

MINUTES OF THE
COUNCIL MEETING
(April 22, 2007)

Subject to the approval of the ION Council the following minutes are submitted. The Council Meeting was called to order on April 22, 2007 at the Sonesta Hotel, Cambridge, MA at 1pm. Those present were:

VOTING COUNCIL MEMBERS:

<u>Name</u>	<u>Office Held</u>
John Lavrakas	President
Chris Hegarty	Executive VP/ Strategic Planning Chair
John Clark	Treasurer
Mikel Miller	Eastern VP
Jim Doherty	Immediate Past President
AJ Van Dierendonck	Satellite Division Chair
Mitchell Narins	Eastern Council M-at-L
Susan Skone	Western Council M-at-L
John Nielson	Western Council M-at-L
Richard Langley	Space Rep.
Jim Simpson	Space Rep. & DC Section Chair
Maarten Uijt de Haag	Air Rep.
Gary McGraw	Air Rep.
David Wolfe	Marine Rep.
Lee Ott	Marine Rep.
Frank Czopek	Proxy for So. California Section Chair Clyde Edgar
Len Jacobson	Finance Chair
Frank van Graas	Meetings Chair/Past President
Chris Bartone	Outreach Chair
Doug Taggart	Bylaws Chair
Per Enge	Past President
Richard Greenspan	Past President
Larry Hothem	Past President
Keith McDonald	Past President
Phil Ward	Past President

NON-VOTING MEMBERS:

<u>Name</u>	<u>Position</u>
Lisa Beaty	Director of Operations
Carl Andren	Technical Director

It was determined that a quorum was achieved.

AGENDA

See Attached File: [Agenda_April_2007.pdf](#)

Approval January 2007 Council Meeting Minutes: J. Lavrakas

Motion: Council approves the January 2007 Council Meeting Minutes as submitted. Motion made by Mikel Miller, seconded by Jim Doherty and passed by Council.

President's Report: J. Lavrakas

John Lavrakas opened the Council meeting by expressing thanks to Maarten Uijt de Haag, Elliot Kaplan, and Anthea Coster for organizing a most interesting and fascinating conference and expressed his pleasure with having the cooperation and support of the Royal Institute and MITRE for their co-sponsorship of various aspects of the conference.

Mr. Lavrakas reported that as he began his term as ION president this year he had selected the following initiatives to pursue:

1. Improve the quality of the Journal (make Journal eligible for inclusion in the Science Citation Index by putting out issues on time and incorporating multiple reviewers of articles, on-line submissions, review, and distribution). This initiative was started by Boris Pervan, our Journal editor, and will be discussed in his report.
2. Improve pool of qualified candidates for the Government Fellow Program. This is an ongoing effort as we coordinate with our Government Fellows chair and the National Office. There will be no report on this at this meeting, but anyone interested in supporting our chair Clark Cohen should contact him.
3. Formalize an agreement for co-sponsorship of our spring meetings with the Joint Navigation Conference. While this was included as a goal, the success of this will depend on both the JNC and the ION finding such cooperation is in each organizations best interest. There has been some nice progress in this area, and it was reported that Frank Van Graas would talk about this in his Meetings report.
4. Consider red book for integrated systems. This is an initiative being pursued by Ron Braff, our Publications Policy chair, who has a report that will be given by Carl Andren.
5. Move Virtual Navigation Museum to full operational capability. Chris Bartone will report on this when reporting on Outreach Committee activities.
6. Formalize meetings program chair duties with active participation of technical chairs.
7. Pursue international cooperation in a way that benefits ION members. It was reported that the ION would have a booth at the TimeNav'07 meeting in Geneva to showcase the ION, ION conferences, and initiatives like the Virtual Navigation Museum.
8. Review student and educational programs. It was reported that Mark Petovello was looking at the ways we are currently supporting student and educational activities.
9. Review ION National Office management and operations. It was reported that Lavrakas had begun to look at the management and operations of the national office, with an eye to ensure our organization, policies, and staff packages are consistent with comparable organizations today. Lavrakas reported that he believed the National Office should be organized and managed to promote individual professional and personal growth opportunities and that a small group of past presidents had been appointed to look at this and make recommendations.

In addition to these initiatives, John Lavrakas reported that the following would also be dealt with at this meeting:

- The Finance Committee would be reporting on ways the ION can improve the performance of its investment funds without significantly risking the principal. Len Jacobsen will present the results of this investigation along with the recommended motion from the Finance Committee.
- The role of the Outreach Committee will be formalized as a standing committee of the ION.
- It was noted that the ION was publishing a CD of articles on celestial navigation. This is result of an initiative by the Foundation for the Promotion of the Art of Navigation, a non-profit foundation (all volunteer staff) in the state of Maryland since 1983, founded by Admiral Thomas D. Davies (ION Thurlow Award 1949). We were approached in November of last year by David Burch of this foundation to do this disk and it is currently available for sale.

Bylaws Committee Report, Establish Outreach Committee as Standing Committee: D. Taggart

See Attached Report: [ION_Bylaws_Report.pdf](#)

At the January 2007 Council Meeting it was reported that the Bylaws Chair was directed to notify the membership of a proposed bylaws amendment to change the status of the ION Outreach Committee from an ad hoc to a standing committee.

It was noted that changing the Outreach Chair from an ad hoc to a standing committee would add one additional voting member to the Council. It was also reported that the action to modify the by-laws was consistent with the current bylaws amendment list (Article XVII, Amendments).

With the assistance of the National Office, the Bylaws Chair issued an e-mail on February 2, 2007 to all Council Members informing of this pending action and seeking any comments or concerns be sent prior to March 15, 2007. Notice to the membership was also placed in the ION Newsletter (Volume 16, Number 4) page 5, and included an announcement to the membership providing background on this proposed change and directed the membership to send any comments or concerns to the National Office with copy to the Bylaws Chair prior to April 1, 2007. It was reported that no comments or concerns were received by the National Office or Bylaws Chair in response to these two requests.

Motion: It is proposed that the following be incorporated in the bylaws:
Article VI, Standing Committees, Section 11. Outreach Committee. The Outreach Committee Chair shall be appointed annually by the Council upon the recommendation of the President. The ION Outreach Committee shall include, in addition to the Chair, other ION members as appointed by the Chair. The Outreach Committee shall: interface with existing outreach efforts approved by the Council or Executive Committee and coordinate new outreach activities. The scope of this outreach will include, but not be limited to activities in history, education, and promotion of the art and science of navigation throughout the globe. The Chair shall report annually to the outgoing Council on committee activities during the preceding year and plans for the coming year. Additionally, the sections shall be remembered to accommodate the change (Section 11 and 12, as Section 12 and 13, respectively). Motion made by John Neilson, seconded by Gary McGraw and passed by Council.

Attached: [Bylaws_April_22_2007_Approved_by_Council.pdf](#)

Annual Awards Committee Report: R. Braff/T. Walter

The Awards Committee reported that the following recipients of the Institute of Navigation's six annual awards had been selected:

Early Achievement Award	Dr. Mark Petovello, University of Calgary
Norman P. Hays Award	Mr. James Litton, NavCom Technology, Inc. (Deere)
Superior Achievement Award	Major Daniel Roesch, 15 th Special Operations Squadron, USAF
Thomas L. Thurlow Award	Mr. David Pietraszewski, USCG Research and Development Center
Tycho Brahe Award	Dr. Oliver Montenbruck, DLR, German Space Operations Center
Captain P.V.H. Weems Award	Mr. Marvin May, Penn State ARL Navigation R&D Center

Dr. Boris Pervan, editor of *NAVIGATION*, also noted that the editors of the journal had selected Suneel I. Sheikh and Darryll J. Pines for the Burka Award; for their paper, "Recursive Estimation of Spacecraft Position and Velocity Using X-Ray Pulsar Time of Arrival Measurements," published in the Fall 2006 issue of *NAVIGATION, The Journal of The Institute of Navigation*, Vol. 53, No. 3, p. 149.

Motion: The Council approves the annual award recipients as outlined. Motion made by Chris Hegarty, seconded by Mike Miller and passed by the Council.

Government Fellow Committee Report, C. Cohen

Clark Cohen was unable to be present. John Lavrakas reported we had received one applicant for this year and will be completing the interview process this spring.

Finance Committee Report, Revised Investment Policy: L. Jacobson

See Attached Report: [Finance_Committee_Investment_Policy_Recommendations.pdf](#)

Motion: Council Revise the ION's Reserve Fund Investment Policies as Follows:

Operating Fund: Cash fund of \$300K made available to manage day to day operations which remains liquid in an operating account.

Contingency Budget: Budget allocated to cover emergencies.

- Calculated to = 15% of budgeted fiscal year expenses (\$262K FY '07-'08).
- Invested to preserve principal with a 0-2 year outlook (Short Term Fund.23 beta).

New Initiatives (NI) Budget: Budget allocated to implement new programs; the R&D budget.

- Budget shall maintain a minimum of \$750K and be calculated to equal the greater of \$750K; or the sum of the new initiatives approved in current FY budget (\$141K FY '07-'08) and a \$100K allocation for new programs.
- Current FY budgeted NI + \$100K for new programs shall be invested with a 0-2 outlook (Short Term Fund .23 beta).
- Differential between the total NI \$750K budget and what is allocated to the Short Term Investment Fund (bullet above) shall be invested with a 2-4 year outlook (Intermediate Fund .53 beta).

Long Term Investment: Council establishes a long term investment; the investment the organization makes in itself to ensure future vitality.

- Calculated to be the balance remaining in the total reserve fund that has not yet been committed to any other funds. (Currently \$1.6 million)
- 100% shall be invested with a 5-10 year outlook (Long Term Investment Fund .95-1.05 beta).

The ION Executive Committee is authorized to regularly rebalance any of the ION's investments to meet the ION's Investment Policies based on March 31 financial statements. Trading authorization for all three ION investment accounts shall be delegated to Weber Asset Mgmt, ION Treasurer and ION Director of Operations. Motion made by Len Jacobson, seconded by Keith McDonald and passed by the Council.

Outreach Committee, Virtual Museum Operating Capability: C. Bartone

See Attached File: [Outreach_Committee_VNM_FOC.pdf](#)

For current virtual museum policies and procedures see attached file:
[ION_VM-policies_and_procedures.pdf](#)

Action: National Office shall add a disclaimer to virtual museum web site that the ION does not endorse or validate the accuracy of the submissions.

Student Programs and Updates: M. Petovello

Dr. Petovello reported that he wanted to try to better publicize student programs that already exist to students who could benefit from them. It was suggested that he work through the local section chairs and through the university faculty. It was also suggested that all student programs be put under one student program section of the web site so that they are easily identifiable. Richard Greenspan suggested that it would be helpful to have a list of universities that were currently graduating students with some level of competency in navigation.

Publication Committee Report: B. Pervan

See Attached File: [Publications_Chair_Report.pdf](#)

B. Pervan was unable to attend. Chris Hegarty reported on his behalf. It was reported that over the course of the past year, there have been some significant changes with the ION journal *NAVIGATION*. The journal was now operating with an electronic review and tracking system operated by eJournal Press where new paper submissions are submitted electronically and each paper is tracked electronically from the time of submission, through associate editor and reviewer assignments, and final recommendations and revisions. Although there has been a bit of learning involved, the new electronic system has helped editors and reviewers keep track of papers under their care, and improved the timeliness of the reviews.

Recently, the ION National Office released the journal's typesetter, Progressive Publishing Alternatives (PPA), and handed over the typesetting responsibility to the journal's printer, Corporate Press. It was reported that between the nearly simultaneous transitions in journal editorship, between mail and electronic submissions, and between typesetters, the journal is currently behind schedule but it is believed to be a transient situation.

It was reported that a near term goal was to get the journal into the Science Citation Index (aka, "Web of Science") as journals compete for quality papers with other organizations—namely, *IEEE Transactions on Aerospace and Electronic Systems*, *AIAA Journal of Guidance, Control, and Dynamics*, *Journal of Navigation* (RIN), and even *GPS Solutions*—are all indexed in SCI. Many authors and potential authors, in particular those working at academic institutions, have requested that *NAVIGATION* get indexed in SCI. In order to compete for quality papers, it is very important that we respond to these members of the navigation research community. However, one requirement for SCI is that the journal be circulated on schedule. Per Enge reiterated how important this was to the publishing community and there were many people who elected to publish in publications of lesser quality than ION's because of the SCI.

It was reported that John Lavrakas had suggested an expert reviewer list in various technical areas be identified. This initial list will be available by the end of June 2007.

Approval of Nominating Committee Membership: J. Doherty

Jim Doherty, Nominations Chair, proposed the following to serve on the 2008 Nominating Committee:

Chair:	Jim Doherty
Eastern Region:	Chris Hegarty, Mike Miller, and Karen Van Dyke
Western Region:	Penny Axelrad, John Lavrakas, and Todd Walter

Motion: Council approves Jim Doherty (Chair), Chris Hegarty, Mike Miller, Karen Van Dyke, Penny Axelrad, John Lavrakas and Todd Walter as members of the 2008 Nominating Committee. Motion made by David Wolfe, seconded by Richard Greenspan and passed by Council.

ION Code of Ethics Policy Committee Report: L. Hothem

A draft version of proposed ION Code of Ethics was presented.

See Attached File: [Code_of_Ethics_Council_Presentation.pdf](#)

It was reported that the proposed Code of Ethics would be reviewed and discussed by an ad-hoc group later this week. Following this a revised version would be reviewed by the Executive Committee and then distributed to full Council for review with the goal of having a final version adopted at the January 2008 meeting.

Sections Committee Report: C. Cohen

It was reported that due to other commitments Clark Cohen had resigned as Sections Chair. John Lavrakas reported that a new chair would be appointed soon. No report was given.

Publication Policy Committee, Integrated Systems Red Book: R. Braff

See Attached Report: [Integrated_Navigation_Systems_Redbook_Report.pdf](#)

Carl Andren reported on behalf of Ron Braff that integrated systems has been the subject of a significant number of ION papers and that it has reached sufficient maturity to warrant a redbook that would have both present and future relevancy.

It was proposed that a new redbook volume on integrated systems include one to three tutorial papers on integrated systems, one historical paper, other papers from a library of ION papers and any other section as deemed appropriate by the editors.

It was suggested that two co-editors be solely responsible for putting together the redbook as was done for the SBAS redbook. It was acknowledged that these editors needed to be recognized leaders in the field and willing to make a commitment to a schedule so that they ensure they have the time to devote to the project so that this does not become an impediment to its timely completion.

Motion: **Authorization to proceed.** Motion made by Chris Hegarty, seconded by Keith McDonald and passed by the Council.

Meetings Committee Report: F. van Graas

See Attached Report: [Meetings_Report_April_2007.pdf](#)

It was reported that the past number of years the National Office has experienced a dramatic increase in the number of individuals from foreign countries who are trying to get ION's help to secure a visa to enter the US. Under current policy all someone has to do to get an invitation letter is to send the National Office an e-mail and we send a standard invitation letter citing the meeting dates. (This letter does not imply any form of endorsement or sponsorship.) Only about 10% of those who request a visa letter actually attend the meeting and pay registration fees.

Council was advised that the ION Headquarters has changed the visa letter procedure and requires people requesting a visa letter to register and pay the registration fees before a letter of invitation is sent. This fact could then be cited in the visa invitation letter which would help legitimize their participation in the conference with the State Dept. and may actually assist the legitimate attendees in getting their visa. If the attendee is unable to secure a visa, they would need to apply for a refund according to the standard/printed refund rules of the event. It was reported that many other

organizations have already started implementing similar policies. Exceptions to this policy would include authors whose paper has been accepted for presentation, company personnel working in exhibit area and trade associated press.

It was reported that the 2009 National Technical Meeting would be held January 26-28, 2009 at Disney's Paradise Pier Hotel in Anaheim, CA.

OTHER BUSINESS

Mike Miller suggested the ION publish and circulate a FOUO journal which would provide government personnel with a vehicle to publish.

Action: [Mike Miller to investigate the possibility of ION being involved in FOUO journal and report back to Council in January.](#)

Mike Miller announced that he had received a \$30K donation to the lawn mower competition which meant that first place would now carry a \$15K first place award. This year's competition is being held May 31-June 2, 2007 at Wright State University.

Additional Documents Included with these Minutes:

(for Contact List of current Council Officers, please contact the National Office)

[Web Consent Form.pdf](#)

Note: If you wish to have your current contact information made available to the public on the ION's web page you will need to complete and return this form.