**CEDA EC Meeting**
**30 October 2022 | 8:00 am – 1:30 pm PST**

**Attendees:** Gi-Joon Nam, L. Miguel Silveira, Yao-Wen Chang, Tsung-Yi Ho, Cristiana Bolchini, Marina Zapater, Agnieszka Dubaj, Enrico Macii, Qi Zhu, Aparna Dey, Masanori Hashimoto, Jiang Hu, Tulika Mitra, Sri Parameswaran

**Virtual attendees:** Agnieszka Dubaj, Vasilis Pavlidis, Elena-Ioana Vatajelu

**Staff**: Amanda Osborn & Bailey Campin

Gi-Joon called the meeting to order at 8:08 AM PST and thanks were given for attendance. Roll call and introductions were made. The meeting was held in an open discussion format.

MOTION: It is moved to approve the September 2022 EC and BoG meeting minutes as written. Miguel Silveira seconded. Motion passed.

**Governing Document Changes (Gi-Joon/Elena-Ioana)**

IEEE recommends that CEDA modifies its Governing Documents and require EC members to be IEEE members and CEDA Participants. The EC agrees and will implement moving forward.

ACTION ITEM: Bailey Campin to send a reminder to members to renew their IEEE and CEDA membership.

The discussion on the inclusion of the listing of the Member Technology Organizations (MTOs) continued. It was decided to follow up with IEEE and that they need to be removed if possible.

The Design Technology Council is still in the Bylaws after the BoG voted to dissolve it in 2020. A formal change to the Bylaws is still outstanding.

A discussion was held on the lack of participation of the MTOs in the Board of Governors (BoG) meetings and how to better engage them. It is in the Bylaws they have to attend at least one meeting a year as the voting representative to maintain their status on the BoG.

ACTION ITEM: Gi-Joon Nam remind the MTO representatives to attend the next Board of Governors meeting to provide status updates.

ACTION ITEM: Bailey Campin and Elena-Ioata to reach back out to the IEEE about the outstanding CEDA Bylaw change regarding the Member Technical Organizations change.

Updates were given on the Kaufman Award Dinner Planning Procedures from Gi-Joon. The MOU was signed by ESDA and CEDA, which has been in place since 2019. ESDA and CEDA formed a committee to help plan the Kaufman Dinner. The event will be held on 23 February 2023 at The Glasshouse in San Jose, CA, USA. This event is in conjunction with the 2023 International Solid-State Circuit Conference.

CEDA needs to promote the event more through the connection of ISSCC organizers and attendees. Discussion opened on types of sponsorships for the Phil Kaufman Dinner.

Gi-Joon provided an update on the Kaufman dinner and planning committee. An agreement was signed in 2019. This year's winner is Giovanni De Micheli and will be recognized 23 February 2023 at The Glasshouse San Jose, CA, USA in conjunction with the 2023 International Solid-State Circuit Conference in San Francisco, CA, USA.

ACTION ITEM: Bailey Campin to send promotional information regarding the Kaufman Dinner to Executive Committee members.

**Finance (Marina)**

The first-pass budget was submitted to IEEE in August 2022. IEEE automatically increased the budget by 30% for all travel-related expenses.  The 2023 budget increased for meeting and accommodations, volunteer travel, and CEDA Luncheons.

The eight new initiatives were approved by IEEE for a total of $98k. Marina encouraged EC members to propose projects as CEDA is in a strong financial position.

There was a discussion held on how to expand the technical activities and to ensure the TC's know they have a $33k budget for the five TCs. Potential issues were discussed on finding new initiatives

Tsung-Yi noted that the process for new initiatives will be improved for the year of 2023. Discussion was held on how to improve the Young Professionals (YP) and student engagement during conferences.

Tsung-Yi noted there will be a new process in 2023 for submitting initiatives and further information to follow.

There was a discussion on how to improve Young Professionals (YP) and student engagement at conferences.

**DAC (Miguel)**

2022 DAC profit was $20K. Miguel noted there may be potential financial issues at future DACs. Attendance has not rebounded to pre-COVID numbers, but the improvement was encouraging. On the exhibition side, the rebound is much smaller which is concerning.

DAC 2023 will be the 60th edition. The budget is still under discussion. There have been further discussions about moving from San Francisco due to rising cost concerns and inflation. ACM is starting to require an overhead fee to be included in the budget preparation. There are concerns about DAC 2023 not turning a profit and expenses needing to be cut. Aparna reported best practices they encountered during DVCON and offered assistance with exhibitors. Ideas on transferring the event to another venue are being considered.

There was a discussion held on who should be the DAC representatives. It was decided that the President and President-Elect will be the DAC reps moving forward. This will require a formal change in the Governing Documents.

It was noted while there have been some challenges with the conference organizer, SmithBucklin, they will revise their Statement of Work for 2023 and will likely continue to serve as the PCO moving forward. It was discussed that an RFP for the PCO will be issued every few years.

In 2023, DAC will co-locate with SEMI. In 2024, the conference will move to June. CEDA will no longer co-locate with SEMI after 2024.

MOTION: Miguel Silveira moved to pass CEDA DAC representatives to the Past-President and the Current President beginning in 2024. Aparna Dey second. Motion passed.

Action Item: Bailey Campin to send proposed change to the Governing Documents to update the DAC representatives to the President and Past-President.

**Awards (Georges/Gi-Joon/Amanda)**

Amanda and Georges have developed an awards manual to serve as documentation for processes and decisions in regards to awards and serve as a resource for succession planning for future VP Awards.

**Activities (Tsung-Yi)**

Currently, there are 16 chapters and five student branches active in CEDA. There have been an increasing number of student branch chapter petitions. The chair of the student branch chapter are asked to provide additional information and plans for CEDA to review and approve. This process is to help limit the student branch chapters from forming who do not have a connection to CEDA.

Brazil 2022 CADAthlon was held in person. There were 15 teams made of two participants. Two teams received a money prize.

Hong Kong-EDAthlon was a virtual event. This event had 26 two-person teams of students around the different regions of China who worked to solve five practical problems on classical EDA.

Taipei Chapter-EDA Summer Camp had 74 students for a two-day summer camp hybrid event. Research talks, tutorials, experience sharing, and company talks were held during the camp. Summer camp locations, funding, and ideas were discussed.

Technical Committee on Cyber-Physical Systems (TCCPS) gave updates on activity status to TY for year of 2022.

Cad for Assurance was held virtually every two months in 2022 and will continue in 2023

There are currently five distinguished lecturers (DL). The program started on 31 October 2022 with Anupam Chattopadhyay. They are working on holding virtual DL talks in late 2022 and early 2023.

ICCAD Job Fair had 52 students who submitted their CV. Nine companies attended the job fair, in-person and virtually.

TY would like to see chapters to be move involved at conferences and in activities. The goal of this involvement is to encourage members within the chapter be more active and host activities for their members. Discussion opened on developing Chapter-of-the-Year Award.

MOTION: Tsung-Yi Ho moves to establish an annual chapter of the year award of $500 USD and a plaque. Miguel Silveira second. Motion passed.

ACTION ITEM: Tsung-Yi Ho and Bailey Campin to write an award proposal to send to IEEE for the Chapter of the Year Award.

**Conferences (Cristiana)**

The majority of conferences are going back to the pre-COVID traditional format.  The changes for conferences will be adapting to changes for the following year. IEEE has suggested to raise the registration fee due to inflation.

ACTION ITEM: Cristiana Bolchini to review the current list conferences CEDA is sponsoring and review the why the conference chose CEDA sponsorship and the purpose of the conference.

Activities during conferences to help attract participation were discussed. Potential issues and benefits with hybrid formatting and attendance were discussed. Challenges of hosting in-person conferences in China are still present. Smaller conferences and symposiums need to have an added value for CEDA to sponsor. With current circumstances, there are challenges with supporters in China to travel for attendance to CEDA conferences.

**Standards (Aparna)**

The drive in standardization in advance EDA topics involving "research" is the mission of the standards. Standards leadership team have been meeting quarterly. Infrastructure is an ongoing,slow process. CEDA SC public and collab site has lack of resources. The mission statement, objectives, and P&P were completed in 2021. Recently received inquiry for a potential new study group. A proposal is being led by Elizabeth Kujan and is in process to explore new materials data modeling and methodology of data pipeline for consumption by EDA tools.

Challenges include Peng Cheng Lab are not members of the IEEE SA; aligning membership recruitment with CEDA chapter meetings; increasing CEDA S/C visibility within the industry and academia; and attracting differentiated Standardization proposals with study groups in advance topics.

A new DASC standard, Security Annotation for Electronic Design Integration (SA EDI), were presented with a ballot to be expected in 2024. The scope of this standard addresses the security concerns of electrical designs integrated in other circuits. The standard defines methodology in new elements, such as inputs and outputs port, that can influence behavior of a critical section within the design.

ACTION ITEM: Gi-Joon Nam to Aparna Dey provide a representative for Technical Activities Board Standards Chair.

ACTION ITEM: Miguel Silveira and Gi-Joon Nam to discuss and research a representative to give Aparna Dey by TAB meetings in Canada.

**Old/New Business (All)**

*ACM/IEEE 2022 ICCAD Overhead Fee*

**ACM is charging an** overhead fee for 2022 ICCAD. The overhead fee is not included in the MOU for the conference. Miguel shared his experience with 2022 DAC, ACM sponsored conference, and overhead fee. Previous experiences with ACM sponsorship and conference budgets were shared.

ACTION ITEM: Tulika Mitra to work with Claire Folkerts on changing the budget to reflect equality with IEEE CEDA and ACM in percentage of the overhead fee.

*Meeting Format*

The EC will continue to hold three, in-person meetings at DATE, DAC, and ICCAD each year. The BoG format was also discussed to hold two BoG meetings each year. It was determined to have a longer BoG session after a condensed in-person meeting at DAC. Presentations must be sent two weeks prior so that the discussion period is not for presenting slides but reserved for more engaged discussions.

The 2023 Phil Kaufman Dinner will be held in conjunction with ICCAD 2023.

Bailey Campin will be the primary POC at Conference Catalysts starting January 2023. Amanda will serve as managerial support and a backup for CEDA.

ACTION ITEM: Gi-Joon to review email of Vivek Tiwari request for *Currents*.

**Adjourn**

Gi-Joon Nam adjourned the meeting at 1:56 PM PST.