**RRSD Executive Committee Meeting Minutes**

**Date:** November 17, 2019

**Location:** Marriott Windward Park Hotel, Washington DC

**Attendees:** Leonel Lagos, Brian O’Neil, Young Soo Park, Michael Dalmaso, Adam Carroll, Mitchell Pryor, Anthony Abraho, James Byrnes

Signed proxy forms received from: Philip Hermann, Jean Plummer

E-mails received from:

No Notification: Kevin Cooper, Joseph Kowalczyk, Vaibhav Sinha, James Tulenko

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

The meeting was called to order at 12:00 PM.

RRSD Chair, Leo Lagos welcomed the committee and made introductions.

**Presentation from ANS Student Chapter**

A group of delegation from the ANS student chapter gave a briefing about the upcoming ANS student conference, which is to be held at North Carolina State University, Raleigh, NC, April 2-4, 2020. Students requested support from RRSD including funding, paper reviewer, and poster judges. RRSD has made the decision to provide financial support at the summer meeting. They are also planning to make a robotics track, and requested support from the RRSD. Student paper abstract submission is open, and due January 10, 2020.

**Presentation by DESD**

DESD chair, James Byrne, gave a presentation proposing a joint embedded topical meeting with DESD in 2021 at the ANS Winter Annual meeting. A tentative 3-day schedule includes plenary sessions in Monday afternoon, and technical sessions on Tuesday and Wednesday. It will be necessary to get commitment from both RRSD and DESD.

IEEE joint conference lagging, we need to have our topical, 2021 seems reasonable

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

Young Park distributed the 2019 Summer EC meeting minutes to the EC members for review. The content was reviewed and approved by the EC with minor corrections suggested.

It was suggested to post the modified meeting minutes in the RRSD website as well as archived in ANS collaborate.

1. **Treasurer’s Report Shaw**

Due to the missing treasurer, there was no financial report received. An action item was taken for Leo Lagos to follow up with ANS the 2020 budget status. To fill the vacant treasurer position,

A motion was made for nomination and appointing Michael Dalmaso as interim treasurer, and approved by the EC.

1. **Past Meeting/Activity Summary**
* KAERI Robotics Workshop: Leo Lagos attended a workshop on emergency response hosted by KAERI in October 2019. It is advocating organization of an international collaboration forum. Next meeting is planned in UK in the spring 2020
* There was a Workshop on Robotics for Inspection and Maintenance at Texas A&M hosted by ASME (September 2019). Stephen Canfield, Leo Lags, and delegations from FIU attended.
* There was a RRSD sponsored session on Inspection Robots (11/20) at the 2019 ANS winter meeting. The session was organized and chaired by Mitch Pryor and Leo Lagos.
* There will be a DESD/RRSD joint panel session on Emerging Technologies for Decommissioning (11/19). Leo Lagos participated as a panelist.
1. **Upcoming Meeting Update (participation, sponsor, or host)**
* IEEE/ANS joint conference on Robotics for Hazardous Environment: Preparation for this conference has been slow due to the uncertainty in DOE-EM support. Bill Hamel indicated the possibility to pursue it as an IEEE lead event and by the European community. Mitch Pryor also presented an option of pursuing it as an IEEE embedded session with less formally peer reviewed papers, similar to ROS Con. Due to the uncertainty, there is a general consensus being formed to stop pursuing the IEEE joint conference and focus on RRSD embedded topical.
* RRSD/DESD Joint Embedded Topical Meeting (2021): There was a discussion in response to James Byrn’s proposal for 2021 joint embedded topical. General consensus was made for RRSD to commit. Per suggestion by Mitch Pryor to appoint a general chair from RRSD, Leo Lagos was nominated the role of the acting chair, and accepted the role. Action items were assigned to the chair to 1) inform DESD of RRSD’s commitment, and 2) identify and report back to the EC the timelines for preparation - expected organize program committee, conference calls, and solicit papers.
* Nuclear Energy Agency (France) Robotic Initiative (Summer 2020): There will be a planning meeting is planned in Dec 2019 for this workshop. Leo Lagos is planning to attend. It was also recommended for Mitch Pryor and Young Park to participate.
1. **Report on Chair’s Workshop & Chair Meeting Lagos**
* Leo Lagos informed the EC about the upcoming professional divisions committee meeting on Thursday.
* Leo Lagos briefed on the president’s meeting in the morning (Brian and Leo attended). ANS plans to propose a new plan, ANS change plan 2020, to help improve the financial situation. Main items include requiring the local and student sections to pay dues to ANS, and encourage technical divisions joint embedded topical meetings.

1. **Presentation to ANS Board Lagos**

RRSD presentation to ANS board originally planned during the ANS Summer meeting was cancelled and will be rescheduled sometime in the future. The EC suggested to archive the presentation material in the ANS collaborate.

1. **Old Action Items Update Park**

RRSD secretary, Young Park, distributed the old action item list and went over the status of each item. Most items were completed as shown in the table below. Updates on some items are as below.

* Follow up with the by-laws committee: RRSD EC has decided to change the chair’s term to two years, and revised the by-laws accordingly. It was subsequently reviewed by the ANS and returned with comments. This action item was for Leo Lagos to follow up with the revision, and remains to be completed.
* Send out the RRSD presentation for ANS Board meeting to EC for review: Cancelled. New action item: Archive the presentation in RRSD collaborate.
* Check EC e-mail alias: Done. (rrsd@list.ans.org)
* Update the website: EC member list to be updated (complete today)
* Identify and assign new newsletter editor: Mike will check with Jean (she accepted)
* Check with Kevin Cooper to identify a student member for EC: Incomplete. Will discuss later. Remove this action item.
* Check with LANL students for student member for EC: Incomplete. New action item taken for Brian O’Neil, Mitch Pryor, and Leo Lagos to look for candidates and report at the next EC teleconference.
* Arrange the bi-monthly EC meeting: Leo Lagos arranged a meeting in August as needed. Additional meetings will be held as needed.
* Share the RRSD strategic plan and other documents in the ANS Collaborate and provide the link for access: Incomplete
* Check feasibility of hosting the newly suggested RRSD Workshop at SNL: In a previous meeting, Phil Heermann (SNL) raised the idea of holding a series of internal workshops among the RRSD EC organizations. This action item was to check the feasibility of starting the first one at Sandia Natonal Lab. EC members from other institutions expressed interest in participation on an annual basis. An action item was taken to contact Phil Heermann to hold the first one sometime between now and 2021, possibly associated with the Robot Rodeo event.

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| **Action Item** | **Owner** | **Complete** |
| Follow up with the by-laws committee  | Lagos |  |
| Send nomination for EC to Nomination committee  | Lagos/Park | Complete |
| Check with Bill Hamel regarding IEEE/ANS joint conference  | Pryor/Park | Complete |
| NEA-Robotics Initiative - Check with ANS regarding class 4 sponsorship details | Lagos | Complete |
| Contact Jim Byrnes regarding RRSD/DESD joint sessions | Lagos | 6/10/19 |
| Send out the RRSD presentation for ANS Board meeting to EC for review | Lagos | Cancelled |
| Check EC e-mail alias | Park | Complete |
| Review and revise the current EC role assignments | Lagos | 11/17/19 |
| Update the website | Carroll |  |
| Identify and assign new newsletter editor | Lagos | 11/17/19 |
| Check with Kevin Cooper to identify a student member for EC | Lagos | Remove |
| Check with LANL students for student member for EC | O'Neil | Remove |
| Embedded topical meeting - Attend the ANS business meeting on 6/11 and subsequently arrange a conference call | O'Neil | Complete |
| Arrange the bi-monthly EC meeting | Lagos | 8/13/19 |
| 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. **Committee Assignments (past and future) Pryor**

Mitch Pryor reviewed the current EC members’ roles and committee assignment and suggested reassignment as deemed necessary.

* Publications chair: remove
* Newsletter: Jean Plummer (Action item: Michael to confirm with Jean)
* Student Support Chair: Kevin Cooper (with a possibility of replacement later)
* 2021 Embedded Topical chair: Leo Lagos (acting)
* Conference Session: Brian O’Neal
* Honors and Awards Chair: Phililip Heermann
* Webmaster: Adam Carroll
* Special Awards Chair: Remove
* Nominations Chair: Remove
* Nomination of the next EC members:
	+ Exiting 2019: Stephen Canfield, Jisup Yoon, Shikha Prasad
	+ New 2022: Jean Plummer (SRNL), Vaibhav Sinha (OSU), Joseph Kowalczyk (Southern Company)
	+ New nominations 2023: Anthony Abrahao (FIU), Kevin Hera (SRNL), James Leipprant (Fanuc Robotics), Taskin Padir (Northeastern Univ)
	+ Ex-officio: Leonel Lagos
	+ Chair: Brian O’Neil
	+ Vice Chair: Young Soo Park
	+ Treasurer: Michael Dalmaso
	+ Secretary: Adam Carroll
	+ Webmaster: Adam Carroll (acting)
	+ Young Member: Meredith Fitsch, and more can be nominated
* The slate of all nominations was approved by the EC
* There was a suggestion to consider presenting plaques to exiting EC members (Stephen Canfield, Jisup Yoon, Shikha Prasad). It was suggested to present only to the eligible person who has fulfilled the associated duties, and leave the decision up to the EC.
1. **Web Page Carroll**

Webpage changes mostly made, with minor updates needed.

1. **Newsletter Park**
* Young Park distributed copies of the RRSD summer newsletter.
* It was suggested to put bios of the new EC nominees in the winter newsletter (and webpage)

1. **Student Activities**
* Kevin Cooper remains Student Support Chair until a replacement is identified.

1. **Nominations Pryor**
* Nominations Chair, Mitch Pryor, identified candidates for new EC members (as listed in section 9), and will report to ANS HQ.

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**
	* Student conference wanted to have a robotics track – our support: help organize, submit papers, track review papers. Reach out to people around for student papers (Abstract due Jan 10)
	* Ray Goertz Awards nominations: Last award was 2016. Consider award in 2020 ANS annual meeting. (Non-monetary award, $2500). Mark Noakes received distinguished service excellence award 2011. Also, push some sessions along with it. Submit papers to ANS meeting (summary due Jan. 6).
	* Post nominations for Ray Goertz award on the Newsletter and in the Website: Action item for Adam
2. **Summary of Action Items Park**
* Follow up with the by-laws committee (Lagos)
* Update RRSD website (Carroll)
* Post 2019 Summer meeting minute on RRSD website and archived in the ANS collaborate (Carroll/Park)
* Follow up with the joint topical (Lagos)
* Archive the RRDS presentation for ANS board in ANS collaborate (Carroll/Lagos)
* Contact Jean Plummer to confirm acceptance to serve as Newsletter editor (Dalmaso)
* Contact Phil Heermann for Internal workshop (O’Neil)
* Put EC nominees bios on newsletter (Carroll/Pryor)
* Create a nomination form (Carroll)
* Follow up with Ray Gorertz award procedure (Lagos)
* Send out email solicitation for Ray Goertz award nominations to all RRSD members (Lagos)
* Solicit and submit papers for 2020 ANS meeting (Summary due Jan. 6, 2020) (All)
* Submit papers to ANS Student conference, esp. robotics track (Abstract due Jan. 10, 2020) (All)
* Share the RRSD strategic plan and other documents in the ANS Collaborate and provide the link for access (Park)
1. **Adjourn Lagos**