

Agenda for USSCI Board Meeting (September 29, 2021)

Date: 09/29/21

Time: 12:00 p.m. MDT

Format: Teleconference (via Zoom)

<https://zoom.us/j/97660564951>

1. Roll Call

- WSSCI: Guillaume Blanquard, Antony Marchese, David Lignell, Erica Belmont, Nicole Labbe
- ESSCI: Peter Sunderland, Perrine Pepiot, Paul Papas
- CSSCI: Steve Son, Waruna Kulatilaka, Robert Tranter, Tim Jacobs

Not in attendance: Jackie O'Connor, Yiguang Ju, Ya-Ting Liao

2. Approval of Minutes from August 5, 2021 USSCI Board Meeting

Minutes from the 8/5/21 Board meeting, followed by an addendum from electronic communications that followed during the period 8/5/21 through 8/26/21, have been circulated shortly before the meeting, and were approved. New member to the Board, Nicole Labbe, not having attended the meeting, abstained.

3. Brief Announcement from USSI Chair Anthony Marchese

Chair Anthony Marchese is moving to an East Coast institution (congratulations to him!) and will therefore no longer be affiliated with WSSCI. WSSCI will select a replacement for him at their upcoming Board Meeting.

4. Election of New Slate of USSCI Officers

The election of the new slate of officers, initially planned during the National Meeting Board Meeting in May 2021, was delayed until finalization of the selection of the 2023 National Meeting venue.

Discussion points:

- The Board need to nominate and approve a new Chair, a new Vice-Chair and a new Secretary.
- Vice-Chair to Chair rotation, selection of new Secretary (2-year terms) and Treasurer (multiple 2-year terms for continuity) are not impacted by the change in hosting venue for 2023.
- However, Bylaws need to be changed so that the selection of the Vice-chair is decoupled from the National Meeting host section to avoid over-representation of one of the sections. By Laws changes may be a lengthy process, since individual sections must be consulted.
- Since the Vice-Chair position cannot be left vacant, the Board came to a consensus that 1) it is in favor of moving forward with the ByLaws changes

regarding the rotation of officers and 2) an acting Vice-Chair is to be selected according to the current ByLaws, who will then step aside once the new rotation schedule is officially approved.

- The proposed changes to the Bylaws are to be discussed in agenda item #6

Motion to approve acting slate of officers pending official changes to the ByLaws:

Chair: Tim Jacobs (CSSCI) is nominated

Acting Vice-Chair: Rob Tranter (CSSCI) is nominated (with the understanding that the Board will move quickly to change the By Laws, nominate and approve a Vice-Chair from ESSCI to replace the acting Vice-Chair)

Secretary: Guillaume Blanquard (WSSCI) is nominated

Treasurer: YaTing Lao (continuing)

Motion is approved unanimously.

5. Review of Outcome of Voting on Venue for 13th U.S. National Meeting

Summary of process and outcome is included as an addendum to the minutes from August 5, 2021.

6. Proposed Changes to USSCI By Laws

- New rotation plan for USSCI officers

Proposed changes are highlighted in blue in ByLaws document that has been circulated prior to the meeting.

Discussion followed to clarify timeline and wording describing the rotation of officers, with the resulting wording indicated below:

Officers and Duties. There shall be four officers of the **Executive Committee**: Chair, Vice-Chair, Secretary, and Treasurer. Officers will serve approximately two-year terms. ~~that start at the end of a U.S. National Combustion Meeting.~~ **The Chair and Vice-Chair will be selected from the boards of the three U.S. sections on a rotating 2-year basis as shown below starting in 2021:**

Year	USSCI Chair	USSCI Vice-Chair	
2021	CSSCI	ESSCI	{CSSCI hosts USNM 2023}
2023	ESSCI	WSSCI	{ESSCI hosts USNM 2025}
2025	WSSCI	CSSCI	{WSSCI hosts USNM 2027}

2027	CSSCI	ESSCI	{CSSCI hosts USNM 2029}
2029	ESSCI	WSSCI	{ESSCI hosts USNM 2031} ...

~~The Chair shall be chosen from the Board of the section that hosts the current U.S. National Combustion Meeting before the end of the meeting. The Vice-Chair shall be chosen from the Board of the section that will host the next U.S. National Combustion Meeting before the end of the meeting. The Chair and Vice-Chair shall be chosen from the respective section members of the USSCI board. The nominations and elections of Chair and Vice Chair will be held every two years at a board meeting at or near the time of the US. National Meeting. The new slate of officers will begin their terms on August 1 of odd years. The Secretary and Treasurer will be selected by the **Executive Committee** from the board members. Because of the importance of continuity in that position, the Treasurer may be invited by the **Executive Committee** to serve for three 2-years term (total of 6 years).~~

Motion that each section send suggested changes to their board and obtain feedback, and that a meeting and/or electronic vote be organized.

Motion approved.

- Other proposed changes (items and timing)

- There should be clarification on how to handle situations when the host rotation may be perturbed. However, this may wait until next regular Board Meeting. Also applies to planning and site selection.

- A new NSF policy requires that a code of conduct be in place in order to receive student travel grants. The USSCI need to vote on a code of conduct urgently or will run out of time to secure NSF student travel funding for the Vancouver Symposium, which traditionally has come through USSCI. ESSCI has approved similar language to WSSCI's code of conduct, which can serve as a starting point. CSSCI is working on its CoC.

A common CI-wide CoC cannot be used because the only protected group at the international level is defined by sex, while NSF has a longer list of protected groups that need to be covered.

Because the US section has no members (sections have), and therefore has no authority to revoke membership, the CoC at the US level needs to revert back to the CoC from the local host's section. It may be a good idea to have CoC documents reviewed by a Title IX officer to ensure proper wording.

Proposal: form an ad-hoc committee with one member from each section to develop a CoC by mid-October to allow for sufficient time for NSF program manager to process it before Symposium early registration closes.

USSCI CoC should be decoupled from the ByLaws, but be referred in the ByLaws. The reference to the Code of Conduct can be rolled into the upcoming revision of the ByLaws.

- The distribution of funds from the ByLaws from the last National meeting needs to be changed since CSSCI is re-hosting, and proceeds from the 2021 should be split equally.

7. Conflict of Interest Policy

The vote to designate the 2023 National Meeting host also requested the voting members to affirm that they had read the COI policy. However, only 12 of 15 members did so. The vote being anonymous, a follow-up is required to ensure all board members have affirmed this.

8. Other Items

None

Meeting adjourned at 1:02pm MDT

Minutes submitted by the Secretary, Perrine Pepiot.