

## **Agenda for USSCI Board Meeting (February 10, 2023)**

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**Date:** February 10, 2023

**Time:** 2:00 – 3:00 CST

**Format:** Online. Microsoft Teams: [Click here to join the meeting](#)

Meeting called to order at 2:04 CST.

### **1. Roll Call**

<b>WSS</b>	<b>CSS</b>	<b>ESS</b>
Fletcher Miller	Timothy Jacobs (Chair)	Perrine Pepiot
Guillaume Blanquart (Secretary)	Rob Tranter	Paul Papas (Vice-Chair)
Erica Belmont	Ya-ting Liao (Treasurer)	Yiguang Ju
Nicole Labbe	Steve Son	Jacqueline O'Connor
David Lignell	Waruna Kulatilaka	Peter Sunderland

Present: Fletcher Miller, Erica Belmont, Nicole Labbe, David Lignell, Timothy Jacobs, Rob Tranter, Ya-ting Liao, Steve Son, Perrine Pepiot, Paul Papas, Jacqueline O'Connor, Peter Sunderland, Eric Petersen (guest).

### **2. Approval of Minutes from September 13, 2022 USSCI Board Meeting**

Minutes attached from 9/13/22 board meeting.

Minutes were distributed to board members on February 10, 2023. Comments:

- Please add last names and section affiliations to the minutes.

Motion by Paul Papas to approve; second by Ya-ting Liao. Motion carries.

### **3. Treasurer's Report**

No report.

### **4. By Laws**

Modification to the By Laws to address the Code of Conduct

- Revised by-laws sent to CI Office on September 13. Sent to Board members on September 13, 2022.

### **5. 2021 USNCM Final Items**

- Resolution, approved at July 25, 2022 meeting and proportioning the funds from the 2021 USNCM, has been signed and delivered to the Combustion Institute Office, September 7, 2022.
- Final Meeting Distribution = \$51,913.54.
  - ESS (1/3 split) = \$17,304.51
  - CSS (1/3 split) = \$17,304.51
  - WSS (1/3 split) = \$17,304.51
- Jacobs approved final distribution on 9/9/2022. Final Event Accounting spreadsheet sent to board members on 9/9/2022.
- Funds were distributed to sections on 9/22/2022. This meeting is now complete.

## 6. 2023 US National Combustion Meeting Discussion

- Eric Petersen provided an update on the final planning for the upcoming 2023 US National Combustion meeting in College Station, Texas (hosted by Texas A&M). Some highlights of Eric's update:
  - Meeting follows usual 4 day event (arrive / welcome reception on Sunday, technical presentations on Monday, Tuesday, and Wednesday morning, and then campus tours on Wednesday afternoon).
  - Section advisory board meetings scheduled for Sunday afternoon.
  - Section business meetings scheduled for Monday lunch.
  - Tuesday lunch reserved for Women in Combustion and some other events; otherwise, not covered by the conference.
  - Banquet scheduled for the Hall of Champions at Kyle Field.
  - Tours will be split into two groups: on campus tours and "Easterwood" tours. On on-campus tours include engine lab, laser diagnostics lab. Easterwood tours include Turbomachinery Lab, optics lab, aerospace lab.
  - Final program will be issued next week.
  - Large number of sponsors (at least \$18k so far) and two exhibits (at least 2, Eric is expecting about 6) at \$2000 each.
  - Registration fees
    - \$600 early member
    - \$700 late member
    - \$750 on-site registration
    - Student fees are about half.

## 7. USS/CI Bank Account

- Did not discuss at today's meeting; retaining notes for future agenda item.
- Guillaume Blanquart to organize a meeting with the four US-based treasurers and Amy and Renny at the CI Office.

## 8. USS/CI Student / Post-Doc Support

- Did not discuss at today's meeting; retaining notes for future agenda item.
- Ad-hoc committee
  - How best to proceed?
- Want to ensure there is a discussion on supporting student travel for International Symposium.

## **9. Discussion on USS/CI Website**

- Ya-ting led a discussion on matters related to the website.
- It was generally agreed the website needs to remain so that there is an easy means for public-facing documents to be made available.
- Would be good to identify a website “champion” to maintain and keep the website up to date.
- Tim will send Ya-ting the last several years of minutes to post to the website.
- Each board member is to send Ya-ting their photo for inclusion on the Board portion of the website.

## **10. Membership / Leadership Changes**

- Review language in by-laws to prepare for membership / leadership changes at upcoming USNCM.

## **11. Other Items**

- Other items of discussion

## **12. Next Meeting**

- Meeting at the USNCM