

CEDA EC Meeting

21 January 2022 | 10:00 – 11:00 am ET

Attendees: Cristiana Bolchini, Dennis Brophy, Yao-Wen Chang, Aparna Dey, Agnieszka Dubaj, Georges Gielen, Masanori Hashimoto, Joerg Henkel, Tsung-Yi Ho, Jiang Hu, Helen Li, Enrico Macii, Tulika Mitra, Subhasish Mitra, Gi-Joon Nam, Ian O'Connor, Michael Orshanky, Miguel Silveira, Marina Zapater, Qi Zhu

Staff: Dana Mallett and Amanda Osborn

Gi-Joon called the meeting to order at 10:04 am ET.

MOTION: It is moved to approve the December 2021 EC meeting minutes as written. Agnieszka Dubaj seconded. Motion passed.

2022-2023 Executive Committee

The Executive Committee introduced themselves.

2022 Meeting Schedule (Gi-Joon)

Gi-Joon presented the proposed meeting schedule for 2022 for EC and BoG. DATE has gone fully virtual. The March EC meeting will be held online on March 18 at 10AM ET. A new calendar invite will be sent out.

Action Item: Amanda Osborn to send revised calendar invite for March 18 at 10 AM.

The 2022 TAB Meeting schedule was reviewed. Past-President, President, and President-Elect will attend TAB meetings. Gi-Joon and Miguel will present a summary report at the March EC meeting from the TAB meeting.

Proposed 2022 Meeting Structure (Gi-Joon)

The goals are to provide all VPs opportunities to speak up and lead discussions during EC meetings; to help the other VPs to understand issues from other departments for better cross coordination; and to provide more structure to EC meetings.

Agendas will be announced at least 1 week prior to the EC meetings. The first half will be for general and urgent issues; the second half will be reserved for VPs to take turns and go over the status and issues.

- Activities/Initiatives/Strategy
- Conferences/Publications/Awards
- Finances/Standards/Young Professionals

Publicity (Agnieszka)

Reviewed 2022 *Currents* schedule. Asking for more participation from the VPs to include updates in their respective areas. Proposed introducing a Conference Digest Newsletter to increase awareness and participation in conferences. Amanda reviewed the publicity policy and its purpose.

Action Item: Agnieszka Dubaj to send out message and schedule to EC members for contributions to the newsletter.

Action Item: Joerg Henkel to send a reminder to the EiCs to submit upcoming Special Issues to Amanda Osborn to include in email communications.

2023-2024 DL Nominations (Ho/Li)

TY introduced Dr. Hai Helen Li from Duke University, the 2022 DL Program Chair.

A discussion was held on the timeline of the call for nominations and nomination process deadlines.

The EC needs to determine how many DLs should be selected each year based on the number of nominations and how many total DLs the budget can support in 2023 and beyond.

The 2022 class has 5 DLs. The budget currently supports two trips per year.

There is an opportunity to reach out to the Member Societies to co-host DL talks and to diversity topics.

The program needs a more formal policy and guidelines to be developed to include the timelines, nominations, and budget.

Action Item: Tsung-Yi Ho to prepare a report to Gi-Joon Nam and Helen Li with the number of DL talks and expenses over the last few years.

Action Item: Tsung-Yi Ho, Helen Li and Gi-Joon Nam to develop a formal Distinguished Lecturer Program Policy and Guideline document.

Chapters (Ho)

In January 2022, the chapter meeting was held. Participation was low. There are continued challenges with chapter participation because of COVID and they can only host events primarily online. Dana has prepared minutes from the meeting.

Action Item: Tsung-Yi Ho to prepare summary report for the chapters and meetings to be sent with the minutes from the chapter meeting.

DATE Sponsorship (Marina/Gi-Joon)

Gi-Joon will follow-up with Marina regarding the requested sponsorship. Need to determine if the sponsorship is still needed as DATE is now virtual.

Smart City Initiative (Ian)

Contacted by SCI Committee in November 2021 to support the pilot of the SCI for the new TC 2.0 model. The EC voted to approve the continued support and sponsorship. Ian will notify the committee.

A past criticism is that CEDA has not been active or had a representative in the initiative and others. It was noted that representatives need to be appointed for all of CEDA's initiatives.

Action Item: Ian O'Connor to identify someone from CEDA with a vested interest in SCI to represent CEDA and be active in the initiative.

Strategy Committee (Enrico)

At the December EC and BoG meetings, Enrico requested candidates to be sent to form the Strategy Committee. He has not received any nominations to date.

Enrico presented the call for nominations. A discussion was held if the composition of the SC needs to include the VPs (Publications, Conferences, Publicity, Initiatives, and Activities) need to be formally added to the Bylaws. Further discussion is required on this topic.

It was proposed to send out the call for nominations. Nominations are due February 15 with the committee to be formed by March 1.

[Action Item: Enrico Macii and Amanda Osborn to send out the call for nominations of the Strategy Committee to the EC and BoG members.](#)

The next EC Meeting is Friday, February 11 10AM ET.

MOTION: Aparna Dey moved to adjourn the meeting. Qi Zu seconded. Motion passed.