

MINUTES OF THE COUNCIL MEETING
OF THE INSTITUTE OF NAVIGATION

(January 27, 2002)

Subject to the approval of the ION Council the following minutes are submitted. The Council Meeting was called to order on January 27, 2002 at the Catamaran Hotel in San Diego, California at 1pm. Those present were:

VOTING COUNCIL MEMBERS:

<u>Name</u>	<u>Office Held</u>
Ron Hatch	President
Dr. Rudy Kalafus	Executive VP/ Strategic Plan Chair
Karen Van Dyke	Immediate Past President
Dr. A.J. Van Dierendonck	Western Region VP
Dr. Anthea Coster	Eastern Council Member-at-Large
Dr. Lee Ott	Central Council Member-at-Large
Dr. Sam Pullen	Western Council Member-at-Large
Richard Barker	Land Representative
Bob French	Land Representative
Dr. Mike Miller	Space Representative
Ray Swider	Air Representative
Ken Holland	Meetings Chair/Past President
Bob Mitchell	Bylaws Chair
Ron Braff	Awards Chair
Dr. Chris Hegarty	Publications Chair
Len Jacobson	Sections Chair
Dr. Mike Braasch	Finance Chair
Dr. Duncan Cox	Membership Chair
Dr. Gerard Lachapelle	Alberta Section Chair
Jim Doherty	DC Section Chair
Walter Schoppe	San Diego Section Chair
Dr. Elizabeth Cannon	Past President
Dr. Richard Greenspan	Past President
Dr. Bill Klepczynski	Past President
Keith McDonald	Past President
Joe Portney	Past President
Len Sugerman	Past President
Phil Ward	Past President/2001 Congressional Fellow

NON-VOTING MEMBERS:

<u>Name</u>	<u>Position Held</u>
Dr. Clark Cohen	2002 Congressional Fellow
Jim Farrell	IMU Interface Committee Chair
Frank Czopek	
Carl Andren	Technical Director
Lisa Beaty	Director of Operations

It was determined that a quorum was achieved.

AGENDA

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

Approval of June 2001 Meeting Minutes

Motion: The June 2001 Council Meeting Minutes be approved as submitted. Motion made by Len Sugerman, seconded by Chris Hegarty and passed by the Council.

Approval of Annual Awards Committee

Ron Braff, Annual Awards Chair, reported that the committee's members had been approved by Ron Hatch, ION President and submitted to Carl Andren.

ION Fellow Nomination Committee Report

Ron Hatch reported that Tom Stansell, ION Fellows Committee Chair, was unable to be at the meeting but that information on this topic would be forthcoming at a later date.

ION Council Nomination Committee Report

Karen Van Dyke, Nominations Chair, asked the Council to approve the Nominations Committee as submitted.

Motion: Members of the Nominations Committee to include Dr. Richard Greenspan and Ben Peterson from the Eastern Region, Stan Lewantowicz and Dr. Frank Van Graas from the Central Region, and Dr. Elizabeth Cannon and Dr. Per Enge. Motion made by Karen Van Dyke, seconded by Mike Braasch.

President's Report - National Office Structure

Ron Hatch, President, gave the following report:

“The current lease for the National Office expires on June 30th this year. The quarters for the current staff, together with the storage requirements, have outgrown the available space of 2,196 square feet.

“Lisa has explored the possibility of renewing the lease and expanding the area at the current location. No new space is available in the current building in which to expand and the proposed new lease rates are significantly higher for the existing space. The current lease rate of \$21 per square foot would be increased to \$27 the first year with a 3% increase per year after that. The total increase from the current rate to the rate five years hence would be 42.5%, with the dollar amount going from \$46,820 in 2002 to 66,730 in 2007. In addition, Lisa indicates that there have been large increases in the charges for the monthly operating costs over the last three years that have had a very large effect on the total

monthly rental rate. Operating costs, which are paid in addition to the contracted lease rates, have increased 85% in the last year alone.

“In January 2001 the Executive Committee authorized Lisa to begin looking for alternative locations with the goal of obtaining additional space at the ION’s current annual rate. Lisa was looking for more office space together with some warehouse/storage space, hopefully with a loading dock at the rear of the facility for loading and unloading of freight. A T-1 line connection at the facility is also highly desirable. Lisa hopes to contract for the new space in the March/April time frame with an anticipated move date in late May so that the move can be completed before the Annual Meeting.

“Preliminary relocation expenses have been included in the 2002-2003 budget being presented at this Council meeting.

“No new positions have been added at the National Office this past year. Jennifer Murphy-Smith, who was employed as the Membership Services Coordinator resigned in November to pursue a career in special education. Wendy Hickman has assumed Jennifer’s duties associated with membership services and other National Office employees have absorbed additional duties.

“Finally, I would like for the entire council to commend Rick for the incredible accomplishment in getting the upgraded web site launched. If you have not yet explored the site, be sure to do so. Lisa reports that the web contractor was not experienced enough to launch a web site as complicated as the ION’s and that Rick not only resolved multiple programming issues with them but in most cases wound up actually doing the work himself.”

Motion: Council commends Rick Buongiovanni for the work he had accomplished on the ION web site. Motion made by Ron Hatch, seconded by Len Sugerman and passed by the Council.

ION Regional Realignment

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

Carl Andren explained that the Strategic Planning Committee had asked that he prepare the proposal to eliminate the Central Region and create only two regions, an Eastern and a Western Region with Council Members-at-Large that would serve two-year terms. It was noted that under the proposed revision the Eastern and Western Region would be comparatively equal in representation with 1084 members in the East and 1045 members in the West.

This was being done to help move people through the chain of nominations, as people need to have served on the Council for a minimum of three years to be nominated for Executive Vice President. It was also noted that ION tradition, not policy, had dictated that the nomination for Executive VP rotate from region to region and with the current regional definitions it was becoming difficult to identify an adequate number of qualified individuals.

Carl stated that he would like to have the modifications in the regions incorporated into this year's nominating process and suggested that the current Council Members-at-Large be extended for another year. New Council Members-at-Large would then be nominated for this year and thus the two representatives from each region would rotate every other year (as is currently done with the Land, Air, Space and Marine Representatives).

Len Jacobson expressed concern that this proposal eliminated one seat from the Executive Committee. He further suggested that the regional VP travel budget be increased to accommodate additional sections per region.

After considerable discussion, Ron Hatch suggested the motion be voted and then any suggestions be referred to the Strategic Planning Committee.

- Motion:** **The Council amend the ION bylaws to:**
- 1) Create two regions, East and West. Western Region will assimilate North Dakota, South Dakota, Nebraska, Kansas, Oklahoma, Texas, Minnesota, Iowa, Missouri, Arkansas, Louisiana and the Canadian Province of Manitoba. The Eastern Region will assimilate Wisconsin, Illinois, Kentucky, Tennessee, Mississippi, Alabama, Indiana, Ohio, Michigan and the Canadian Province of Ontario.
 - 2) Change the number of Council Member-at-Large officers representing each region is increased from one per region to two per region with a two-year term of office.

Additionally, the Council extends the term of office for the current Eastern and Western Council Members-at-Large be extended for one year. Motion made by Len Sugerman, seconded by Robert French and passed by the Council. Note that Greenspan, Jacobson and Portney opposed.

Action: **Rudy Kalafus, Chair of the Strategic Planning Committee, to discuss perceived problems with regional realignment with those that objected.**

Bylaws Report

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

Bob Mitchell, Bylaws Chair, noted that the approval of the prior motion would require changes to the bylaws, which had been prepared and were circulated to Council. See Attached File: [bylaws_proposed_revision_jan_27_2002.pdf](#)

Action: **The National Office to update the bylaws and publish updated version in the next journal and on the web site. See Attached File: [bylaws_approved_jan_27_2002.pdf](#)**

Mr. Mitchell also noted that at the June 2001 Council Meeting A.J. Van Dierendonck had made recommendations to change the organization of the Fellows Selection Committee. Bob noted that he had concurred with the recommendations and based on this made the following motion:

Motion: Revise Article VI, Standing Committees, Section 5, Fellow Selection Committee, to read as follows:
 Section 5. Fellow Selection Committee. The Fellow Selection Committee Chair shall be designated by the Council annually upon the recommendation of the President. Committee members, selected by the Committee Chair, shall be ION Fellows in good standing. The Committee shall pass on nominations for Fellow membership.
 Motion made by Bob Mitchell, seconded by A.J. Van Dierendonck and passed by the Council.

Appointment ION National Technical Mtg. Committee

Ron Hatch reported that he asked Todd Walters from Stanford University to serve as the Program Chair for NTM 3002.

Motion: Council approve Dr. Todd Walters as the NTM 2003 Program Chair and Jay Spalding as the NTM 2003 General Chair. Motion made by Ron Hatch, seconded by Rudy Kalafus and passed by Council.

ION Meeting Report

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

Ken Holland, ION Meetings Chair, reported that due to an outstanding “make-up job” the ION GPS 2001 meeting had done fine financially.

Current meeting locations were reviewed. It was reported that the ION was looking for meeting partners for June 2004 and June 2005. Mike Braasch stated that Dayton had one of the most active sections. Karen Van Dyke suggested Mike reach out to the Dayton Section and solicit appropriate organizations for co-sponsorship. Keith McDonald stated that the ION should not locate the meetings based on section strength but rather based on where the ION can assure a strong meeting. Ken Holland suggested that if anyone had an idea of a potential co-sponsor to please approach him.

Motion: San Diego is approved as meeting location for NTM 2004 and NTM 2005. Motion made by Ken Holland, seconded by A.J. Van Dierendonck and passed by the Council. Note that two members opposed.

Ron Hatch expressed his gratitude to Ken Holland for all the work he has done on behalf of ION and announced that due to Ken’s retirement this April he had asked Frank van Graas to serve as meetings chair. It was reported that Ken would continue to assist Frank until June.

Motion: Council approves Dr. Frank van Graas as ION Meetings Chair. Motion made by Ron Hatch, seconded by Ken Holland and passed by Council.

ION Apprenticeship/Scholarship Program Status Report

Ron Hatch reported that the Executive Committee had approved and funded the Apprenticeship/Scholarship Program for the Dayton and Washington Sections on a pilot program basis in September 2001. It was reported that the sections had been given broad latitude to run the program, or variation thereof, as they saw fit and were to report back to Council with recommendations. Sally Frodge, Eastern VP, and John Raquet, Central VP, were unable to attend but their reports for the DC and Dayton Sections are attached.

See Attached Files: [dayton_apprenticeship_letter.pdf](#)
[scholarship_dc.pdf](#)

It was noted in Ms. Frodge's report that she had asked the Council to consider the following modification to the Dayton program for implementation in DC:

- Motion:** It is proposed that for the Washington Section pilot scholarship project be changed from the initially proposed apprenticeship program to a more straightforward award with shadowing/mentoring. Elements of the award would be:
- based on interest as determined from an entry essay
 - essay would be judged by the committee of volunteers
 - financial need would be a consideration
 - necessary supporting documentation would be kept to a minimum but most likely include grades, two or more recommendations, and possibly proof of financial need
 - award would include shadowing with professionals from the local area
 - the award would be given after the end of their first quarter/semester and upon receipt of a 3.2 GPA or higher. If the recipient failed to attain this GPA, they would have one quarter/semester to raise their GPA before forfeit of the award.
 - The recipient would be required to provide feedback by way of essay or appearance or both (at an ION section meeting, for example).
- It is noted that the DC Section would provide feedback on the practicalities of running such a program if an award was made this year. Motion made by Sally Frodge, seconded by Anthea Coster and passed by the Council.

Congressional Fellows Report

See Attached Report 2001 Congressional Fellow, Phil Ward: [congressional_fellow_report_ward.pdf](#)

See Attached Report 2002 Congressional Fellow, Clark Cohen: [congressional_fellow_report_cohen.pdf](#)

Journal Status

See Attached File: [journal_statusJan02.pdf](#)

Chris Hegarty, Editor, gave an update on the journals publication schedule.

Action: When it is most appropriate, the National Office is to send Mitre Corp. a letter with a plaque thanking them for their long-term support of the journal.

2002-2003 Budget Presentation

The ION's current financial position was reviewed. See Attached Report: [financial_overview.pdf](#)

In absence of Larry Hothem, Treasurer, Lisa Beaty reviewed the following items to note in the presented 2002-'03 Budget:

- Budget is based on a \$10 increase in annual membership dues for Professional, Student & Retired members; as well as subscriptions. The last membership dues increase from \$35 to \$45 per year for Professional Members and subscriptions only was passed in January '94. The proposed \$10 increase represents a 2.5% increase over the past eight years.
- Budget does not include any gain/loss on investments as dividends and interest are automatically reinvested and National Office does not have access to these funds for operations.
- Budget has allocated \$22,000 for relocation expenses.
- The budget includes \$5,000 for a Section Sponsored Scholarship Program, which has not yet been approved by Council.
- Budget includes \$81,854 for the Congressional Fellows Program which could be funded from cash in excess of reserves should annual budget continue to operate in a deficit towards the end of the year.
- Based on the ION's current *Reserve Fund Formula*, \$893,260 is to be maintained in the ION reserve fund for the '02-'03 fiscal year.

Lisa also noted that this budget had been circulated in advance to the Executive Committee, Satellite Division Chair, Meetings Chair and Finance Chair and the Executive Committee and Finance Chair had discussed modifications and extraordinary items in the 2002-'03 Budget via teleconference prior to the Council meeting.

The 2002-'03 Budget was presented. See Attached File: [budget_2002.pdf](#)

Motion: **Accept the 2002-'03 Budget as submitted.** Motion made by Mike Braasch, seconded by Frank van Graas and passed by the Council.

ION Strategic Planning Committee Report

Rudy Kalafus, Chair of Strategic Planning Committee, reviewed the method the committee had followed for review and updating of the Strategic Plan. He reported that the committee would meet during NTM to further discuss modifications and to address the issue regarding the size of the Executive Committee that had been given them as an action at this Council Meeting. Rudy stated that while there is a formal committee, suggestions are accepted by anyone. It was reported that he hoped to have a final version of the plan for presentation at the June 2002 Council meeting.

Postscript:

The Strategic Planning Committee met January 28, 2002. Those in attendance were Rudy Kalafus (Chair), Ron Hatch, Karen Van Dyke, Frank van Graas, Richard Greenspan, Ben Peterson, Carl Andren and Lisa Beaty.

The Committee reviewed the January 2002 Draft of the Strategic Plan, in which Rudy had incorporated some of the suggestions and comments that had been received by Committee members, item-by-item and made changes as a group.

An updated Strategic Plan, reflective of the changes made during the Strategic Planning Committee Meeting was circulated to the Strategic Planning Committee members February 2002 for comment.

Supporting Files Available:

Document:

Last Plan Approved Council '98
 Comments Received Strategic Plan Draft
 Revised Plan Incorporated Most Comments
 Current Draft Strategic Plan Feb. '02

File Name:

[strategic_plan_98.pdf](#)
[comments_nov_2001_version.pdf](#)
[strategic_plan_jan_02.pdf](#)
[strategic_plan_feb_02.pdf](#)

Other Business

IMU Interface Standard: Jim Farrell, Committee Chair, reported that he was currently in a holding pattern but that he would coordinate future activities with ION.

ION in Policy Making Role?: Phil Ward suggested that the ION needed to play a role in policy making issues and that the ION needs to play a role in the industry. There was some debate over what was permissible in the ION's current charter and what was legally allowable as the ION is currently organized.

NAA: Phil Ward reported that he is still working with the National Aeronautic Association but that the ION has not yet received any applications for a group to develop the flight recorder technology they require to record national record attempts.

ION Publicizes Scholarship Fund for September 11 Victim's Children: Clark Cohen thanked the ION for participating in the efforts to publicize the special scholarship fund. It was reported that the ION had cooperated with many technological organizations in this effort.

ION 2003 Calendar: See Attached File: [2002_calendar.pdf](#)

The meeting was adjourned at 3:30pm.