ESSCI BOARD MEETING

Tuesday, May 25, 2021, 6pm ET

Held via Zoom

Attendees (accepted calendar invitation and/or mentioned in minutes):
Perrine Pepiot (chair), Michael Mueller, Wenting Sun, Sang Hee Won, Steven Tuttle, Xinyu Zhao, Richard West, Yiguang Ju, Jacqueline O'Connor, Chih-Jen (Jackie) Sung, Paul Papas, Mike Burke

- Meeting minutes approval
  - Paul moves to approve, Richard seconded
  - Minutes are approved unanimously!
- ESSCI 2022 meeting – proposed site: UCF, Orlando
  - Usually, we identify these sites two years in advance, but given the COVID situation, Perrine delayed
  - In early March 2021, she reached out to the second-place bid from the 2020 meeting, which was UCF (Subith Vasu + Kareem Ahmed)
  - UCF had a lot of things going for it – organizational team, strong plan/site, other sites would be good for the next national meeting we host
  - Meeting at USC – registration fee was $300 early, $375 late, $150 students, $4000 from NSF, $2000 from UTRC, $8000 from College of Engineering
- Next national meeting 2023
  - There is talk of having TAMU do the next national meeting, but the USSCI board has to approve it. We'll have to change the bylaws if they're going to do this.
  - It would be really interesting to see the financial breakdown for this meeting – it's unclear why the cost was essentially the same for an online meeting.
- Subith Vasu – UCF for ESSCI meeting in 2022
  - See presentation for details
  - University provides $2000 for coffee/snacks
  - Still need to talk to John Daily about his philosophy about funding meetings/travel
  - Reach out to industry – thinking of ways to have them sponsor different types of events where they could support grad development
  - Lots of students to help with the event
  - They do have hybrid capabilities if it's needed – video classrooms with lecture-capturing technology
- Reflections on the bid
  - UCF is being generous with the funding
  - Attractive location
  - Enthusiastic host, good team
  - Vote: unanimous support
- Organize process for next meeting location (national meeting, ESSCI)
  - Paul, Steve, Peter volunteered
- Treasuring report
  - Accounts are looking good in BOA – pretty much stable
  - Got money for symposium – not sure why?

- o Big gains in Janus funds (46.5%)
  - o Next symposium is in Canada, so the costs for travel won't be that bad
- Code of conduct
  - o Paul made a few small changes, but basically the same thing as previously
  - o Perrine is going to reach out to David at CI about revoking membership abilities
  - o Vote: unanimous approval
  - o We should put it on the website
- Board composition
  - o Currently 14 members, 6 officers, rest at large
  - o 3 rolling off in March 2022 (after next ESSCI meeting)
  - o Need to organize an election by then
  - o Board bylaws don't reflect how we run elections any longer. We should update the bylaws to update what we're actually doing
  - o Perrine proposes to form a nominating committee with bylaw revision
    - ▪ Draft to board with new bylaws
    - ▪ Organize nominations and electronic voting
    - ▪ Volunteer: Michael, Jackie, Richard
- 2022 Princeton Summer School in Combustion
  - o Proposal is due to CI by the end of May
  - o Princeton is look for endorsement from all three sections – single letter, signed by three chairs
  - o Fully in person in 2022
  - o Concerns from the chairs: WSSCI is not well served, Princeton is asking twice the typical amount
  - o Concerns from the committee: diversity of the speakers
  - o Is it possible to move the Princeton summer school around the country? It's possible for people to propose other schools
  - o Vote: unanimous support
- Career development and mentoring mixer
  - o We need to put out a survey about the event
  - o Propose to make it a regular fixer at regular meetings – need to train people to do this, not just Perrine and Jackie
  - o Having industry folks join virtually will be important in future years because it's hard to get folks to come to meetings
  - o Need to put together documentation for the process
  - o Michael (program chair for next meeting) is the person who's getting it started for the next meeting
  - o Important to do in the first day, two hours if possible, so that folks can keep talking after the event in the next two days of the meeting
  - o Think of ways to suggest that mentors and mentees continue to follow up, survey results will be helpful for this
- Awards update – Mike Burke
  - o CI fellows – Paul, Peter, Harsha, Tienfeng, Alex Mebel
    - ▪ Need suggestions for 2022 nominations – due in October-ish

- Email Mike for suggestions
    - Presentations/paper awards from 2020 are delayed due to COVID
    - Need to update the awards page at the website. Xinyu Zhao (UConn) needs to be added as Glassman award recipient
    - Glassman award 2022 – coordinating with Subith/David to make the announcement public
        - Issues with people getting Combustion Institute emails may be a problem to getting nominations
    - Perrine is going to figure out direct emails to ESSCI
    - Glassman –Need to change the wording of the Glassman nomination criteria to "… within ten years of the PhD and, for tenure-track faculty appointments, the nominee must be untenured." The board voted unanimously at USC meeting to change from 7 to 10 years. Do we need to be more specific about the award criteria?
    - Glassman – can we figure out who it is sooner so that we can plan plenary topics better. Extend the nomination time, drum up more nominations
    - CONGRATS TO MIKE AND MICHAEL ABOUT THEIR AWARDS!!!!
    - Pick an awards committee: Sang Hee, Xinyu Zhao, Mike Burke
- Website – Richard
    - Update is that there haven't been many updates
    - Need nudging, we will all create content
    - Perrine will come up with a list of what content needs to be created and then we'll assign people to do it, give it to Richard to upload
- Richard came up with ideas that the board should consider:
    - Small grants initiative – for grants that support the community, example of NumFOCUS (up to $5k) – see slides
    - Might need professionals' help to set up the grants to make sure we're in line with our legal status at a non-profit
    - Collectively explore this and put it on the agenda for next meeting
- General meeting tomorrow
    - Inquire about the links for the general meeting