**RRSD Executive Committee Meeting Minutes**

**Date:** June 9, 2019

**Location:** Hyatt Regency Minneapolis, Minneapolis, MN

**Attendees:** Leonel Lagos, Brian O’Neil, Young Soo Park, Steven Shaw, Corrie Nichol, Michael Dalmaso, Philip Heermann, Adam Carroll

Signed proxy forms received from: Mitchell Pryor, Stephen Canfield

E-mails received from: Kevin Cooper

No Notification: Shikha Prasad, James Tulenko, Jisup Yoon

1. **Call to Order and Welcome Lagos**

The meeting was called to order at 12:00 PM. L. Lagos welcomed the committee and made introductions.

1. **Approval of Previous Meeting Minutes O’Neil**

Young Park distributed the previous meeting minutes to the EC members for review. They were approved by the EC.

1. **Treasurer’s Report Shaw**

The financial report was not received by Steven Shaw. Authorization of expenditure in April...

1. **Past Meeting/Activity Summary**

* NEA Robotics Workshop, January, 2019 Lagos

Leo Lagos attended a 3-day R&RS workshop by NEA in Abignon, France. Lagos presented DOE-EM work on robotics

* Waste Management Symposia, March, 2019 Lagos

L. Lagos summarized the R&RS track activities at WM Symposia 2019. It was featured with technical and panel sessions.

1. **Upcoming Meeting Update (participation, sponsor, or host)**

* IEEE/ANS joint conference on Robotics for Hazardous Environment was suggested to be postponed. Changes in conference schedule was deemed necessary by discussion with Bill Hamel.
* Steven Canfield is planning on a workshop on ROS robotics.
* NEA Robotics Initiative was formed, and there are plans for a workshop. Lagos suggested ANS RRSD participation as level 4 sponsorship.
* DESD and RRSD joint session on New and Emerging Technologies for D&D was organized during 2019 ANS winter meeting (Leo Lagos).

1. **Report on Chair’s Workshop & Chair Meeting Lagos**

Four EC officers (Lagos, O’Neil, Park, Nichol) attended the officer orientation. Lagos encouraged future participation of RRSD EC in this meeting.

1. **Presentation to ANS Board Lagos**

* Lagos presented a summary of the ANS president meeting. It conveyed increasing concerns about the financial situation of ANS and suggested changes in topical meetings as a recovery effort.
* Programs for middle school students and for elementary school were proposed.
* ‘One ANS’ concept was advocated.
* RRSD presentation to ANS board was canceled and will be rescheduled sometime in the future.

1. **Old Action Items Update Park**

* Old action items completed:
  + Upload 2017 winter EC meeting minute to ANS
  + Find out any restrictions on scholarship fund to be used in support of Darryl Ruzzo
  + Follow up with the necessary steps in IEEE/ANS joint conference
  + Set up a follow-up meeting for IEEE/ANS joint conference
  + Send out acceptance letters
  + Send nominations to Nomination Committee (Pryor, due 11/18/19)
    - 3 new EC members have been elected: Joseph E. Kowalczyk, Jean R. Plummer, Vaibhav Sinha
* Old action items to be updated
  + Action item ‘Submit proposal to IEEE for IEEE/joint conference’ needs to be revised after consulting with Bill Hamel
* List of action items will be uploaded to the ANS Collaborate.

**Presentation from ANS Student Chapter**

A delegation from the ANS student conference gave a briefing about the upcoming ANS student conference. The conference will be held at North Carolina State University, Raleigh, NC, April 2-4, 2020. RRSD previously provided financial support for this event. Students requested support from RRSD. 2020 co-chairs: Ishita Trivedi ([itrived@ncsu.edu](mailto:itrived@ncsu.edu)), Jonathan Crozier (jpcrozie@ncsu.edu)

1. **Committee Assignments (past and future) Pryor**

It was suggested to review the current assignment of committee roles and reassign as necessary.

1. **Web Page Carroll**

It was suggested that the web page be updated.

1. **Newsletter Park**

Y. Park suggested searching for a new volunteer for the newsletter.

1. **Student Activities**

* Student member recruitment: In search of a student committee member who may oversee the student activities. Potential activities may include facilitating the interaction of universities with ANS local chapters and student chapters, organizing annual student conference, and organizing high school activities.
  + - Leo Lagos to contact Kevin Cooper to check his interest in the search
    - Brian O’Neil to check LANL students’ interest

1. **Nominations Pryor**

* Nomination Chair, Mitch Pryor, to identify candidates for new EC members (Oct.) and report to ANS HQ (Nov. 21).

1. **By-laws Update Lagos**

No update. Leo Lagos will take an action item to follow up with ANS by-law committee.

1. **New Business**
   * Motion was made to support the student conference for the amount of $500, contingent on verification of the restriction of the expenditure. The motion was approved.
   * Bi-monthly EC meetings via conference were suggested by Lagos.
   * It was suggested to plan for an RRSD/DESD embedded topical meeting, tentatively in 2021.
     + Brian O’Neil will attend the ANS business meeting on 6/11 and report back in a conference call in 1 month.
   * Steven Shaw will go through next year’s budget planning process with Corrie Nichol.
   * Young Park to share the RRSD strategy plan and other documents in the ANS Collaborate
   * Phil Heermann proposed to instate a RRSD workshop among the RRSD members.
2. **Congratulate Exiting Members Lagos**
   * Outgoing EC members after 2018-19 term: Steven Canfield, Jisup Yoon

1. **Summary of Action Items Park**

* Follow up with the by-laws committee (Lagos)
* Send nomination for EC to Nomination committee (Pryor)
* Check with Bill Hamel regarding IEEE/ANS joint conference (Pryor/Park)
* NEA-Robotics Initiative - Check with ANS regarding class 4 sponsorship details (Lagos)
* Contact Jim Byrnes regarding RRSD/DESD joint sessions (Lagos)
* Send out the RRSD presentation for ANS Board meeting to EC for review (Lagos)
* Check EC e-mail alias (Park)
* Review and revise the current EC role assignments (Lagos)
* Update the website (Adams)
* Identify and assign new newsletter editor (Lagos)
* Check with Kevin Cooper to identify a student member for EC (Lagos)
* Check with LANL students for student member for EC (O’Neil)
* Embedded topical meeting - Attend the ANS business meeting on 6/11 and subsequently report in a conference call (O’Neil)
* Arrange the bi-monthly EC meeting (Lagos)
* Share the RRSD strategic plan and other documents in the ANS Collaborate and provide the link for access (Park)
* Check feasibility of hosting the newly suggested RRSD Workshop at SNL (Heermann)

1. **Adjourn Lagos**