

## Minutes of the USSCI teleconference Board Meeting

1:00-2:15 pm (EST) December 5, 2018

Attendees: Jerald Cole (Treasurer), Charles Finney, Timothy Jacobs, Yiguang Ju (Chair), Anthony Marchese (Vice Chair), Peter B. Sunderland, Arnaud Trouvé

Absent: Charles Baukal (Secretary), Kal Seshadri

WSSCI Representatives: Guillaume Blanquart, Paul Ronney

CI Staff: Diane Mrozowski, Renee Tessari, Barb Waronek

### 1. Approval of minutes of USSCI Board meeting in Dublin 2018-07-31

In the absence of Charles Baukal (Secretary) Diane will take minutes for this meeting

Minutes of USSCI Board meeting in Dublin 2018-07-31 were approved

### 2. Report of 11th US National meeting, March 24-27, 2019 in Pasadena CA (**Guillaume Blanquart**)

Guillaume presented the 11<sup>th</sup> US National Meeting. He requested that the CI send a call for papers reminder email this week, along with the 48 hour reminder to be sent on December 11.

He requested that the board members contact any businesses they might know of that would be interested in a sponsorship for the meeting.

Guillaume said he had a request from a Caltech company for a recruiting info session to be held on Sunday before the meeting. It was clarified that the session is not a sponsorship but that the company pays for the food & drink they offer.

Based on discussions in Dublin, registration fees were raised a little. Without sponsorships, projected revenues are \$53K for 500 attendees and \$76K for 600 attendees.

### 3. USSCI NSF students travel grant (\$20K+3K) (**Paul Ronney and Barb**)

It was clarified by Barb that for the 10<sup>th</sup> US Meeting, 102 students received travel support from USSCI and 67 received support from an NSF grant (169 total students received support). She also stated that, to qualify for student support, students had to be the presenter of their papers and that local students did not qualify.

Jerry clarified that the USSCI support is funded by membership dues and that typically, a maximum amount per student and a maximum amount to spend are stated. The actual stipend amounts paid are determined after the number of qualifying students are established.

Yiguang proposed a cap of \$200 per student and a total of \$25K to spend from USSCI for student support. Guillaume pointed out that \$200 per student is lower than the \$250 paid per student for the 10<sup>th</sup> US Meeting. Yiguang said that the issue could be revisited at the board meeting to be held at the National Meeting.

### 4. Sau-Hai (Harvey) Lam Memorial Session on Computation Singular Perturbation (CSP) (Harvey Lam, Edwin S. Wilsey Professor of Mechanical and Aerospace Engineering at Princeton University passed away on Oct.29, 2018). A Memorial Session at the 11<sup>th</sup> National Meeting for

Harvey Lam is proposed by Ed Law. Possible contributors to this session are FA Williams, Ed Law, Tianfeng Lu, Yiguang Ju, and anyone else who uses CSP for model reduction. Forman or Ed may be invited to present an overview of Harvey's career achievement (**Yiguang Ju**)

Yiguang proposed creating a session with the presentation of several papers to remember Prof. Lam and his career, along with a commemorative presentation at the banquet. He said Prof. Lam's family would be happy to contribute money to the meeting. Guillaume said this would be agreeable. Discussion ensued about how to select the papers to be presented. Barb suggested that they be solicited and contributed off-line, separate from the website submission process. Yiguang proposed that he would solicit abstracts and have them submitted via email to himself with a cc to Barb. Barb also suggested that criteria for honoring someone at the national meetings be established for the future. Yiguang said that could be discussed at the next meeting.

#### 5. Award committee planning report (**Anthony Marchese**)

Anthony proposed that awards for best paper and best presentation be established for the national meeting. Logistics regarding how and when the winners would be selected and when the winners would be announced need to be worked out. Peter commented that, although CI conference papers are not peer reviewed, they are considered by some as previously published when they are submitted for publication in a scientific journal. Anthony questioned why CI conferences still have submitted papers while most other conferences now only require the submission of abstracts. Barb said that editors would be meeting soon to make decisions that would impact the USSCI board decision about whether to require only abstract submissions. Anthony said that, considering this controversy, the best paper award could be tabled until a later date.

Anthony moved onto the US Early Career Combustion Investigator Award. Discussion ensued regarding qualification and selection criteria. Some criteria were added or modified based on comments. It was decided that Anthony would work out further details off line with input from Peter and other board members.

The award committee finally agreed on the following nomination criteria and asked these criteria to be added to the minutes: "To be eligible to be nominated, a candidate must be a member of one of the U.S. sections of The Combustion Institute. Nominations are submitted by a nominator who also must be a member of one of the U.S. sections of the Combustion Institute. Self-nominations are not accepted. No member of the USSCI Awards Committee may nominate or support a candidate. If a former Ph.D. student or research staff member of a member of the USSCI Awards Committee is nominated for the award, the awards committee member would be given the opportunity to recuse themselves from all deliberations for that award cycle."

Regarding the honorarium, Anthony proposed that the award recipient should have waived registration fees and a \$2K cash award and that the cash be funded by the USSCI. Jerry advised that USSCI funding the award would not be a problem at this time but that it could be reevaluated in the future if it is found that it puts stress on USSCI finances. Yiguang proposed a motion for USSCI to fund the cash award and the motion was approved.

Anthony requested that the CI office send out an announcement regarding the award and that it be separate from the 48 hour reminder. He said he would compose an announcement and send it to Barb for distribution to the members. Yiguang proposed to post the award announcement on the USSCI website: [www.ussci.org](http://www.ussci.org)

6. Code of Conduct of the WSSCI (**Guillaume**) and creation of a USSCI committee for this

Guillaume presented the code of conduct proposed for the WSSCI. He stated that it is based on the CI code of conduct but that it addresses state and federal laws in the US. He proposed that this code of conduct be presented to attendees when they register online for the national meeting but that the wording be changed appropriately to reflect that meeting. He further stated that each US section should adopt a similar code of conduct because it would empower the sections to act upon misconducts and anyone in violation of the code of conduct can only have their membership revoked by their section.

Guillaume suggested that, during the Sunday USSCI board meeting at the national meeting, he could invite someone from Caltech Title IX and perhaps a Caltech lawyer to discuss the code of conduct. He said he would reach out to the chair of each section to coordinate the discussion. Yiguang proposed a motion to form a code of conduct committee with a representative from each section, chaired by Guillaume. The motion was approved.

7. Ad hoc committee for bylaw change to expand the committee (**Yiguang Ju and Arnaud Trouvé**)

Yiguang proposed a motion to create a committee of 3 members, chaired by Arnaud, to work on changing the bylaws to expand the USSCI board from 9 to 15 members (2 additional from each section), and to review criteria for when members roll on and off the board. Charles Finney volunteered to be on the committee and Jerry Cole nominated Nicole Labbe as the third committee member. The motion was approved.

Meeting adjourned.