

**MINUTES OF THE  
SATELLITE DIVISION EXECUTIVE COMMITTEE MEETING  
(January 24, 2005)**

Subject to the approval of the ION Satellite Division Executive Committee the following minutes are submitted. The Satellite Division Executive Committee Meeting was called to order on 24 January 2005 at the Catamaran Hotel, San Diego, California at 5:30pm. Those present were:

VOTING COMMITTEE MEMBERS:

Elizabeth Cannon	Chair
AJ Van Dierendonck	Vice Chair
John Lavrakas	Immediate Past Chair
Todd Walter	Secretary
Günter Hein	European Rep.
Chris Rizos	Pacific Rim/Asian Rep.

NON-VOTING MEMBERS:

Penny Axelrad	ION President
Carl Andren	Technical Director
Lisa Beaty	Director of Operations

AGENDA

1. Satellite Division Awards Policy for Kepler & Parkinson Awards
2. Satellite Division Bylaws Approval
3. Satellite Division Budget for 2005-'06 Laptop Purchases
4. GNSS 2008-'09 Meeting Location Discussions, Direction for National Office

Satellite Division Awards Policy for Kepler & Parkinson Awards

Elizabeth Cannon, Satellite Division Chair, reported that she and Carl Andren had provided advance copies of proposed awards policy and guidelines for the Kepler and Parkinson awards.

See Attached Files: [Sat Div Award Policy 1-24-05.doc](#)  
[Sat Div Award Guidelines 1-24-05.doc](#)  
[Sat Div Regulations – Kepler Award 1-24-05.doc](#)  
[Sat Div Regulations – Parkinson Award 1-24-05.doc](#)

However, the initial proposal was for a single awards committee to manage the nominations and selection process for both awards. There was some discussion as to whether or not it was practical for the same committee to review both Kepler nominations as well Parkinson theses. There was considerable discussion and review of committee membership guidelines etc.

It was the consensus to establish two separate committees for each award. It was decided that all members of the Kepler Awards Committee should be past Kepler recipients (this would not be a requirement for the Parkinson Awards Committee).

The Executive Committee agreed that the establishment of conflict of interest as defined in the awards policy was adequate.

It was the consensus of the Executive Committee that the Satellite Division Executive Committee shall approve members of the awards committees.

**Action:** Elizabeth Cannon accepted the action to update the awards policy and guidelines per the discussion and circulate an updated proposal to the Satellite Division Executive Committee.

*Note: Revised awards documents were circulated to the Satellite Division Executive Committee in early February for voting. There was some discussion as to what should constitute a conflict of interest for awards committee members.*

**Postscript:** *Satellite Division Award Policy, Award Guidelines and Regulations for Kepler and Parkinson Awards were approved by a majority of the Satellite Division Executive Committee via e-mail vote in April 2005. For approved policies see attached files:*

Sat Div Award Policy April '05.doc

Sat Div Award Guidelines April '05.doc

Sat Div Regulations – Kepler Award April '05

Sat Div Regulations – Parkinson Award April '05.doc

### Satellite Division Bylaws Approval

Elizabeth Cannon reported that at the September 2004 Satellite Division Executive Committee meeting she had accepted the action to review and update the Satellite Division's bylaws to reflect the division's current policies and practices. A draft copy of the bylaws with the proposed changes was circulated to in December 2004 to the Satellite Division officers. See Attached File: [Sat DivBylaws1-24-05.doc](#)

It was noted however that the awards section of the bylaws would now need to be modified again to reflect the change in the awards policy.

**Action:** Elizabeth Cannon accepted the action to update awards section of the 1-24-04 version of the Satellite Division's bylaws and circulate them to the Executive Committee via e-mail for vote.

It was noted that following acceptance by the Satellite Division Executive Committee the bylaws would then need to be sent to the ION president for ratification.

*Postscript: Satellite Division bylaws were circulated via e-mail to the Satellite Division Executive Committee for vote in February 2005, with another revised version circulated in March 2005. The revised bylaws were unanimously approved by all members of the Satellite Division Executive Committee and ratified/approved by the ION President, Penny Axelrad, April 8, 2005.*

See Attached File: [SatDivBylaws 4-8-05 Approved.doc](#)

#### Satellite Division Budget for 2005-'06 Laptop Purchases

**Motion:** The Satellite Division Executive Committee approves the budget for Satellite Division expenditures as outlined in the ION's 2005-'06 budget. Motion made by John Lavrakas, seconded by AJ van Dierendonck and passed by the Executive Committee.

#### GNSS 2008-'09 Meeting Location Discussions, Direction for National Office

Lisa Beaty requested some direction regarding any regional requirements the Satellite Division might have for the GNSS 2008-'09 meeting. There was some desire expressed to return to Portland and interest in Providence, Rhode Island. Lisa suggested that while she would continue to look for an east coast location, and due to regional economics, she was limited to the southeast where there are risks for fall hurricane disruptions.

Lisa was given broad discretion in evaluating different locations and provided a few options for the September 2005 meeting.

The meeting was adjourned at 7pm.