Minutes of the Control Systems Society Board of Governors Meeting
December 12, 2023

Singapore

1.   Call to Order and Approval of Agenda

President M. Egerstedt called the meeting of the Control Systems Society (CSS) Board of Governors (BoG) to order at 1:12 PM (SGT) on December 12, 2023. He welcomed all attendees and reminded BoG about the objectives of the meeting. Meeting procedures, expectations, new adjustments, highlights, and incoming BoG members were reviewed, including the mechanism for voting on motions. The following members of the BoG were in attendance:

- Abramovitch, D. (R)
- Beck, C.
- Di Bernardo, M.
- Ebihara, Y.
- Egerstedt, M.
- Fekih, A.
- Ferrara, A.
- Heemels, M.
- How, J.

- Ishii, H.
- Kerrigan, E.
- Leonard, N.
- Mastellone, S.
- Nair, G.
- Nogueira, F. (R)
- Oishi, M. (R)
- Ozay, N.
- Parisini, T.

- Paschalidis, I.
- Petersen, I.
- Pettersen, K.Y.
- Prieur, C.
- Spurgeon, S. (R)
- Van Den Hof, P.
- Wan, Y.
- Zeilinger, M.

Additionally, the following visitors attended the meeting:

- Allgöwer, F.
- Annaswamy, A.
- Baillieul, J.
- Bitmead, R.

- Giordano, G.
- Johansson, K.
- Jungers, R.
- Kolmanovsky, I.

- Xie, L.
- Prandini, M.
- Valcher, E.
- Zaccarian, L.

2. Approval of Minutes

Quorum was established, and the meeting agenda approved. Next, the minutes of the BoG meeting of May 30th, 2023, held in San Diego, California, were approved.

3. Approval of Record of E-motions (July and August)

The e-motions for the new VP for conference activities and fellow evaluators were approved.

4. Consent Agenda

President Egerstedt reminded the attendees that the consent agenda can be found at: http://bog-excom.ieeecss.org/.

Egerstedt asked the BoG for approval of the consent agenda and received approval. The motion passed unanimously.

Action Items

VP-Finance Activities: Jonathan How

Jonathan How provided the CSS financial summary:

- Overall, CSS financial status is very healthy.
  - For 2022: Revenue: **$8,507K**, Expenses: **$6,453K**, Surplus: **$2,054K** (budget **$736K**)
  - YTD'23(Oct) Revenue: **$6,100K**, Expenses: **$4,602K**, Surplus: **$1,498K** (budget **$603K**)
- CSS Reserves as of 2022 total **$19,964K** (updated yearly)
  - Integral of surplus + investments (controlled by IEEE)

How emphasized the pattern of underspending trend of initiative funds. He went over the processes of budgeting and forecasting under the 3 rules (3%, 50% & 1%), and provided a review of the CSS revenue Oct 23rd YTD. Egerstedt made a comment pointing out that these constraints impose limits, both in scale and scope, on what the society can spend money on. Paschalidis questioned IEEE's process on allocation on submitted requests under the 1% rule. How explained the importance of the timing of requests. Heemels inquired about options available to spend. Egerstedt and How advised on focusing on membership activities. Finally, How explained that the investment loss did not affect day-to-day operations.

President Egerstedt presented the following motion:

- **Motion:** *To establish a CSS task force on climate change comprised of the TC chairs from the relevant TCs, charged with taking inventory of current CSS activities in this area and*

to propose events and activities to strengthen and highlight the society's climate change portfolio.

President Egerstedt went over the background of the motion. Discussion was opened and Annaswamy made comments of support.

The motion passed unanimously.

President Egerstedt presented the following motion:

- **Motion:** *To have CSS pay for half the APC (article processing charges) for the IEEE Open Journal of Control Systems (OJ-CSYS) in 2024.*

President Egerstedt went over the background of the motion. Discussion was opened and Valcher provided current publication details for context. Parisini questioned if assistance was a one-off or continuous support. Egerstedt advised this motion was strictly for 2024 and BoG may revisit again in the future.

The motion passed unanimously.

Past President: Thomas Parisini

Thomas Parisini provided a background on the Editors in Chief nominations for TAC, TCNS, L-CSS, CSm, and CEB Chair.

**The following individual was requested to recuse himself from the meeting, and invited back in after the discussions: *Anu Annaswamy and Christophe Prieur*

The Chair of the CSS Nominating Committee T. Parisini presented the following motions.

- **Motion:** *To approve **Professor Miroslav Krstic** as Editor in Chief of the IEEE Transactions on Automatic Control with term starting **January 1st, 2026**.*

Parisini went over the background of the motion. Discussion was opened and Egerstedt gave comments of support.

The motion passed unanimously.

- **Motion:** *To approve **Professor Lacra Pavel** as Editor in Chief of the IEEE Transactions on Control of Network Systems with term starting **January 1st, 2025**.*

Parisini went over the background of the motion. Discussion was opened and Egerstedt gave additional comments of support.

The motion passed unanimously.

- **Motion:** *To approve **Professor Laura Menini** as Editor in Chief of the IEEE Control Systems Letters with term starting **January 1st, 2025**.*

Parisini went over the background of the motion. Discussion was opened and Egerstedt gave comments of support. Valcher and Di Bernardo stressed the importance that previous editor knows that a candidate is being presented to BoG.

The motion passed unanimously

- **Motion:** *To approve **Dr. Anuradha Annaswamy** as Editor in Chief of the IEEE Control Systems Magazine with term starting **January 1st, 2025**.*

Thomas went over the background of the motion. Discussion was opened.

The motion passed unanimously.

- **Motion:** *To approve **Dr. Christophe Prieur** as Chair of the CSS Conference Editorial Board with term starting **January 1st, 2026**.*

Parisini went over the background of the motion. Discussion was opened and Egerstedt gave comments of support.

The motion passed unanimously.

VP for Diversity, Outreach, and Development Activities: Hideaki Ishii

**The following individual was requested to recuse himself from the meeting, and invited back in after the discussions: Anu Annaswamy

The VP for Diversity, Outreach, and Development Activities: Hideaki Ishii presented the following motion.

- **Motion:** *To approve **Dr. Anuradha Annaswamy** as Chair of the Awards Subcommittee for the CSS Graduate Collaboration Fellowship starting **January 1st, 2024**.*

Ishii went over the background of the motion. Discussion was opened and Egerstedt questioned if Annaswamy might become too busy with volunteer service given her many roles, but a point was made this would be for a different year compared to the position she was approved for in a previous motion. John Baillieul gave his praise of support to the Graduate Collaboration Fellowship program.

The motion passed unanimously.

VP for Conference Activities: Carolyn L. Beck

The VP for Conference Activities: Carolyn L. Beck presented the following motions.

- **Motion:** *To remove costs of recognition receptions from CDC and CCTA conference budgets.*

Carolyn Beck went over the background of the motion. Discussion was opened and Egerstedt informed the BoG this was a development from the San Diego BoG request to find other ways the society can reduce conference costs. Valcher commented that future conference organizers be educated on the proper designation as a "recognition" reception instead of a "VIP" reception.

The motion passed unanimously.

- **Motion:** *To approve an extension to 4 days for CDC 2024.*

Beck went over the background of the motion. The venue is MICO, the Milan Convention Center, and the original dates approved are December 17-19th and organizers are requesting to start the conference sessions on December 16th (Mon) with workshops held on December 15th (Sun) with no change in registration rates. Discussion was opened and Zeilinger questioned if this would be a one-time 4-day conference or if we are setting a new standard with this choice. Beck, Egerstedt and Valcher stated that a 3-day conference format is preferred with time and investment of conference volunteers and more costs to attendees being the biggest factor.

The motion passed unanimously.

- **Motion:** *To approve the revised budget for CDC 2024.*

Carolyn Beck went over the background of the motion.

INCOME	€1,235,023	EXPENSES	€1,037,957
Registration Fees	€1,057,996	Management	€80,540
Grants, Donations	10,000	Registration	18,570
Conf. Publications	45,082	Promotion	3,800
Exhibits	34,500	Tutorials	4,500
Social Events	4,687	Exhibits	0
Workshops	32,787	Local Arrangements	290,000
Other (loans)	50,000	Food&Beverage	440,478
		Administration	42,359
		Audit Fee	17,410
		Committee	19,800
		Program	74,000

Surplus (incl. loans)	€197,066 (~17%)	Proceedings	11,000

Discussion was opened and Annaswamy raised some concerns about the 17% surplus.

The motion passed unanimously.

- **Motion:** *To approve a preliminary budget for CCTA 2025.*

Beck went over the background of the motion.

INCOME	$379,000	**EXPENSES**	323,659
Registration Fees	286,250	Management	14,000
Grants, Donations	8,000	Registration	12,600
Conf. Publications	10,000	Promotion	5,000
Exhibits	9,000	Tutorials	6,000
Social Events	0	Exhibits	0
Workshops	15,750	Local Arrangements	67,000
Other (loans)	50,000	Food&Beverage	144,861
		Administration	10,900
		Audit Fee	1598
		Committee	500
		Program	10,000
Surplus (incl. loans)	55,341 (20%)	Proceedings	1,200

Discussion was opened and it was asked how these numbers compare to CCTA 2022. Beck advised rates were relatively maintained.

The motion passed unanimously.

- **Motion:** *To approve the Windsor Convention Center, Barra de Tijuca, Rio de Janeiro, as the venue for CDC 2025.*

Carolyn Beck went over the details of the venue. Discussion was opened and magnus questioned if there were blocked meeting spaces solely for CDC to which Paschalidis responded affirmatively. John Baillieul raised a question about the safety of the location(s). Paschalidis advised that the location is safe and partnered hotels are within the same area, essentially on site.

The motion passed unanimously.

- **Motion:** *To approve João Hespanha as the General Chair for CDC 2027.*

Beck went over Hespanha's bio. Discussion was opened.

The motion passed unanimously.

The following individual was requested to recuse himself from the meeting, and invited back in after the discussions: *Girish Nair*

- **Motion:** *To approve Girish Nair as the General Chair for CDC 2028.*

Beck went over the bio of Girish Nair. Discussion was opened.

The motion passed unanimously.

VP for Publication Activities: Yannis Paschalidis

The VP for Publication Activities: Yannis Paschalidis presented the following motions.

- **Motion:** *To approve a new Editorial Services contract for IEEE TCST, for the period 2024-2026.*

Paschalidis went over the background of the motion and showed the table below.

	Previous Contract 2024	2024	2025	2026
Equipment and Materials				
One-time computer purchase for Editorial Assistant	$ -	$ -	$ 2,000	$ -
Office supplies (paper, toner)	$ 300	$ 300	$ 300	$ 300
Total Equipment & Materials	$ 300	$ 300	$ 2,300	$ 300
Personnel				
Editorial Assistant Salary	$ 51,294	$ 52,000	$ 53,560	$ 55,167
Editorial Assistant Benefits	$ 16,568	$ 16,796	$ 17,300	$ 17,819
Total Personnel	$ 67,862	$ 68,796	$ 70,860	$ 72,986
Total Budget Requested	$68,162	$69,096	$73,160	$73,286

Discussion was opened and Egerstedt expressed support for admin-assistant to remain in change over.

The motion passed unanimously.

- **Motion:** *To adopt a policy for the use of Generative AI in CSS publications. The ExCom in consultation with the EiCs will finalize the exact statement of the policy.*

Paschalidis went over the background of the motion. He provided examples of organizations that have already adopted such policies and advised a society policy may need to be revisited as IEEE adopts their own policy. Paschalidis also suggested that BoG members email him directly with any specific points they would like included in the policy for consideration by the ExCom and EiCs. He laid out the parameters of the policy for authors.

Discussion was opened and Di Bernardo suggested adding a disclaimer requiring the author to certify their understanding of the policy. Egerstedt provided statements of support and agreed with Di Bernardo's implementation suggestion and extending the disclaimer be extended to reviewers also. Robert Bitmead advised that a citation may not result in a reproducible result with AI because the AI engine changes each time it is accessed. Paschalidis advised that text was included regarding data gained from AI. Spurgeon shared known insight of IEEE policy development to which Egerstedt agreed that CSS's policy need to be aligned and compliant with IEEE.

Mastellone raised the issues of plagiarism and how policy can be more restrictive, to which Paschalidis emphasized issues being evaluated by the editorial board and Egerstedt stressed that all content is still the author's responsibility. Nair questioned if IEEE has a policy against use of AI tools for copyrighted material and Paschalidis pointed out that there are active lawsuits occurring that will elucidate this issue in the future.

Paschalidis addressed concerns regarding the policy CSS puts in place reaching the reviewers and that the responsibility of notifying the invited reviewers of the policy would be that of the editors in chief and senior editors.

The motion passed unanimously.

- **Motion:** *To approve 2024 page budget requests of the CSS journals according to the table below.*

Journal	2023 Total Pages	2024 Budget Request	D
IEEE Transactions on Automatic Control	~~7500~~ 8364	8500	+136
IEEE Control Systems Magazine	866	850	-16
IEEE Transactions on Control Systems Technology	3000	2500	-500

IEEE Control Systems Letters	4000	4300	+300
IEEE Transactions on Control of Network Systems	2100	2200	+100
Open Journal of Control Systems	~~450~~ 485	550	+65

Paschalidis went over the background of the motion. Discussion was opened.

The motion passed unanimously.

VP for Technical Activities: Ian Petersen

The VP for Technical Activities: Ian Petersen presented the following motions.

- **Motion:** *To approve an additional budget of $2,000 per year for each Technical Committee for Workshops and other TC Technical Activities. The use of these funds would be requested by the TC chair and approved by the VPTA.*

Petersen went over the background of the motion. Discussion was opened and Egerstedt advised this would aid in adding value to membership and enabling technical committees to do more. It was questioned if funds would roll over and Petersen advised it would be use or lose funds.

The motion passed unanimously.

- **Motion:** *To approve a new Technical Committee on Quantum Computing, Systems, and Control.*

Petersen went over the background of the motion. Discussion was opened and Christophe Prieur inquired about the origin of the proposed TC and Petersen responded that it was proposed by Daoyi Dong, Jr-Shin Li, and Edmond Jonckheere.

The motion passed unanimously.

**The following individuals were requested to recuse themselves from the meeting, and invited back in after the discussions: Daoyi Dong (not present)

- **Motion:** *To approve Daoyi Dong as the Chair of the new Technical Committee on Quantum Computing, Systems, and Control.*

Petersen went over the background of the motion. Discussion was opened.

The motion passed unanimously.

Nominating Committee

Chair of the CSS Nominating Committee Thomas Parisini shared the results of the election by electronic ballot that was called on October 19, 2023, with deadline to submit no more than four votes set to November 3, 2023, at 5pm UTC. The four members elected are:

Hideaki Ishii   Tariq Samad   Jing Sun   Luca Zaccarian

Conference Activities

Vice President for Conference Activities Carolyn Beck provided the overview of IEEE CSS Sponsored Conferences. She shared the spread of the society's geographical footprint through sponsored conferences. Discussion was introduced regarding hybrid conference models for accessibility. Thomas advised consideration to adjust the Bylaws to not require BoG to be held in conjunction with ACC and the inability for some venues to be able to provide proper A/V to host hybrid models. Beck confirmed there are plans to move in the hybrid direction. Egerstedt advised BoG of the remote options available for CDC 2023 (tutorial & plenary). Zeilinger requested an assessment of carbon footprint analysis. The society does not have such analysis. Prieur inquired about the collection of videos and their being available after conference.

Publication Activities

Vice President for Publication Activities Yannis Paschalidis shared the changes in SE & AE nominations and quality of CSS journals. He also provided an overview of the major VPPA initiatives of the last two years.

Member Activities

Vice President for Member Activities Kristin Y. Pettersen presented membership statistics for the society. She indicated the increase in female, student and unknown memberships is an ongoing trend. CDC 2023 had total 1929 registrations with 795 students of which 180 were student travel award recipients and 650 workshop registrants (of which 368 were students as of the time of the BoG). Pettersen shared the future establishment of Student and YP Activities Committee.

Financial Activities

Vice President for Financial Activities Jonathan How gave an overview of 2024 society initiatives. CSS requested $339k and was approved for $325k. IEEE advised of guidelines imposed on initiative funds in the letter below:

Colleagues,

Under the 3%/1% spending rule for the 2024 budget, eligible S/Cs are allowed to spend up to 3% of their share of the reserves for new initiatives, provided the aggregate of the spending does not exceed 1% of the total TA reserves. We received $9.113M in project requests for 3% and 50% from 32 S/Cs, but total spending under the 1% maximum for TA cannot exceed $5.984M. Our goal is always to approve as much of the allowable project funding as possible based on a fair and transparent approach.

For 2024 spending, each S/C that submitted a proposal will be initially approved for spending 1.25% of their respective reserves, or the proposed request if it was less than this amount, on projects allowable by the IEEE FOM. Historically, the actual spending rate for initiatives has been significantly lower than the budget. Therefore, we have taken a limited risk by increasing the total approved amount in the S/Cs by approximately 11% resulting in an approved total of $6.642M, which exceeds the total allowable spending by $658k. TAB will assume a management adjustment to allow approval of this amount. Furthermore, the remainder of the initiatives are provisionally approved, using the 50% rule in 2024 (based on the 2023 operational surplus) or from under-spending from 2024 operational budgets. To utilize the 50% spending rule in 2024, the S/C must produce an operational surplus in 2023 of twice the amount needed for proposed projects. Historically, there has also been a consistent underspending from approved operational budgets across most societies and councils; this can also be utilized to fund initiatives.

The initiative submissions have been reviewed and those that do not qualify have been removed. Although funding levels have been approved, actual disbursement of funds are contingent upon compliance with the IEEE Finance Operations Manual (FOM) and Generally Accepted Accounting Principles (GAAP). Examples of these are:

1. Awards are operational expenses and cannot be funded under the spending rules (the exception is prize money for competitions)
2. Discounted or waived fees (society membership, APCs for OA articles, conference registration fees) cannot be recorded as an initiative expense; these items result in a reduction to revenue, not an incurred expense.

During disbursement of your approved initiatives, certain aspects will be recorded as operational if they do not adhere to these policies.

Your approved expenses have been added to your 2024 budget in the miscellaneous expense line (account 518039) in cost center 21065 in EPM; the actual expenses should be recorded in the expense account(s) that most closely reflects the nature of the individual expenses (e.g., travel, web, contributions). The miscellaneous expense account should not be used to record actual expenses.

Sincerely,

Alaa Abunjaileh

IEEE TAB Treasurer

How advised the $1.5M surplus can be used to back a conference deficit as a loan. Bitmead suggested looking at progressive taxation focusing on increasing membership benefits. How recommended asking for more initiative funds mid-year since the request has greater probability of being approved.

Technical Activities

Vice President for Technical Activities Ian Petersen provided CSS Day updates and list of task force members (slide 101). He advised CSS Day would be Monday 21st October 2024, starting the CSS Week which will run Monday 21st October – Friday 25th October 2024. Egerstedt pointed out that this event has significant impact on our chapters and is very important from that vantage point. Petersen then went over the TC Outstanding Student Paper Prize parameters.

Diversity, Outreach, and Development Activities

VP for Diversity, Outreach, and Development Activities Hideaki Ishii presented parameters of the CSS Graduate Collaboration Fellowship. The 2023 awardee countries were shared:

Countries: Argentina, China (2), Colombia, India
Hosts: Australia, Canada, Spain, US (2)

Parisini expressed plans to utilize this as a gateway for IEEE to allow CSS to move funds from reserves to the foundation fund. Bitmead shared that the more the society utilizes the fund, the more the IEEE Foundation will help fundraise. Ishii went over current plans for the outreach fund and new direction. Egerstedt stressed the importance and appreciation of having a rolling acceptance and review of opportunities. Ishii then shared plans regarding diversity statistics and IEEE future survey relating to:

- Geographic region, Societies, Councils
- Challenges because of geographical regions
- Experiences of intimidating, offensive, exclusionary conducts
- Employment status, gender identity, disabilities, etc.

How raised the issue of skewed results due to only a select pool of participants willing to participate. Ishii shared the upcoming diversity related activities at the present CDC.

CSS President

President Magnus Egerstedt presented information on the new IEEE Fellows process. Some changes have a significant impact on how smaller societies are operating with a new, cohort-based process (CSS is not one of those.) In relation to CSS, the names of the Evaluation Committee Chair, Co-Chair, and Evaluators must be submitted to IEEE prior to Sept. 1 each year and those names must be approved by the Board of Governors. He then went over the request from members regarding pronouns and option to utilize conference name badges without violating HIPAA compliance.

Egerstedt shared background and updates on conference childcare support with non-profit taxation laws believed to be the leading cause of the society's inability to move forward. He then provided further information on conference budgets and the past belief that the 20% surplus was a requirement. IEEE advised the 20% surplus is a guideline, not a requirement and the society plans to budget at a 15% surplus, which Beck and Bitmead confirming that this would reduce CCTA registration by approximately $50. How emphasized this budgeting reduction in surplus is solely to reduce registration costs, not spend more elsewhere. Egerstedt informed BoG that there will be a shift to basing budgets on past actuals instead of past budgets. Parisini proposed re-evaluating registration when the number of papers accepted is determined.

Activity Reports

No additional activity reports were presented during the meeting. BoG members were referred to the material contained in the Agenda and Reports document for full details on all activity reports.

Other Business

Di Bernardo suggested BoG members pool a set of ideas to provide to members as a list for initiative ideas. How provided current examples being utilized and Bitmead emphasized the limitations of avoiding financial benefits to members with non-profit funds being forbidden by tax laws. Di Bernardo pointed out the geographical conference footprint was missing engagement in South Africa, India, and the Middle East. Zaccarian suggested weighing the Paperplaza costs and working to lower Paperplaza expenses including registration, first submission, proceedings, USB key costs that are currently covered by organizers. Egerstedt pointed out that it is difficult to articulate the difference between conference costs and membership costs and that the society can bare costs that are membership costs but not conference costs.

Antonella Ferrara announced that the next BoG meeting will take place in association with ACC 2024. It is scheduled for Tuesday, July 9, 2024, in Toronto Canada.

The meeting was adjourned at 5:38 pm (SGT).