

## Minutes of the USSCI Board meeting

Location: Online through Zoom

Jan 16th, 2025 - 3:30 to 5:00PM (EDT)

### Board members present

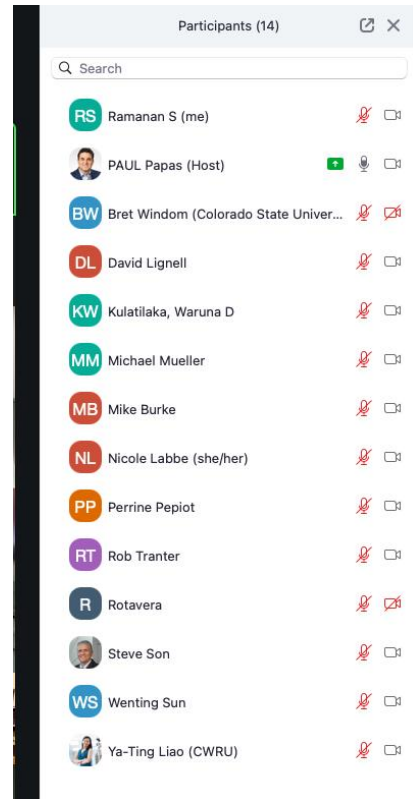
- ESSCI:
  - Paul Papas (chair)
  - Mike Burke
  - Michael Mueller
  - Perrine Pepiot
- WSSCI:
  - Nicole Labbe
  - Bret Windam
  - David Lignell
- CSSCI:
  - Ramanan Sankaran
  - Ya-Ting Liao
  - Steve Son
  - Waruna Kulatilaka
  - Rob Tranter

### Board members absent

- WSSCI
  - Erica Belmont
  - Guillaume Blanquart
- ESSCI
  - Jacqueline O'Connor

### Non-board members present (from 14<sup>th</sup> USNCM host and program committee)

- Brandon Rotavera (UGA)
- Albert Simeoni (WPI)
- Wenting Sun (Georgia Tech)



1. Meeting started at 3:30PM EDT. Paul Papas presided the meeting. We have a quorum.

2. We did not have a quorum during the Jul 2024 meeting. We need to do the officer confirmations again in the current meeting when there is quorum.

Michael Mueller as the chair of the ESSCI nominated Paul Papas. Waruna Kulatilaka seconded the nomination. None objected and motion carried by voice vote. Paul Papas is confirmed as the chair.

Nicole Labbe, as treasurer of WSSCI, nominated David Lignell as the vice-chair. Bret Windom seconded the nomination. None opposed. Motion carried by voice vote. David Lignell is confirmed as the vice-chair.

Waruna Kulatilaka, as chair of CSSCI, nominated Ramanan Sankaran as the secretary. Ya-Ting Liao seconded the nomination. None opposed. Motion carried by voice vote. Ramanan Sankaran is confirmed as the secretary.

Ya-Ting Liao had stepped down as the treasurer. The executive committee nominated Michael Mueller as the Treasurer. Ya-Ting moves to confirm Michael Mueller as the treasurer. Mike Burke seconded the motion. None opposed. Motion carried by voice vote. Michael Mueller is confirmed as the treasurer.

3. Ya-Ting Liao moves to approve the July 2024 meeting minutes. Waruna seconded the motion. Nicole abstained from the voting. None opposed. Motion carried by voice vote. The July 2024 meeting minutes were approved.

4. The December 2024 meeting minutes were presented to the board for approval. Nicole Labbe proposed an amendment to the Dec 2024 meeting minutes. Paul Papas moved to approve the minutes. David Lignell seconded the motion. Rob Tranter abstained. None opposed. The December 2024 meeting minutes with the proposed amendment was approved.

Nicole Labbe and Michael Mueller expressed that they wanted to see additional details in the meeting minutes capturing key discussions.

5. The next item on the agenda was the US national combustion meeting. The total number of abstract submissions is 421, submitted papers as of 01/15/25 is 45. There are 56 paid registrants. Paul Papas presented an update on the student travel support, including the status of the NSF sponsorship, reallocation of previous carryover and adjustment of the pending support.

6. Paul Papas moves to provide student travel funding up to a maximum of \$17k from US section funds. Rob Tranter proposed an amendment to limit the travel funding to a maximum of \$340 per student up to a total of \$17k funding, and the total amount can be increased at the board's discretion based on future funding. Paul moves the amended motion "to provide student travel funding up to a maximum of \$340 per student and not exceeding a total of \$17k for all students, paid from the US sections funds. The total travel support can be increased at the board's discretion based on future funding". Rob Tranter seconded the motion. None opposed. Since Nicole Labbe left the meeting, there was not a quorum for WSSCI at the meeting. The quorum for WSSCI was reestablished through email and Guillaume Blanquart was present. The motion was approved with 5 votes from ESSCI, 5 votes from CSSCI and 2 votes from WSSCI.

7. Albert Simeoni presented on the status of USNCM sponsorship. As of 1/14/2025, the sponsorship stands at \$56.5k, which includes \$13k for early career workshop.

8. The hotel room block is 50% filled. 10 room nights will be given to CI staff and applied to master bill. The hotel contract renegotiation extended the cut-off date from Feb 15th to Feb 24th. The hotel was not acceptable to providing credit for extra overage on catering. We can provide a list of registered names to the hotel to audit the room list and capture people that did not book through the conference link.

That will allow us to get credit for rooms reserved outside of our block. Based on the current budget projections and assumptions, 450 registered participants with 50% hotel occupancy will break even.

9. Michael Mueller provided an update on the plan for publications. PROCI will now be published in off-years in connection with various super-regional conferences, such as the USNCM. The initial pilot will have one volume of 20 to 25 papers. The publication committee will review all the papers and down select the ones that will be invited to submit to PROCI. Invitations will be sent on March 21st and the deadline for paper submission will be April 21st. In addition to the PROCI option, other papers related to fire research will also be invited to submit to a special issue of Fire Safety Journal. Michael also presented a summary of the USSCI financial accounts and the option for USSCI to take over the management and control of its account.

5. Meeting adjourned at 5:04pm EDT.