**IEEE AESS Board of Governors Action Items from Fall 2004 and Prior Meetings**

<u>**Action Items:**</u>

(AI 2003-05-01) Develop a multi-year business plan for AESS – Action: **Charles Gager and Paul Gartz. OPEN – Paul and Jim to develop Spring 2005**

(AI 2003-05-03) Create an email list of Chapter Chairs – Action: **Bob Trebits. OPEN Spring 2005**

(AI 2003-10-01) Investigate procedure for sending broadcast message to AESS membership - Action: **Russ Lefevre**.  **OPEN Spring 2005**

(AI 2003-10-07) Provide list of distinguished lecturers along with brief biographies and content descriptions to Bob Trebits for posting on the website - Action: **Jim Huddle /Bob Trebits CLOSED**

(AI 2003-10-08) Obtain recommendations from international BoG members as to appropriate distinguished lecturer topics and lecturers - Action: **Jim Huddle**. **Tsuneo, to get Jim Huddle more detail on your proposed distinguished lecturers – biography and description / details of lecture. OPEN Spring 2005**

(AI 2003-10-09) Investigate the potential for adding "timely topics" to the distinguished lecturer program - Action: **Jim Huddle**. **CLOSED**

(AI 2003-10-11) Explore what AESS should do in conjunction with the ITS World Congress in Nagoya and the IEEE ITSC in Washington and discuss with Paul Gartz - Action: **Tsuneo Takahashi**. **Request participation of BoG member(s) at a workshop to be held in conjunction with Nagoya meeting (Mid October 2004). Paul suggested that Paul Kostek will be asked to attend. Tsuneo has arranged for 4 key researchers from Japan to participate in ITSC. Suggestion to have side meeting at ITSC on large scale systems of systems research. CLOSED**

(AI 2004-04-01) Find a way for the 6 societies that make up Division IX to collaborate on a small set of specific strategic issues. Action: **John Reagan OPEN Spring 2005 (John Weyrauch to contact John Reagan and get update)**

(AI 2004-04-02) Do survey and develop plan to create single source of AESS data including contact with Evelyn Hirt to explore link with higher level IEEE member data base. Action: **Bob Trebits, John Weyrauch, Jim Huddle, Evelyn Hirt OPEN Spring 2005**

(AI 2004-04-03) Each member/participant should create 1 page bio with picture and send to Bob Tribits. The bio should include a first section that describes your role on the BoG and areas of responsibility. Action: **All Active BoG Members and Participants OPEN Spring 2005**

(AI 2004-04-04) All board members to review suggested procedure changes over the next week and J Weyrauch administer e-mail vote. Action: **John Weyrauch CLOSED**

(AI 2004-04-05) Create web page for the Integrated Avionics Panel. Action: **need information from Glen Logan CLOSED (but not done)**

(AI 2004-04-06) Create web page for the System Engineering Panel. Action: **need information from Paul Gartz, Bob Rassa, Paul Kostek OPEN Spring 2005**

(AI 2004-04-07) Create web page for the Target Tracking & Sensor Fusion Panel. Action: **need information from Dale Blair OPEN Spring 2005**

(AI 2004-04-08) Create a link to the 2005 IEEE Radar Conference Action: **Bob Trebits OPEN Spring 2005**

(AI 2004-04-09) Create a link to the 12th International Conference on Integrated Navigation Systems.  Action: **Bob Trebits CLOSED**

(AI 2004-04-10) Create a link to the Carnahan 2004, The 37th International Conference on Security. Action: **Bob Trebits CLOSED (but not done)**

(AI 2004-04-11) Create an e-mail distribution list of AESS chapter chairs. Action: **Zafar Taqvi and Bob Trebits CLOSED**

(AI 2004-04-12) Post conference MOU form on AESS BoG web site. Action: **Barry Breen CLOSED (John Weyrauch to e-mail to Bob Trebits)**

(AI 2004-04-13) Marina Ruggieri will contact Bob Profet about the Aerospace Conference along with Peter Willets and Evelyn Hirt and coordinate with Barry Breen. Action: **Marina Ruggieri, Peter Willets, Evelyn Hirt, and Barry Breen CLOSED**

(AI 2004-04-14) Provide SAE Control and Guidance background material at the next AESS BoG meeting. **Action: John Weyrauch CLOSED**

(AI 2004-04-15) Develop an IEEE AESS Board of Governors electronic letterhead. Action: **John Weyrauch call Bob Trebits OPEN Spring 2005 (John Weyrauch to obtain from Evelyn Hirt)**

(AI 2004-04-16) Establish selection criteria for becoming a distinguished lecturer. Action **Jim Huddle CLOSED**

(AI 2004-09-01) Bob Rassa will lead this two track effort and will get help from Barry Breen, Evelyn Hirt, Marina Ruggieri, Charlie Gager, and Peter Willet (Bob Rassa).

(AI 2004-09-02) For the Spring 2005 meeting bring sample MOA to the Board and a plan for how VP Conferences will mechanize a process for conferences getting IEEE approval (Barry Breen)

(AI 2004-09-03) AESS to get update on IEEE "Excel" training initiative and become resource for source material for training/tutorial activities (Paul Gartz)

(AI 2004-09-04) For additional Systems of Systems activities, contact Phil Holmer, committee chair, of IEEE Transportation and Aerospace Policy Committee (Paul Gartz)

(AI 2004-09-05) Develop training/orientation package for chapter leadership (Zafar Taqvi)

(AI 2004-09-06) Develop and implement a plan to create and charter an IEEE SE council with AESS leadership (Bob Rassa)

(AI 2004-09-07) Develop approach for getting AESS VPs monthly financial reports for their element of AESS possibly using the AESS web site and automatic downloads of the TAB data (Charles Gager and Bob Trebits).

(AI 2004-09-08) Set up conference best practices session within AESS conferences. Include 2 members from each conference's board. Include a discussion of technical changes in the fields covered by the conference (Barry Breen)

(AI 2004-09-09) Action – Develop ways to interact at the 2005 Section Congress and discuss these suggestions at Spring 05 meeting (John Weyrauch and Evelyn Hirt).

(AI 2004-09-10) Propose new activities to be considered for the 2006 AESS budget that will support the vision and future directions discussed yesterday. (All board members)

(AI 2004-09-11) Add a final item to the audit that is lessons learned and recommendations to improve the audit process. Specifically the concern is over the request for information that has not generally be accumulated over the years – if data is desired, the request to track the data must be made years in advance. Paul and Jim to contact the audit chair to get clarification prior to submittal on data requested that we simply do not have. (Paul Gartz and Jim Leonard)

(AI 2004-09-12) Communicate decision to the AC&GS and finalize entry into AESS. (John Weyrauch)

(AI 2004-09-13) Develop specific recommendations for additional AESS actions in support of ITS on a global level. (Tsuneo Takahashi)

(AI 2004-09-14) Track status of International Society for Information Fusion and report at each BoG meeting (Dale Blair and Peter Willet)

(AI 2004-09-15) Generate paper work to get AESS as technical co-sponsor of new conference with NDIA in SoS  - Interoperability / Net Centric Operations conference (Bob Rassa)

(AI 2004-09-16) Generate paper work to get AESS as technical co-sponsor of Systems Engineering Research Conference (Bob Rassa)

(AI 2004-09-17) Conduct web search for conferences AESS technically co-sponored in the past to get them to continue AESS sponsorship in the future. (Barry Breen)

(AI 2004-09-18)  Ed Reedy will send the AESS criteria for plagiarism and our assessment process to the VP Publications for IEEE and get IEEE approval of and comment on the AESS criteria and process. (Ed Reedy)

(AI 2004-09-19) After action AI 2004-09-18 is completed, send findings of the AESS review of the plagiarism complaint to IEEE IP and Publications board (Ed Reedy)