

**MINUTES OF THE  
EXECUTIVE COMMITTEE  
(September 23, 2004)**

Subject to the approval of the Executive Committee the following minutes are submitted. The Executive Committee Meeting was called to order on September 23, 2004 at the Long Beach Convention Center in Long Beach, California at 5:30pm. Those present were:

**VOTING EXECUTIVE COMMITTEE MEMBERS:**

<u>Name</u>	<u>Office Held</u>
Penny Axelrad	President
Jim Doherty	Executive VP
John Clark	Treasurer
John Lavrakas	Western VP
John Raquet	Eastern VP
Larry Hothem	Immediate Past President
John Lavrakas	Satellite Division Chair

**NON-VOTING PARTICIPANTS:**

<u>Name</u>	<u>Position Held</u>
Elizabeth Cannon	In-Coming Satellite Division Chair
Frank van Graas	Past President/Author Web Development Plan
Carl Andren	Technical Director
Lisa Beaty	Director of Operations

**AGENDA:**

- 1) Review Issues Regarding ION/IEEE PLANS Merger, P. Axelrad
- 2) Recommendation for Modification of Government Fellows Application Process, L. Hothem
- 3) 60th Anniversary Meeting Budget (June 2005), L. Beaty

Review Issues Regarding ION/IEEE PLANS Merger

Penny Axelrad, President, reviewed the history of discussions with Chuck Bye, IEEE PLANS General Chair, regarding the possible merger of PLANS 2006 with the ION's 2006 annual meeting. It was reported that while both groups agreed a merger was desirable, there were still details to be resolved, and a memorandum of understanding to be agreed upon that would need to be approved by the IEEE's Board of Governors in November 2004 and the ION Council in January 2005.

It was reported that the next step was for Lisa Beaty to draft a proposed joint meeting budget. Once a draft budget was agreed upon it would be used to format a draft memo of agreement. It was the consensus of the Executive Committee to proceed as outlined.

## Recommendation for Modification of Government Fellows Application Process

Larry Hothem reported that this past year's ION Government Fellow Section Committee had run into two snags in the selection process: 1) One candidate who applied would not have been finished with his doctoral thesis in time to commence his ION fellowship. 2) One of the selected candidates withdrew due to lack of employer support.

Mr. Hothem suggested that the ION require a statement from each applicant, and each applicant's employer, stating that if selected they would accept the fellowship and that the current employer would endorse the fellow in this endeavor. It was also recommended that any PhD candidate applying for the fellowship be required to have a statement from their academic advisor indicating their expected completion date.

There was concern expressed that requiring fellow applicants to advise their current employer of their application in advance of selection might deter applicants or impact on relationship between the applicant and the applicant's employer should the applicant not be selected for the fellowship. However, it was agreed that the language in the ION Fellowship description regarding applications made by PhD candidates needed to clearly state that all degree requirements had to be completed prior to the commencement of the fellowship and that verification of the same from an academic advisor may be required.

It was the consensus of the Executive Committee not to amend application requirements at this time to require statements of support from applicant's employer. However, it was agreed that language regarding the eligibility of PhD students should be modified.

**Action:** Larry Hothem to provide the National Office with required changes to eligibility criteria provided to ION Government Fellow applicants in relation to current PhD candidates and degree completion dates.

It was the consensus of the committee that the ION Congressional Fellow application deadline should be moved back to February 1 beginning in 2006.

**Action:** The ION Congressional Fellow application deadline shall be moved back to February 1 beginning in 2006.

## 60th Anniversary Meeting Budget (June 2005)

Lisa Beaty requested approval of a special budget from the new initiatives fund for a one-time celebration of the ION's 60<sup>th</sup> anniversary at the 61<sup>st</sup> Annual Meeting in June 2005. This would be written into the ION's 2005-'06 new initiatives budget.

**Motion:** The Executive Committee approves \$50K from the new initiatives fund for the June 2005 60<sup>th</sup> anniversary celebration. Part of the budget shall underwrite full complimentary registrations for all past presidents who would not have employer subsidy to finance registration fees. Motion made by John Lavrakas, seconded by Jim Doherty and passed by the Executive Committee.

**NEW BUSINESS:**

Lisa Beaty reported on the extensive IT upgrades/advancements that had transpired the past year in the National Office and requested that the Executive Committee approve a \$5,400 increase in the current year's administrative budget to fund a \$5,000 merit based bonus for Rick Buongiovanni, the ION's IT Manager. (Note: \$5,000 to be awarded to Buongiovanni and \$400 to cover employer tax liabilities.)

**Motion:**            **The National Office's administrative salary budget is increased by \$5,400.**  
Motion made by Penny Axelrad, seconded by John Raquet and passed by the Executive Committee.

The meeting was adjourned at 6:30pm.