

**Minutes**  
**Eastern States Section Combustion Institute**  
**Executive Committee Meeting**

**Date: Sunday 13 March 2016**

**Time: 4:00 – 6:00 PM**

**Location: J223 E Quad**

**Princeton University**

**Princeton NJ**

**Agenda – Final**

1. Welcome of new members to the Executive Board (Arnaud Trouvé)
2. Nomination of new Secretary (Arnaud Trouvé)
3. Approval of minutes from the Cincinnati meeting (Arnaud Trouvé)
4. Report on election of new members to the Executive Board (Michael Mueller)
5. Report of Program and Local Arrangements of ESSCI Spring Technical Meeting at Princeton University (Michael Mueller)
6. Treasurer report (Michael Mueller, attached)
7. Update on ESSCI corporation (Arnaud Trouvé)
8. Update on the upcoming 2017 U.S. National Meeting (U. Maryland, Arnaud Trouvé)
9. Update on ESSCI bid for the 2020 38th International Symposium (Yiguang Ju)
10. ESSCI website (Jackie Sung, Arnaud Trouvé)
11. Update on combustion outreach activities (Peter Sunderland)
12. Update: Princeton Combustion Summer school
13. Agenda for Tuesday General Member Meeting (Arnaud Trouvé)
14. Adjournment

Attendees: Ju, Y.; Papas, P.; Mueller, M.; Trouvé, A.; Yetter, R.; Haworth, D., Sunderland, P., Pepiot, P., Sun, W., Chaos, M. (on phone), Goldin, G. (on phone), Norris, A. (on phone)

Absent: Sung, J.

CI Support: Waronek, B. (on phone)

Attachments:

Minutes from Cincinnati Meeting

Meeting called to order at 4:05 PM, 13 March 2016 by Arnaud Trouvé presiding as Chair of the ESSCI Executive Committee.

Welcoming remarks by Chair to newly elected members Andrew Norris (NASA), Perrine Pepiot (Cornell), Wenting Sun (Ga Tech) and Marcos Chaos (FM Global).

Former Secretary Beth Bennett resigned because of teaching responsibilities, and the Board took a moment to recognize her and to officially thank her for outstanding dedication and service to ESSCI.

Board Chair moved to nominate Paul Papas as new Secretary of the Executive Board; Nomination was accepted and Board voted to approve unanimously.

Cincinnati meeting minutes approved unanimously as submitted.

**Report on election of new members to the Executive Board (Michael Mueller)**

Michael Mueller reported on the election process of new Board members. The Nominating Committee consisted of Paul Papas and Jackie Sung with Michael serving as Chair. An

e-mail was sent to all ESSCI members to solicit nominations for four open at-large positions, and the election process was conducted electronically via Survey Monkey. The election process followed this timeline: (i) Nominations Requested: January 27, 2016; (ii) Nomination Deadline: February 8, 2016; (iii) Election Opened: February 22, 2016; (iv) Election Closed: March 7, 2016.

A total of nine scientists were nominated (four winners are underlined): (1) Jeongmin Ahn, Syracuse University; (2) Vyacheslav Akkerman, West Virginia University; (3) Marcos Chaos, FM Global; (4) Andrew Norris, NASA Langley; (5) Perrine Pepiot, Cornell University; (6) Praveen Ramaprabhu, University of North Carolina at Charlotte; (7) Reza Sheikhi, FM Global; (8) Wenting Sun, Georgia Institute of Technology; (9) Xinyu Zhao, University of Connecticut.

There were 275 eligible voters and a total of 86 votes were cast. The Board discussed a number of recommendations and observations for future elections: (1) Survey Monkey worked very well, (2) the nominating committee should continue to reach out to individuals to ensure a broad cross-section of nominees with at least twice as many nominees as positions, (3) new members should be notified of their successful election earlier, (4) Barb recommended spending more time on the nomination process prior to elections, and (5) future elections can be handled by ESSCI internally and not go to CI.

The Board also discussed the need to regularly review the membership list and notify people whose membership is expiring. In order to achieve broader representation, the by-law also requires that no more than two board members can be elected from the same institution.

#### **Report of Program and Local Arrangements of ESSCI Spring Technical Meeting at Princeton University (Michael Mueller)**

The statistics for the current meeting were reviewed. A total of 109 papers will be presented, 18 were submitted late but still accepted, and 13 initial submissions were withdrawn. Presentations were shortened to 15 minutes total to accommodate all papers in three parallel sessions.

A total of 133 people registered for the meeting, and about 62% were student registrations. Based on past meetings, only about half were expected to be student registrations. About 7 registrants were from non-ESS locations.

The expenses for the meeting included: Sunday Reception: \$3446.68; Coffee Breaks: 5x\$420.00; Banquet: \$13,950.83; Shuttle: \$1300.00; Conference Materials (TBD): \$500.00; Plenary Speakers: \$1500.00; Student Support: \$10,000.00. Total expenses were about \$32,798, and the revenue was \$38,940 (Registration: \$28,940.00 & National Science Foundation: \$10,000). The net income for the meeting is about \$6,142, and expected to be higher with onsite registrants.

For student support, there were 50 applicants total but 2 were on the same paper and 2 are from non-ESS institutions. Also, there will be the need to verify that senior researchers were in attendance. The \$10k total from NSF must be spent completely on student travel support, and reimbursement forms must be submitted through Princeton. It was discussed that the award amount should be rounded up to \$250 with ESSCI section funds being used to augment the NSF funding to support this amount.

#### **Treasurer's Report (Michael Mueller)**

A summary statement was provided by Treasurer (Michael) and is included below:  
Summary

Assets (3/1/16)  
Bank of America Checking: \$15,408.40  
Bank of America Savings: \$14,007.76  
Janus Money Market: \$23,268.71  
Janus Mutual Fund (Triton): \$10,275.32  
Janus Mutual Fund (Global Technology): \$10,610.51  
**Total: \$73,570.70**

Revenue/Expenses (7/1/15-3/1/16)  
BoA Savings Interest: \$1.89  
CI Deposit: \$509.90  
Janus Triton Fund Gain: \$(638.09)  
Janus Global Tech Fund Gain: \$142.48  
Two Students for National Meeting: \$(300.00)  
ESSCI Franchise Fee: \$(44.00)  
**Net Income: \$(327.82)**

“Big” Revenue and Expenses

- Meeting Income over Last Cycle+  
2013 Clemson ESSCI: \$(527.40)  
2015 National Meeting: \$9,770.40 (less than half of Utah)  
2016 Princeton ESSCI: \$6,142.49  
2016 NSF Support: \$10,000.00
- Student Support Over Last Cycle+  
2013 Clemson ESSCI: \$5,250.50 (35\*\$150)  
2014 International Symposium: \$15,000.00 (17\*\$800+\$1400)  
2015 National Meeting: \$8,100.00 (54\*\$150)  
2016 Princeton ESSCI: \$10,000.00
- Net Income: \$(12,965.01)

These expenses are not sustainable even with NSF support for ESSCI meetings, and the Board discussed the possibility of reducing costs to students if necessary. Board may need to consider asking NSF or other agencies to support student travel to the National Meeting as well, or we will have to reduce our support for the Symposium.

**Update on ESSCI corporation (Arnaud Trouvé)**

Update on ESSCI corporation was provided (ESSCI is incorporated in Delaware). For the fiscal year 2016 filing (July 1, 2015 to June 30, 2016), the CI office will need all monthly bank transfer reports and summaries, an updated list of names, titles and professional addresses of all Board members as of June 30, 2016, and updated Board member list with addresses needs to be sent to CI (Diane).

**Update on upcoming 2017 U.S. National Meeting at U. Maryland (Arnaud Trouvé)**

The Chair provided an overview for the next National Meeting at the University of Maryland to be held from April 23-26, 2017. The Program Co-Chairs are C.-J. Sung and M. Renfro. The meeting organizer will be Lisa Press from UMD Conference/Visitor Services, and the meeting will be held near campus at the College Park Marriott Hotel. The hotel can accommodate about 237 guests, and an estimated cost per night will be about \$190. The projected total budget will be \$207,000 based on 420 attendees. Arnaud will check with Mike Renfro about serving as Program Chair for the UMD National Meeting.

**ESSCI website (Jackie Sung, Arnaud Trouvé)**

The ESSCI website will be managed by Jackie Sung instead of Mike Renfro at UConn. Jackie will move the site to another server (previously at <http://essci.engr.uconn.edu>) and the updated site will list the Board members. Perrine Pepiot and Wenting Sun volunteered to help Jackie manage the website by providing material and updates. The Board discussed the need to list past people who received awards and possibly archive other materials such as the Board meeting minutes.

**Update on combustion outreach activities (Peter Sunderland)**

Peter reviewed the activity to visit Congress to increase awareness. The USCI can join AIP as an affiliate for free. CI has declined to join AIP but has no objection to USCI joining.

**Update on ESSCI bid for the 2020 38th International Symposium (Yiguang Ju)**

Yiguang presented slides on the 2020 bid and highlighted key dates: May 15, 2016 when a preliminary 25 page proposal is due, and July 5, 2016 when a final version of the bid is due. On Sunday during the Symposium meeting in Seoul, a 10 minute presentation will be given.

The venue for the event will be either the Hilton Midtown or the Marriott Marquis. For the Hilton Midtown, a negotiated price of \$299 (avg. based on 2020) was reached for a 600 room block. This venue has 8 conferences that can be divided into 11 rooms to accommodate the increasing session number for the meeting. An advantage for this venue is that all conference rooms are on the same floor with an 1800+ plenary lecture hall and large room for the poster and exhibition sessions. The Marriott on Time Square will be more expensive at \$369 avg. room price for 2020, and the different conference rooms would be on different floors. The surrounding environment near Time Square is very congested.

For student attendees, different local universities are being explored including Columbia University, NYU and Manhattan College. At this early time, only Manhattan College has indicated the ability to accommodate up to 1200 students at a rate of \$47-\$58/night per person.

Summaries were also provided for other items such as possible social event venues and sponsors.

The Princeton Summer School will be held from June 19-24, 2016. The Board discussed the need to identify candidate locations for future upcoming ESSCI meetings.

**Old Business:** None

**New Business:** None

**Adjourn:** The meeting was adjourned at 6:20 PM.