**RRSD Executive Committee Meeting Minutes**

**Date:** June 11, 2022

**Location:** Video Conference via Zoom and In-Person

**EC Attendees:** Leonel Lagos, Brian O’Neil, Young Soo Park, Adam Carroll, Henry Hung, Jean Plummer, Windell Chun, Caleb Hatler, Venu Varma (part of the meeting)

**Guest Participants** (attended for a portion of the meeting): Aubrey Whittington and Deborah Hill?

Signed proxy forms received from:

No Notification:

1. **Call to Order and Welcome O’Neil**

The meeting was called to order at about 12:05 PM PST (3:05 PM EST).

RRSD Chair, Brian O’Neil welcomed the committee, and all participates introduced themselves.

1. **Approval of Previous Meeting Minutes Carroll**

Adam Carroll distributed the 2021 Winter EC meeting minutes to the EC members for review prior to the meeting via email. The content was reviewed and approved by the EC without corrections. The minutes were posted to the RRSD website, Meeting page (under 2021 Meetings). The minutes were uploaded to the ANS Collaborate website. Adam Carroll sent the approved version to Aubrey Whittington (awhittington@ans.org) for official record keeping on June 14, 2022.

1. **Treasurer’s Report O’Neil / Plummer**

Anthony was not in attendance. He will be transitioning all his information over to Jean. Brian, Young, and Jean will need to get the account information.

1. **Upcoming Meeting Update O’Neil/Lagos**
* Aiming for two sessions (8 papers) at ANS Winter 2022 meeting, currently have one session (4 papers) booked. Brian and Young are working with Janet Davis (jdavis@ans.org) to expand to second session.
* Considering Embedded Topical in 2024 or 2025
1. **Past Meeting/Activity Summary O’Neil**
* Embedded Topical DESD/RRSD (Winter 2021) was a success
	+ Leo was a high effective Chair
	+ Seven sessions total
	+ Many international participants
	+ Ray Goertz Award was presented to Mark Noakes
	+ International participation was boosted by remote accommodations. ANS explained hybrid was technically difficult and expensive. Future hybrid conferences would need to be handled by the individual session chairs and not by ANS.
* Digital Twin Workshop, collaboration between RRSD and RAIN
1. **Chair’s Workshop & Chair Meeting O’Neil**
* ANS’s financial situation appears to be turning a corner
	+ Closing gap on deficit
	+ Soon could be back to positive
	+ Sale of headquarters is imminent
* De-registered as lobbyists, now technical input only; drive towards re-butting false and misleading information in print media
* 9431 members, treading downwards, but limited concern

1. **Old Action Items Update Carroll**

RRSD secretary, Adam Carroll, listed the old action items and went over the status of each item. The action items that remain active are listed in Summary of Action Items Section.

1. **Committee Assignments (past and future) O’Neil/Lagos**
* No new assignment to Officers and EC chairs
* All EC to be part of nomination committee, Brian O’Neil shall Chair effort.
1. **Web Page Carroll**
* Webpage updates have been completed as requested.
1. **Newsletter O’Neil**
* All EC members are to submit a brief bio for inclusion
* Young to author a Chairman’s letter for inclusion.
* Include content on topical meeting

1. **Student Activities**
* Caleb Hatler (Student Support Chair)

1. **Nominations Legos**
* No new nomination

1. **By-laws Update O’Neil**

Brian has reformatted the By-Laws and included some changes. Group to vote on approving new By-Laws.

1. **Awards O’Neil/ Legos**
* Rolling off chair is new standard for receiving a plaque to celebrate service
* Best Paper Award for student conference
* Nominate people for Ray Goertz Award
1. **New Business O’Neil/Legos**
	* ANS requested RRSD nominate more members for awards.
		+ More frequent Ray Goertz Awards, consider awarding at embedded topical meetings
		+ Best Student Paper Award, $500?
* Focus membership recruitment towards college and university students
* Professional Division Meeting
	+ Student Committee in Knoxville, TN
	+ Provided improved definition of elected position roles and responsibilities
	+ Monthly meeting, all EC members should attempt to attend one or two
* Transition to new positions at the end of ANS conference
* Technical Chair Positions
	+ Need a specific mandate and scope
	+ Publication Chair
	+ Awards Chair
	+ Committee for Facilitating Student Connection
	+ Communication Chair
1. **Summary of Action Items Carroll**
* Review proposed by-laws (All)
* Setup meeting to vote on changes to by-laws committee (O’Neil)
* Winter Meeting, determine if two session is needed (Park, O’Neil)
* Focus on new membership drive at college/universities (Hatler)
* Receive updated financials (Plummer)
* Decide on support for student committee (All)
* Award for Best Student Paper (O’Neil/ Park)
* Update RRSD website (Carroll)
* Post 2021 Summer meeting minute on RRSD website and archived in the ANS collaborate (Carroll)
* Locate restaurant in Phoenix (Carroll)
* Identify Potential Technical Chairs (Park)
* Nomination Committee Chair knowledge transfer (Legos/O’Neil)
* Submitting Papers for Winter Meeting (All)
* Re-send newsletter (Plummer / Park)
* Setup a monthly EC meeting (Park)
* Transition notes to new RRSD Secretary (Abrahao / Carroll)

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| **Date** | **Activity** | **Responsible Member** | **Due** | **Complete** |
| 06/12/22 | Setup meeting for new by-laws | O'Neil | 06/17/22 |  |
| 06/12/22 | Review new by-laws | ALL | 06/24/22 |  |
| 06/12/22 | Vote on new by-laws | ALL | TBD |  |
| 06/12/22 | Update RRSD website | Carroll | 09/01/22 | Complete |
| 06/12/22 | Update Chair statement | Park | 07/29/22 |  |
| 06/12/22 | Post approved 2021 Winter meeting minute on RRSD website; archived in the ANS collaborate  | Carroll | 06/14/22 | Complete |
| 06/12/22 | Send approved 2021 Summer meeting minutes to ANS (Aubrey Whittington) for their records. | Carroll | 06/14/22 | Complete |
| 06/12/22 | Expand student membership | Halter | 12/31/22 |  |
| 06/12/22 | Update RRSD financials / Report to EC | Plummer | 07/29/22 |  |
| 06/12/22 | Decide on support for Student Committee | O’Neil / Plummer |  |  |
| 06/12/22 | Award for Best Student Paper | O’Neil / Park |  |  |
| 06/12/22 | Decide on Technical Chairs | Park | 07/29/22 |  |
| 06/12/22 | Transfer of knowledge for Nominating Committee Chair | Legos / O’Neil | 12/31/22 |  |
| 06/12/22 | Transfer of knowledge for RRSD Secretary | Carroll / Abahao | 07/29/22 | Complete |
| 06/12/22 | Re-start newsletter | Plummer / Park | 07/29/22 |  |
| 06/12/22 | Identify a restaurant in Phoenix | Carroll | 11/13/22 |  |

1. **Adjourn O’Neil**