

MINUTES OF THE
OUT-GOING COUNCIL MEETING
(June 26, 2005)

Subject to the approval of the ION Council the following minutes are submitted. The Council Meeting was called to order on June 26, 2005 at the Royal Sonesta Hotel, Cambridge, MA at 1pm. Those present were:

VOTING COUNCIL MEMBERS:

<u>Name</u>	<u>Out-Going Office Held</u>	<u>In-Coming Office Held</u>
Dr. Penina Axelrad	President	Immed. Past Pres./Nominating Chair
Jim Doherty	Executive VP/ Strategic Planning Chair	President/DC Section Chair
John Clark	Treasurer	Treasurer
Dr. John Raquet	Eastern VP	Outreach Committee Chair
John Lavrakas	Western VP	Exec. VP/Strategic Planning Chair
Larry Hothem	Nominations Chair/Immediate Past Pres.	Past President
John Nielson	Space Rep. (2 nd year)	Western Council M-at-L (1 st year)
Dr. Michael Moreau	Space Rep. (1 st year)	Space Rep. (2 nd year)
Dr. Dorota Grejner-Brzezinska	Land Rep. (2 nd year)	Eastern Council M-at-L (1 st year)
Dr. Anthea Coster	Land Rep. (1 st year)	Land Rep. (2 nd year)
Doug Taggart	Marine Rep. (2 nd year)	
John Macaluso	Marine Rep. (1 st year)	Marine Rep. (2 nd year)
Len Jacobson	Finance Chair	Finance Chair
Dr. Chris Hegarty	Publications Chair	Eastern VP/Publications Chair
Dr. Frank van Graas	Meetings Chair/Past President	Meetings Chair/Past President
Dr. Richard Greenspan	Bylaws Chair/Past President	Bylaws Chair/Past President
Dr. Mikel Miller	Sections Chair/Dayton Section Chair	Sections Chair/Dayton Section Chair
Clyde Edgar	So. California Section Chair	So. California Section Chair
Marvin May	Philadelphia Section Proxy	Philadelphia Section Proxy
Bill Klepczynski	Past President	Past President
Keith McDonald	Past President	Past President
Dr. Len Sugerman	Past President	Past President
Karen Van Dyke	Past President	Past President
Phil Ward	Past President	Past President

VOTING MEMBERS AT IN-COUNCIL:

<u>Name</u>	<u>Out-Going Position Held</u>	<u>In-Coming Position Held</u>
David Wolfe		Marine Rep (1 st year)
Dr. Maarten Uijt de Haag		Air Rep (1st year)
Dr. Richard Langley		Space Rep (1st year)

NON-VOTING MEMBERS:

<u>Name</u>	<u>Out-Going Position Held</u>	<u>In-Coming Position Held</u>
Dr. Chris Bartone	Outreach Committee Chair	Outreach Committee Chair
Dr. Clark Cohen	Government Fellows Chair	Government Fellows Chair
Carl Andren	Technical Director	Technical Director
Lisa Beaty	Director of Operations	Director of Operations

It was determined that a quorum was achieved. Those present were advised that only out-going council members, consisting of out-going elected officers, standing committee chairs, section chairs and past presidents, should vote during the out-going council meeting and vice versa for the in-coming council meeting.

AGENDA

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

Approval January 2005 Council Meeting Minutes: P. Axelrad

Motion: **Council approves the January 2005 Council Meeting Minutes as submitted.**
Motion made by Doug Taggart, seconded by John Lavrakas and passed by Council.

President's Report: P. Axelrad

See Attached File: [President's_Report.pdf](#)

Executive VP & Strategic Planning Report: J. Doherty

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

Jim Doherty, Executive VP reported that this past year the two primary issues the Strategic Committee had focused on were: 1) the legality and feasibility of international technical representative(s) on Council; and 2) new technologies and trends that need to be incorporated into the ION's technical meetings to ensure viable and relevant technical programs.

An updated Strategic Plan was presented to Council for ratification.

See Attached File: [Strategic_Plan_6-25-05.pdf](#)

Motion: **Council approves the Strategic Plan dated 6-25-05 as submitted.** Motion made by Len Sugerman, seconded by Karen Van Dyke and passed by Council.

Eastern Region VP Report: J. Raquet

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

Western Region VP Report: J. Lavrakas

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

Sections Committee Report: M. Miller

Mike Miller, Sections Chair, reported that there had been discussion regarding the need to differentiate between the duties of Sections Chair and Regional Vice Presidents in the coordination of section activities and reports to the Council. Dr. Miller reported that he had been asked to make a recommendation to Council as to whether or not the duties had become too overlapping and if Council should abolish the Section Chair position from the ION's bylaws.

Dr. Miller recommended that the Sections Chair position be retained because having the Council position gives visibility to the need to have vital local sections whose leadership and outreach efforts feed into the national organization. Dr. Miller further stated that the Regional VP's should report on section activities to Council, allowing the Section Chair to focus on exchange of information and ideas between the various local sections.

It was noted that the National Office provides a section notebook to ION sections that includes information on how to start a section as well as information on "best practices" and ideas for section organization, retention, funding and other ION programs.

Jim Doherty, in his capacity as DC Section Chair, reported on student activities in the DC section. See Attached File: [DC_Section_Student_Activities_Report.pdf](#)

Nominating Committee Report /Election Results: L. Hothem

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

Larry Hothem, Nominating Committee Chair, reported that this year's committee was made up of: Larry Hothem (Chair), Karen Van Dyke, Jim Doherty, Frank van Graas, Per Enge, Ron Hatch and Rudy Kalafus.

The election slate was developed based on the ION database of potential nominees for Council positions, as well as recommendations from ION members. The committee rank-ordered nominees for each Council position through a voting process. The top two candidates for each Council position (other than President) who accepted the nomination and the results of the election for the 2005-'06 ION Council were:

President:	James Doherty
Executive Vice President:	Len Jacobson John Lavrakas
Treasurer:	John Clark Ray Swider
Eastern Region VP:	Dr. Chris Hegarty Dr. Mikel Miller
Western Region VP:	Dr. Sam Pullen Thomas Stansell
Eastern Council Member-at-Large:	Dr. Dorota Grejner-Brzezinska Doug Taggart
Western Council Member-at-Large:	John Nielson Greg Turetzky
Air Representative:	Mitchell Narins Dr. Marten Uijt de Haag
Land Representative:	Dr. Naser El-Sheimy James Miller

Space Representative:	Cecelia Chodorow Dr. Richard Langley
Marine Representative:	Greg Johnson David Wolfe

The following were elected by the membership:

President:	James Doherty
Executive Vice President:	John Lavrakas
Treasurer:	John Clark
Eastern Region VP:	Dr. Chris Hegarty
Western Region VP:	Thomas Stansell
Eastern Council Member-at-Large:	Dr. Dorota Grejner-Brzezinska
Western Council Member-at-Large:	John Nielson
Air Representative:	Dr. Marten Uijt de Haag
Land Representative:	James Miller
Space Representative:	Dr. Richard Langley
Marine Representative:	David Wolfe

It was reported that voting took place electronically with about the same participation as when paper ballots were used.

John Nielson suggested that the National Office include the name of the candidates nominated on the voting instructions postcard.

Annual Award Committee Report: R. Braff

It was reported that the awards committee came to a good consensus for each award category and provided their selections on schedule.

Early Achievement Award	Dr. Sherman Lo
Superior Achievement Award #1	Maj. James E. Griffin & Lt. Col. Michael E. Peet
Superior Achievement Award #2	Capt. Jeremiah R. Monk
Tycho Brahe Award	Dr. E. Glenn Lightsey
Captain P.V. H. Weems Award	Curtis A. Shively.
Norman P. Hays Award	Mitchell J. Narins
Thomas L. Thurlow Award	Anthony S. Abbott

Dr. Chris Hegarty, editor of NAVIGATION, also noted that the editors of the ION's journal, NAVIGATION, had selected Dr. Christopher R. Carlson, Dr. J. Christian Gerdes and Dr. David Powell as the winners of the Burka Award for their paper "*Error Sources When Land Vehicle Dead Reckoning with Differential Wheelspeeds*" published in the Spring 2004 Issue of NAVIGATION, The Journal of The Institute of Navigation, Vol. 51, No. 1, pp 13.

Motion: The Council approves the annual award recipients as outlined. Motion made by Len Sugerman, seconded by Doug Taggart and passed by the Council.

Government Fellow Committee Report: C. Cohen

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

Dr. Clark Cohen, Chair of the Fellow Selection Committee, reported that there were several qualified applicants this year and that the committee had completed interviews. He reiterated the need for more candidates but expressed satisfaction with the highly qualified applications that had been received.

It was reported that Dr. Jenny Gautier had been selected as the 2005-'06 Executive Fellow and Doug Taggart had been selected as the 2005-'06 Congressional Fellow. Both were expected to begin their fellowships in September.

Dr. Cohen reported that the challenges of the government fellows program were to: 1) create a sustainable program; and 2) to maintaining the program's reputation and ethical standards. Dr. Cohen stressed the value of networking for ION with all past ION government fellows and reminded Council that these fellows would continue to be a good resource.

Dr. Bill Klepczynski, 2003-'05 Executive Fellow reported on his fellowship at the U.S. Department of State over the past two years. See Attached Report: [Klepczynski_Report.pdf](#)

Postscript: In July 2005, Clark Cohen, Government Fellows Chair, requested the Executive Committee approve an additional budget of \$2000 to support an interview/placement trip to Washington, DC for the ION's Executive Fellow.

The purpose of this trip was to allow the newly appointed Executive Fellow the opportunity to interview with the various candidate offices to find a mutual fit for the year. This placement trip would be unique to the Executive Fellowship--there is no equivalent requirement for the Congressional Fellowship. The reason for the difference is the general need to start on the security clearance process and to allow for the longer lead times in the Executive Branch.

MOTION: *Executive Committee approves additional \$2000 for reimbursable travel expenses to fund a placement trip to Washington, DC for Jenny Gautier, ION's 2005-'06 Executive Fellow. (The Executive Committee approved this motion in July 2005 by e-mail vote.)*

It is anticipated that subsequent Executive Fellows will require reimbursement for similar placement trips. Dr. Cohen proposed that while the Executive Committee approved the \$2000 of additional funding for this year, he would bring a revised policy for future Executive Fellows to the next Council meeting for vote.

Publication Committee Report: C. Hegarty

Dr. Chris Hegarty, editor of NAVIGATION, reported that overall the journal was healthy and that there was a steady stream of direct submissions as well as a good culling of papers from ION meetings.

Dr. Hegarty also reported that he would be stepping down as editor at the end of the current year's publication cycle. He reported that there had been discussion among the journal's editors of re-vamping the journal, but that Chris had found it took all his available time just to keep the journal current. Chris thanked all of his professional colleagues that had served as co-editors of the journal this past year.

Treasurer's Report: Financial Stmts. & Audit Report: J. Clark

See Attached Files: [Treasurers_Report_2004-05.pdf](#)
[6_Year_Totals_2005.pdf](#)
[2005_Audited_Financial_Statements.pdf](#)
[2005_Management_Letter.pdf](#)
[2005_SAS_61_Report.pdf](#)

John Clark, Treasurer, reported that the ION was financially very stable. It was reported the ION's auditors had conducted a thorough audit of the 2004-'05 fiscal year and found no abnormalities.

Motion: **Council accepts the 2004-'05 audit report as submitted by Langan Associates.** Motion made by Doug Taggart, seconded by John Nielson and passed by Council.

See Attached File: [CA_Non-Profit_Integrity_Act_Discussion_Charts.pdf](#)

There was then considerable discussion regarding the auditor's recommendation that the ION comply with the California Nonprofit Act of 2004. It was reported that the act was passed in October 2004 and places new reporting requirements on charitable corporations (such as ION) that conduct business in the state of California. The act's language largely focuses on charities that own property and solicit fundraising but "doing business" in the state is very broadly defined to include things like holding meetings of the board of directors. While all organizations are asked to file and report per the terms of the act, there are simplified rules for organizations under a two million dollar threshold (as defined by the act) and additional rules for organizations over the two million dollar threshold. It was reported that, as defined by the act, the ION was currently under the two million dollar threshold and currently had more simplified reporting requirements. However, should the ION go over this threshold the ION could not comply with the terms of the act under its current bylaws and bylaws changes would be required. For this reason, it was reported that ION had sought legal counsel. ION counsel in turn defined whether or not the ION needed to report as a "close call" and suggested it was a business decision. It was reported that many other organizations had opted not to file this year and had adopted a "wait and see" attitude.

It was reported that in order to comply with the act this year the following would need to be done:

- Register with the California Attorney General's Office by August 15, 2005.
- Submit audited financial statements to the California Attorney General.
- Board of Directors (or its appointed designees) to approve the compensation, including benefits, of the president or chief executive officer and the treasurer or chief financial officer (or those employees fulfilling duties of those officers) to ensure it is just and reasonable.

Should the ION pass the two million dollar threshold as defined by the act, an Audit Committee would need to be formed. This would require a bylaws change. The Audit Committee would need to be separate from the Finance Committee. Chair of the Audit Committee could not be a voting member of Council and no more than fifty percent of the Audit Committee's membership (could be as few as one) could be voting members of Council or members of the Finance Committee. The Audit Committee would be responsible to recommend to the board of directors the retention and termination of the independent auditor, negotiate the auditor's compensation, confer with the auditor to ensure the financial affairs of the Institute are in order, review and determine whether or not to accept the audit and ensure that any non-audit services performed by the auditing firm conformed to generally accepted accounting practices.

Council was advised that while it was relatively simple to comply with the act now, to comply now Council would need to be ready and willing to comply when ION passed the two million dollar threshold and additional requirements, requiring bylaws changes, would be necessary. It was suggested that if Council was not ready to fully comply with all additional requirements that they not file yet as to file one year and then cease to file in the future could trigger potential problems.

Council inquired as to possible consequences should the ION elect not to file this year. It was reported that ION legal counsel had suggested that in such a case, should the Attorney General's Office even be made aware of the situation and then should they decide to pursue the matter, most likely the California Attorney General would send a letter of delinquency and ask the ION to comply with the law and pay any applicable filing fees and late fees within 30 days. Should the ION not comply at this point civil penalties could apply, the fee for the first offence not exceeding \$1000.00.

The Council discussed the matter to determine the course of action to be taken now. There was considerable discussion among Council as to whether or not ION would need to begin filing in every state, and what happens when regulations as defined by different states vary and may even be incompatible? Many Council members were uncomfortable with whether or not this legislation was actually intended for organizations like the ION.

There was concern expressed by Council regarding the potential difficulties of complying with conflicting requirements of multiple states in which we hold meetings if other states were to impose similar requirements.

Motion: Based on the vagueness of the legislation; the application of the law as provided by legal counsel; the example of other 501(c)3 organizations; and the fact that the requirements as outlined in the legislation are currently in conflict with the ION's existing bylaws if ION exceeds the two million dollar threshold; the Council opted not to file with the California Attorney General's Office by the August 15 filing date and directed the Finance

Committee to further study issue and report back to Council at the January 2006 Council meeting. Motion made by Chris Hegarty, seconded by John Nielson passed by the Council with five negative votes recorded.

Action: Finance Committee to further study issue of compliance and filing with the California Non-Profit Integrity Act of 2004 and report back to Council at the January 2006 Council meeting.

ION Code of Ethics Policy: L. Hothem

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

Larry Hothem reported that the Strategic Planning Committee had identified a code of ethics as one of its objectives. The need for this arose as a part of the process for consideration in the peer review process, evaluation and selection of applicants or nominees for ION awards, government fellows and for ION offices. The purpose of a code of ethics would be to define accepted behaviors; to promote high standards of practice; to provide a benchmark for members to use for self-evaluation; and to establish a framework for professional behavior and responsibilities.

The issue of enforcement was discussed as it was suggested that ION should not have a code of ethics if ION was not willing to enforce it or create an ethical review process/procedure.

Action: Larry Hothem accepted the action to provide a broadly defined code of ethics for Council review in January 2006 which would also address the applicability of enforcement.

Council Terms of Office in PLANS co-sponsored Years: J. Doherty

Jim Doherty reported that in January 2005, the Council approved an agreement to hold a joint meeting with IEEE's PLANS in April 2006 and not its Annual Meeting at its traditional time in June 2006. This has implications for ION's 2006 elections, change of Council, and awards. The PLANS agreement is specific to the 2006 meeting, but during the discussions and negotiations, with implication that if successful, future co-sponsorship (2008 and beyond) would be considered. It was also brought up that the ION's summer meeting was now traditionally co-sponsored by another organization and if officers did not change at this meeting it would offer more flexibility in terms of the month in which the meeting was held.

Mr. Doherty asked Council how they wished to address this issue. Several possibilities were discussed.

Action: It was decided that for 2006 the annual awards would be presented in April at the PLANS meeting and award nomination schedules would need to be adjusted to accommodate April 2006 awards presentations with the intention that annual awards would continue to be presented at the spring/summer meeting.

Action: The Council agrees to begin the action to change the election schedule so that the Council transitions in January. The Executive Committee and Bylaws Chair shall review this recommendation in September 2005 and

present the required bylaws changes to Council in January 2006. It was recognized that should this action pass, this would take effect in January 2007, with the expectation that January 2006 Council would extend to January 2007.

Student Programs & Updates: M. Petovello

Dr. Chris Bartone, Outreach Chair, reported on behalf of Mark Petovello. It was reported that there are currently seven Section Sponsored Graduate Student Awards from the following universities: University of Calgary, University of Colorado, Ohio University, Ohio State University, Miami University (Ohio), California State Polytechnic University and The Air Force Institute of Technology.

It was also reported that a group of members from the ION Alberta chapter had volunteered to visit local area schools to promote navigation. This was being done in conjunction with the "Science Hotline" program at the "Calgary Science Network". The program helps to link teachers with volunteers willing to visit classrooms to help teach various science related topics. To this end, the ION education modules will be used as the teaching material, with the ION members assisting the teacher with their instruction. Visits are expected to begin in the fall (or possibly this summer). It was reported that if successful, this pilot project could be applied in other ION sections.

Meeting Report: F. van Graas

Meetings Chair, Dr. Frank van Graas, reported on a very positive March 18 meeting with the PLANS 2006 organizers. It was reported that following PLANS 2006 Council would receive a detailed assessment of the PLANS 2006 co-sponsorship and any potential recommendation for PLANS 2008.

It was also reported that initial inquiries were being made of the RIN, organizers of the BIO NAV conference in 2007, for the BIO NAV group to be a co-sponsor of the ION's 2007 Annual Meeting (with an east coast location to be determined). It was reported that the BIO NAV attendees focused on how different species navigate, including biology/zoology and the impact of GPS in their field. It was suggested that the cooperation of the biologists/zoologists and engineers would benefit both groups. It was also suggested that if the meeting was located in northern Florida that Elgin AFB could provide classified meeting facilities.

Action: Council agrees in the support of a co-hosted ION and BIO NAV meeting in 2007, however Council requests that the Meetings Committee make a specific proposal with the terms of the technical co-sponsorship at the January '06 Council meeting.

Appointment 2007 Annual Meeting General Chair: P. Axelrad

Motion: Council approves Dr. Anthea Coster as the General Chair of the ION's 2007 summer meeting. Motion made by Penny Axelrad, seconded by Chris Hegarty and passed by Council.

OTHER BUSINESS:

ION's Virtual Museum

Action: The National Office is to add the following features to the ION's virtual museum on the ION web site: 1) key words for authors to submit; 2) names for the items that have already been submitted; 3) a link "How it Works" to show additional information for an items; 4) a page which lists curator and members of the editorial review board (data to be provided by Chris Bartone at a later date); 5) additional categories to include Systems, Components, Celestial; and 6) a search engine so items can be searched based on key word and items such as name, author, etc.

Exhibition of Maritime Instruments

It was reported that the Maritime Museum in Newport News, Virginia would support doing an exhibition of maritime instruments at one of the ION meetings.

The meeting adjourned 5:25pm.

MINUTES OF THE
IN-COMING COUNCIL
(June 26, 2005)

Appointment Standing and Ad Hoc Committee Chairs: J. Doherty

Jim Doherty, in-coming president, thanked Penny Axelrad, out-going president, for the outstanding job she had done as president.

Jim Doherty presented the following committee chair names to Council for approval:

Standing Committee Chairs:

Nominating:	Dr. Penny Axelrad
Finance:	Mr. Len Jacobson
Membership:	Dr. Sam Pullen
Fellow Selection:	Dr. Gerard Lachapelle
Technical Committees:	Mr. John Lavrakas
Publications:	Dr. Chris Hegarty
Meetings:	Dr. Frank van Graas
Awards Selection:	Mr. Ron Braff
Bylaws:	Dr. Richard Greenspan
Sections:	Dr. Mikel Miller

Ad Hoc Committee Chairs:

Editor:	Dr. Chris Hegarty
New Initiatives:	Dr. Penny Axelrad
Strategic Planning:	Mr. John Lavrakas
ION Conference Committee:	Mr. John Lavrakas
Publication Policy:	Mr. Ron Braff
Historian:	Mr. Marvin May
Outreach Chair:	Dr. Chris Bartone
Outreach, Government Fellow:	Dr. Clark Cohen
Outreach, Education/Student:	Dr. Mark Petovello
Outreach, Other Professional Soc.:	Dr. Dorota Brzezinska

Motion: Council approves all committee chairs as listed above. Motion made by Jim Doherty, seconded by Mike Moreau and passed by the Council.

NEW INITIATIVES

Proposal for ION Student Contest to Develop Navigation Solutions to Aid the Disabled

Penny Axelrad reported on behalf of herself, Dennis Akos, Richard Langely and Franck Boynton.

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

Dr. Axelrad reported that The University of Colorado was recently approached by a gentleman named Allen Bahn who was looking for GPS technology to aid mentally disabled individuals in an outdoor exercise to be more independent. None of the commercial off-the-shelf GPS receivers are exactly suitable for his goal. Some, such as the Garmin eTrex, are close but still required modification. A similar situation was tackled by researchers at Lund University in Sweden who developed a PDA type solution to provide audio directions to assist blind individuals.

It was reported that GPS and other modern navigation devices can clearly be of tremendous benefit to those with special needs; however the commercial sector typically does not address the very specialized problems they face. The low volume/specialized applications do not represent a large enough market to elicit commercial products from the large GPS companies; but it was suggested that they could be a great target for the education/research community and perhaps an ION student competition. Such a competition could be structured so all were working toward a single goal. Or perhaps it would be more generalized as to develop a satellite navigation technology, which provides a direct benefit for a specific special needs group. Judging criteria could be established and at a session (or multiple sessions if there was interest) of an ION meeting, the submissions could be presented along with the paper and then the judges would select the best.

Richard Langley of the University of New Brunswick, who first suggested the contest idea, and Franck Boynton, of Navtech GPS Supply and Dennis Akos of The University of Colorado have offered to help define and organize this proposed activity.

Dr. Axelrad asked the Council for their general endorsement with the action item to develop a specific recommendation for the contest format and budget allocation to be submitted to the ION Executive Committee within the next three months.

Motion: Council endorses the idea of a student contest develop GPS or other navigation system devices to assist the disabled. A specific recommendation for the contest format and budget allocation shall be submitted to the ION Executive Committee by the end of September 2005. Motion made by Penny Axelrad, seconded by Len Sugerman and passed by Council.

The meeting was adjourned at 5:35pm.

Additional Documents Included with these Minutes:

[Alberta_Section_Report.pdf](#)

For Contact Listing of Current Council Officers contact the ION National Office.

[Council_Position_Descriptions.pdf](#)

[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.