**RRSD Executive Committee Meeting Minutes**

**Date:** November 15, 2020

**Location:** Video Conference via Zoom

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

Signed proxy forms received from:

E-mails received from:

No Notification: Taskin Padir, James Tulenko, Joseph Kowalczyk.

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

The meeting was called to order at 1:15 PM EST.

RRSD Chair, Brian O’Neil welcomed the committee.

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

Adam Carroll distributed the 2020 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 2020 Meetings). The minutes were uploaded to the ANS Collaborate website. Young Soo Park sent the draft version to Aubrey Whittington (awhittington@ans.org) for official record keeping on October 7, 2020.

1. **Treasurer’s Report Dalmaso**

Michael Dalmaso provided a finance report to the EC. The RRSD did not have any financial expenditures over the period between EC meetings. Historically the RRSD has donated money to FIRST Robotics teams and the ANS student chapter. The EC is identify potential teams worthily of donation.

1. **Upcoming Meeting Update Byrne/O’Neil**
* Embedded Topical DESD/RRSD (Winter 2021)
	+ Young Soo Park shall be publication chair responsible for review of RRSD Paper submittals
	+ Ray Goertz Award to be presented at opening plenary session, set for Monday afternoon
	+ Costs to be $25 per page.
	+ Call for papers to be released soon, Adam Carroll to post on RRSD website once call is released
	+ Everyone on EC’s responsibility to solicited papers, likely some EC members will need to review papers
	+ If the Topical receive significantly more than 24 papers, a poster session shall be considered
	+ We are considering a tour of the NS Savannah on Thursday in conjunction with the meeting.
	+ Jim Byrne will issue a set of expectations to the Technical Program Committee shortly
1. **Past Meeting/Activity Summary O’Neil**
* RRSD had one session, with 3 papers, at 2020 Summer meeting
1. **Chair’s Workshop & Chair Meeting (via Zoom) O’Neil**
* There remain significant financial issues at ANS; still losing money. The COVID-19 pandemic placing additional financial strain on ANS.

1. **Old Action Items Update Carroll**

RRSD secretary, Adam Carroll, listed the old action items 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. Brian O’Neil has made progress in gathering the required document and early review
* Completed Upload RRSD presentation file for ANS board to <https://collaborate.ans.org/>
* Follow up on RRSD internal workshop has been delayed due to Covid-19, expected to be re-visited end of 2021
* For Ray Goertz Award, the request forms have been received
* RRSD strategic plan and other documents in the ANS Collaborate
* Mark Noakes has resigned from his role of organizing the Elsevier Book on Robotics for D7D. Rob Buckingham, RACE UK, has volunteered to take the lead.
1. **Committee Assignments (past and future) O’Neil**
* No new assignment to Officers and EC chairs, except for Young Soo Park Chairing the topical conference
1. **Web Page Carroll**
* Webpage updates have been completed as requested. Additional info on topical conference to be added once call for papers is released.
1. **Newsletter Plummer**
* Jean Plummer intend to submit a winter newsletter

1. **Student Activities**
* New student EC member required; no new student chair has been identified. The search remains open.

1. **Nominations Legos**
* Leo Lagos has collected new nominations and submitting the slate to the EC board
* The EC board approved and moves forward

1. **By-laws Update O’Neil**

Brian O’Neil has made progress in update the By-Laws, gathering all the required documents and begun the review.

1. **New Business O’Neil/Legos**
	* 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.
2. **Summary of Action Items Carroll**
* Continue review and update by-laws committee (O’Neil)
* Update RRSD website (Carroll)
* Post 2020 Summer meeting minute on RRSD website and archived in the ANS collaborate (Carroll)
* Archive the RRDS presentation for ANS board in ANS collaborate (Carroll/Lagos)
* Delayed due to Covid-19, internal robotics workshop (O’Neil)
* Send formal nomination form for Ray Goertz award to EC (Lagos)
* Solicit and submit papers for 2021 ANS winter meeting (Summary due July 1, 2021?) (All)
* Search and confirm appointment of student support chair (All)
* Jean Plummer is to put together a RRSD newsletter, with input from the EC, to be issued in the winter.
* Leo Lagos and Brian O’Neil to schedule a series of planning meeting for the Topical conference.
* Michael Dalmaso will update the ANS financial statement to ANS Collaborate

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| **Date** | **Activity** | **Responsible Member** | **Due** | **Complete** |
| 11/15/20 | Continue with the by-law update | O'Neil |  |  |
| 11/15/20 | Update RRSD website | Carroll | 11/30/20 | Complete |
| 11/15/20 | Post approved 2020 Summer meeting minute on RRSD website; archived in the ANS collaborate  | (Carroll/Park) | 11/30/20 | Complete |
| 11/15/20 | Archive the RRDS presentation for ANS board in ANS collaborate  | (Carroll/Lagos) | 11/30/20 | Complete |
| 11/15/20 | Internal Robotics workshop  | (O’Neil) | End of 2021 |  |
| 11/15/20 | Send formal nomination form for Ray Goertz award to EC  | (Lagos) | 11/30/2020? |  |
| 11/15/20 | Solicit and submit papers for 2021 ANS Winter meeting (DESD/RRSD Topical) | (All) | Estimated 7/1/2021 |  |
| 11/15/20 | Search and confirm appointment of RRSD student support chair | (All) |  |  |
| 11/15/20 | Issue the 2020 Winter Newsletter | (Plummer) | 12/31/20 |  |
| 11/15/20 | Schedule planning meetings for Topical | (O'Neil/Lagos) | 12/31/20 |  |
| 11/15/20 | Upload financial statement to ANS collaborate | (Dalmaso) | 11/30/2020 |  |

1. **Adjourn O’Neil**