**RRSD Executive Committee Meeting Minutes**

**Date:** June 7, 2020

**Location:** Video Conference via Zoom

**Attendees:** Leonel Lagos, Brian O’Neil, Young Soo Park, Michael Dalmaso, Adam Carroll, Mitchell Pryor, Anthony Abraho, James Byrnes (attended for portion), Chris Easton, Vaibhav Sinha, Philip Heermann, Taskin Padir, Jean Plummer

Signed proxy forms received from:

E-mails received from:

No Notification: Corrie Ian Nichol, James Tulenko, Joseph Kowalczyk, Kevin Cooper

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

The meeting was called to order at 3:00 PM EST.

RRSD Chair, Leo Lagos welcomed the committee and each member provides a brief introduction.

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

Young Park distributed the 2019 Winter EC meeting minutes to the EC members for review. The content was reviewed and approved by the EC without corrections. The minutes were posted to the RRSD website and Adam Carroll directed to archive the minutes in ANS Collaborate.

1. **Treasurer’s Report Legos/Dalmaso**

Michael Dalmaso has been elected treasurer and will be providing a more in-depth finance report at the Winter Meeting. Leo Legos provided a brief overview of RRSD’s financials and discussion of funding for Ray Goertz award by the ANS RRSD award funding (about $3500 available).

1. **Welcome incoming Exec Committee Members Legos**

Brief welcoming of all new members and existing members into their new positions.

1. **Upcoming Meeting Update Byrne/Lagos**

* Embedded Topical DESD/RRSD (Winter 2021)
  + James Byrne led the discussion on joint embedded topical meeting with DESD in 2021 at the ANS Winter Annual meeting. This would the first RRSD topical since Summer 2016 at Pittsburgh.
  + ANS officially approved the joint embedded topical
  + Three tracks
    - Remote Systems – 24 Papers
    - Environmental Science – 24 Papers
    - Decommissioning – 24 Papers
  + Plenary Session set for Monday afternoon
  + Sessions to be Tuesday and Wednesday
  + Ideally would like DOE personnel to be on Topical Committee
  + Mike Serrato has retired from SRNL, but is not a subcontractor for DOE; [Michael.Serrato@srs.gov](mailto:Michael.Serrato@srs.gov).
  + Search for Publication chair has begun
    - ANS will take care of most of the work
    - Chair will need to produce some front matter on the topical and track papers to ensure they are submitted on time
  + Costs remain $100 per page. Mitch Pryor believes this hinders the quality of the submissions causing authors to limit the length of the papers they submit. Brian O’Neil to push this issue at Division Chair meeting.
  + Call for papers to be released near the Winter Meeting 2020
  + Potentially an international panel to be included
* Nuclear Energy Agency (France) Initiative meeting (originally scheduled for Aug. 2020) is postponed due to COVID19
* There will be a RRSD session in the 2020 ANS Annual meeting on Thursday (6/11) morning
* KAERI/University of Birmingham (UK) is postponed due to COVID19
* ANS 2020 Winter Meeting will be held in Chicago in Nov. 2020. Summaries are due July 1.

1. **Past Meeting/Activity Summary Lagos**

* Nuclear Energy Agency Robotics Initiative workshop was held in Paris, France in December 2019, Leo attended.
* RRSD had one session, with 4 papers, at 2019 Winter meeting

1. **Chair’s Workshop & Chair Meeting (via Zoom) Lagos**

* There remain significant financial issues at ANS, still losing money. However, we are starting to move in the correct financial direction.

1. **Presentation to ANS Board Lagos**

RRSD presentation to ANS board was postponed (?). Adam Carroll directed to place presentation in 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. 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 not completed by Lagos and now assigned to O’Neil
* Upload RRSD presentation file for ANS board to <https://collaborate.ans.org/>
* Follow up on RRSD internal workshop: Originally suggested by Phil Heermann to be held the first one at SNL. Philip’s replacement is Steven Gianoulakis; time the meeting with Robotics Rodeo organized by Jake Deuel and Chris Mullaney at Sandia.

Steven E. Gianoulakis

Senior Manager

505-284-8079

[segiano@sandia.gov](mailto:segiano@sandia.gov)

The manager that runs the Robot Rodeo is:

Jake Deuel

Manager

505-845-8122

[jkdeuel@sandia.gov](mailto:jkdeuel@sandia.gov)

* For Ray Goertz Award, the request forms are identified. It is necessary to send the forms for Ray Goertz Award out to EC for review and submit to ANS for approval. Goal is to have award presented at 2021 Winter meeting during the embedded robotics topical.
* Share the RRSD strategic plan and other documents in the ANS Collaborate: plan to set up a meeting to go over the ANS Collaborate with Adam, Young, and Brian.

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

Adjustment to RRSD Officers and EC members has been completed

* Jean Plummer was assigned for Newsletter, update website to reflect change.
* Mitch will check with Meredith for her interest in serving student support chair. Leo suggested an alternative candidate.

1. **Web Page Carroll**

Webpage changes have been completed as requested

1. **Newsletter Park**

* Jean Plummer shall take over this role moving forward.
* Young Park provided copies of the previous RRSD summer newsletter to Jean.

1. **Student Activities**

* New student EC member required; action item assigned to confirm the existing candidates interest or nominate an alternative

1. **Nominations Pryor**

* Leo Lagos will move to Ex-officio, and serve the role for collecting new nominations and submitting

1. **By-laws Update Lagos**

No update. O’Neil will take an action item to follow up with ANS by-law committee.

1. **New Business**
   * Ray Goertz Awards nominations: Nomination of Mark Noakes to receive Ray Goertz Award. Approved by ANS for award to be given in Winter 2021. EC to be sent official nomination form.
   * Mark Noakes needs assistance in completing a robotics related book for Elsevier. Young provided an overview of the book to the group. Noakes is looking for assistance in completing several chapters.
2. **Summary of Action Items Park**

* Follow up with the by-laws committee (O’Neil)
* Update RRSD website (Carroll)
* Post 2020 Summer meeting minute on RRSD website and archived in the ANS collaborate (Carroll)
* Identify publication chain for embedded topical
* Push for changes in embedded topical paper submission rules at the Professional Division Chairs meeting (Tues, 6/9/2020). Currently 1 page abstract free of charge, maximum 4 pages at $100/page. We will suggest $200 flat charge and 6-page manuscript.
* Archive the RRDS presentation for ANS board in ANS collaborate (Carroll/Lagos)
* Work with Phil Heermann for Internal workshop (O’Neil)
* Send formal nomination form for Ray Goertz award to EC (Lagos)
* Solicit and submit papers for 2020 ANS winter meeting (Summary due July 1, 2020) (All)
* Search and confirm appointment of student support chair (Pryor/Lagos)
* Follow up with the support for completing Elsevier book on robotics for D&D

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| **Date** | **Column1** | **Responsible Member** | **Due** | **Complete** |
| 6/7/20 | Follow-up with the by-law committee | O'Neil |  |  |
| 6/7/20 | Update RRSD website | Carroll |  |  |
| 6/7/20 | Post 2020 Summer meeting minute on RRSD website and archived in the ANS collaborate | (Carroll/Park) |  |  |
| 6/7/20 | Identify publication chair for embedded topical | (All) |  |  |
| 6/7/20 | Request changes in DESD/RRSD topical page charge rules ($200 flat charge, 6 page maximum). | (O'Neil) | 6/8/20 |  |
| 6/7/20 | Archive the RRDS presentation for ANS board in ANS collaborate | (Carroll/Lagos) | |  |
| 6/7/20 | Work with Phil Heermann for Internal workshop | (O’Neil) |  |  |
| 6/7/20 | Collect nominations 2021 EC and submit to ANS | (Lagos) | 11/14/20 |  |
| 6/7/20 | Send formal nomination form for Ray Goertz award to EC | (Lagos) | 11/14/20 |  |
| 6/7/20 | Solicit and submit papers for 2020 ANS Winter meeting (Summary due July 1, 2020) | (All) | 7/1/20 |  |
| 6/7/20 | Search and confirm appointment of RRSD student support chair | (Pryor/Lagos) |  |  |
| 6/7/20 | Follow up with the support for completing Elsevier bookn on robotics for D&D | (Park) |  |  |

1. **Adjourn Lagos**