MINUTES (Approved at October 28 2022 AdCom Meeting at IROS)

IEEE Robotics and Automation Society Administrative Committee (AdCom) Meeting

Thursday, 18 August 202
10:00-1:00pm EDT (Virtual)

1) **Meeting Called to Order, and Welcome (Mombaur)**

2) **Roll Call and Review of Consent Agenda (Mombaur)**

- **ATTENDEES:**
- **14 Elected Members (Voting Members)**
  - **Class of 2022:** Alin Albu-Shaeffer, Yasuhisa Hasegawa, Yasuhisa Hirata. Cecilia Laschi
  - **Class of 2023:** Tamim Asfour, Maria Pia Fanti, Yoshihiko Nakamura, Angela Schoellig
  - **Class of 2024:** Arash Ajoudani, Nancy Amato, Fumihito Arai, Karinne Ramirez Amaro, Inna Sharf, Kenji Suzuki
  Not Attending: Marcelo Ang, Jaydev Desai, Aleksandra Faust, Michael Yu Wang

- **6 Society Officers (Voting Members):** Frank Park, Katja Mombaur, Tony Maciejewski, Aude Billard, Seth Hutchinson, Enrica Tricomi

- **9 Non Voting Members:** Wolfram Burgard, Patrick M. Wensing, Paul Oh, Bram Vanderborght, Hiromi Mochiyama, Andra Keay, Todd Murphey, Kyujin Cho, Andreas Mueller
  Not Attending: Stefano Stramigioli

- **IEEE STAFF:** Randi Sumner, Amy Reeder

3) **Approval of Agenda (Mombaur): Approved**
   The agenda and full reports can be found at
   https://agd.ieee.org/mpt/Agenda.aspx?eid=17787

4) **Welcome and Agenda Details (Park)**

5) **FAB Report (Mochiyama)**
   - The YTD surplus of RAS is 1M$, especially from conferences and publications; must be spent by end of 2022
   - Suggestions for long term plans needed to spend money effectively and wisely to support RAS members
   - Discussion:

- Surplus could be used in the short term to drastically reduce IROS 2022 and ICRA 2023 registration fee; Increasing support for IROS attendance through fee reduction or travel support makes sense since traveling to Japan is very expensive for many members
- Boards are asked to come up with suggestions and discuss at IROS
- MAB will work on a proposal with the goal to prioritize authors and workshop organizers (conference content creators)
- For EDI reasons not only 1st autors and speakers should be considered

6) RAS 2023 First Pass Budget Approval (Mochiyama)

Motion: to approve the 2023 First Pass Budget revised by FAB.
(Motion passed)

7) PAB Motion RA-L Support (T. Murphey)
- Motion for budget to support one-time backlog catch-up
- To be finished in 2022
- Budget accommodates slightly larger number than quoted
- Will look at different ways of processing backlog approvals with AdCom in the future, eg by email

MOTION: Resolved that allocation of up to 55,000 USD in funds for RA-L to get a one-time page increase up to a total of 13,000 pages for 2022 be approved.
(Motion passed)

8) PAB Motion RA-L Support (T. Murphey)
- Budget to Support T-MECH One-Time Page Backlog Catch Up
- RAS is responsible for ⅓ of cost as co-sponsor

MOTION: Resolved that allocation of up to 35,000 USD in funds for T-MECH to get a one-time page increase up to a total of 6000 pages for 2022 be approved.
(Motion passed)

9) Educational Activities Committee
- Goal: Development of online learning courses
- Target Audience: Students (Undergrad + Grad), Professional engineers, Scientists, Researchers, University educators (different business model)
- Benefits to RAS: Public good; Grow membership, attract new roboticists; Potential source of revenue
- Use competitive advantage of RAS
- Focus on special topic for now, high demand (grad students and young researchers; Possible topics: Soft robotics, Drones, Robot learning for locomotion

Discussion:
- Elevation of Education Committee to Board possible

- Selection of volunteers and topics by experts
- Appropriate compensation of creators, incentive for good content
- Monitor tutorials from ICRA
- Budget spending this year if possible
- Importance of high quality of pilot was emphasized
- Open source publication to be evaluated
- Involve more young women
- Also consider fundamental topics

MOTION: To allocate up to USD 50,000 for the development of online educational content for 2 robotics modules
(Motion Passed)

10) State of the Society & Introduction of Executive Director (Park)
- Hiring underway for Operations manager, 2 new staff positions and for staff position to replace Alexis Simoes
- Plans to hire additional staff early next year
- IROS sponsorship (current split RAS 25%, IES 25%, 50% RSJ & SICE); Kevin Lynch to lead RAS committee to renegotiate sponsorship, Target deadline set to 10/1, will be taken to IROS 2022 for approval
- 5-year Society Review in November, reports due in the next couple of weeks, high load on ExCom

11) New Journal Proposal (Murphey)
- RAS is 5th largest society of IEEE
- Closest society to RAS in culture and membership is Computer Society which has 29 primary sponsored journals and 13 co-sponsored journals
- A lot of room for growth in RAS publications, may have been too conservative for creating new journals
- Rapid expansion of society expected
- Proposal: Create new journal on Robotics and Automation Practice:
  Early stages of development; Format, Scope to be defined.
  Sustainability
- Contact T Murphey with suggestions

12) Other/New Business (Park)
  Reminder - IROS will be held in-person in Kyoto on Oct 28, 2022

13) Consent Agenda (Mombaur)
- Approval of Past Minutes
  - May 28, 2022

14) Meeting Adjourned (Mombaur)