

Minutes
SSIT Telecon
14 January, 2014

1. Welcome and Introductions

The meeting opened at 14:03 EST by President Laura Jacob. Attendees present in person and on the phone introduced themselves (listed at end of the minutes).

2. President's Comments (Jacob)

Laura said she does not have any real comments, and reminded that meetings should be kept on task and fairly short.

3. Approval of Minutes of the 10 Dec. 2013 Telecon (Terman)

Minutes are approved without comment or question.

4. Treasurer's Report (Hudgins)

Since Jerry was unable to attend telecon, Laura gave treasurer's report in his place. There are no new financial statements to discuss. The year-to-date net is positive, but below budgeted amount due to magazine expense variances. There was confusion about budgeted periodicals income being so much lower, possibly due to lower overall sales of Xplore. Online subscriptions are not responsible for this. There are no figures yet for 2014 renewal, so last year's data is being used. Harold said that data may be retrieved by calling whoever handles the interface for a preliminary figure. There is no information on 2014 renewals yet.

5. Publications Report (Herkert)

Joe asked Terri to give the publications report.

Terri said that the APPLE iPad app for T&S, which was originally proposed for a \$5K set-up, would involve a one-time set-up charge of \$950, plus a charge of \$50 per issue. This would be approximately \$1,100 for the first year. This would be a stand-alone app.

There is a different quote if, instead of using a stand-alone app, T&S is part of the IEEE Newsstand. Terri said this charge would be about \$1K. Laura said she thought it was less, and asks for clarification. Joe said a potential issue with the Newsstand is that there is no current pricing model to sell anything to non-members, and that the non-member subscription price may have to be charged.

Discussion followed. The Newsstand will cost approximately \$100, with \$50 for archive without store. There is an additional conversion fee if there is a store created to sell issues or subscriptions. Each issue will cost approximately \$50.

Terri said the Newsstand would potentially allow for more visibility, and Laura agreed. Terri said a motion should be made to allow for appropriation of funds. Laura said she would like to have more information before doing this. There may be a way to develop a stand-alone model that allows readers to purchase a subscription to magazine without membership. Further discussion will be deferred to the next telecon.

Harold Flescher noted that the budget must still be met even if it shows a surplus; thus a Contingency line will probably not get through the IEEE budgeting process. The budget is put into place in the beginning of the year and can't be modified mid-year. Harold said the cost should have been estimated on the high side, and that this should have been put in as an initiative at the beginning of the year. Lew said that the group was not aware of this when creating the budget.

Harold suggested that SSIT use the idea of initiatives to set aside money, moving forward, as the proposed ideas may not be put through if listed as "contingencies." Laura said creating an initiative titled "Overall Updating of Magazine" is a good idea, and suggested waiting to make a decision on the app until there are clarifications about pricing and about selling stand-alone subscriptions.

There are currently two different versions of the magazine which appear on Xplore and Qmags. Terri said the most recent issue did not appear on Qmags aside from a late version last week, due to a number of issues on part of staff and timing. There was a meeting on the phone with Qmags and IEEE and system improvement/contingency plan was discussed. Laura asked to connect with Terri offline.

Luis proposed seeking a solution that is automatic, perhaps via keywords that allow filtering. Laura will talk to Terri offline, get more detail about how this happened, and follow up with the people at IEEE to make sure that this doesn't happen again. She would like to get some sort of credit for what we were charged, with a report for the February telecom from Joe, Terri, and Laura.

6. Conferences

ISTAS14

Ely Joffe was not able to be on the call. Joe said he can talk some about where programs are currently at for ISTAS14. The program looks strong. Over 200 abstracts were submitted and around 100 papers were accepted, as well as some posters. There will be about 10-12 panels, workshops, and tutorials. The keynote will be given by the president of IEEE-USA, and there will be a plenary with speakers from Boeing. The registration site is not yet available and is currently being worked on. He will talk with the hotel about space arrangements. Local arrangements are being handled by Howard Wolfman.

Laura said she is receiving inquiries on when the SSIT annual meeting will be held. She said it makes sense to schedule it for Saturday evening or late Saturday afternoon at ISTAS 14, as the conference will take place all day Friday and half-day Saturday, and nothing is scheduled for Saturday afternoon. As there is no space currently reserved, it

may have to be paid for. The meeting is expected to last between one and two hours. Laura asked Joe to check with the conference organizers about logistics.

Representing SSIT with EMBS

EMBS is having a meeting 26-30 August at the Sheraton Towers Chicago. Luis is an active member of EMBS. EMBS currently has a magazine that is distributed to all of its members and Luis has held several roles for the magazine. He said he wants to have several papers from SSIT members that are of interest to EMBS population.

ISTAS13 Content Availability

Laura requested \$250 to keep ISTAS2013 web site live long enough to get it transferred to new web site. It should be live in about a month. She said she will discuss a proposal for handling such small expenses during New Business item.

MOTION: Spend \$250 to keep the ISTAS13 web site alive long enough to get it transferred to the new web site. THE MOTION PASSED

Additional

Greg said the issue of the 2011 ISTAS conference proceedings being missing from IEEE Xplore were never resolved, and this needs to be sorted out, though he's not sure whose responsibility this is.

Greg sent a short note regarding a Computers International "Human Choice and Computers" conference, which will be held in Finland on 30 July. He did not initially propose technical co-sponsorship (TCS), but since the new IEEE charges for TCS will not start until 2014, he then proposed that the conference be technically co-sponsored by SSIT.

Laura said she thinks submitting the papers from the conference would be a big revenue source if done for conferences such as this one, and that she thinks it is beneficial that the conference is in Europe.

Greg limited proposal to TCS of the conference, and said that publishing will be discussed later as he can't imagine the conference would want to pass the income from selling proceedings onto IEEE. There is a discrepancy over whether there is a \$500 charge if a Society is a TCS for a conference, and does not publish.

MOTION: for Technical Cosponsorship of the Human Choice and Computers described above. THE MOTION PASSED

The motion is passed. Lew wants to be sure that someone attends this conference in person, and Greg volunteered.

Phil requested updates on conferences with which SSIT is involved.

7. New Argentina Chapter (Hall)

Phil said a formation of an Argentinean chapter was approved in December. He will be introducing himself to new chapters and establishing communication lines.

Luis requested to be copied on chapter involvement so he can keep track of what is going on.

8. Long Range Planning Committee (Adamson)

Greg asked Lew to send the Long Range Planning report along with the minutes. He said he has taken out the four external and four internal priorities that were identified, and updated the people responsible for these initiatives, to monitor changes. There is currently a vacancy in "Opps for Sponsors and Social Media" initiative, and he requested that anyone interested in being on the LRPC telecons notify him.

9. Old Business

Laura noted nothing to report.

10. New Business

During previous discussion, the question of authorizing payments of small expenses was raised. Laura said she thinks the President should be able to approve payment of small expenses without requiring a vote of the BoG, which is currently required. There was discussion of the size of such a fund, and what the maximum per occurrence should be. 10%-20% of the budgeted surplus was suggested. This will be an action item for the Treasurer for the 2015 budget, No vote was necessary.

11. Adjournment

Meeting adjourned at 15:08 EST. The next meeting will be 11 February at 1900 GMT, 2 PM EST.

Present: Laura Jacob, Greg Adamson, Lew Terman, Kimball Williams, Jim Isaak, Jerry Engel, Joe Herkert, Phil Hall, Luis Kun, Terri Bookman, Harold Flescher