

USNC-URSI Executive Council Meeting Minutes

January 9, 2016

Millennium Harvest House Boulder Hotel

Boulder, CO

1) Call to Order and Introductions (David Jackson)

David Jackson, the Chair of USNC-URSI, called the meeting to order at 8:25 a.m. The following Members of USNC were present at the Executive Council Meeting.

USNC Officers

David Jackson (Chair)

Sembiam Rengarajan (Secretary and Chair-Elect)

Steven Reising (Immediate Past Chair)

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)

Charles Bayliss (Commission E Chair)

Michael Newkirk (Commission F Chair)

Attila Komjathy (Commission G Vice-Chair)

Anatoly Streltsov (Commission H Chair)

David DeBoer (Commission J Chair)

Mahta Moghaddam (Commission K Chair)

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

Ross Stone (Assistant Secretary General - Publications & GASS)

George Uslenghi (Assistant Secretary General –AT-RASC)

Amir Zaghloul (Vice-Chair, Commission C)

- 2) The agenda for the meeting was discussed and approved.
- 3) The minutes of the July 2015 Executive Council Meeting in Vancouver, BC, Canada were approved.
- 4) David Jackson talked briefly about the 2016 National Radio Science Meeting (NRSM). The number of registrants is very close to 400. He would like to have comments and suggestions for improving the future NRSMs from the USNC-URSI members.
- 5) Anatoly Streltsov suggested that we identify special sessions and invited speakers in the program. After some discussion it was agreed to identify special sessions and invited speakers starting next year.

- 6) Commission Chairs were asked to provide updates on officers and new members elected during the Commission business meetings. They should provide complete address and phone numbers along with affiliations and email addresses of newly elected members within one week to Sembiam.
- 7) David Jackson reviewed the Vice-Chairs of Commissions. They are Jeanne Quimby (A), Jamesina Simpson (B), Eric L. Mokole (C), Negar Ehsan (D), Larry Cohen (E), Kamal Sarabandi (F), Attila Komjathy (G), Robert Moore (H), Jeff Magnum (J) and Majid Manteghi (K).
- 8) The online membership application form has some problems at this time. We will ask Chelsea to correct it soon.
- 9) David Jackson discussed the Commission reports on switching to USB drives instead of CDs at the NRSM 2016. Generally all Commissions were happy with the USB drive although DoD employees cannot use USB drives in their computers. All Commissions are in favor of placing all papers on an open access server. It was recommended that the link to that server be active from day 1 of the conference.
- 10) All Commissions liked the idea of extending the student travel grants and the student paper competition to undergraduate students. Motioned-Seconded-Passed (MSP): (unanimous) Student travel grants and the student paper competition will be extended to undergraduate students under the same rules that presently apply to graduate students.
- 11) Ana Ferreras stated that nine students who were awarded the travel grants did not show up at the NRSM. The National Academies will contact those nine students.
- 12) All Commissions are happy with the IEEE Xplore arrangements (one page abstracts are not submitted while two-page summaries have the option of being submitted). They would like to have the abstracts published online.
- 13) All Commissions were in favor of posting membership information on their Web sites. Commission G wanted to have a login option. Commission H would post only the names and not the email addresses or phone numbers. Commission H would like a requirement to attend the NRSM meeting at least once in two years to stay on the active membership list. It was stated that no Commission can make a rule regarding culling the membership list.
- 14) David Jackson stated that all Commission Chairs should send their updated membership lists to David and Sembiam by March 1, 2016.
- 15) Commission G, H, and J will not participate in the 2017 IEEE AP-S/USNC-URSI symposium in San Diego. Commission D did not respond. All other Commissions will participate. Commission G previously agreed to participate so USNC will follow it up with Sigrid Close.

- 16) Suggestions for the Plenary Session theme for the 2017 NRSM were discussed. Commission J was interested in ALMA and Exoplanets. Charles Bayliss would like C, E, and J to collaborate and come up with two speakers on the topic "Electromagnetic Spectrum Coexistence and Codesign." David Jackson stated that Commissions C, E, and J should decide the speakers and topics by May 1.
- 17) It was decided to hold the next NRSM during January 4-7 in 2017.
- 18) Commission B recommended George Trichopoulos for the position of Associate Editor of the *Radio Science Bulletin* for the Book Review column.
- 19) Five Commissions voted to keep the US Citizenship/Permanent-Residence requirement for full membership in a Commission of USNC-URSI. Three Commissions voted against the requirement while two abstained.
- 20) George Uslenghi proposed that USNC-URSI support the Student Paper Competition at the URSI GASS 2017 in Montreal. MSP: (unanimous) USNC-URSI will support the Student Paper Competition at the URSI GASS 2017 in Montreal with \$5000.
- 21) In the Commission business meetings, a majority of Commissions voted to allow Associate Members to have voting rights (5 yes, 3 no and 2 abstentions).
- 22) A majority of Commissions were enthusiastic about the Early Career Membership program with 7 voting yes and 1 voting no. There were two abstentions.
- 23) Ross Stone made a motion to approve the membership guidelines introduced in the USNC-URSI Business Meeting on January 5, 2016 with the change that Associate members be voting members. Steve Reising made an amendment to have no voting rights for Associate members. There was a vote on the amendment with 12 yes, 4 no and 1 abstention. So the amendment was approved. It was found that Ross Stone's original guidelines stated that the Associate members were voting members. Therefore, in view of Steve Reising's amendment that was approved, the original Ross Stone's guidelines were amended to state that Associate members and Early Career Members were non-voting members. This new amendment was approved with 9 voting yes and 4 voting no. MSP: Ross Stone's guidelines to membership with Associate members not voting was approved by 11 yes votes with 2 voting no. The membership guidelines approved by the USNC Executive Council are attached to the minutes.
- 24) It was decided to revisit the issue of voting rights of Associate Members during the next USNC-URSI Business Meeting.
- 25) David Jackson stated that the deadline to finalize the special sessions for the 2017 NRSM is May 1, 2016. Each special session should have two or more organizers.
- 26) David Jackson talked about the Commission Web sites and the need to update them and to provide a link to the USNC-URSI Web site if it is not part of the USNC-URSI Web site.

Commission J needs to fix its information on the USNC-URSI Web site since it looks like some of the information is on the National Radio Astronomy Observatory Web site. The need to post the minutes of the Commission business meetings on the Web site was emphasized.

- 27) David Jackson asked the Commission Chairs to send the Commission membership lists and the list of newly elected members to him and Sembiam.
- 28) Steve Reising encouraged everyone to nominate new members to USNC-URSI Commissions. It would be a good idea to publicize the Early Career membership to everyone.
- 29) Ross Stone wanted USNC-URSI to send the AP-RASC flyers to Commission members.
- 30) There was a discussion on the obligations of Commissions to participate in the NRSMs and the Commission business meetings. Since the NRSM is an all-Commission meeting, all Commissions have to participate in the NRSMs and to hold Commission business meetings at the NRSMs in Boulder.
- 31) John Volakis would like to see the NRSM moved to a different time of the year. Steve Reising mentioned that it was discussed in the past but there was no better alternative. January is the best time with the fewest conflicts with other conferences.
- 32) The quality of services at the Millennium Hotel is becoming poor. The Marriott Boulder Hotel was proposed as an alternative for the USNC-URSI Business and Executive Council meetings. Christina Patarino will investigate the options for holding these meetings at the Marriott.
- 33) The meeting adjourned at 11:10 a.m.

GUIDELINES FOR MEMBERSHIP IN USNC-URSI COMMISSIONS A-K

- Nominees for Full Member must be citizens or permanent residents of the US.
- Nominees for Associate Member must reside in the US, and Associate Members must reside in the US to remain Associate Members. There is no citizenship or permanent residency requirement for Associate Members.
- Nominees for Early Career Member must be either (a) enrolled as a student at a US university, or (b) employed at a US university or government organization, or at a company with facilities in the US, and must reside in the US. Early Career Members must continue to reside in the US to remain Early Career Members. There is no citizenship or permanent residency requirement for Early Career Members.
- Nominees for Early Career Member must be under the age of 36. Early career members must transition to Associate or Full Member before or in the year they turn 36 if they wish to remain members of a Commission of USNC-URSI.
- Any member of the Commission can nominate qualified persons for Member, Associate Member, or Early Career Member in the Commission, provided that the person making the nomination holds a level of membership at least as high as the level for which the nomination is made. A separate nomination form should be completed for each nominee.
- No limit is imposed on the number of nominations which a Commission member can make if the nominees are from outside the sponsor's institution. A sponsor is allowed to nominate one person from his or her own organization for Member and one for Associate Member for consideration at any one regular meeting of the Commission. No limit is imposed on the number of Early Career Member Nominations.
- The required qualifications for membership in the Commission are technical competence and interest in the activities of URSI. Evidence of technical competence is to be found from the nominee's publications and accomplishments, and evidence of interest in the activities of URSI is to be supported by the nominee's participation in URSI symposia. Guidelines for minimum requirements are as follows:
 - Full Member: Five to six journal publications and three URSI presentations, with two in the Commission. In addition, Member nominees should have evidence of scientific maturity and leadership in their work.
 - Associate Member: Two to three journal publications and two URSI presentations, with one in the Commission.
 - Early Career Member: co-author of one URSI presentation in the Commission and attendance at one USNC-URSI symposium.
 - Allowances will be made for fewer articles of special significance, or for scientific and research accomplishments of unusual merit.
- Nominations are considered only at the regular business meetings of the Commissions. Early Career Members and Associate Members are nonvoting members of the Commission; Full Members are voting members of the Commission. Early Career Members and Associate Members may not serve as officers of the Commission. They may serve on committees of the Commission as directed by the Chair or Vice Chair of the Commission.