



IEEE VTS
Connecting the Mobile World

IEEE-VTS-BoG 02/09/27 MINUTES P:1/6

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Dear Colleagues,

Enclosed you can find the minutes for the September 27, 2002, Board of Governors meeting in Vancouver.

Best Regards,

Y.-P. Eric Wang
Secretary, IEEE Vehicular Technology Society



Minutes of the 9/27/2002 IEEE VTS Board of Governors Meeting

1- CALL TO ORDER

The IEEE VTS Board of Governors (BoG) met on 9/27/2002 during VTC2002-Fall in Vancouver, B. C., Canada. President J. R. Cruz called the meeting to order at 8:30 AM.

2- ROLL CALL & UPDATED ROSTER

The following people attended the meeting. (Note that * denotes elected Board members.)

Name	IEEE/VTS function
Charles Backof*	Treasurer
Dennis Bodson*	Executive Vice President; Chairman, Standard Committee
J. R. Cruz*	President
Mark Ehsani	VPPC/Convergence Fellowship Chair; Newly Elected BoG member
Robert French*	ITS Coordinator
Mohsen Guizani	General Chair, VTC2003-Fall
Youngnam Han	TPC Chair, VTC2003-Spring
James Irvine	VTS News Editor
Seong-Cheol Kim	Secretary, VTC2003-Spring
Jae Hong Lee	General Chair, VTC2003-Spring
Mel Lewis	Conference Coordinator
Roger Madden	Newly Elected BoG member
Tad Matsumoto*	Northern Europe VTS Chapter Development
Robert Mazzola*	Vice President-Motor Vehicles
George McClure*	Chair, Conf. Committee, Publicity Committee, Membership Committee
Sam McConoughey*	Elected BoG member
Tom Rubinstein*	Conference site selection; New member liaison
Eric Schimmel*	Vice President-Mobile Radio
Raymond Trott*	Chairman, Awards Committees
Y.-P. Eric Wang	Secretary
Jim Worsham*	Conference Coordinator

Twelve elected Board members were present at the meeting, which constitute quorum.

3- DISTRIBUTION OF DOCUMENTS

Documents and reports were distributed before the meeting and as the meeting progressed.

4- ADOPTION OF MEETING AGENDA

R. Mazzola moved to adopt the agenda (see [Attachment 1](#)), and D. Bodson seconded. The agenda was adopted with a unanimous vote.

5- APPROVAL OF THE MINUTES OF 5/8/2002 MEETING

D. Bodson moved to approve the minutes of the May 8, 2002, Board meeting. R. Madden seconded. The minutes of the May 8, 2002, Board meeting were approved with a unanimous vote.

6- SECRETARY'S REPORT

E. Wang announced that he would leave the Secretary post after serving out the current term. He thanked the Board for its support during his term. President J. R. Cruz noted that the appointment of Secretary is at the discretion of the society president, and thus he would work with the next president-elect on searching for candidates to be considered.

7- TREASURER'S REPORT

C. Backof summarized the current financial status of VTS in the spread sheets he prepared ([Attachment 2](#)). He reported that



- As of Aug. 2002, the VTS net worth stands at \$862K, which is \$32K less than the Prior Year Reserve.
- The amount listed under "Administration" is what VTS paid to the IEEE.
- The YTD surplus from "meetings/conferences" shows a large variation. This reflects the decreased attendance of VTC's after Sep. 11 last year.
- The YTD expense of committee expense is within the budget. He thanked all the BoG members for being cost-conscious with their traveling expenses.

A motion to amend the Conference Handbook for adding complimentary conference registration to VTS Board members was made by S. McConoughey, and seconded by J. Worsham. An amendment to the motion was proposed by J. Worsham to further include VTS conference coordinators as recipients of complimentary conference registration. This amendment was seconded by R. French. This amended motion carried after a majority vote. S. McConoughey noted that this change could encourage Board members to participate in conference activities. The amended motion was approved after a majority vote. (7 in favor, 4 against, and 1 abstained)

8- PRESIDENT'S REPORT

- President J. R. Cruz announced the results of this year's Board of Governors election. Mark Ehsani, James Irvine, Tom Rubinstein, Roger Madden, and James Worsham were elected for a three-year term, starting from 2003.
- President Cruz also reported that the main focus in last TAB meeting was current financial situation of the IEEE. Every society agrees to contribute funds to help alleviate the financial difficulties of the IEEE. In the mean time, a consulting firm is employed by the IEEE to find ways to improve organization and operation efficiency.

E. Schimmel noted that the ballot turn-in rate for our Board of Governors election had not been great. J. Irvine suggested that we investigate whether the ballot can be cast through the web because this process is easier for the members and the cost of returning a ballot can also be lowered. G. McClure moved to authorize the web master to check with the IEEE headquarters to see whether J. Irvine's suggestion is feasible. R. Mazzola seconded this motion. This motion was approved after a unanimous vote.

9- AWARD COMMITTEE REPORT

Award Committee Chair R. Trott submitted a report ([Attachment 3](#)). He reported that he will present the Outstanding Service Award in the Award Lucheon, and two fellowship awards will be presented by Motorola and M. Ehsani, respectively.

10- PUBLICATIONS COMMITTEE REPORTS

Transactions

G. Bottomley reported the status of the Transactions ([Attachment 4](#)). He first introduced T. Wong, an Associated Editor, to the Board. He reported that

- Annual cost for the Transactions will be increased by \$3768 next year.
- The impact factor of our Transactions were ranked in the upper half in 2000 and 2001 among all Electrical and Electronics Engineering journals, according to Journal Citation Report.
- Added 6 new associate editors, bringing the total to around 30 associate editors.

C. Backof commented that the turn time from paper submission to publication is important for the success and impact factor of our Transactions.

G. Bottomley also requested the Board to recognize the services of Barbara Friedewald in her role as the Transactions system administrator. G. McClure made a motion to award Barbara Friedewald a \$1,100 check. D. Bodson seconded it. The motion passed by a unanimous vote.

Newsletter

J. Irvine reported on the status of Newsletter ([Attachment 5](#)).

- The IEEE has asked the newsletter editors to reduce the size and paper weight of newsletters to save postage cost. J. Irvine noted that considering the page count of our newsletter, this approach does not result in much saving for VTS. He pointed out that reducing size and paper weight will however constrain the layout of our Newsletter.



- DECT Forum asked for permission to put the DECT article in our 3G series on their web site. The Board did not have any objections to this.
- Feature articles and VTS news are not digitally archived. G. McClure moved to ask J. Irvine to check on getting the VTS Newsletter into Xplore. D. Bodson seconded. The motion was approved unanimously.

E. Schimmel raised the issue of whether we can provide VTS Newsletter to some libraries, e.g. the ITS library. He will provide a list of agencies to be considered offered a free trial subscription to the VTS Newsletter.

11- IEEE VTS DIGITAL LIBRARY

T. Rubinstein reported on the VTS digital library ([Attachment 6](#)).

- Couldn't get recommendations from IEEE for alternative vendors.
- New quote from Parity Computing is down to \$97K. They are not willing to break down the project into small phases, but are willing to take progressive payments. T. Rubinstein recommended that we put this project on hold. C. Backof suggested that we revisit this issue next spring for including it as an initiative for our 2004 budget.

12- CONFERENCE MANAGEMENT SERVICES PROPOSALS

B. Mazzola reported on conference management services comparison (see [Attachment 7](#) and [Attachment 8](#)). Proposals from Myers/Smith, CMS, and Courtesy Associates have been carefully evaluated. The bids range from \$25K (Myers/Smith) to \$95K (Courtesy Associates). All three proposals have additional out-of-pocket expenses to cover travel, copies, printing, etc. He noted that these expenses could be expensive. Based on his evaluation and feedback from long time conference organizers, he recommended that VTC's continue to be run with mostly volunteer help. J. Worsham commented that the IEEE Conference Services provided good services for VTC'96 in Atlanta at a reasonable cost (\$20K, including travels.) J. R. Cruz commented that streamlining conference closing was the motivation of seeking conference management services. He also expressed concerns for the heavy workload of our conference coordinator, M. Lewis. Both J. H. Lee and M. Lewis expressed concerns of using U.S. based conference services for international conferences. M. Lewis suggested that we give local committees discretion to hire local professional services to do certain works. G. McClure moved to accept B. Mazzola's report and recommendation; this was seconded by S. McConoughey. D. Bodson moved to amend the motion to receive the report, rather than approve the report. E. Schimmel seconded this amendment. The amended motion carried after a majority vote (10 in favor and 2 against), and was approved by a unanimous vote.

13- CONFERENCES AND MEETINGS

• VTC-2003/Spring (Jeju, Korea)

Conference General Chair J. H. Lee submitted a status report for VTC-2003/Spring ([Attachment 9](#)).

- Expected income is \$40K based on 650 attendants (including 325 students).
- Contracts with printer, conference center, and hotel had all been signed.
- Shuttle services between hotels and conference center will be provided.
- The conference web site has been set up.
- TPC received more than 1000 submissions. Notification of acceptance will go out in December.

• VTC-2003/Fall (Orlando)

Conference General Chair M. Guizani submitted a status report for VTC-2003/Fall ([Attachment 10](#)).

- Location is finalized as Orlando Hyatt, and the contract was signed.
- Web site is ready, and is now open to paper submissions.
- Treasurer has been identified and assigned duties.
- TPC members finalized. Two keynote speakers, Lucky and Hubert, accepted invitation.

G. McClure noted that the hotel information given on the IEEE conference web site is wrong. The conference site is listed there as Disney Swan and Dolphin, rather than Orlando Hyatt. This needs to be corrected.

• VTC-2004/Fall

Dr. Sumner Matsunaga of Aerospace Corporation presented a proposal for hosting VTC-2004/Fall in Los Angeles on behalf of the VTS LA chapter and Aerospace Corporation (see [Attachments 11](#) and [12](#)).

- The proposed conference theme is "Wireless Technologies for Homeland Securities".



- LAX Marriott is proposed as the conference hotel. There are multiple hotels within the walking distance. Nearby Hilton hotel is also available.
- Sam Lim presented the proposed budget. Please see [Attachment 13](#).

A few Board members expressed concerns about the proposed theme and logo for not being inclusive and for being U.S. centric. E. Schimmel noted that in the international community the term PPDR (Public protection and disaster relief) is more widely used to address public safety issues. Based on the suggestions from the Board, the organizing committee will work on a new conference theme and logo. It was also agreed that Aerospace Corporation's participation is to be noted in text references, but the Aerospace Corporation logo is not to be used on conference materials. G. McClure moved to accept the proposal and the budget, and this was seconded by D. Bodson. The motion is approved unanimously.

- **ISART-2003 and IASTED's WOC-2003**

President J. R. Cruz reported that both conferences are requesting VTS for technical co-sponsorship ([Attachments 14](#) and [15](#)). The details of ISATED's conference can be found in [Attachment 16](#)). The Board approved a motion to participate in these two conferences as requested.

Conference Site Selection

T. Rubinstein had a report on conference site selection (see [Attachment 17](#)). He reported that the proposal for hosting VTC-2006/Spring in Melbourne had been modified (see [Attachment 18](#)) to address most of the concerns raised in the last BoG meeting. He noted that this proposal had reached a point where it can be approved. A motion to approve the Victoria Section's proposal for VTC2006/Spring was made by G. McClure, seconded by T. Rubinstein, and passed unanimously. M. Lewis will be in contact with the local committee to offer assistance.

B. Mazzola noted that there had not been a progress report from the local committee of VTC-2004/Spring in Genoa. He will try to obtain a detailed report about VTC-2004/Spring before our next BoG meeting.

E. Schimmel noted that there are grants available from federal agencies for promoting or subsidizing conferences. He suggested that VTS pursue these opportunities.

Past Conferences

J. Worsham submitted a report on past conferences (see [Attachment 19](#)).

- **VTC-2001/Fall (Atlantic City)**

The projected surplus is around \$35K.

- **VTC-2002/Spring (Birmingham)**

There were 551 attendees, of which 50% were students. The conference is expected to have surplus.

- **VTC-2001/Spring (Rhodes)**

The on-going dispute with the conference organizing company, Dan Knassim, has not been resolved.

M. Lewis also submitted a report summarizing the status of VTC's between 2001 and 2006. His report is included in [Attachment 20](#).

14- OTHER COMMITTEE REPORTS

- **VPCC**

M. Ehsani reported that there were 20 papers presented in 4 VPCC sessions during this conference. He expected the number of paper submissions would increase, as these VPCC sessions become better known. He also reported that VPCC currently has 13 members from the U.S., Europe, and Japan. M Ehsani's report is included in [Attachment 21](#).

- **Convergence Fellowship Committee**

M. Ehsani reported on Convergence Fellowship (see [Attachment 22](#)). This year there were 4 nominations received and the winner is Phillip Wecker.

- **Membership Development Committee**



G. McClure reported the status of VTS membership brochure. A sample text of the brochure is included in [Attachment 23](#). The cost of producing 25,000 brochures is about \$8,800. In addition, a roll-up table-top exhibit backdrop banner is also considered. However, with this addition, the total cost may exceed the \$10K threshold where IEEE approval as an initiative is required. Thus, he recommended that we produce the brochures and defer the banner production. A motion to approve \$8,800 for producing VTS membership brochure is made by G. McClure and seconded by J. Worsham. This motion is approved unanimously.

G. McClure's other report items can be found in [Attachment 24](#).

15- INDIVIDUAL BOARD MEMBER REPORTS

D. Bodson reported that as the chairman of the Standard Committee, he received an appeal on the P1616 policy and procedure manual. He has formed a panel with two members from VTS to look at this appeal.

R. French submitted a report on ITS update ([Attachment 25](#)). He reported that the ITS Council is in good financial condition, in spite of the IEEE financial difficulties. He also reported that there has been an increased interest in telematics technologies.

16- OTHER BUSINESS

17- NEXT MEETING

C. Backof proposed having next BoG meeting in Orlando at Orlando Hyatt hotel, the conference hotel of VTC2003/Spring. This was agreed. The exact date was not set; however Jan. 11 was proposed as the first candidate.

18- ELECTION

The results of this year's officer election are as follows.

President: Charles Backof
Executive Vice President: Dennis Bodson
Vice President - Motor Vehicles: Robert Mazzola
Vice President - Mobile Radio: Eric Schimmel
Vice President - Land Transportation: Harvey Glickenstein
Treasurer: George McClure

19- ADJOURNMENT

R. Mazzola moved to adjourn the meeting and S. McConoughey seconded. The meeting was adjourned at 3:10 p.m. after a unanimous vote.