**RRSD Executive Committee Meeting Minutes**

**Date:** November 30, 2021

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

**EC Attendees:** Leonel Lagos, Brian O’Neil, Young Soo Park, Adam Carroll, Anthony Abrahao, Henry Hung, Jean Plummer, Matthew Salehi, Taskin Padir

**Guest Participants** (attended for a portion of the meeting): Jim Burns

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 EST.

RRSD Chair, Brian O’Neil welcomed the committee.

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

Adam Carroll distributed the 2021 Summer 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](mailto:awhittington@ans.org)) for official record keeping on November 30, 2021.

1. **Treasurer’s Report Abrahao**

A Treasurer’s Report was presented. Anthony Abrahao is taking over this position and was able to brief the committee on the present financials. He did not have access to the Awards Account, Brian O’Neil took the action item to find the details on that account to provide to Anthony.

1. **Upcoming Meeting Update O’Neil/Lagos**

* Embedded Topical DESD/RRSD (Winter 2021) is set to begin! There are some technical limitations with Panel discussions, but all Chairs and Co-Chairs have been briefed and are ready.

1. **Past Meeting/Activity Summary O’Neil**

* No recent meetings or activities reported.

1. **Chair’s Workshop & Chair Meeting O’Neil**

* ANS’s financial situation appears to be turning a corner
  + Received PPP which generated surplus for 2021
  + Intend to sell corporate headquarters building in 2022, to reduce costs. Expected to generate surplus in 2022.

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
* Adam Carroll and Jean Plummer participated on the Nomination committee

1. **Web Page Carroll**

* Webpage updates have been completed as requested. Additional changes to be made after Newsletter completed

1. **Newsletter O’Neil**

* All EC members are to submit a brief bio for inclusion
* O’Neil to author a Chairman’s letter for inclusion.
* Include content on topical meeting

1. **Student Activities**

* Caleb Hatler was nominated and approved as the Student Support Chair

1. **Nominations Legos**

* No new nomination

1. **By-laws Update O’Neil**

Brian O’Neil has gathered all the required documents and sent proposed changes to the EC for review. There are a few additional changes that still need to be completed

1. **New Business O’Neil/Legos**
   * ANS requested RRSD nominate more members for awards.
2. **Summary of Action Items Carroll**

* Update by-laws committee (O’Neil)
* Update RRSD website (Carroll)
* Post 2021 Summer meeting minute on RRSD website and archived in the ANS collaborate (Carroll)
* Paused due to Covid-19, internal robotics workshop (O’Neil)
* Locate restaurant near ANS Summer Meeting site that prepares wings via a smoking method (All)
* Send Jean Plummer content for the RRSD newsletter (Young, O’Neil, ALL)
* Host a post-conference meeting to track lessons learned. (Young)
* Track down awards account information (O’Neil)
* Determine contribution to ANS Student Conference, should it be elevated? (All)

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| --- | --- | --- | --- | --- |
| **Date** | **Activity** | **Responsible Member** | **Due** | **Complete** |
| 11/30/21 | Continue with the by-law update | O'Neil | 01/01/22 | 90% Complete |
| 11/30/21 | Update RRSD website | Carroll | 03/01/22 |  |
| 11/30/21 | Update Chair statement | O’Neil | 03/01/22 |  |
| 11/30/21 | Post approved 2021 Summer meeting minute on RRSD website; archived in the ANS collaborate | Carroll | 11/30/21 | Complete |
| 11/30/21 | Send approved 2021 Summer meeting minutes to ANS (Aubrey Whittington) for their records. | Carroll | 11/30/21 | Complete |
| 11/30/21 | Internal Robotics workshop | O’Neil | 2022 |  |
| 11/30/21 | Identify smoked wings restaurant | Abrahao | Summer 22 |  |
| 11/30/21 | Take photo of Mark Noakes and Caleb Hatler for Newsletter | Young | 12/05/21 |  |
| 11/30/21 | Issue the 2021 Winter Newsletter | Plummer | 01/01/22 |  |
| 11/30/21 | Track down information on awards account | O’Neil | 01/01/22 |  |

1. **Adjourn O’Neil**