**RRSD Executive Committee Meeting Minutes**

**Date:** November 13, 2022

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

**EC Attendees:** Leonel Lagos, Anthony Abrahao, Brian O’Neil, Young Soo Park, Adam Carroll, Chris Eason, Taskin Padir, Windell Chun, Caleb Hatler, Venu Varma, Zhou Y (Y.Z.)

**Guest Participants** Aubrey Whittington (ANS), Fan Zhang (Georgia Tech) and Jim Burns (DDSD)

Signed proxy forms received from: Rustam Stolkin and Sungmoon Joo.

No Notification:

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

The meeting was called to order at about 5:00 PM PST

RRSD Chair, Young Soo Park welcomed the committee, and all participants introduced themselves.

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

Anthony and Adam distributed the 2022 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 2022 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 December 15, 2022.

1. **Treasurer’s Report Eason / Plummer**

Jean was not in attendance and will be transitioning all his information over to Chris.

1. **Upcoming Meeting Update Park / Burns**

* Embedded Topical in Winter 2024 meeting in Orlando, combined topical with DDSD.
  + Target around 30 participants
  + Monday afternoon Plenary Session
  + Tuesday and Wednesday, full day of papers
  + Full in-person meeting
  + Next summer, full effort to recruit papers
  + Need a general chair for the plenary meeting, ideally from DOE EM
* RRSD has a session on Wednesday at Winter Meeting

1. **Past Meeting/Activity Summary Park / Carroll**

* Carrol reviewed previous meeting minute notes
* By laws did not change due to ANS plans to change its own laws.
  + Chris suggested is more affective interact if corporate chair is two years, all one year
  + Young advised for everyone is one year, two vice chairs
  + Brain proposed rewrite postponed vote in by-laws on next meeting
* Jean resigned as treasurer
* Chris updated treasure details received from Jean
* Website has been updated
* Newsletter was completed, distributed, and posted to the website
* Young Soo recommended increase student support
* Adam mentioned optimistic ANS president meeting:
  + Big push for new revenue stream, certifying people and Standards (25% estimate)
  + How can we participate?
  + How to monitor the health of division, metrics, membership, interactions?
  + Difficult to recruit, keep and engage members
* Young Soo enforced in-person meetings for committees
* Previous meeting minutes was approved

1. **Chair’s Workshop & Chair Meeting Carroll**

* 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
* Two Congressional Fellows
* ANS student conference in Knoxville, TN
  + Expect 400-500 students

1. **Old Action Items Update Abrahao / 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) Park**

* Young Soo Park has produced draft Committee Assignments

|  |  |
| --- | --- |
| Topical Meeting Conference | Adam / Anthony |
| Program Development | Venu / Y.Z. / Anna Marie |
| International Program | Rustam / Leo |
| Student Program | Caleb / Venu / Anthony/ Chris |

1. **Web Page Carroll**

* Webpage updates have been completed as requested.

1. **Newsletter Park / Carroll**

* Proposed a shorter newsletter on an annual basis, then a long version every other year

1. **Student Activities Hatler**

* Contact past student chairs
* Some progress

1. **Nominations O’Neil**

* There is a slate of candidates proposed and approved by the Nomination Committee
* Goal to elect 4 new EC members

1. **By-laws Update Carroll**

ANS Division By-Laws are being updated for all divisions, therefore there is limited justification for modification of existing by-laws when new rules are about to be approved

Need to determine if a change is needed to election process and terms.

1. **Awards Park / Carroll**

* Leo and Brian received previous Chair Awards
* Leo received an appreciated award for his efforts in support of the Robotics Topical Meeting
* Need nominations for Ray Goertz Award

1. **New Business All**
   * Preparation for Topical Meeting
2. **Summary of Action Items Abrahao**

* 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 (Eason)
* Decide on support for student committee (All)
* Setup meeting to increase spent and student support (Park)
* Award for Best Student Paper (O’Neil/ Park)
* Update RRSD website (Carroll)
* Post 2022 Summer meeting minute on RRSD website and archived in the ANS collaborate (Carroll)
* Submitting Papers for Winter Meeting (All)
* Setup a monthly EC meeting (Park)
* Locate restaurant in Indianapolis (Carroll)

1. **Adjourn Park**