

**MINUTES OF THE
SATELLITE DIVISION EXECUTIVE COMMITTEE MEETING
(September 14, 2001)**

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 14 September 2001 at the New Yorker Restaurant, Salt Lake City, Utah at 6pm. Those present were:

VOTING COMMITTEE MEMBERS:

Dr. Penny Axelrad	Chair
John Lavrakas	Satellite Division Vice Chair
Ron Hatch	Immediate Past Chair
Bill Bunton	Asian Rep.
Lyn Dutton	European Rep.

NON-VOTING MEMBERS:

Larry Hothem	GPS '01 General Chair
Dr. Gerard Lachapelle	GPS '01 Program Chair
Dr. AJ Van Dierendonck	GPS '01 Track Chair & '02 Program Chair
Dr. Chris Rizos	GPS '01 Track Chair
Maj. John Raquet	GPS '01 Track Chair
Sheryn Sauve	GPS '01 Track Chair
Tim Murphy	GPS '01 Track Chair
Dr. Per Enge	Guest
Dr. Todd Walters	Guest
Carl Andren	Technical Director
Lisa Beaty	Director of Operations

AGENDA

1. Approval of GPS 2002 Program Chair, Dr. A.J. Van Dierendonck
2. Review of Sponsored Student Program
 - Application Process: Review new application form, which would require faculty advisor's acknowledgement of participation.
 - Feedback Rejected Student Papers: Should Division provides students with formal peer review/feedback of paper and reason why paper was not selected (content, competition, etc.)?
3. Update of GPS 2002, September 24-27, 2002
 - Unique characteristics (housing costs, hotel location, etc.).
 - Informal poll of anticipated participation in optional Tuesday afternoon tour.
4. Lessons Learned GPS 2001 & Recommended Improvements/Changes for GPS 2002.
5. Continuous improvement of the ION GPS technical program for future years.
6. New Business

Approval of GPS 2002 Program Chair

Motion: Dr. A.J. Van Dierendonck is appointed and approved as the GPS 2002 Program Chair. Motion made by Penny Axelrad, seconded by Ron Hatch and passed by the committee.

Review Sponsored Student Program

Lisa Beaty circulated a proposed *Student Paper Sponsorship Application Form* (see attached file) that would require student's participating in the student sponsorship to obtain their faculty advisor's signature to acknowledge their student's participation.

Motion: Satellite Division approves the *Student Paper Sponsorship Application Form* for use in GPS 2002. Motion made by Penny Axelrad, seconded by Ron Hatch and passed by the Committee.

Penny Axelrad advised the GPS 2002 Program Committee to make sure there is clear policy given to Session Chairs on selecting student papers. She also stated that as a professional courtesy students whose papers were rejected for presentation, and thus for sponsorship, should be given some feedback/peer review from the applicable Track Chair.

Update of GPS 2002

Lisa Beaty advised the committee of the location of the hotels to the Portland Convention Center and the operation of BART (Portland's light-rail system).

Lisa advised the committee that costs associated with GPS 2002 would increase. Specifically, she informed the committee that hotel rebates to assist in the cost of the convention center rental had not been included in hotel contracts due to reimbursement problems with government rooms and legally required disclosures. She also advised that the ION would be bearing the cost of the web hotel registration fees this next year, approximately \$13 per reservation. These were examples of a few costs that would affect registration fees.

Lisa asked the committee if they thought there was any broad general interest in forming a tour for the Tuesday afternoon prior to the plenary session. The consensus of the committee is that many may come in early, or those who come in early due to travel distances, may appreciate the chance to participate in an extra activity.

Recommended Improvements/Changes for GPS 2002

Sheryn Sauve suggested there needed to be clearer instructions for GPS Session Co-Chairs that could be sent to them at the time they were invited to participate. This would include information on registration fees etc. This would also include directions to session chairs on invited papers.

Postscript: Lisa Beaty prepared a draft, which was circulated to the GPS 2001 program committee the end of September. See [attached file](#): Session Chair Responsibilities

It was noted that in the pre-conference information sent to Session Chairs clearer instructions should be given regarding the replacement of canceled papers with alternate papers.

It was suggested that the ION add a statement to the call for abstracts brochure that stated that authors are required to pay registration fees.

There was discussion and a desire by many to encourage and accept longer, 1000 word, abstracts.

It was suggested that GPS 2001 Track Chairs send thank you letters to participants that filled in as Session Chairs last minute due to cancellations.

It was strongly reinforced that the plenary session needs to be non-commercial.

New Business: Educational Outreach

Penny Axelrad suggested the Satellite Division think about a better way to accomplish their educational outreach goals. Penny suggested that this activity may need to be accomplished by a professional who would be paid and operate out of the National Office. She suggested that if the Satellite Division made this recommendation to Council, and Council approved this hire, that the Division split the personnel cost for this hire with the national organization.

It was decided that due to the uncertain financial outcome of the GPS 2001 meeting that further action on this item would be deferred.

Satellite Division Executive Committee Meeting was adjourned at 9pm.