Board of Governors Meeting Report

Pradeep Misra

Editor's Note: The Board of Governors of the IEEE Control Systems Society held its semiannual meeting in Albuquerque, NM, USA on the afternoon of June 3, 1997, during the 1997 American Control Conference. The Board of Governors consists of 18 members of the Society elected for three year terms with staggered annual elections, eight Executive Officers, the Editor of each Society publication, and six other members of the Society appointed by the President-Elect for one-year terms. The following is an edited version of the minutes supplied by the Secretary Administrator P. Misra.

Call to Order

The meeting was called to order at 1:01 p.m. by P. Antsaklis. The following members of the Board of Governors (BoG) of the Control Systems Society (CSS) attended the meeting: P. Albertos, A. Annaswamy, P. Antsaklis, M. Araki, J. Baillieul, T. Basar, D. Birdwell, D. Castanon, T. Djaferis, K. Furuta, O. Gonzalez, J. Grizzle, V. Kucera, F. Lewis, N.H. McClamroch, A. Michel, P. Misra, B. Pasik-Duncan, K. Passino, D. Repperger, T. Samad, C. Schrader, M. Shor, and S. Yurkovich. The following members of the BoG were not present at the meeting: M. Athans, C. Cassandras, M. Gevers, A. Isidori, H. Kimura, B. Krogh, and M. Spong. Additionally, the following visitors attended the meeting: D. Atherton, R. Bitmead, L. Bushnell, J. Chow, K. Ciliz, G. Ianculescu, M. Masten, and A. Meyer.

Modifications/additions to agenda items were noted, and the agenda was approved by unanimous consent. The minutes were approved by unanimous consent.

Action Items

Election of Officers for 1998

Masten (chair of the Nominating Committee) presented the list of nominees to serve on the Executive Committee for 1998. For the sake of confidentiality, Antsaklis requested the nominees to step outside the meeting room and suggested that the BoG vote for the entire slate instead of each officer individually. He moved to approve the election of the nominees recommended by the Nominating Committee to serve on the Executive Committee for 1998. The motion passed by unanimous consent. The Executive Committee for 1998 will be:

- President-Elect: S. Yurkovich
- Vice President for Financial Activities: T. Basar
- Vice President for Conference Activities: D. Repperger
- Vice President for Publication Activities: B. Krogh
- Vice President for Membership Activities: B. Pasik-Duncan
- Vice President for Technical Activities: T. Samad

TCST Appointment

Basar noted that during the appointments approved in December 1996 BoG meeting in Kobe, Japan, the name of Prof. C.C. Lee of Northwestern University was inadvertently omitted from the list of Associate Editors of the Transactions on Control Systems Technology (TCST). He made a motion to re-appoint Prof. Lee to the TCST Editorial Board. The motion passed by unanimous consent.

1998 CDC Budget

Michel presented the 1998 CDC budget to the BoG and invited Birdwell to address questions raised by the BoG. Birdwell summarized the income and expense items. In response to a question on the number of attendees interested in receiving a hardcopy of the conference proceedings, he mentioned that a majority of attendees still request a hardcopy of the proceedings and he expected to send hardcopies to 75% of the attendees. Subsequently, the motion to approve the budget for 1998 CDC passed by unanimous consent.

2000 CDC Professional Conference Organizers

Michel reminded the BoG that Bitmead has already been approved to be the General Chair for the 2000 CDC to be held in Australia. He then invited Bitmead to present his proposal to the BoG regarding the use of Professional Conference Organizers (PCO) for assisting him with the management and administration of the 2000 CDC. Bitmead highlighted several new features that he intended to use for the 2000 CDC. The one of most concern to the BoG was the use of PCO for assistance in publications, finance, publicity, and raising funds through corporate sponsorship. He stated that the use of PCO was a precondition for holding the CDC in Australia and that he had investigated several such groups and selected "Conference Action." Additionally, he mentioned that he did not intend to produce hardcopies of the conference proceedings. After making note of considerable uncertainty in several key expense items in the conference budget, he proceeded to present a rough draft of worst-case budget, noting that the two items that affected his budget the
most were the use of PCO at approximately U.S. $75,000, calculated as U.S. $75 per attendee, based on anticipated attendance of 1,000, and renting the conference venue at approximately U.S. $135,000.

The ensuing discussion raised the issue of precedent being set by the 2000 CDC in using professional conference organizers. Several objections were raised by the BoG to the use of PCO, since it had a direct impact of increase in the conference registration by an amount of U.S. $75. Additionally, it was pointed out that all CDC’s have thus far been organized using volunteers and that the CSS should be prepared to receive similar requests using volunteers and that the CSS should.

activities, such issues were bound to surface.

dence registration by an amount of U.S.
and be dealt with as appropriate. The other

significant issue that had a direct impact on the budget was the printing of confer-

ence proceedings. In view of the fact that the IEEE does not have a mechanism in place to sell CD-ROM-based pro-

ceedings, Bitmead was advised to follow up with the IEEE to see what might be the most economical options available to him in this regard.

Following the discussion, Basar moved to approve the retention of “Conference Action” as the PCO for the 2000 CDC with a maximum liability to the CSS of U.S. $37,525, in case of termination of contract “Conference Action.” Bitmead was requested by the BoG to present a report summarizing the outcome of the services provided by the PCO. He agreed to present a report at the earliest juncture. The motion to approve hiring “Conference Action” as the PCO for the 2000 CDC passed by unanimous consent.

1998 CCA Budget
Michel invited Lewis to present the budget for the 1998 CCA, to be held in Trieste, Italy. Lewis presented the main income and expense items and mentioned that EÜCA and IFAC have granted the 1998 CCA their technical co-sponsorship. He informed the BoG that despite having to use PCO and paying for meeting rooms for the 1998 CCA, the registration fee for the conference was kept at U.S. $260 due to generous support from local industrial sponsors. Michel made a motion to approve the budget proposed by Lewis. In the subsequent discussion, the BoG lauded Lewis’ effort is raising industrial sponsorship and hoped such efforts will continue to be made for future conferences. The budget for 1998 CCA passed by unanimous consent.

1998 ISIC Budget
Passino summarized the 1998 ISIC budget on behalf of the 1998 ISIC Organizing Committee. He mentioned that the meeting was being held at the National Institute of Standards and Technology (NIST), and NIST will absorb the cost of publicity and routine administration. Birdwell pointed out that the budget as presented did not meet the IEEE guidelines of 15% surplus. Additionally, it was noted that the costs for social events were fairly high. Passino informed the BoG that the social events included meals at NIST, as the cost for providing transportation to all attendees to have meals off the compound was prohibitively high. Michel moved to approve the submitted budget; however, the motion was amended to increase the registration fees (by a maximum of $30) to account for the meals at NIST. The amended motion for the 1998 ISIC budget passed by unanimous consent.

1999 ISIC Chair and Venue
Michel moved to approve the appointment of Prof. M. Kokar of Northeastern University, Boston, MA, U.S., as the General Chair for the 1999 ISIC to be held at the Royal Sonesta Hotel, Cambridge, MA, during Sept. 15-17, 1999. Passino assured the BoG that Kokar has been actively involved with ISIC for a great deal of time and expressed his confidence in the choice. The choice of the General Chair was supported by several other members of the BoG. The proposal to hold the 1999 ISIC in Cambridge, MA, during Sept. 15-17, with M. Kokar as the General Chair passed by unanimous consent.

1999 ISIC Budget
Once Kokar was approved as the General Chair for the 1999 ISIC, Michel informed the BoG that he had also received a budget from Kokar for the symposium. He moved that the budget for the 1999 ISIC, as submitted, be approved. There were several objections to the figures proposed in the budget, including the budget not meeting the IEEE guidelines of ensuring 15% surplus. Several members of the BoG felt that the budget was premature and should be brought back at a later date. Passino noted that the only objectionable component of the budget seemed to be it not showing 15% surplus in income and proposed to amend the motion to include a statement to the effect that the registration fees be increased to meet the IEEE guidelines. The amendment was approved with 21 members in favor and one opposed. Next, the amended motion was put to vote and passed by majority vote of 15 in favor and five opposed.

Participation in the JOLLY Program
Basar summarized the “Journals On-Line Launch Year” (JOLLY) project initiated by the IEEE to facilitate electronic access to IEEE technical journals. Under this project, the papers appearing in the journals of participating societies will be kept on a secure web site with limited access. He noted that beginning last year, several IEEE societies have put their journals on-line, with various levels of access given to the members. He briefly outlined the steps for navigating through the IEEE web page to the desired journal articles and the authentication process. He urged the BoG to consider putting the CSS journals on-line in view of increasing trend toward electronic dissemination of technical information. With the above background, he made a motion to seek approval of the BoG to put the Transactions on Automatic Control and the Transactions on Control Systems Technology on-line through December 1998, at a maximum cost of $12,500 per year. The BoG was very supportive of the proposal and discussed various options that might be made available to the CSS membership to electronically access the journals, the duration for which the journal articles might be kept online, and other related issues. Basar assured the BoG that these issues will get resolved as the process continues and that he will keep the members of the BoG informed about the progress. The motion to participate in the JOLLY project passed by unanimous consent. Basar agreed to write a small article for the IEEE Control Systems Magazine to inform the CSS membership of the CSS participation in the project.

Financial Report and Budget for 1998
Yurkovich informed the BoG that to get a better idea of the financial status of the Society, there has been considerable effort to close the books on past confer-
Yurkovich reminded the BoG that the page budget as well as membership dues for 1998 were already approved and outlined the main parameters of the 1998 budget. These included incomes from various sources: approximately $26,000 in short-term interest income, $66,000 income from closing the books on several conferences, and an estimated $25,000 income from the Book Broker program. The returns from long-term investments were not included since the IEEE had not provided any information on that. The major expenses, above the 1997 budget, were $6,000 for the Executive Committee, $7,000 for the BoG and the Editorial Boards, including a 7% increase in the TCST page budget to reduce the backlog, $7,000 for the Local Area Support System and Distinguished Lecturer Programs, $13,000 for IEEE Headquarters expenses, which had not been budgeted for 1997, and $8,000 for other activities, including the Conference Editorial Board. Without the returns from long-term investments, the budget had a deficit of $86,300. He noted that at a modest 5% return on long-term investments, the CSS should have an income in excess of the projected deficit, leading to a modest surplus. As presented, the budget did not include the previously approved participation in the JOLLY project at an expense of $12,500. Taking into account the expenses for the JOLLY project, the 1998 CSS budget should balance. He then moved that the proposed 1998 budget be approved. The motion passed by unanimous consent.

Task Force on Conferences

McClamroch reminded the BoG that in order to streamline and improve several of the CSS activities, in November 1997, Antsaklis appointed four task forces. One of those task forces was charged with addressing the issues pertaining to improving the efficiency of conferences in which the CSS has financial interest (Chair: N.H. McClamroch, Members: D. Birdwell, T. Djaferis, and A. Michel). The task force on conferences identified four major areas pertaining to organization and administration of the CSS-sponsored conferences. The task force recommended that each of those areas be identified as a standing committee of the CSS. He briefly summarized the structure and responsibility of each of the proposed standing committees.

Conference Editorial Board (CEB)—He noted that the CEB already exists, but it is not recognized as a standing committee in the CSS Bylaws. The CEB would be composed of the chair with secretarial support, and members who may include individuals serving on the editorial boards of the CSS publications, technical committee chairs, and other volunteers. The charge of the CEB would remain to provide reviews for the papers submitted for the Conference on Decision and Control as well as those submitted with IEEE affiliation to the American Control Conference. The chair of the CEB would interface with the Program Chair of the corresponding conference. He identified the chain of command of the CEB and noted that, at present, one of the problems with the CEB is the delay in reviews. He assured the BoG that steps have been taken to address the issue.

To incorporate memory in the conference organization so the future organizers can gain from the experience gathered by past organizers, he proposed three new standing committees:

Conference Publications Committee (CPC): The committee will be composed of the chair with secretarial support, all active CSS conference publications chairs, and others as deemed essential. The primary charge of the CPC would be to negotiate and arrange multi-year, multi-conference contracts for publication of conference programs, proceedings, abstracts, etc.

Conference Administration Committee (CAC): The committee will be composed of the chair with secretarial support, all active CSS conference registration chairs, and others as deemed essential. The primary charge of the CAC would be to maintain the conference registration software and assist the conference registration chairs with advance and on-site registration, computer rentals and networking, credit card authorization machines, and other pertinent issues to facilitate conference registration.

Conference Finance Committee (CFC): The committee will be composed of the chair with secretarial support, all active CSS conference finance chairs, and others as deemed essential. The primary charge of the CFC would be to assist the conference finance chairs with budget preparation, obtaining loans, establishing bank accounts, and preparing final reports for internal and audit purposes.

The CEB, CPC, and CAC will report to the Vice President for Conference Activities and the CFC will report to the Vice President for Financial Activities. He emphasized that the intent of setting up these committees was not to take over the function of the corresponding chairs for each conference, but rather to assist the chairs in performing their function. He also pointed out that the responsibility of the CFC was distinct from the Audit Committee responsible for internal audit of those CSS conferences not audited by the IEEE.

McClamroch then moved to approve formation of the four proposed standing committees (subject to approval by the IEEE). Passino suggested that it would be useful to include issues related to organization of preconference technical workshops as well as conference publicity under CAC; McClamroch agreed to include the suggestions in the recommendation of the task force. The motion to establish the four standing committees proposed by the Task Force on Conferences passed with unanimous consent. [Secretary Administrator's Note: Approval of these standing committees will affect the 1998 CSS expenses by an additional $9,000 for operating budgets for the CPC, CAC, and CFC.]

Task Force on Publications

Michel informed the BoG that the charge of the Task Force on Publications (Chair: J. Baillieul, T. Basar, B. Krogh, M. Spong, and S. Yurkovich) was to determine the extent to which CSS publications were meeting the needs of the membership and whether there is a need for a new journal, perhaps in electronic form. The preliminary findings of the task force suggested that aside from a possible speeding up of the manuscripts submitted to CSS journals, the two journals and the Magazine are serving the membership needs adequately. The issue of electronic journal needs further evaluation, and a recommendation on it will be brought forth at appropriate juncture.

Task Force on Administration

Masten presented the goals, findings, and recommendations of the Task Force
on Administration (Chair: M. Masten; Member: P. Misra). The goal of the task force was to review the numerous appointments made by the incoming president each year. He noted that while most of the appointments to committees are extremely valuable to the CSS, some of them may not be of much importance, and if the incoming president does not have to spend time finding individuals to appoint to those activities, she/he could utilize the time in pursuing activities of greater benefit to the CSS.

Based on the recommendations forwarded by the Task Force to the CSS Executive Committee, and the deliberations of the Executive Committee, he proposed that in the future the responsibilities of the TAB Transactions and Magazine Committee and representative to PAMI Editorial Board be assumed by the Vice President for Publication Activities. Further, the Vice President for Technical Activities will assume responsibility associated with the IEEE Metric Standards Committee. As a result, the incoming president will not have to make appointments to these positions. The remaining recommendations of the task force were to set guidelines for the activities associated with various CSS committees, submission of reports, and increasing the visibility of respective activities. The recommendations made by the task force were endorsed by the BoG.

Task Force on Membership

Repperger summarized the intent of the Task Force on Membership (Chair: D. Repperger; Members: Chairs of all Committees that fall under the CSS Membership Activity Board) as recommendation of possible changes to the present operations of the CSS in view of the changing characteristics of the Society membership. He made special note of the increased international membership as well as the loss of membership of younger control professionals. A significant portion of the task force's deliberations was to address the needs of these two groups as well as the needs of women engineers in control.

To address the above issues, on behalf of the task force, Repperger recommended that a "young person" (to be defined at future meetings of the task force) should be appointed to the Membership Activities Board, the CSS web page dealing with membership issues should be kept current, the previously approved Local Area Support System program should be evaluated and perhaps expanded to better serve the international membership, women members should be appointed to prominent positions in the CSS administrative structure, and the membership database should be used effectively to help assist local membership activities. The recommendations made by the task force were endorsed by the BoG.

Reports

President

Antsaklis summarized the main CSS activities that have taken place since January 1997. These included (1) Task Forces: He touched on the importance, usefulness, and effectiveness of the Task Forces for Conferences, Publications, Administration, and Membership that were put in place and reported their findings earlier in the meeting. He suggested that such evaluations of CSS activities be done periodically, perhaps to coincide with the review conducted by the IEEE. (2) Databases and Software: He informed the BoG that professional conference registration software packages are under evaluation. He also noted that the CSS now has better access to the membership database maintained by the IEEE and discussed ways in which the database can be used to improve CSS membership services and conference operations. Finally, on this subject, he mentioned that the CSS volunteer database (officers, editors, committee chairs, etc.) is now available in electronic form and will be put on the CSS web page. (3) Electronic Dissemination of Information: He emphasized the importance of taking measures to ensure that the Society does not fall behind in utilizing the progress being made in electronic media. He informed the BoG that the Executive Committee has had extensive discussion on the possibility of a new journal in purely electronic form. However, the initiative needed considerable further investigation to address several pertinent issues. (4) Articles: He informed the BoG of the various columns he has written since assuming the office and noted that some of the topics that he touched on in his report are also themes of his columns. He urged the members of the BoG to read those columns and to forward to him any comments they may have. (5) CSS/RAS Workshop: Antsaklis reminded the BoG of the workshop on "Control Problems in Robotics and Automation: Future Directions" to be held prior to the 1997 CDC in San Diego. The workshop is being co-sponsored by the CSS and the Robotics and Automation Society. He expressed his hope that such joint ventures with other technical societies will be encouraged in the future and will take place more frequently. (6) Fellows: He congratulated the CSS members that were promoted to the rank of Fellow of the IEEE in 1997. He announced that the new IEEE Fellows evaluated by the CSS were: R. Baheti, H. Chen, S. Gershwin, J. Grizzle, P. Kabamba, H. Kwatny, E. Mosca, N. Munro, W. Rugh, and M. Tomizuka. (7) On TAB: He summarized the issues currently being addressed by the IEEE Technical Activities Board. Among the issues of interest to the CSS were (a) the distribution methodology of the money earned by the IEEE through its Book Broker Program. Under this program, the IEEE sells the conference proceeding after the conference on behalf of the societies; (b) possible abuse of membership privileges by some IEEE members subscribing to a large number of periodicals from several societies, not necessarily for personal use, and requesting back issues of CSS periodicals from past 3-4 years, on the premise of issues being lost in mail, at significant mailing cost ($50K in 1997 for the CSS). He informed the BoG that the IEEE has been requested by the TAB to not fulfill replacement claims on society periodicals after 12 months. (8) NSF Block International Travel Grant for the 1996 CDC: He thanked the NSF for supporting systems and control research by providing a block travel grant of $40,000 to U.S. participants to the 1996 CDC in Kobe, Japan. He informed the BoG that 54 participants received partial support, 16 of whom were students. (9) Sloan Project: Antsaklis updated the progress of Sloan foundation funded career education project for undergraduate students in electrical engineering and information technology. He informed the BoG that an overview of the control systems field and industry in terms of job opportunities has been submitted to the coordinator and will appear on CD-ROM being produced by the IEEE. The statement will also appear on the CSS web page. (10) Joint CSS-IFAC Initiative: Finally, he mentioned his preliminary discussions with P. Albertos (President of the IFAC, 1999-2002) about a possible joint initiative with IFAC to publicize the field of control systems by identifying and publicizing success sto-
ties. He noted that there was no concrete proposal at this point and that he will update the BoG of progress on this issue when the project starts taking shape.

After presenting his report, Antsaklis invited M. Masten, the Division X Director of the IEEE, to address the BoG. Masten briefly described the composition of the IEEE administration and noted that the entire IEEE is divided into 10 Divisions and the CSS falls under Division X, entitled Systems and Control and consisting of the Control Systems, Engineering in Medicine and Biology, Industrial Electronics, Information Theory, Neural Networks, Robotics and Automation, and Systems, Man and Cybernetics Societies. The membership of Division X is over 41,000. He then informed the BoG of issues being addressed by the IEEE that may have a direct impact on the CSS. These include autonomy, whereby each individual Society and Division will decide how to best promote its own interests, with IEEE providing only core services. Most current services (being furnished by the IEEE with costs being charged to the respective societies) will be purchased by the Societies at their discretion. The TAB of IEEE is also actively involved with technology forecast and membership development. He also alluded to work in progress regarding financial implications of the Book Broker Program to the CSS and possible misuse of the All Society Periodicals Package that is available to student branches.

President-Elect

McClamroch mentioned that the first six months as the President-Elect have been occupied with heading the Task Force on Conferences, reported earlier, and with identifying suitable candidates for various CSS positions to be filled for 1998 during his year as the president of the CSS. Both these activities needed considerable additional work and would keep him occupied for next few months.

Vice President for Publication Activities

Basar informed the BoG that the Transactions on Automatic Control and Transactions on Control Systems Technology are very well respected journals and that the Control Systems Magazine is also faring extremely well both technically as well as financially through revenue earned from advertisements. He commended the three editors for their continued efforts in maintaining high standards of the CSS publications. He noted that the transition of the editorship of the Transactions on Control Systems Technology from B. Krogh to M. Spong is now complete. Regarding the Standing Committee on Electronic Information, he mentioned that, at the present time it is a one-man committee and thanked Gonzalez for his efforts; however, steps were being taken to make it into a forward-looking committee to be engaged in new initiatives and activities to promote the CSS through electronic media.

Gonzalez thanked the BoG for approving the funds for participation in the JOLLY project and assured them that the BoG will be kept informed on any new policies and procedures formulated by the IEEE on the issue of on-line access of periodicals. He noted the importance of a periodic review of the technical journals published by the CSS to ensure the quality, timeliness, and importance of the articles appearing in them. He recommended that the CSS adopt a policy of internal review of the periodicals to coincide with the five-year cycle instituted by the IEEE. He also briefly touched on future directions and activities for CSS publications and emphasized the importance of the use of electronic media. He discussed exploring the possibility of an archival quality electronic publication as well as finding new and innovative ways to better serve the CSS membership through the use of the World Wide Web.

Balas gave a summary of the number of papers and technical notes submitted to the Transactions on Automatic Control in the first six months of 1997 and expressed his concern over a slight increase in publication backlog of the Technical Notes. He mentioned that steps have been taken to reduce this backlog. Next, he reported satisfactory progress on forthcoming Special Issues on Control and Systems Analysis in Medicine (Guest Editors: C.F. Martin and B.K. Ghosh), Hybrid Control Systems (Guest Editors: P. Antsaklis and A. Nerode), Neural Networks in Control, Identification, and Decision Making (Guest Editors: A.N. Michel and M. Lemmon), and Mechanics and Nonlinear Control Systems (Guest Editors: A.M. Bloch and P.E. Crouch).

Yurkovich presented the highlights of 1997 for the Control Systems Magazine, noting that five of the six issues in 1997 were special issues on Robotics and Automation, Intelligent Control, Control Applications, Computer-Aided Control Systems Design, and Emerging Technologies. He also informed the BoG that the Magazine is gaining in popularity as indicated by non-member sales and the revenues from advertisements have almost doubled in last four years. He expressed his confidence that these trends will continue.

Gonzalez, chair of the standing committee on Electronic Information (SCEI), summarized the charge and progress made by the SCEI. He informed the BoG that the web page has been redesigned to make navigation easier and that links have been added to the URLs of the CSS conferences, technical committees, deadlines for award nominations, and so on. He thanked Yurkovich and Furuta for their contributions to information on the CSS web page.

Vice President for Member Activities

Repperger summarized the activities of the Member Activities Board (MAB) for the first half of 1997. These included mailing of CD-ROMs from the previous CDC to At-Risk Engineers, Chapter Chairs, and certain libraries; processing of the request of funds allocated to the LASS program by local chapters; competition for the "Outstanding Chapter Award," and development of electronic phone books and membership database.

On behalf of committee chairs, he summarized the reports of their activities. He mentioned that Women in Control Committee (Chair: Pasik-Duncan) was actively involved in promoting the cause of women engineers, giving specific attention to finding ways to help them be better recognized in the Society through awards nominations, fellow nominations, involvement in CSS administration, and recruiting new women members; Assistance to Engineers at Risk Committee (Chair: Pasik-Duncan) was seeking ways to encourage the At-Risk Engineers to attend conferences sponsored by the CSS. Present activities included providing them financial assistance, sending conference CD-ROMs, and finding lower-rate hotels near the conference venue; History Committee (Chair: Bushnell) has organized sessions at CDCs addressing the evolution of control from early days to future directions in control; Chapter Activities Committee (Chair: Cicil) was responsible for ensur-
He noted that the progress of the 1997 CDC (General Chair: Birdwell) is on track and 1998 CDC (General Chair: Michel) and 1998 CCA sponsored and co-sponsored conferences, plans are well under way for the following conferences: 1998 ACC in Philadelphia (General Chair: Chow), some workshops are being held on the Saturday after the ACC; 1999 ACC in San Diego (General Chair: Yurkovich); 1997 CCA in Hartford (General Chair: Taylor); 1998 CCA in Trieste (General Chair: Lewis), whose budget was approved earlier in the meeting by the BoG; 1999 CCA in Hawaii (General Co-Chairs: McClamrock/Sano), (Secretary Administrator's Note: Laub withdrew as General Co-Chair of the 1999 CCA, McClamrock has received the BoG's approval to replace Laub); 1997 ISIC in Istanbul (General Chair: Istepanopoulos); 1998 ISIC in the Washington DC area (General Chair: Albus).

Additionally, Michel noted that the following conferences have been granted CSS technical co-sponsorship: ICNN, June 9-12, 1997, Houston, TX (General Chair: Karayiannis); European Control Conference, July 1-4, 1997, Brussels, Belgium (General Chair: Gevers); 2nd Asian Control Conference, July 22-25, 1997, Seoul, Korea (General Chair: Cho); International Symposium on QFT and Other Frequency Domain Methods and Applications, August 1997, Glasgow, Scotland (General Chair: Grumble); International Conference on Control of Oscillations and Chaos, Aug. 27-29, 1997, Russia (General Chair: Fradkov); Hybrid Systems V, Sept. 11-13, 1997, Notre Dame, IN (General Chair: Antsaklis); Conference on Intelligent Systems and Semiotics 97, Sept. 23-25, 1997, Gaithersburg, MD (General Chair: Albus); 30th IEEE Southeastern Symposium on System Theory, March 8-10, 1998 (General Chair: Feliachi); Sixth Mediterranean Conference on Control Systems, June, 1998, Sardegna, Italy (General Chair: Tornamb'e); IEEE/IFIP International Conference on Balanced Automation Systems, Aug. 24-26, 1998, Prague, Czech Republic (General Chair: Marik); European Control Conference, Aug. 31-Sept. 3, 1999, Karlsruhe, Germany (General Chair: Frank); European Control Conference, 2001, Portugal (General Chair: Carvalho).

Michel reminded the BoG that mail approval was sought to approve the budget for the workshop being sponsored jointly by the Robotics and Automation Society and the CSS. The workshop will be held prior to the 1997 CDC and will be chaired by Valavanis. He informed the BoG that a formal CSS document on conference guidelines, initiated by Antsaklis and Atherton, has been finalized. The document will be sent to all future CSS-sponsored conference chairs to assist them with planning the meeting more effectively. Finally, he recognized the report of the Conference Editorial Board submitted by Peshkin.

Secretary Administrator

Misra informed the BoG that a manual detailing functions of various executive officers, committee chairs, and conference-related matters is in preparation and will be presented to the BoG when in final form. He then announced that the next BoG meeting will be held on Tuesday, Dec. 9, at the Hyatt Regency Hotel, San Diego, CA, U.S., beginning at 1:00 p.m., preceded by lunch at noon for the BoG.

Adjournment

Antsaklis thanked the members of the Board and the visitors for attending the meeting. The meeting was adjourned at 5:51 p.m.