

Spring 2020 USSCI Board Meeting – Minutes

Date: 5/18/2020

Time: 2:30 p.m. MDT

Format: Teleconference (via Zoom)

<https://zoom.us/j/97449714231?pwd=MHFKTWVWZ1BRU2lsSkhZOW0wTTYxQT09>

Meeting ID: 974 4971 4231

Password: 537357

1. Roll Call

Board Members in attendance: YaTing Liao, Anthony Marchese, Jerry Cole, Rob Tranter, Paul Papas, Jacqueline O’Conner, Erica Belmont, Perrine Pepiot, Tim Jacobs, Chuck Baukal, Guillaume Blanquart, Fletcher Miller, Steven Son, Yiguang Ju

Guests: Renny Tassari (CI representative), Eric Petersen (Host, 2021 USSCI meeting)

2. Welcome and Introduction of New Board Members

- As per the new By Laws, the number of board members has been increased from 3 to 5 members per each U.S. section.

3. Approval of Minutes from previous Board Meeting

- Previous USSCI Board meeting was in-person in Pasadena on March 24, 2019.
- Motion to approve the minutes was called, minutes were approved.
- Minutes to be posted on <http://ussci.org> after approval.

4. Treasurer’s Report (Jerry Cole)

- Caltech meeting was very successful.
- Budget fluctuations follow the National Meeting bi-yearly schedule, with larger funds typically available at the end of odd years (but that can be impacted by the relative timing of the disbursement to sections and the start of the fiscal year (July 1st).
- Financial health is good, with positive long-term impact of doubling of dues.
- Currently in a position to support student travel and advance Texas meeting expenses.
- Copies of financial records have been distributed to the Board.

5. Final Report of 11th U.S. National Meeting hosted by WSSCI (March 24 to 27)

- Details can be found in last Board minutes meeting minutes.
- 573 participants, slightly smaller than Maryland (620), but larger than previous meetings

- Suggestion to plan for an attendance of 500 to 550 in future meetings
- Approximately \$80K in revenue, distributed to sections. There were some minor issues in the disbursements that are being corrected.
- Lessons for future meetings:
 - Lodging habits are changing: Caltech meeting lost 6K due to breaches in hotel contracts because conference attendees did not book in pre-reserved hotel blocks. Need to revise lodging offering strategy to minimize the risks.
 - To streamline the process, US Sections should be the entity signing all conference-related financial documents instead of the local hosts.
 - Need more financial guidance and communication between USSCI and local section, for example regarding expected profit. Historical perspectives were offered to explain the current model. Financial model and the role of USSCI in funding some conference-related activities (e.g. plenary lectures, awards) may need to be revisited or discussed further as new topic in future board meeting.

6. Discussion on 12th US National Meeting by CSSCI (Eric Petersen)

- Meeting is currently scheduled for March 28 to 30, 2021. Discussion on potential postponement to account for COVID19 expected disruptions.
- Positive note: Texas A&M is flexible, and the conference can be arranged at a variety of dates without financial consequences.
- Relevant discussion points:
 - How long can a decision be delayed?
 - Timing with respect to the Symposium, currently scheduled for January.
 - Potential options in Summer or Fall 2021
 - Expected attendance for various alternative dates, conflicts with other conferences, impact of international travel disruption
 - Format: re-evaluate the role of large, traditional meetings, need for systematic virtual option (even in parallel), constraints on large gatherings that may still be in place.
 - Impact on pre-conference schedule (call for abstract, submission website, registration, CI staff availability)
- Decision postponed until mid-August.

7. Plans for 13th U.S. National Meeting to be hosted by ESSCI (Spring 2023)

- Nothing to announce yet.

8. Award Committee Report (Anthony Marchese)

- US young researcher award granted at Caltech meeting
- Discussion to increase to 2 awardees at the next meeting to account for bi-yearly meeting schedule.
- Motion to rotate award chair among sections, consistent with USSCI local host.

- Current award Chair (A. Marchese, WSSCI) to appoint new chair from among existing committee members.

9. Outreach Activity Update

- Should be organized at the US section level.
- No update, climate and context currently complicated.
- Will be put back forefront when situation improved.

10. Career Development

- Continuing mentoring activities and workshops at national and local meetings).
- Lots of lessons learned from first 3 meetings regarding young faculty mentoring, the role of Women in Combustion, the efficacy of Mentoring mixers.
- Reports available from Jackie O'Connor.
- Support from NSF moving forward is uncertain, need alternative funding sources. USSCI may be able to provide support.
- Big question moving forward is to continue the effort while face-to-face meetings are turning virtual (and may not all come back to in-person).

11. Code of Conduct

- U.S. Board passed a code of conduct prior to the Maryland meeting.
- WSSCI approved code of conduct for ALL future WSSCI-hosted meetings.
- ESSCI has discussed approving something similar.
- At the 11th meeting in Pasadena an incident was reported and documented, outlining the importance of having a code approved prior to the next national meeting, which could be done at the CSSCI or USSCI Board level. Any such code would need to be in place prior to the opening of the conference registration

12. Other Items discussed

- Financial Model for USSCI (dues, etc.)
- U.S. Sections have 1800 members. Remind members to vote for the CI Board of Directors on June 1st.
- Section 3 of the Bylaws states that the Treasurer can be invited for 3 terms. J. Cole has been doing it for 12 years, and need a successor (under discussion). J. Cole, not on WSSCI Board anymore, is now a "special advisor" to the board.

Meeting adjourned at 6:18pm ET.

Respectfully submitted,
Perrine Pepiot, Secretary