

USNC-URSI Executive Council Meeting Minutes
Millennium Hotel, Boulder, Colorado
National Radio Science Meeting
January 9, 2010
Prepared by Katie Bowman and Steve Reising

Members present: Yahya Rahmat-Samii (Chair), Steven Reising (Secretary), George Uslenghi (Past Chair), Gary Brown (Accounts Manager), Katie Bowman (The National Academies/NRC Program Officer), Christopher Holloway (Commission A Vice Chair), Sembiam Rengarajan (Commission B Vice Chair), Dev Palmer (Commission C Chair and Commission D Representative), Danilo Erricolo (Commission E Chair), Albin Gasiewski (Commission F Chair), Frank Lind (Commission G Chair), Anatoly Streltsov (Commission H Secretary), James Cordes (Commission J Chair), Erdem Toposakal (Commission K Vice Chair), Steven Weiss (Member at Large)

Guests present: Ross Stone, URSI Assistant Secretary General for Publications

1. **Call to Order and Self Introductions:** The meeting began at 8:20 am. Yahya Rahmat-Samii welcomed meeting participants, followed by introductions.
2. **Approval of Minutes:** The minutes from the 2009 meeting were approved
3. **Discussion and Approval of Agenda:** The agenda was approved
4. **Review and Discussion of Commission Action Items:**
 - All commissions were requested to please send Steve Reising the full contact information, including mailing address, of new members. This is needed to send welcome letters from The National Academies.
 - Commissions A, B, C, D, E, F, G, and K will participate in the 2011 joint meeting
 - Individual Commissions reported comments from their business meetings.
 - Commissions reported that they had shared the request for candidates for URSI awards, announced the upcoming URSI meetings, and suggestions for institutions and departments active in radio science but not currently participating in USNC-URSI. The commissions provided several suggestions on their forms and will gather additional input from their members. The commissions also provided several suggestions for government agencies that might be interested in helping to support student activities, including DOE, NIH, and NOAA.
 - Commissions generally reported positive experiences using the new meeting software. Several suggestions for future improvement included:

- Sending an email to all those who have submitted a paper in draft form but have not submitted it in final.
 - Request that session chairs receive an email notification/confirmation of their role prior to the meeting
 - Both chairs of joint sessions request access to all the papers submitted to the joint session
 - Request for brief descriptions to accompany special session titles, to help authors determine the session that fits their abstracts
 - Add an export text feature to the software so that session chairs can export session program information (titles, speakers, etc) to share with others
 - Suggestion that session selection include separate pull down menus for general sessions and special sessions to reduce submission confusion
- Additional comments and discussion:
 - USNC Officers and Commission Chairs will give additional thought to whether invited talks should be designated as such in the program.
 - Steve Reising will circulate the list of proposed special sessions to all Commission Chairs. All Commission chairs must send Steve Reising their list of general topics and finalized special sessions by the end of June 2010 for production of the 2011 NRSM call for papers.
 - Student feedback on the NRSM was positive, and included a comment on the friendliness of the meeting, which can be more informal and comfortable for students than the IEEE AP-S/USNC-URSI summer meeting.
 - The opportunities / process for meeting participants to become more involved in USNC-URSI and International URSI should be made clearer. For example, NRSM materials could include brief explanations of the reasons to become an URSI member, the types of membership and eligibility, how to join, and how to attend events such as Commission business meetings.
- 5. Observations on the 2010 NRSM:** The meeting was perceived to be very successful. The final number of registrations was 380, with 347 papers presented. Income was approximately \$112,000 and expenditures approximately \$75,000, so the USNC should receive a meeting surplus. It was suggested that a separate full-page ad announcing the Student Paper Competition should be published, in addition to the Call for Papers.
- 6. Dates and Topics for the 2011 NRSM Plenary:** The dates for the 2011 NRSM were reviewed:
- Tuesday, Jan. 4: USNC business meeting at 7:00 pm
 - Wednesday, Jan. 5 – Friday, Jan. 7: NRSM sessions
 - Saturday, Jan 8: USNC Council breakfast meeting; It was proposed that the breakfast meeting return to its 6:30 am start time.

- Yahya and Steve will organize the 2011 Plenary Session on a broad, out-of-the-box topic.
7. **Any Big Ideas:** Potential new initiatives included:
- Promoting social interaction among students with a Thursday evening event
 - Listing student paper winners on the USNC website
 - Collecting meeting statistics
 - Working to increase the participation of additional universities and women. The NRSM, student travel support program, and student paper competition should be advertised through the IEEE Women in Engineering organization and its magazine.
 - It was suggested that student paper competition papers could also be published in a special issue of *Radio Science*.
 - For 2011, it was decided that both undergraduate and graduate students would be eligible for the USNC student travel program
 - It was also suggested that the USNC commission criteria for member and associate member should be reviewed with the goal of making them more uniform. As a starting point the USNC officers will examine the membership form that has been used by Commission B.
8. **Adjournment:** The meeting was adjourned at 9:40 am