CEDA EC Meeting
May 21, 2021 | 9:00 – 10:00 am CST

Attendees: Yao-Wen Chang, Gi-Joon Nam, David Atienza, Agnieszka Dubaj, Tsung-Yi Ho, Subhasish Mitra, Luca Fanucci, Luis Miguel Silveira, Vasilis Pavlidis, Dennis Brophy, Enrico Macii, Qi Zhu, Atsushi Takahashi, Cristiana Bolchini, Ian O'Connor, Enrico Maci, Ioana Vatajelu, Georges Gielen

Staff: Brooke Johnson, Amanda Osborn

Yao-Wen called the meeting to order at 9:01 am CT.

MOTION: It is moved to approve the April 2021 EC meeting minutes as written. Motion passed.

SCRC Report – Yao-Wen/Brooke

The draft SCRC report has been compiled. Final comments are to be sent to Brooke.

The meeting will be held on June 15 at 7 AM CT. All on the EC are welcome to join. Yao-Wen requested that Gi-Joon, Miguel, Dennis, Luca, Cristiana, and Tsung-Yi attend the meeting to answer questions on their respective areas of the report.

Action Item: Brooke to send calendar invite to EC members and final report to IEEE.

Finance Update – Cristiana

Cristiana provided a financial status update. In 2020, a $347.6k surplus was realized, primarily due to investment income and minimal travel expenses from the BoG. The 2020 results will be submitted after the final expenses are reported.

For 2021, the IEEE reduced the total amount of the proposed budget. The expected expenses and upcoming 2021-2022 deadlines were reviewed. The financial reports are available on the CEDA Google Drive.

Publications Update - Miguel

D&T has voted to drop the print version of the Magazine. It was noted that a significant expense was going towards an advertiser's list, which has been dropped as of the May/June 2021 issue. The elimination of this expense should put the magazine back in the black by 2022 or possibly by the end of 2021. D&T will be going through a PRAC review in 2021.

TCAD continues to have a backlog issue. At the end of 2020, a large issue was published to reduced the backlog. TCAD may need to request another large issue at EOY 2021. Despite this challenge, TCAD has reached continued financial success and the Council is in the financial position to support increased pages at EOY.

A discussion was held on the challenges that are creating the backlog including too few Associate Editors and long turnaround times from the reviewers.

Standards Policies and Procedures – Dennis

The CEDA Standards Policies and Procedures was approved in 2018 in Dresden. The IEEE Standards Association is working on its policies and procedures including the embrace of Open Source. The current version of CEDA's Standards policy aligns with the direction of the IEEE SA.

In March 2021, the CEDA Bylaws updated the scope of the Standards Committee, which included 3-year terms, but this can be overridden by EC if needed.

Motion: Dennis Brophy moved to approve the CEDA Standards Policies and Procedures document as presented at the May 21, 2021 Executive Committee meeting. Cristiana Bolchini seconded. Motion passed.

Awards Update – Subhasish

Phil Kaufman/HOF
The EC voted on and approved two candidates for the Phil Kaufman HOF – Ed McCluskey and Jim Hogan. There were 7-8 nominations for the HOF in 2021. The purpose of the HOF is to recognize those who were not nominated for the Kaufman but have since passed. This is not an IEEE award as it does not allow posthumous awards. Anyone who received the Kaufman award is automatically added to the HOF. An annual call for nominations will be conducted with nominations due in the end of March.

Kuh Award
To date, no new nominations have been received for the Kuh award. The deadline to submit is August 1. There are three eligible, rollover nominations. A discussion was held on how to better promote this award and increase nominations.

Action Item: Amanda to follow-up with Kuh rollover nomination packet nominators.

Action Item: Subhasish to create nominations committees to manage and promote the Kuh, Newton, and Kaufman awards.

Action Item: EC members to identify qualified candidates from their regions for CEDA awards.

CEDA Zoom Account Policy Report – Amanda & Tsung-Yi

There has been an increase for requests of the Zoom account and, specifically, for staff support that is out of the scope and original purpose of the initiative. Tsung-Yi and Amanda developed a new Zoom policy to address the issue. The policy will be distributed to the BoG for future use of the Zoom account.

> *(Updated 13 May 2021) IEEE CEDA has a Zoom account available for Council-sponsored initiatives. Examples of activities the account can be used for include Executive Committee and Board of Governors meetings, Standing Committee meetings, Chapter meetings, educational webinars (must be Council sponsored), and distinguished lecturer talks. Staff support includes the setup of the meeting or webinar in Zoom and post-event reports upon request.*

The account shall not be used for conferences or multi-day events that require additional staff support.

All requests to use the CEDA Zoom account must be pre-approved by the VP Technical Activities or President. Additionally, you must confirm the availability of the account for the dates you are requesting with the Operations Manager.

Conference Portfolio Review Report – Luca

The Non-Volatile Memory Systems and Applications Symposium (NVMSA) has requested to increase financial support from 50% to 100%. The surplus in 2018 was 35% and in 2019 was 70%.

There was a discussion held on the connection with CEDA and its community and the conference.

MOTION: Luca Fanucci moved to increase the financial sponsorship of the 2021 IEEE 10th Non-Volatile Memory Systems and Applications Symposium (NVMSA) from 50% to 100%. David Atienza seconded. Motion passed.

Action Item: Luca to respond to the NVMAS chair and request a plan how they are connecting NVMAS with the CEDA community to justify the increase in financial sponsorship.

On April 29, the Conference Portfolio was held with representatives from CEDA, IEEE, and societies. Topics included how to improve CEDA's conference portfolio; effects of COVID on conferences; the pros and cons of virtual versus hybrid events and the associated levels of risk; registration fees; and best practices from other societies. An executive summary is under revision and will be circulated to the EC.

The next EC Meeting is Friday, July 16 at 9 AM CT.

MOTION: Dennis Brophy moves to adjourn the meeting. Miguel Silveira seconded. Motion passed.