

Agenda for USSCI Board Meeting (Spring 2021)

Date: 5/27/2021

Time: 4:00 p.m. MDT

Format: Teleconference (via Zoom)

<https://zoom.us/j/92574570057>

1. Roll Call

Board Members:

CSSCI members:

- Steve Son
- Rob Tranter
- YaTing Liao (USSCI Treasurer, incoming)

ESSCI members:

- Yiguang Ju (Past Chair)
- Jackie O'Connor
- Paul Papas
- Perrine Pepiot (Secretary)
- Peter Sunderland

WSSCI members:

- Erica Belmont
- Guillaume Blanquart
- Jerry Cole (USSCI Treasurer, outgoing)
- Anthony Marchese (USSCI Chair)
- Fletcher Miller

Absent:

- Tim Jacobs (USSCI Vice Chair)
- Charles Baukal

Guests:

TAMU organizers, only present for Report on USNCM

- Eric Petersen
- Al Ratner

2. Approval of Minutes from Spring 2020 Board Meeting

Motion to approve the minutes from May 18, 2020 Board Meeting as distributed through email

Minutes accepted unanimously

3. Review of Minutes (email summary) from Fall 2020 Board Meeting to Discuss USSCI 2021 Virtual National Meeting.

An email summary was provided from October 13, 2020 Board Meeting summarizing the outcomes of that meeting.

No motion put forward, but those notes do exist and have been distributed and have been recognized as accurate.

4. Recap of 12th U.S. National Meeting Technical Program (AI Ratner)

- 271 Submissions, 8 WIPP, 195 non-students, 170 students registered.
- Plenaries and panel discussions were well attended (above 100 participants each), with active Q&A sessions
 - o US Department of Energy panel
 - o NSF panel with 3 program directors
 - o Government Combustion Program Managers Panel (DOE Office of Fossil Energy, AFOSR)
 - o 3 Invited plenaries – Drs. Tami Bond, Sara McCallister, Michael Winter
 - o 1 Early Career Investigator plenary – Dr. Michael Mueller
- Mentoring Mixer
- Women in Combustion (WiC) lunch event
- Art competition
- Attendance was roughly 60% of the Pasadena/Caltech meeting in 2019, which was expected due to online format. Next National Meeting should be back to normal.

Miscellaneous comments on program:

- Q&As appeared to be more active than usual, maybe facilitated by online format.
- Virtual format lowered level of stress in student presentations
- Board acknowledged and thanked the meeting's planning committee for its work
- WiC event was a big success, huge thanks to organizers Drs. Sadaf Sobhani and Debolina Dasgupta
- Good participation to the mentoring mixer, with 29 mentors, 61 mentees signed up. good ratio mentor/mentee in each small session, great representatives from academia, industry and government. Multi-section team effort for the organization of the event, with many aspects streamlined for future reference. Suggestion to make Career Development and Mentoring Mixers part of every national meeting.

Access to papers:

- Request to make all papers available, but concerns raised about posting them on the website for a lengthy period of time due to copyright concerns and risks of incorrect self-plagiarism detection by journal editorial managers if accessible by search engines.
 - o Solution proposed: zip or single paper access, but password protected. Papers should not be available to people who did not attend the meeting.
 - o CI's practice is to decline requests for access to proceeding papers, but authors are free to decide whether or not to share their papers upon request.

5. Review of Preliminary Budget from 12th U.S. National Meeting (Eric Petersen)

- Final dollar amounts held by CI, but not communicated yet, so no final official financial numbers were available at the time of the meeting. TAMU NCM not recorded in the books yet (Cole)
- 373 paid attendees (estimated 170 full, 203 student)
- Income: \$54,100 (+/- 10%)
- TAMU expenses: \$14,467 for staff time + 10% fee from Texas A&M

[Note: follow up communication by Eric Peterson after the meeting announced sponsorship from the Turbomachinery Laboratory that will cover any expenses that A&M incurred while hosting the National Meeting]

- Net income estimated at ~40K to sections.

Discussion

- CI charges for services, but total tends to be fairly nominal. Most of it is credit card fees (3% in average), and 2-3K CI staff time.
- Suggestion: may consider establishing guidelines on budget staff time for future meetings. Including staff time in meeting expenses is dependent on meeting location and specific circumstances. [Also - see Note above]
- Sponsorship lined up for the in-person version was lost due to switch to virtual format
- Meeting online platform to stay live for at least 1 month for paper access
- Option to download papers available in a couple days, but behind registration wall. CI email to follow with instructions on timeline and access instruction. Suggestion of a zip file format for easy download was re-iterated.
- Art competition: \$600 total awards, need to clarify if taken out of meeting profit, or if sponsored by CSSCI.
 - o Artistic Merit: A phoenix Takes Flight, Scott Jackson, Los Alamos
 - o Technical Merit: Walls of Fire, Sriram Bharath Hariharan and co-authors, UC Berkeley

Texas A&M indicated that they are willing to host the next National Combustion Meeting in 2023 and that would be their preferences.

Guests left the meeting.

7. USSCI Financial Update (Jerry Cole)

- The income for the 12th meeting has not shown up on the books yet.
- There are some existing liabilities that look to be payments due to CSSCI and WSSCI.
- Bottom line has been growing steadily in recent years, with fluctuations based on timing of disbursement. Current status allows to reasonably cover upfront meeting costs when needed, allow conferences at locations where a risk exists that meeting will not be profitable, and support student travel.
- Main source of revenues by far is member dues, which primarily come in around national meetings, when members realize they need to renew their membership.
- Still waiting for TAMU CI numbers that are not yet accounted for.
- Last treasurer report by Jerry Cole (incoming Treasurer: YaTing Liao). Need to provide a quickbook subscription to YaTing (insignificant amount, ~\$200)
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Discussion:

- Website maintenance and fee currently paid and reimbursed to Yiguang Ju. Request to transfer account to treasurer, along with responsibility to maintain website (ussci.org)
- Change in treasurer/Chair triggers need to notify the State of Delaware and IRS.
- Jerry Cole to remain available for consultation whenever needed.
- Request by Rob Tranter to clarify outstanding liabilities and disbursement.

Motion to approve the treasurer's report

Motion was approved.

8. Discussion on Venue for 13th U.S. National Meeting (Anthony Marchese)

Rapid switch to virtual meeting made in 2020, with a combined committee put together to plan for the virtual event, with

- 1) an even split of the profits, and
- 2) option to offer TAMU to re-host the next National Meeting.

Agreed verbally on principles, but since proposal violates the bylaws, moving forward will require modification and amendments of the USSCI bylaws.

Extra complication due to chair rotation, also codified in bylaws.

Renny (CI) was consulted to get clarity of the rules (email to the section chairs on March 8, 2021 with detailed explanation of the rules)

Current bylaws:

USSCI leadership: *USSCI chair from section having hosted previous meeting, USSCI vice-Chair from section hosting meeting, USSCI past chair from section next in rotation to host the meeting.*

Losses/overages distribution: *50%/25%/25%, larger portion to go to host section.*

Discussion:

- Suggestion: Synchronization of chair position with who is hosting
- Suggestion: disburse according to bylaws, with Western and Eastern States sections submitting an invoice for service rendered to make up the difference.
Comment: Split should be kept at 50/25/25, as the special circumstances for the meeting do not impact the reasoning behind having such a split (reward for good management, penalty for bad decision). Also, differences in actual disbursements to W and E sections would not be significant.
- Comment: If USSCI bylaws are to be changed through a vote, bylaws for every section will also need to be changed. Recent experience shows that this will likely be a very lengthy process.
- Suggestion: Delay regular rotation (meeting hosting and chair selection) by 2 years
Comment: Delay of 2 years has consequences throughout the board, especially ESSCI, who is in line to host 2023. Rotating the chairing structure is also complicated.
- Comment: CSSCI Texas did a really good job under extremely complicated circumstances, and everybody recognizes that. Meeting was a success, with significant attendance and great program, and is recognized as such by all sections.
- Diverging opinions were expressed on how to move forward (repeat of TAMU meeting or ESSCI institution to host)
- Suggestion: addition of another National Meeting to the meetings schedule. Various timing options were considered, but no good solution was identified due to conflicts with other meetings (local, national or international).

Decision on hosting, chair rotation, and split of proceeds was tabled until more information can be gathered from the individual sections. Additional USSCI Board meeting to be called at that point.

Meeting adjourned at 6:00pm MDT

Respectfully submitted,
Perrine Pepiot, Secretary