USNC-URSI Executive Council Meeting Minutes
National Radio Science Meeting
Millennium Hotel, Boulder, Colorado
6:30 am, Thursday, January 8, 2009
Prepared by Katie Bowman and Steven C. Reising

Members Present: Yahya Rahmat-Samii (Chair), Steve Reising (Secretary), George Uslenghi (Past Chair), Ozlem Kilic (Comm A), Sembiam Rengarajan (Comm B Vice-Chair, representing Chair Nader Engheta), Dev Palmer (Comm C), Bob Gardner (Comm E Vice-Chair, representing Chair Danilo Erricolo), Al Gasiewski (Comm F), John Sahr (Comm G), Bill Amatucci (Comm H), Richard Bradley (Comm J Vice-Chair, representing Chair James Cordes), Susan Hagness (Comm K), and Katie Bowman (NAS Representative).

Guest Present: Ross Stone (Invited)

1. **Welcome and Introductions:** The meeting was called to order just after 6:30 am.

2. **Approval of Meeting Agenda:** The agenda for the meeting was approved.

3. **Approval of Minutes:** The minutes of the previous 2008 Executive Council meeting were approved. It was suggested that meeting minutes or meeting highlights be made available on the web (with editing as necessary to remove any potentially sensitive discussions). It was also suggested that a "members only" section of the website could be created to serve as an electronic archive.
Note (K.B.): NAS has set up a USNC portal on the NAS web so we have this capability now. It is located at http://portal.nationalacademies.org. The common username is: usncursi; password is: usncursi. You can use this site to upload / download documents.

4. **Report by the Chair:**
I). Yahya reviewed recent meeting initiatives (slide). He suggested that the NRSM program might mention that USNC commission business meetings are open to all interested attendees. He also reported that there was positive feedback from the inaugural student lunch held following the plenary session.
II). There was a brief discussion of what will need to be done to prepare for the International URSI awards to be given at the next General Assembly in 2011. The process for international URSI nominations usually starts about one year before the next General Assembly, so the process will need to be initiated in 2010. Two committees will need to be formed to identify candidates; the committees will include people who have already received the award. There are both senior-level URSI awards and also a junior-level award (the Koga Gold Medal). The committees should be appointed a few months before URSI announces the call for award nominations. In 2011 the USNC will also be able to make nominations for

International URSI Commission Vice-Chairs. The chairs of the International URSI Commissions will contact the USNC Chair to ask for nominations. The USNC chair will alert all of the U.S. Commission Chairs to identify those interested in running for these offices.

III). Membership lists – Steve has obtained the current lists from Elizabeth Kendall. These should be updated as needed and perhaps also put on the web portal.

IV). It was suggested that there should be a brief 2- page write up of the 2009 meeting for cooperating society newsletters, including the IEEE AP-S Magazine. A brief blurb on the student travel awards and student paper competition could also be published in the Radio Science Bulletin.

V). It was suggested that Commission Business meeting minutes be added to the planned NAS website for USNC.

5. **Review of Commission Business Meeting Action Items:**
I). Q: Does your Commission prefer that we NRSM technical sessions be held on 3 days or 4 days?

A: A consensus was reached that the meeting may run for either 3 or 4 days, depending on the number of papers submitted. Most Commissions preferred that there be no more than two parallel sessions per Commission.

II). Q: Does your Commission have suggestions for Government Representatives to USNC (except for NSF)?

A: The suggested names were recorded for consideration and contact by URSI officers.

III). Q: Will your Commission participate in the 2010 IEEE AP-S/URSI Meeting in Toronto on July 10-17?

A: The following Commissions will participate: A, B, C, D, E, F, H, and K. J is unsure at this time.

IV). Q: Does your Commission have any additional nominations for USNC Members-at-Large?

A: The nominations were added to the slate of candidates to be voted on by voting members of USNC.

V). Q: Should the author list for the Student Paper Competition papers be limited to *only* one or two advisors, or should it allow collaborators, including those from other institutions?

A: A motion was made and passed that it is the student's advisor's responsibility to collect letters from all the collaborators spelling out their contributions to the paper. Papers that do not include these letters by a reasonable deadline should not be allowed to participate in the competition.

VI). Q: Should each individual supported by Student Travel Grants to URSI meetings be supported to attend *only two* meetings during his or her graduate career?

A: A motion was made and passed that student support should be prioritized based on funds available. It was also suggested that local students at CU Boulder receive only $200 (to cover late registration fee); others would continue to receive $600.

6. **Other Business:**
   I). It was discussed that students are eligible to be Associate Members of USNC Commissions, but they *must* be U.S. citizens or permanent residents. It was also suggested that the USNC Commissions have consistent membership criteria. All of the current membership practices could be collected; at least general guidelines might be something to include on the web or in a USNC operations manual.
   II). 2010 National Radio Science Meeting: It was noted that Bill Davis will need the 2010 special session topics by March for the website. The abstract submission deadline will be around the third week in September.
   III). 2011 General Assembly in Istanbul: George Uslenghi will be the Scientific Coordinator for the meeting. He is planning to allow for the possibility of serendipitous special sessions to be organized, in contrast to the situation for the 2008 GA in Chicago.
   IV). Radio Science Bulletin: Ross reminded everyone that the RSB is peer reviewed and is indexed in the Inspec database. The turn-around time from submission to print is only 3-4 months.

7. **Adjournment:** The meeting was adjourned promptly at 8:00 am.