

MINUTES OF THE COUNCIL MEETING
OF THE INSTITUTE OF NAVIGATION

(January 21, 2003)

Subject to the approval of the ION Council the following minutes are submitted. The Council Meeting was called to order on January 21, 2003 at the Paradise Pier Hotel in Anaheim, California at 1pm. Those present were:

VOTING COUNCIL MEMBERS:

<u>Name</u>	<u>Office Held</u>
Dr. Rudy Kalafus	President
Larry Hothem	Executive VP/ Strategic Plan Chair
Ron Hatch	Immediate Past President
John Clark	Treasurer
Dr. Gerard Lachapelle	Western Region VP
James Doherty	Eastern Region VP
John Lavrakas	Satellite Division Chair
Marie Lage	Eastern Council M-at-L
Dr. Anthea Coster	Eastern Council M-at-L
Sam Pullen	Western Council M-at-L
Kevin Rudolph	Western Council M-at-L
Dr. Todd Walter	Air Rep.
Mike Miller	Space Rep.
Richard Barker	Land Rep.
Jim Arnold	Land Rep.
Lee Ott	Houston Section Chair
Dr. Frank van Graas	Meetings Chair & Past President
Len Jacobson	Sections Chair
Ron Braff	Annual Awards Chair
Dr. Richard Greenspan	Fellow Selection Chair
Dr. Elizabeth Cannon	Past President
Dr. Per Enge	Past President
Bill Klepczynski	Past President
Joe Portney	Past President
Karen Van Dyke	Past President
Phil Ward	Past President

NON-VOTING MEMBERS:

<u>Name</u>	<u>Position Held</u>
John Raquet	Student Awards Chair
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 2002 Meeting Minutes

Motion: The June 2002 Council Meeting Minutes be approved as submitted. Motion made by John Lavrakas, seconded by Richard Greenspan and passed by the Council.

Approval of Annual Awards Committee

Ron Braff, Awards Committee Chair, reported that the members of the 2002 Annual Awards Committee had been reviewed and approved by the ION President. It was reported that the committee membership had increased by two members.

Ron Braff then recommended that the ION amend the awards policy to disallow posthumous annual awards beginning with 2003 nominees. It was reported that other organizations usually require people to be living at the time awards are selected. Dr. Enge reported that the Fellows Awards already had a posthumous category in place that was consistent with Mr. Braff's recommendation.

Motion: Beginning with annual award nominations for 2003, the ION's Annual Award Policy is amended to state that a nominee must be living at the time an annual awards nomination for this individual is submitted. Motion made by Ron Braff, seconded by Per Enge and passed by the Council.

Fellow Awards Policy

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

The procedures for selection to the Fellow grade of ION membership were reviewed. It was noted that the most substantive change was that the Fellow Selection Committee selected a slate of individuals that then had to be approved by a minimum of five out of seven members of the Executive Committee.

Bill Klepczynski requested the procedure be updated to include a summary or overview paragraph of how the entire process is transacted.

It was requested that the committee be referred to as the Fellow Selection Committee in all ION documentation.

Motion: Council accepts the Procedures for Selection to the Fellow Grade of ION Membership as submitted, namely that the Chair of the Fellow Selection Committee shall forward a list of selected Fellows to the ION Executive Committee for review and approval prior to notifying the Council of the

selected Fellows. Selected Fellows shall require approval of a minimum of five out of the seven members of the ION Executive Committee prior to releasing the list of elected Fellows to the Council. It is also noted that this action required the ION Bylaws (Article I, Section 5, and Article IV, Section 2, item h) be updated to reflect the same. It is further noted that what has often been referred to as the Fellow Nominations Committee be referred to as the Fellow Selection Committee and this be reflected in the bylaws and future publicity. Motion made by Dick Greenspan, seconded by Bill Klepczynski and passed by Council.

Bylaws Committee Report

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

It was noted that in the January 2000 rendition of the bylaws a typographical error in the bylaws omitted the Satellite Division Chair and Immediate Past President as members of the Executive Committee.

Action: The National Office shall correct Article VI, Section 2 (Executive Committee) to include the Immediate Past President and Satellite Division Chair as a member of the Executive Committee.

Fellow Selection Committee Report

See Attached File: [Fellow_Selection_2003_Report.pdf](#)

Tom Stansell, Fellow Selection Committee Chair, was unable to attend. Rudy Kalafus, ION President, reviewed his report with Council.

The 2003 Fellow Selection Committee consisted of nine ION Fellows:

Per Enge	Gaylord Green
Dick Greenspan	Ron Hatch
Keith McDonald	Brad Parkinson
Ken Seidelmann	Frank van Graas
Phil Ward	

It was reported that there were two rounds of voting and the committee reviewed 21 candidates for Fellow, 3 for Honorary Fellow, and 3 for Posthumous Fellow.

It was noted that the selections for 2003 were for a two-year period. Membership numbers last year would have permitted three nominees, and this year's membership permits four. Therefore, the committee selected seven candidates for the grade of Fellow who all received more than the required 67% of affirmative votes.

Selected 2003 Fellows

Names

Brown, Alison
 Fenton, Patrick
 Klobuchar, John
 Lachapelle, Gerard
 Misra, Pratap
 Remondi, Ben
 Van Dyke, Karen

Additionally, Charles Trimble was named as an Honorary Fellow and KT Woo was named as a Posthumous Fellow.

Council Nomination Committee Report

Ron Hatch, Nominations Committee Chair, reported that Article VI, Section I of the bylaws regarding the membership of the Nominations Committee had not been changed to reflect the reduction from three ION regions to two. Since it is desirable to keep seven members on the Nomination Committee the following motions were proposed:

Motion: Article VI, Section 1 of the bylaws is changed to read that three members from each region shall be approved by the Council upon the recommendation of the Nominations Committee Chair (immediate past president). Motion made by Ron Hatch, seconded by Mike Miller and passed by the Council.

Motion: The Council approved the following members of the 2003 Nominations Committee: Ron Braff, Larry Hothem and Karen Van Dyke from the Eastern Region; and Len Jacobson, Joseph Portney and A.J. van Dierendonck from the Western Region. Motion made by Ron Hatch, seconded by Mike Miller and passed by the Council.

Congressional Fellow Committee Report

Dr. Richard Greenspan, Congressional Fellow Selection Committee Chair, reported that the ION Council authorized him at its June 2002 meeting to extend the deadline for receipt of applications for the Congressional Fellow Program and to select a Fellow from among any qualified applications that are received.

It was reported that as of 1 October the Committee had received two qualified applications. However there was significant doubt whether it was desirable to select a candidate for a term beginning in January 2003. The arguments in favor of making a selection were: 1) The great success of the first two Fellows showed that ION members could provide outstanding service to the Congress. 2) The Congressional Fellow Program is the best means to inform our membership of legislative actions that relate to Navigation technology and its applications. 3) Prior Fellows have reported great personal satisfaction from their service.

The argument against selection was that we had missed the opportunity to send the selected fellow to the AAAS Training Session that is held annually in early September. It took many weeks to determine that AAAS would be able to provide some limited support to the Fellow, including participation in a one-day assembly of Fellows in February, 2003. However, we were strongly advised by AAAS that a Fellow who had not attended the September session would be at a great disadvantage, and that if we did proceed then the selected Fellow should attend the September 2003 Training Session.

It was reported that the Congressional Fellow Selection Committee interviewed the two selectable candidates. One interview was conducted at the September meeting of the Satellite Division, and the other interview was made by telephone. After some deliberation the Committee decided that the risk to the ION of not selecting a Fellow this year was greater than the risk of an unfavorable outcome. Therefore, the Committee decided to select a Fellow.

Both candidates offered strong credentials. After some deliberation the Committee made a unanimous decision to select Mr. Thomas McCaskill to be the 2003 ION Congressional Fellow. Mr. McCaskill (Tom) retired from the Naval Research Laboratory in August, 2002 where he had worked since 1960. Tom has had a distinguished career, which has centered on satellite navigation systems and precision timing technology. He contributed to the pioneering work of NRL to develop the Timation Satellites that demonstrated the effectiveness of passive ranging. He performed some of the earliest studies that evaluated alternative satellite constellations, and participated in the demonstrations that relativistic considerations were necessary to achieve the desired timing accuracy for passive ranging. As the GPS system has matured over the following decades Tom has been a key player in analyzing satellite performance and refining models for performance prediction. The Committee wished Tom the best possible experience during his term as our Congressional Fellow, and urged the Institute and its national office to offer him every possible support in his activity.

The Committee reported it had some recommendations based on "lessons learned" from this year's selection process.

1. That every opportunity be taken at meetings of the ION (National and Section meetings included) to publicize the Program and to remind our members that the deadline for the CY 2004 Fellow Selection is 31 March 2003.
2. That current and/or former Fellows be invited to speak about their experience as Fellows to dinner sessions of the ION National Technical Meeting and to the Plenary Session of the Satellite Division Annual meeting.
3. That a videotape of one or more of these presentations be recorded for distribution to the individual Sections for presentation at their meetings.

Dick Greenspan, Congressional Fellow Committee Chair, reported that it had been very difficult to generate enough adequately qualified candidates. He reported that it was his belief that the ION

membership did not have an adequate understanding of the value of being an ION Congressional Fellow or participating in this extraordinary opportunity.

Council discussed ways to make the membership more aware of the Congressional Fellow program including making a video available to ION sections, having the Regional VP's present the program to the local sections when they visit and asking the ION's current and former Congressional Fellow to provide additional information of the opportunities of the program to the ION membership.

It was suggested that due to the one year nature of the Congressional Fellowship this type of opportunity would mostly appeal to those who were able to relocate for one year or those in career or retirement transition. It was suggested that corporate members personnel bulletin boards might be a good place to advertise the fellowship.

Action: Phil Ward accepted the action to write a one page summary or overview of what an individual could expect to accomplish/participate in during a Congressional Fellowship.

Action: A five-minute PowerPoint presentation of the ION Congressional Fellowship is developed by the National Office to share at ION section meetings.
See Sample Developed by Dick Greenspan Attached:
[Congressional_Fellow_Program.pdf](#)

Action: Carl Andren to send a personal letter to ION corporate members requesting that they post a one-page flyer the ION would provide on their corporate personnel bulletin board.

At this time Rudy Kalafus noted that the AAAS had requested the ION provide a donation to help celebrate the 30th anniversary of the AAAS Congressional Fellow program.

Motion: The Council approves a \$2,000.00 donation to AAAS (sponsor level) to assist in the funding of the 30th anniversary of the AAAS Congressional Fellow program. Motion made by Phil Ward, seconded by Len Jacobson and passed by the Council.

ION Executive Fellow Discussion

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

John Lavrakas reported that he (as Satellite Division Chair), the ION President and ION Technical Director had met with Ralph Braibanti from the US State Dept. during ION GPS 2002 to discuss the need of technical expertise and support to the Executive Branch of government. Subsequent to this meeting the Satellite Division had discussed the possibility of establishing a full time Executive Fellow Position in cooperation with AAAS and modeled after the ION's current Congressional Fellow Program.

John proposed to Council that the ION annually fund, subject to availability of resources, an ION Executive Fellow to serve the US government Executive Branch. The purpose, program (including service and training requirements), stipend, selection criteria and application process would follow those established for the ION Congressional Fellow program.

It was noted that while John Lavrakas did not propose specific funding options at this time, he did suggest that if the Council was in favor of this program he would discuss the possibility of cost sharing with the ION's Satellite Division. Len Jacobson asked if John felt comfortable reflecting cost sharing in his motion to which he responded that he did not until the division officers had a chance to meet and discuss this possibility.

Sam Pullen suggested ION allow Fellow applicants to choose between Congressional Fellow and Executive Fellow depending on where they felt they could best contribute. Per Enge suggested the offering of two fellowship options may attract additional applicants but that the ION should only fund one fellow per year. Rudy Kalafus suggested that many Executive Fellows are retained by the agency versus Congressional Fellows that often are not and suggested that this may attract different set of people. Dick Greenspan expressed concerns that allowing fellows the choice between Congressional or Executive fellowships would undermine the continuity and assistance from the outgoing to the incoming fellows. He also expressed some concerns in ION's ability to currently attract enough candidates to sustain the Congressional Fellow program. Elizabeth Cannon suggested that to fund two fellows per year commits the ION to \$150K per year for assistance to the US government. She asked Council to weigh this to the funding volume the ION has committed to growing the next generation and also suggested the ION should fund no more than one fellow per year.

Motion: The ION annually fund, subject to availability of resources, an ION Executive Fellow to serve the US government Executive Branch. The purpose, program (including service and training requirements), stipend, selection criteria and application process would follow those established for the ION Congressional Fellow program. Motion made by John Lavrakas, seconded by Joe Portney and passed by Council in a vote of 16 to 8.

Action: Rudy Kalafus shall appoint a chair of an ad hoc committee to pursue the above motion.

ION Satellite Division/NAA Call for Proposals, Status Report

See Attached Files: [NAA_Ward_Recommendation_NovAtel.pdf](#)
[NAA_RFP_GPS_Recorder.pdf](#)
[NAA_ION_Memo_Agreement.pdf](#)
[NAA_Requirements.pdf](#)
[NAA_Proposal_from_NovAtel.pdf](#)
[NAA_Proposal_Lavrakas_Review.pdf](#)
[NAA_Proposal_Ward_Review.pdf](#)

Phil Ward reported to Council that the Satellite Division Executive Committee had approved a budget of \$30,000 for a commercial GPS receiver manufacturer to develop, qualify and deliver a GPS flight recorder for use by the National Aeronautic Association (NAA). This was to be accomplished by a college co-op student working for the vendor with the vendor's commercial off-the-shelf equipment. The purpose of the dual effort was to encourage college student participation in GPS technology and to develop GPS technology to replace the time-synchronized high-speed camera technology presently used by NAA.

Phil Ward reported to Council that he would be recommending to the Satellite Division that they accept a proposal submitted by NovAtel . He further recommended that the National Office provide NovAtel with appropriate and timely publicity for their generous response and track their progress via the ION Newsletter as NovAtel would be making significant financial contributions of their own.

ION Meetings Report

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

Motion: The Council formally approves Dayton as the location for the June 2004 meeting. Motion made by Frank van Graas, seconded by Mike Miller and passed by Council.

Gerard Lachapelle reported that he had attended the Fall 2002 conference in Wuhan that the ION had co-sponsored and he rated the conference as "fair" overall. The conference attracted 200 attendees, but only 20 of the 200 were from the US and Europe and there was little participation from East Asia. The largest contingency was made up of young Chinese studying navigation. It was noted that the ION's co-sponsorship was not evident in the publicity and that the international organizers often use this co-sponsorship as a means to get government funds to support westerners' attendance at the symposium. Next year's Asian symposium is scheduled to be held in Japan.

Motion: The ION approves GNSS Asia 2003 for ION co-sponsorship should it be requested as long as the conference complies with the ION's established co-sponsorship policy. Motion made by Ron Hatch, seconded by Gerard Lachapelle and passed by the Council.

Motion: The Council approved Dr. John Studenny, from CMC Electronics, as NTM 2004 Program Chair. Motion made by Rudy Kalafus, seconded by Todd Walter and passed by the Council.

Rocky Mountain Scholarship Program

The Rocky Mountain Section submitted a section scholarship plan in compliance with the ION's section scholarship program approved at the June 2002 Council meeting and requested the ION Council fund the proposed plan.

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

Motion: The ION approves the Rocky Mountain Section Scholarship Plan and funds it at \$2,500.00 per year. Motion made by John Lavrakas, seconded by Gerard Lachapelle and passed by Council.

2003-2004 Budget

See Attached Files: [Budget.pdf](#)
[Financial_Overview.pdf](#)

John Clark, Treasurer, presented the budget to Council. It was noted that while the budget was submitted with a \$65,445 deficit, the 2003-'04 budget included \$75,384 for the Congressional Fellow Program which Council had authorized to be funded from cash in excess of reserves should the annual budget continue to operate in a deficit towards the end of the fiscal year. It was also noted that the budget did not include any gain or loss on investments as dividends and interest are automatically reinvested and the National Office does not have access to these funds for operations. It was also noted that the 2003-'04 budget included \$2,500 for the Rocky Mountain Section Scholarship program that had just been approved earlier in this meeting.

It was reported that based on current 2003-'04 budget \$946,769 is to be maintained in the ION's reserve fund for the '03-'04 fiscal year.

Council was further informed that advance copies of the budget had been circulated to the ION's Executive Committee, Finance Chair, Meetings Chair, GPS Meeting General and Program Chair, Satellite Division Treasurer and technical Director for review and revision and requested revisions had already been incorporated into this document.

Motion: Council adopts the 2003-'04 budget as submitted. Motion made by Frank van Graas, seconded by John Lavrakas and passed by the Council.

Lisa Beaty also advised the Council that she had recently closed the ION's sweep account and converted the existing account to a traditional corporate money market. Council was advised that this action was taken as due to the reduction in interest rates, and the lower balances in the ION's accounts at this time of year, the monthly charges associated with the sweep account were exceeding the interest earned. However, Lisa further reported that this currently put the balance in the ION's money market account above the \$100,000 covered by federal deposit insurance. This generated some discussion as to whether or not the ION should investigate alternate deposit arrangements.

Action: The Finance Committee shall review the ION's current investment arrangements and make recommendations for changes to current policy (regarding how much short term cash in money market verses short term bonds verses long term investments etc.). Lisa Beaty is to assist the Finance Committee in providing income and expenses by month for past year so committee can evaluate how account balances shift from month to month etc.

Action: Lisa Beaty is to prepare a three-year budget projection for review by the Strategic Planning Committee. This shall include scenarios of reasonable growth, no growth and reasonable decline.

Action: The Strategic Planning Committee is to review the budget projections and Finance Committee's recommendations and develop a prioritized list of changes/allocation of resources to support prioritized Institute goals.

New Initiatives Fund

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

Rudy Kalafus reported that for the past 10 years or so, the ION has been in the enviable position of having our revenues exceed our expenses and even during the last two lean years for the world economy, this figure hasn't dropped. The Strategic Planning Committee has exercised oversight over the use of this money, and after September 11 adopted a "wait and see" attitude rather than propose new programs.

Now that more than a year has gone by since the September 11th tragedy, it appears that ION is in good shape financially, with good prospects ahead. While industry consolidation has resulted in some reduction in the number of exhibitors at our meetings, new navigation systems are being proposed and developed, and the general public is becoming increasingly aware of the importance of navigation and positioning. Therefore, it appears we may now consider implementing programs that utilize money in the Reserve Fund.

The late Len Kruczinski developed a formula for budgeting a portion of the Reserve Fund to deal with worst-case contingencies. Assets in excess of what is required for the Reserve Fund can be used for implementing whatever programs the Council deems appropriate. In the past this has been informally referred to as "excess reserves", a term that many members have found to be not descriptive enough. Dr. Kalafus proposed the use of the following nomenclature:

<u>Reserve Fund:</u>	The total amount of assets not otherwise allocated in the annual budget
<u>Contingency Fund:</u>	The amount budgeted to covering worst-case contingencies, using the formula developed by Len Kruczinski (currently \$946,769)
<u>New Initiatives Fund:</u>	The amount available for implementing new programs, equal to the Reserve Fund minus the Contingency Fund

Rather than have the New Initiatives Fund spent on a first-come, first-served basis, Dr. Kalafus stated it was appropriate to set out some guidelines that can be used to encourage and evaluate proposed new programs:

1. New Initiatives programs should be one-time programs, stoppable programs or pilot programs.
 - One-time programs are programs that support a unique event, such as a special meeting, a special measurement campaign, a special issue of a news magazine, or the development of an ION DVD.
 - Stoppable programs are programs that are time-limited, and can be canceled if funds are not available or if the program has served its purpose. For example, the Congressional Fellow is currently paid out of the New Initiatives Fund in the event that annual expenditures exceed revenues.
 - Pilot programs are programs that are conducted for evaluation purposes, and if successful, would subsequently be funded from the general fund.
2. New Initiatives programs should be primarily aimed at fulfilling the long-term Strategic Goals of Public Awareness and Outreach, not so much as, for example, improving member services, adding another meeting each year, etc. Examples that would be worth considering include instituting an Executive Fellow, funding university scholarships, and temporarily increasing student subsidies.

Dr. Kalafus reported that rather than have the money sit idle, the Council and Strategic Planning Committee should proceed to develop programs that will help advertise the Institute, and thus help assure our long-term survival and relevance.

Inertial Standardization Update

This item was deferred to June 2003.

Satellite Division Outreach Committee

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

John Lavrakas, Satellite Division Chair, advised the ION Council that the Division authorized a Satellite Division Outreach Committee on January 19, 2003 that would be chaired by John Raquet. Council was advised that the purpose of such committee was to formalize an outreach effort, better coordinate outreach efforts, maintain support for current programs and provide a basis for new initiatives. Council was advised that John Raquet would be working on a charter and identifying activities that are to be overseen by this committee.

Status Report on Civil Servants Participation in Council with Lobbying Clause in Bylaws

Karen van Dyke reported that she had gone back to her agency and checked on implications of her being able to continue to participate on ION Council should the ION delete the line from ION bylaws which prohibits all lobbying activities. She reported that Volpe's legal counsel had advised her that the proposed bylaws change would not have an effect on her ability to continue to participate in Council, however, she would be effected should the ION take action relating to future

lobbying activities. Karen advised Council that government employees were not allowed to use their position, information not available to the general public, or government time in these activities.

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

OTHER ATTACHED:

ION 2003 Calendar: [2003_Calendar.pdf](#)

Strategic Planning Minutes: [Strategic_Minutes_Jan_03.pdf](#)

Updated Bylaws per actions taken by Council: [Bylaws_January_21_2003.pdf](#)

The meeting was adjourned at 5:30pm.