

**FINAL Minutes**  
**SSIT Telecon**  
**10 December, 2013**

1. Welcome and Introductions

The meeting opened at 14:02 EST by President Laura Jacob. Attendees present in person and on the phone introduce themselves (listed at end of the minutes).

2. President's Comments (Jacob)

Emily Anesta has stepped down as Chapters Chair. Phil Hall will take her place.

Ken Foster has stepped down as Treasurer. Jerry Hudgins will replace him.

Luis Kun has stepped down as Conferences Chair. Elya Joffe will replace him.

The SSIT activities were well received at November TAB meeting. This will be discussed during Long Range Planning agenda item.

3. Report on the SSIT BoG Election Status (Jacob for Engel)

Jerry Engel has sent regrets for this meeting. Laura passed along his message that ballots will be going out on December 16<sup>th</sup>. An email should have been sent to all SSIT members.

4. Treasurer's Report (Hudgins for Foster)

Jerry Hudgins does not start as Treasurer for another three weeks. Since Ken Foster was not on the call, Jerry was asked to comment. Jerry Said that SSIT financials generally look okay; the only issue is currently a \$2K deficit. Although the current net, through the Thanksgiving break, on periodicals was negative, it was covered by a surplus on conferences. Laura noted improvement over the last two years.

Lew stated that the budget projection of a \$16K surplus has somehow vanished. Jerry noted expense has outpaced income, so the surplus is lower than budgeted, but is somewhat offset by extra net from conferences.

Terri asked if they can see charts on this to see if there is anything surprising, since there was a planned surplus in pubs, which is now at a deficit. Laura said she can't pull up the most recent information, but remembers a "mystery number" from extra revenue of Xplore due to universities in India signing up for Xplore. Laura said that the last time she looked, that revenue was no longer there.

At this point, Luis Kun joined the call and Lew stated that enough voting members are present, and the requirements for a quorum are met.

5. Publications Report

Terri was asked to comment on pubs, since Joe Herkert was not on the call. Terri appeared to have been lost from the call. Laura decided to skip the pubs report for now and revisit if Terri comes back on line.

## 6. Conferences (Kun)

Luis said he is moving on to another project, but is currently Conferences Chair for another week. He said SSIT may be stretching itself a little thin, although the aspect of financials is not necessarily involved. He believes having reps in much of IEEE is a plus for SSIT as a whole. He proposed that when Computer Society and EMBS have annual meetings, that SSIT be represented via sub section. This will add to SSIT's value as well, and potentially will attract members.

Luis brought up the point that there should always be someone from SSIT present to take the lead, and that more volunteers must be acquired in different areas. Lew said that if SSIT is going to be TCS or FCS for conferences, that SSIT must have someone attend and give feedback. SSIT should have representation when new areas emerge (e.g., Life Sciences, Cloud Computing) and have at least a placeholder so it can have an impact on those technologies.

Laura mentioned collaboration with FDC (feedback from TAB meeting). Still exploring what shape it will take, but there is big opportunity.

Hal said that IEEE will likely be changing the ways that expenses are allocated from TCS conferences, which may go into effect in 2015. The conference will be charged for TCS, and for articles published in Xplore. These expenses may be paid by the TCS sponsor society/council, or may be passed on to the conference, and not incurred by the IEEE sponsoring entity(s). Laura mentioned that this could be positive since all these expenses are currently paid by TAB as a whole through the TAB Support Line and SSIT would ultimately pay less due to the small number of conferences that it currently Technically Co-Sponsors.

*Motion on TCS for SusTech.*

Laura said the conference is a good fit because of the sustainability and humanitarian aspects of the conference. She mentioned needing a point person for the conference (will be Lew).

Elya said he thinks he could propose and organize a workshop or track ("quality of life") that will be SSIT sponsored, to increase visibility, but that this overlaps with the EMC conference and he can't be there. He will look at the CFP. Laura mentioned putting together a panel of speakers or forum. Lew will look into it. Jim mentions possibly inviting Ed Perkins to be on the panel to draw people into SSIT activities.

No further discussion. No objections. The motion passed.

*Motion on Approving the Budget for the IoT meeting.*

Laura said she is comfortable with the numbers for this conference because it is sponsored by so many societies with good track records. Elya asks about Grants and Donations item in budget and said it's a large number. Lew responds that in Asia it is not uncommon to receive large donations from industry involved to support conference.

No further discussion. No objections. The motion passed.

*Discussion of TCS for the ICEIS meeting.*

Laura stated she discussed this with Lew and the others, and decided to decline. She said in the future they will reach out to local chapters and ask if they'd like to be involved in similar situations. She will get back to Region 8 members to see if they'd like to get involved.

#### 7. Long Range Planning Committee (Jacob, Adamson)

Laura said SSIT was warmly received at the TAB meeting. She gave a brief presentation at the TAB Presidents' Forum, and then did a follow-up poster session where several AdCom members reached out to members of other societies/councils and OUs to find possibilities for collaboration (TCS for SusTech conference; SSIT presence at EMBS conference, FDC collaboration, Computer Society and "Computing Now").

The presentation to TAB Management Committee on results of Long Range Planning Committee went well. The TAB AdHoc Oversight Committee was going to dissolve, but agreed to stay on for another year to assist society in refocusing.

Hal said it may be worthwhile to look at pursuing a grant from TAB to support SSIT activities. This may allow SSIT to do that they wouldn't otherwise be able to support. Lew said that when he had this discussion with Tab Oversight Committee, they said to come up with ideas and, if there are finances involved, to come up specific proposals. But a plan must be in place before the request. Laura said Rakesh Kumar (Chair of the TAB Oversight Committee) did a presentation to TMC about SSIT, and that someone had asked about direct funding from TAB. They were open to it, but SSIT would have to justify it if they wanted to pursue it, and show how they were bringing value to all of IEEE.

Jim mentioned short-term success in areas of Facebook visibility and local contests, and that SSIT could help other societies learn how to grow social media presences via documentation and consulting services. Long term, a group can be formed to deal with an issue like "privacy" and point to documents in IEEE that deal with privacy issues, and that this may become a valuable asset for IEEE.

Luis mentioned that the IEEE tends to be English-centric, and that encouraging people to join even if not knowing English may provide a positive impact.

Lew and Jim said that they have sent out a proposal packet on re-organization of the SSIT structure and welcome comments, suggestions, agreement, and disagreement.

Laura talked about the need to focus on member and volunteer development. Greg has been looking at this as VP and as part of LRPC. Lew Said this is part of proposal packet. Jim said the activity should not be delayed.

A proposal for the establishment of a Membership and Volunteer Development Committee was approved with no objections. Laura appointed Luis Kun to head this since, he travels outside US and will be useful in increasing student membership. She has also approached Tim. If people are interested in being involved, please contact Laura or Luis.

SSIT needs to address how else to interact with FDC, and be involved in non IEEE-sponsored activities. There should be a closer relationship between conferences and membership, publications and membership, etc.

Greg proposed that the Long Range Planning Committee be reconstituted as a Strategy Committee, to meet monthly, which was agreed upon. He asked for volunteers to contact him.

#### 8. Motion on the SSIT Logo Contest

Motion to award the \$100 prize for the entry which received “most liked” designation on Facebook (submission #23 received the largest number of “likes”).

No discussion, no objections. The motion passed.

Jim Isaak recommended certificates of appreciation be sent, via email, to participants (he has a template). No cost; no objections.

#### 9. New Business

Laura noted that the SSIT Web site is being refreshed and updated. The re-design will be finished in a few weeks.

Laura said Hal Flescher has a lot of experience helping OUs with financials, and that he has agreed to help SSIT . He will be joining in on Board calls and be involved in ongoing discussions.

#### 10. Adjournment

Meeting adjourned at 15:13 EST.

Members present: Laura Jacob, Lew Terman, Greg Adamson, Jim Isaak, Hal Flescher, Terri Bookman, Kimball Williams, Jerry Hudgins, Elya Jaffe, Brad Kjell, Luis Kun, Phil Hall.

Lew Terman  
SSIT Secretary

*FYI:*

FDC=> Future Directions Committee

TCS => Technical Co-Sponsorship (of a conference)

FCS => Financial Co-Sponsorship (of a conference)