

## MINUTES

### Eastern States Section of the Combustion Institute Executive Board Meeting Sunday 17-May, 2015 3-5 PM, Cincinnati, OH

- Approval of minutes from the November 2014 telecon meeting.  
Approved.
- Updates from CI on incorporation, tax-exempt status, and related issues.  
In the past 12 months the ESSCI, CSSCI, WSSCI, and USCI have each incorporated. For ESSCI this was a large effort that involved updating the bylaws. Going forward ESSCI must file Delaware and federal income tax forms. The CI will help for a fee.
- CI Governance Policy.
  - Action required: any feedback is due to CI by 22-May, 2015.  
This 4-page document was shared in advance of our meeting. No one offered feedback.
- Treasurer's report.
  - Decision needed: investment strategy.  
Y. Ju provided a 3-page treasurer report. Its summary reads, "We have \$63,626.91 net assets and our major spending is to support students. Our single largest income is the national meeting registration: ~\$22,000, but this may be decreased in the future due to the business cost. We invested \$20,000 in Janus mutual funds since 2015.1 Installation of the ESSCI incorporation may increase the budget spending for keeping title and filing tax return via Harvard Business Services, Inc. We continue to make our effort to support students."  
  
It was approved to stay the course with a balanced investment strategy, which is more aggressive than the previous money market approach.
- Student travel support for current meeting.  
A total of 56 qualified students applied for travel assistance for Cincinnati. Each will receive \$150 from ESSCI. Y. Ju will distribute checks in person in Cincinnati.
- ESSCI bylaws update: conflict of interest policy.
  - Action required: discuss, revise as appropriate, and approve.  
The new bylaws were approved. The conflict of interest policy is new and will not involve any signatures or record keeping for now.
- ESSCI website.  
This was being managed by M. Renfro, but he will move to Univ. Kentucky (CSSCI) in August, 2015. Going forward this will be managed by C.-J. Sung. The current address is <http://essci.engr.uconn.edu/>, but we will try to acquire <http://www.essci.org/> or something similar.
- Spring 2016 ESSCI technical meeting.
  - March 2016 at Princeton.  
This will be the first time the ESSCI meeting occurs in spring instead of fall. The meeting will be the week of 14-March, 2016, which is spring break at Princeton. The local arrangements co-chairs will be Y. Ju and M. Mueller. The program chair will be C.-J. Sung.
- 2017 U.S. National Combustion Meeting.
  - TBD at University of Maryland – local arrangements chair Arnaud Trouvé.  
A. Trouvé will propose hosting this meeting to the USCI, with a decision expected on 19-March, 2015. The program co-chairs will be C.-J. Sung and M. Renfro.

- 2020 International Symposium on Combustion.
  - New York city – local organizer lead Y. Ju.
 Preparing this bid will require significant effort. Y. Ju will schedule a planning meeting by mid-June. Costs are a major concern. For the Hyatt symposium hotel in San Francisco, rooms were \$199 regular, \$159 student and US government. Rates much higher, or the prospect of a deficit, could be problematic.
  
- Nomination and election of new Executive Board members.
  - Deadline: Fall 2015 elections for Spring 2016 ESSCI technical meeting.
  - Officer succession: Treasurer, Vice-Chair/Chair-Elect needed.
  - Nomination/election committee: M. Mueller (chair), P. Papas, C.-J. Sung.
 ESSCI Board members will serve an extra 6 months this term, until the March 2015 meeting in Princeton. The new officers will then be:
  - A. Trouvé, Chair
  - D. Haworth, Past Chair
  - Y. Ju, Chair Elect
  - M. Mueller, Treasurer
  - B. Bennett, Secretary
 Unofficial officers: C.-J. Sung (Program Chair); P. Pappas (Awards Chair)
  
- Old business.
  - Update on combustion visibility activities.
 P. Sunderland will continue to encourage the USCI to pursue the visibility activities proposed by ESSCI, especially congressional visits.
  - Princeton combustion summer school funding: to be discussed at USCI meeting on 19-March, 2015.
 D. Haworth has not heard back from F. Egolfopoulos and J. Chen following the letter he co-signed and sent in February, 2015.
  
- New business.
  - None.
  
- Adjourn .
  - The meeting was adjourned at 5:00 pm.

Attending in person

Dan Haworth (chair), Michael Mueller, Michael Renfro, Peter Sunderland, Chih-Jen (Jackie) Sung, Arnaud Trouvé, Yiguang Ju.

Attending remotely (webex)

Beth Anne Bennett, Richard Yetter. Internet problems halted their participation after about 45 minutes.

Not attending

Catalin Fotache, Graham Goldin(?), Hameed Metghalchi, Paul Papas, William Roberts.

Respectfully submitted,  
 Peter B. Sunderland, Executive Board Member  
 Eastern States Section Combustion Institute