensors Council.

As part of the Society Review process in February, 2004, Tom presented the status of the Sensors Council to 14 Society presidents appointed to the review panel.

It was also reported that IEEE XCEL has been established as online tutorials for use by the IEEE membership. This was created as a means of providing ongoing support and “value” to the IEEE membership.

As part of a discussion on the value of Chapters and Sections, Erik Heijne stated that this is a minor issue of little importance to the IEEE members in Cern and the rest of Switzerland. The real question a council should address is how a Council can serve all the member Societies and the individual members.

Past President’s Report – Franco Maloberti

Franco Maloberti stated that Sensor Council Awards were postponed in 2003 to allow definitive criteria for the awards to be developed. However, there was not much progress made in 2004 in the development of a measurement/value system for awards. The result of the inactivity in developing the criteria meant that no awards would be presented at the 2004 Conference. The following are the proposed categories for future awards:

- Best Paper Award (Presented Annually)
- Best Sensors Journal Paper Award
- Distinguished Service Award
Troy Nagle stated that he would like to institute a “Senior Associate Editor’s Award” that could only be award to an associate editor after they had completed 4 years in that position. In addition, Troy requested that a Sr. Associate Editor title be granted, thus allowing the provision for an individual to continue as an editor for second 4-years. This award and new classification would be a source for individuals who would be submitted to the ExCom for the Editor-In-Chief position.

Erik Heijne suggested that we establish a Technical Service Award or a Technical Excellence Award to allow the Sensors Council to recognize outstanding technical achievement in Sensors. This should be beyond the recognition that an individual member would receive from his sponsoring society.

As part of the award program, the following considerations should be included in formulating the awards program:

- $500 Award presented to individual (favored by Franco and Michiel Vellekoop)
- Watch Awarded by a Sponsor
- Plaque or Certificate of Achievement

**ACTION ITEM (Vie 04-01)** – Tom requested that Franco complete and submit a draft **AWARDS Criteria Proposal** by December 1, 2004 to the ExCom for review. Tom Weller and Troy Nagle were appointed to work with Franco in completing this Action Item.

**Awards, Fellows, Distinguished Lecturer Program** - Franco Maloberti / Tom Weller

Franco Maloberti stated that he will work with other Society Past Presidents to establish criteria for a Sensors Council endorsement program for an IEEE Fellow. It was stated that since the Sensors Council represents 26 Societies, then the initial work in submitting an individual for a Fellow should begin within his or hers specific Society and reviewers and support should also come from that society.

Tom Weller presented his proposal for the Distinguished Lecturer Program and Student Fellowship Programs in Attachment B, Sensors AdCom Weller04.ppt. This includes information from Michael Shur. The presentation highlights include the following:

- Distinguished Lecturer Program for the Sensors Council
- Sensors Council Student Fellowship Eligibility and Application
- GEO / IEEE CEO

This will be shared with Franco and incorporated in **ACTION ITEM (Vie 04-01)** above.

**President’s Elect Report** – John Vig

John Vig presented the Constitution Revision Wrap-up. The Amendment written by John and approved by the AdCom and the IEEE allows the Past President, as head of the nominating committee, to place names before the AdCom for consideration and approval to replace AdCom members appointed by a specific Society that have not attended an AdCom meeting in two years.

John placed before the AdCom a motion that was approved to share the Sensors Council mailing list with the Oceanic Engineering Society (OES), which is a SC member society. The mailing list is to be used to inform attendees of the Sensors Conference and its invitees about the upcoming OES Homeland Security Technology Conference for Oceanic and Maritime Infrastructure Protection. HSTW 04 focuses on sensor solutions in the water, on the water and above the water.
Sensors Journal (including TAB PRC Review) - Troy Nagle/ Linda Matarazzo

Troy Nagle presented the Attachment C PowerPoint Presentation on the following items:

- Sensors Journal Editor-In-Charge (EIC) Transition
- SPS to LEOS Transition
- SJ Statistics
- Associate & Guest Editors
- Manuscript Status
- Important Metrics
- Solicitation of Manuscripts
- Future Activity & Awards

Page Count Budget for 2004 was 1200 pages, which in actuality resulted in 976 pages published. The 2005 SJ page count is 976 pages. The 2006 SJ Page Count is to be determined (probable formula previous year + 44 to 88 additional pages); Troy thinks the SJ could handle a 1020 page count maximum.

**ACTION ITEM (Vie 04-02).** 2006 page count budget forecast to be completed by Troy Nagle by January 20, 2005.

Erik Heijne stated that the quality and experience of reviewers (Associate Editors) varies drastically. Because SJ covers such a wide variety of topics, he entered a motion that the term for Associate Editor be increased from 2 years to 3 years, to allow for maximum development and productivity. The motion was passed.

Furthermore, a second motion was unanimously approved to create the title Senior Associate Editor with a corresponding 3 year term.

**Technical Operations (Standards, Educational Activities) Report – Tom Weller**

Tom Weller continued his PowerPoint Presentation, Attachment B, Sensors AdCom Weller04.ppt which focused on Technical Operation Selection Activities. The Selection Committee is comprised of Michael Shur, Prof. Iwai and Tom Weller.

Tom Wiener suggested that the term “North America” by definition be expanded to include Canada as well as the USA. In addition the term “Americas” will include both North and South Americas.

Tom Wiener wants to add a budget of $15,000 in 2005 and $30,000 in 2006 to support the Distinguished Lecturer Program for the Sensors Council.

The AdCom agreed to support the Student Fellowship Award for the “Sensors Council Fellowship Sponsored by GE”. The fellowship would be available as of December 31, 2004. Other companies are being encouraged to support other “Sensors Council Fellowship Awards”.

**ACTION ITEM (Vie 04-03) – Establish the Distinguished Lecturer Program and Student Fellowship Programs by June 1, 2005.** Assigned to Tom Weller.

It was stated that SC needs to address Standards by the 2006 AdCom Meeting. This is one of Tom Weller’s and Michael Shur’s areas of interest. The big question is how we (SC) come to agreement on definitions proposed by “other Standards Regulatory Groups”.

John Vig suggested that we need someone with both academic and industry experience to examine this issue. He suggested that Bernard Jakoby be assigned to assist Tom Weller in formulating the Sensors Council position.
Vice President - Financial Report - Christina Schober

The 2002 and 2003 Financial Report was presented by Christina Schober and the 2004 Financial Report was presented by Michiel Vellekoop. The PowerPoint report is contained in Attachment D, 2003 2004 Sensors Conf sum.ppt. The following items are included in the PowerPoint presentation:

- 2002 Orlando Conference Losses
- 2003 Toronto Conference Losses
  - Hotel Attrition
  - IEEE Liability
- Conference Publication Income
  - 2002: $69.3K
  - 2003: $111.5K
- Pre Audit 2003 Overall Loss: $72.7K
- 2004 Conference
  - Attendance
  - Participation
  - Projected 2004 Profit
- Technical Co-Sponsorship for Conferences

Erik Heijne asked, “What do you do if you get more attendees than forecasted?” - The general comment was enjoy the additional profit. Higher attendance would be welcomed in the future.

Future SENSORS Conferences – Michiel Vellekoop

A major issue that was discussed was that of general US or other country regulations that prevent possible attendees from getting visas to participate in a conference. This may be complicated by individuals holding clearance in their respective countries of origin that restrict their travel. The visa issues are expected to come in play for the following possible venues, which will be reviewed and down-selected by Michiel Vellekoop, VP – Conferences, and the ExCom:

- 2006: Sensors Conference – Europe –Leece, Italy v. Athens, Greece
- 2008: Sensors Conference – Asia – Sydney, Australia v Beijing, China

ACTION ITEM (Vie 04-03): John Vig will request IEEE USA to define USA visa requirements by June 1, 2005.

Michiel Vellekoop suggested establishing a “Grants Chairman” to review request for financial grants to prepare venue proposals for future conferences. The Grants Chair will report to the VP- Conferences.

Michiel lead a discussion on co-sponsoring other conferences within IEEE and outside of IEEE. Other IEEE Society Conferences should be co-sponsored, especially if the main Society is a member of the Sensors Council. This will encourage additional people to attend Sensors Council Conferences.

For Non- IEEE Conferences, we have to ask ourselves who benefits from the conference? Does the sponsor make money from the conference? Does the sponsor gain credibility by IEEE SC co-sponsorship? What are the risks/threats to the Sensors Council credibility and reputation by agreeing to co-sponsorship?

Michiel Vellekoop would like to hold “joint” conferences when both groups are in Europe. Tom Wiener would like to see a SC policy statement developed addressing all instances regarding co-sponsorship.
ACTION ITEM (Vie 04-04): Tom Wiener and Michiel Vellekoop are to jointly write a position paper and distribute it to the AdCom for comment for review, comment and approval. Tom is to follow the Computer Society Form supplied by Chris Schober as a guideline. Due date for circulating paper is January 31, 2005.

**OES Homeland Security Technology Workshop - Pam Hurst**

Pam Hurst, OES Chair and Bob Bannon, Co-chair for the OES Homeland Security Technology Workshop invited the Sensors Council AdCom to attend the workshop. The IEEE – Oceanic Engineering Society (IEEE-OES) and NAVSEA-Naval Undersea Warfare Center (NUWC) and the Congressional Committee on Homeland Security will host the IEEE-OES Homeland Security Technology Workshop at the Valley Forge Convention Center at the Radisson, 1160 First Ave., King of Prussia, PA 19406 on December 6, 7, and 8, 2004. The theme for this second annual is “Under the Water, On the Water, and Over the Water to Protect the Homeland with Integrated Technologies”. The purpose of the workshop is to bring together small technology companies, and large defense contractors, military, government, academia, and not-for-profit institutes who are developing technologies and products for Ocean and Maritime Technologies for Infrastructure Protection. This IEEE-OES workshop provides an unprecedented opportunity to network with engineers, scientists, maritime legal experts, and local, state, and federal government personnel who all share a common concern and goal in providing advance technologies to protect vital maritime infrastructure and provide for the safety of our ports, harbors, coastal eco-systems and our oceans.

It was pointed out that all detection and attack avoidance systems are based on Sensors Suites and are among the most advanced manufactured because of the hostile environment and pressure in which these detection suites are required to operate. The Sensors Council had agreed earlier today to make their mailing list available for this workshop. In light of the previous discussion on co-sponsorship, the OES said that they would make a free booth available for the use of Sensors Council. Furthermore, the Sensors Council was offered the opportunity to co-sponsor the third annual OES Homeland Security Technology Workshop to be held December 6, 7, and 8, 2005 in Warwick, RI. The OES will continue to sponsor the event because it is self-sufficient and has a positive cash flow for the OES.

**Budget for 2004, 2005, 2006 – Bob Bannon**


It was also discussed that all un-forecasted expenses incurred must be approved by the President and/or the AdCom, therefore, the AdCom, ExCom and the Editor-In-Chief are requested to forecast expected expenses for inclusion in the budget. Also Bob reminded the ExCom to submit their expenses for approval prior to December 15, to allow for the expenses to be processed before the end of the year.

**Publicity – Flyers, Exhibits, E-Mail Lists, Newsletters, … - John Vig**

John Vig agreed to continue helping Michiel Vellekoop with the publicity flyers, etc for the future Sensors Conferences.

**Website Report – Yoonkee Kim NOT Present**

**Vice President - Publication Report – Michael Shur NOT Present**
Tom Wiener stated that Finances, Sensors Journal and both the past and future IEEE SENSORS Conferences have been previously discussed and in interest of the late hour, further discussion of these items is not required.

Sensor Council Policy – New Items – Tom Wiener

Pam Hurst suggested that a Quarterly Sensors Council News Letter would be a good idea to keep the Sensors Council ExCom, AdCom and the Presidents of participating societies abreast of important issues. Tom Wiener and the AdCom agreed that a publication like that suggested would have a value to all members. The newsletter should be e-mailed to the ExCom and AdCom and posted on the IEEE SC web site for all interested parties. This would require coordination between the VP-Publications and the webmaster. This should include a column featuring one of the participating Societies in the Sensor Council and possible a Vendor Column.


Tom stated that at the next Sensors Council AdCom, he would like to appoint a Publicity Chair and three Regional Chairs based on recommendations from Michiel Vellekoop and Michael Shur.

Tom thanked the four new AdCom members elected for the 2005-2007 term who were present and would wait for verbal confirmation of the other two by John Vig.

The Sensors Journal pricing for 2006 was discussed. The paper copy sub price should equal actual price plus 30%. In addition, we should plan for an annual cost of living increase for printed copies.

ACTION ITEM (Vie 04-01) – Tom requested that Franco complete and submit a draft AWARDS Criteria Proposal by December 1, 2004 to the ExCom for review. Tom Weller and Troy Nagle were appointed to work with Franco in completing this Action Item.

ACTION ITEM (Vie 04-02). 2006 page count budget forecast to be completed by Troy Nagle by January 20, 2005.

ACTION ITEM (Vie 04-03): John Vig will request IEEE USA to define USA visa requirements by June 1, 2005.

ACTION ITEM (Vie 04-04): Tom Wiener and Michiel Vellekoop are to jointly write a position paper and distribute it to the AdCom for comment for review, comment and approval. Tom is to follow the Computer Society Form supplied by Chris Schober as a guideline. Due date for circulating paper is January 31, 2005.


Next Venue – Tom Wiener

Tom Wiener set the next ExCom Meeting for the evening of October 29, 2005, and the 2005 AdCom Meeting for October 30, 2005 in Irvine, California.