



**The Combustion Institute**

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## Minutes from the Board of Directors of The Combustion Institute

Meeting at the 36<sup>th</sup> Symposium (Thirty-Eighth Meeting)

**31 July 2016 at Coex Conference Center, Seoul Korea**

**In attendance were the following Board Members:** M. Aldén, J. Chen, M. Colket, P. Desgroux, J.F. Driscoll, D. Dunn-Rankin, F. Egolfopoulos, O. Fujita, I. Gökalp, B.S. Haynes\*, I.-S. Jeung, H. Kobayashi, K. Kohse-Höinghaus, C.K. Law\*, R.P. Lindstedt, A. Masri, R.E. Mitchell, H. Pitsch, S.B. Pope, F. Qi, R. Ragucci, C. Schulz, G. Smallwood, C.K. Westbrook\*

**Not attending:** P. de Goey, M. Kono, R. Levine\*, R. Sawyer\*, D. Seery\*, M.D. Smooke, M.S. Wooldridge, M. Xu

**Guests:** Incoming Vice President (President Elect): P. Dagaut; Elsevier Representative: R. Diogini; PROCI Editor: V. Sick; Site Selection Committee Chair: U. Riedel; Local Host Team: J. Yoh, Y.B. Yoon; Proposals for 38<sup>th</sup> Symposium: B. Dally, Y. Ju, M. Mueller, A. Trouvé, A. Steinberg; CI Office: B. Waronek

\* designates Past President

### Introduction

President Kohse-Höinghaus called the meeting to order at 10:45 am. The minutes from the 23 February 2016 teleconference meeting were approved. President Kohse-Höinghaus then received approval of the agenda. All reports had been provided to the Board for review prior to the meeting.

#### **Item 1: 36<sup>th</sup> Symposium Local Host Team Report** (*Attachment 1*) presented by I.-S. Jeung, Chair

The LHT was congratulated by the Board for their impressive list of sponsors. This will provide a base for the future. President Kohse-Höinghaus reminded everyone that the increase of student attendance has a financial impact on the budget. With lower registration and excursion fees to encourage participation, the budget becomes more difficult to balance. We also need to review those registering as Student Non-Members and find a way to convert them to active members in their sections.

As we look for future host locations, travel visa difficulties are an important item for each LHT to identify early. There were some early concerns for Chinese attendees and the Chinese section, LHT and LPCO were able to resolve these early by working together.

**ACTION ITEM:** Research those registering as Student Non-Members to convert to active members in their sections.

**Item 2: 36<sup>th</sup> Symposium Report PCCs** (*Attachment 2*) presented by A. Masri, Program Co-Chair

The selection of the 62 CCs and CCCs was critical to the entire process. The CCs were contacted individually by the PCCs concerning the process and their role. During these calls, there was discussion about the CCC selection in an effort to be certain all subjects were covered. The ranking process is still difficult and reports from colloquia vary in quality.

Industry sessions have been added to the program schedule. We worked with the Industry Committee to identify possible speakers and subjects. They were also helpful in suggesting a format for this first effort.

**Item 3: Bernard Lewis Fellowship Committee** (*Attachment 3*) prepared by M. Oehschlager, Chair

President Kohse-Höinghaus introduced highlights of the committee report. All committee members were previous Bernard Lewis Fellowship awardees. There needs to be more involvement with the sections to nominate candidates and stress that this is not a travel award.

**ACTION ITEM:** Improve guidelines to the Committee and communications with Section Chairs when requesting nominations.

**Item 4. Silver Medal Committee** (*Attachment 4*) prepared by Suk Ho Chung and Thierry Poinot, Co-Chairs

There were no questions concerning the report.

**Item 5. Gold Medal Nomination Committee** (*Attachment 5*) prepared by Y. Ju

There were no questions concerning the report.

**Item 6. Gold Medal Selection Committee** (*Attachment 6*) presented by C. Westbrook

The first Jürgen Warnatz medal, associated with applications, will be presented at this meeting.

There was discussion on the process used for selection of the awardees. The Chair of the Selection Committee outlines the process and leads the discussion of the committee during the selection process. The two processes that can be used are:

- selecting the 4 best people and then matching them to the awards or
- selecting an individual for each medal.

While the Board is comfortable that the process has worked well, it is suggested that guidelines are prepared for the future.

**ACTION ITEM:** Prepare guidelines that give a sense of the past history and allow the Chair some flexibility to work with the committee. As the medals present CI to the world, there needs to be diversity in the selection and all medalists should not be from the same specialty or geographic region.

**Item 7. Tsuji Early Career Research Award** (*Attachment 7*) presented by K. Kohse-Höinghaus

The process developed for ranking worked well and the committee has provided comments for improvement. All nominations were for worthy candidates which emphasizes the need for recognition at this level.

**Item 8. Combustion Institute Committee Report** (*Attachment 8*) presented by M. Aldén

Communication has been difficult with several sections. There is one section that is not in good standing at this time and a procedure to remove a section needs to be established. (See Article II, Section 2 of the By-Laws.)

A proposal from Chile has been received and reviewed. Information will be presented to the Combustion Institute Committee at the meeting on Tuesday. We will vote on accepting Chile as a section on Wednesday.

**ACTION ITEM:** Vice President and Secretary of Sectional Affairs and CI Executive Administrator to prepare draft guidelines for review by the Executive Committee and then brought to the Board for approval.

**Item 9. ICISS Report** (*Attachment 9*) presented by M. Aldén

The Committee is currently reviewing 2 proposals for the summer of 2017 from Princeton University and Tsinghua University. This will end the current approved funding for this program. There was agreement that the program should continue and that a request for additional funding should be presented at the next Board meeting.

**ACTION ITEM:** Vice President and Secretary of Sectional Affairs and CI Executive Administrator to compile data from all previous summer schools and present a request for funding at the spring 2017 meeting.

**Item 10. Elsevier Publishing Report** (*Attachment 10*) presented by R. Diogini, Interim Executive Publisher

Elsevier will be moving all journals to their new software, Evise, during 2017. Evise meets the long-term needs of the changing publishing industry and provides customers with more options in processing. The current EES software will be disabled by the end of 2017.

**Item 11. *Combustion and Flame Report* (Attachment 11)** presented by F. Egolfopoulos

There were no questions concerning the report.

**Item 12. *The Proceedings Report* (Attachment 12)** presented by V. Sick

There were no questions concerning the report.

**Item 13. *New Journal Report* (Attachment 13)** presented by B. Haynes

There were no questions concerning the report. Discussion will continue with Elsevier.

**Break for lunch** Meeting resumed at approximately 13:45

**Item 14. *Board of Directors Officer Nominations Committee Report* (Attachment 14)** presented by M. Aldén

There were no questions concerning the report.

**Item 15. *Board of Directors Nominations Committee Report* (Attachment 15)** presented by S. Pope

There were no questions concerning the report. The newly elected Board members have been invited to attend Wednesday's meeting. The elected members are: Toshiro Fujimori, Simone Hochgreb, Gautam Kalghatgi, Thierry Poinot and Christopher Shaddix.

**Item 16. *Women in Combustion Report* (Attachment 16)**

There were no questions concerning the report.

**Item 17. *Governance Committee Report* (Attachment 17)** presented by R. Mitchell

There were no questions concerning the report.

**Item 18. Satellite/Regional Meetings Committee Report (Attachment 18)** presented by R. Ragucci

There were no questions concerning the report. It is recommended that there is support for section and regional meetings from the CI office on an as requested basis.

**Item 19. Website Report (Attachment 19)** presented by K. Kohse-Höinghaus and B. Waronek

There were no questions concerning the reports.

**Item 20. 38<sup>th</sup> Symposium Site Selection Reports (Attachments 20-22)** presented by U. Riedel

The committee reviewed 3 proposals for the 2020 Symposium. Comments were sent to the various groups to address concerns before presentations were made to the Board.

- **ADELAIDE (Attachment 20)** presented by B. Dally
- The Australia and New Zealand Section supports a bid to host the 38<sup>th</sup> Symposium at the Adelaide Convention Centre. There is strong support from the members at the University of Adelaide.
- **NEW YORK (Attachment 21)** presented by M. Mueller
- The bid has been prepared by members from Princeton University and is supported by The Eastern States Section. Proposed dates are 2-7 August, 2020.
- **TORONTO (Attachment 22)** presented by A. Steinberg
- The Canadian Section supports a bid to host the Symposium from 8-15 August 2020. The University of Toronto would host the meeting venue. There are numerous hotels and connections to transportation available.

In reviewing the bids, the committee recommends the Board consider the selection criteria and rotation guidelines. Final decision will need to be made based on budget, setting (campus versus conference center), and location.

Following vigorous discussion on the bids, a straw poll was taken. Board members will review the packages and be prepared for additional discussion during the Wednesday meeting before a final vote is taken.

**CONFLICTS OF INTEREST:** J. Driscoll and A. Masri identified conflicts. A. Masri left the meeting and did not participate in the discussion and vote. J. Driscoll did not vote.

**Item 21. Treasurer Report (Attachment 23)** presented by D. Dunn-Rankin

In 2014 the Board considered the practice of growing assets as questionable and authorized spending beyond CI's income to benefit the membership. With this decision, the Board authorized the continuation of funding for ICISS programs, hiring additional CI staff, adding a new gold medal and considering additional new initiatives.

The Finance Committee (FC) reviews the objectives on a quarterly basis. As CI income is based on a long-term contract with Elsevier, there is the ability to watch publishing trends. FC members will continue to monitor spending and make recommendations to the Board before changes impact CI's financial status.

**Item 22. Industry Committee Report** (*Attachment 24*) presented by C. Schulz

The committee expressed concerns over the connection to industry members and to applications. There needs to be a continued focus on a strategy to meet our goals. The Industry Perspective sessions will be an important trial and we need to watch and improve this type of session for the future. Many of these invited panelists will participate in a lunch meeting during the week. This effort is focused on gaining their perspective on further involvement.

As we continue with this objective we need to look for new ways to encourage involvement with senior industry personnel. Contact with former students, now employed in industry positions, might help establish connections and encourage continued participation.

Providing more opportunities to disseminate information and further discussion must be CI's goal. The committee has been working on white papers to begin part of this process. The first is almost complete and will be sent to the CI Communications Manager for additional discussion before posting.

**Item 23. Fellows Task Force Report** (*Attachment 25 which includes Wednesday updates*) presented by S. Pope

The Task Force strongly supports that CI begin a Fellows recognition program to make our members more competitive for promotions, awards and honors. After review of several other programs, they have modelled their recommendations on the SIAM program.

The Task Force requested guidance on the following items. This will assist them in presenting more details for discussion during the Wednesday meeting. Items reviewed include:

- Membership numbers and percentage to be elected
- Timing and election process
- Election of mid-career members

- Automatic Initial Fellows
- Should the Fellows Committee be a standing committee?
- What changes are needed in the By-Laws?
- How will these individuals be recognized?

These discussion points will be reflected in a presentation during Wednesday's meeting.

**Item 24. New Initiatives – Awards Committee Report** (*Attachment 26*) presented by P. Desgroux

With changes to the awards for this meeting, the decision had been to continue discussion in the future. Current changes include:

- Fifth Gold Medal
- Additional Silver Medals
- Additional recognition for younger researchers from CI to enhance the Tsuji Award
- Discussion on a Fellows Program

The committee appreciates the earlier support of the Board to increase the number of Silver Medals that can be awarded from the 36<sup>th</sup> Symposium. The next Silver Medal Committee should be advised that more than one medal is possible depending on the quality of the papers.

**ACTION ITEM:** The CI Executive Administrator will update the Silver Medal Committee guidelines.

The Board will continue discussion in 2017 on these items following additional review of the changes initiated at this symposium.

Meeting adjourned for everyone to attend the Welcome Reception and to reconvene on Wednesday, 3 August.

## Minutes from the Board of Directors of The Combustion Institute

Meeting at the 36<sup>th</sup> Symposium (Thirty-Eighth Meeting)

**3 August 2016 at Coex Conference Center, Seoul Korea**

**In attendance were the following Board Members:** M. Aldén, J. Chen, M. Colket, P. Desgroux, J.F. Driscoll, D. Dunn-Rankin, F. Egolfopoulos, O. Fujita, I. Gökalp, B.S. Haynes\*, I.-S. Jeung, H. Kobayashi, K. Kohse-Höinghaus, C.K. Law\*, R.P. Lindstedt, A. Masri, R.E. Mitchell, H. Pitsch, S.B. Pope, F. Qi, R. Ragucci, C. Schulz, G. Smallwood, C.K. Westbrook\*, M. Xu

**Not attending:** P. de Goey, M. Kono, R. Levine\*, R. Sawyer\*, D. Seery\*, M.D. Smooke, M.S. Wooldridge

**Guests:** Incoming Board Members: P. Dagaut, T. Fujimori, S. Hochgreb, G. Kalghatgi, T. Poinsot, C. Shaddix; Site Selection Committee: U. Riedel; 37<sup>th</sup> LHT: J. Simmie, H. Curran, S. Dooley; CI Office: R. Gavalik, D. Sharbaugh, B. Waronek

\* designates Past President

### Introduction

President Kohse-Höinghaus called the meeting to order at Noon. President Kohse-Höinghaus welcomed the invited guests and newly elected Board Members. She thanked the retiring Board members for their service. (Retiring members include: M. Aldén, I. Gökalp, R. Ragucci, M. Wooldridge and K. Kohse-Höinghaus.) President Kohse-Höinghaus requested changing the agenda and having the discussion and vote of the 38<sup>th</sup> Symposium before the Old and New Business. This change was unanimously approved.

### **Item 25. LHT Report on 37<sup>th</sup> Symposium:** (*Attachment 27*) presented by J. Simmie

The LHT committee presented an update on their plans and budget for 2018. There is concern with the venues and their ability to handle our number of attendees as well as questions on the scaling being used in the budget. Close watch of the budget will be important as convention centre venues are expensive and there will be an increased need for sponsor funds moving forward.

**ACTION ITEM:** The CI Executive Administrator and 36<sup>th</sup> LHT will provide accurate numbers from this meeting as soon as possible. The 37<sup>th</sup> LHT is also requested to provide a venue and budget to the EC in September.

### **Item 26. By-Law Changes** (*Attachment 28*) presented by K. Kohse-Höinghaus and B. Waronek

There were no questions on the report and the changes were unanimously approved.

**VOTE:** (Accept: 22; Reject: 0; Abstain: 0)

**Item 27. Fellows Task Force** (*Attachment 25*) presented by S. Pope

Following Sunday's discussion, the Task Force presented a suggested process and timeline to the Board.

**MOTION:** The Board supports the further development of the proposal to initiate a Fellowship Program, and requests that the Executive Committee oversees a process to bring a specific proposal to the Board in Spring 2017.

**VOTE:** (Accept: 22; Reject: 0; Abstain: 0)

**ACTION ITEM:** Establish a Fellows Committee to prepare the proposal.

**Item 28. Combustion Institute Committee** (*Attachment 29*) presented by M. Aldén

The representatives from Chile presented information on the status of combustion research in Chile during the Tuesday Combustion Institute Committee meeting. The information was well received and the committee recommends the Board approve Chile as the 35<sup>th</sup> Section.

**VOTE:** (Accept: 22; Reject: 0; Abstain: 0)

**ACTION ITEM:** Vice President of Sectional Affairs to communicate this approval in person while in Seoul. CI Executive Administrator to prepare official paperwork to welcome the Section.

**Item 29. Discussion and Vote on 38<sup>th</sup> Symposium** led by K. Kohse-Höinghaus

There was an exchange of many opinions on the criteria to be used for the selection process. These include:

- Needs of our increased number of participants and ability to move between more sessions
- Availability of hotel options
- Expenses of conference center
- Overall budget
- Travel costs for participants
- Rotation Guidelines
- Bid Process
- Strength of LHT

Adelaide was selected as the site for the 38<sup>th</sup> Symposium in 2020 with 16 votes.

**ACTION ITEMS:** Review of bid process and guidelines to make priorities clear to potential LHTs is needed.

**CONFLICTS OF INTEREST:** J. Driscoll, A. Masri, B. Haynes and C.K. Law identified conflicts.

A. Masri, B. Haynes and C.K. Law left the meeting and did not participate in the discussion and vote. J. Driscoll did not participate in the vote.

**Item 30. Communication Plan** (*Attachment 30*) presented by R. Gavalik, Communications Manager

Over the past year a communication strategy has been designed and is being implemented. We have worked to be consistent with a brand image throughout office documents, websites and social media. Symposium materials have also been updated and the graphics displayed throughout this week will become more common to our members and identify information from CI. Meetings with various CI members have been scheduled throughout this week to begin building a base of specialists who can answer questions and assist with presenting our message.

**Item 31. Office Update** (*Attachment 31*) presented by B. Waronek, Executive Administrator

We have experienced staff changes and shifts of duties over the past year. We continue to work on improving and documenting our procedures. There have been changes with the website as we worked with a new provider for the outside shell. We continue to research and identify new processing suggestions as we begin to work on the database management portion of the website. We look forward to working with Elsevier as the workflow for PROCI continues to be reviewed. The efforts of the CI staff to stay focused, suggest improvements and work as a team to meet all of our deadlines is appreciated.

**Old Business:**

There was no old business identified for discussion.

**New Business:**

President Kohse-Höinghaus thanked the Executive Committee and Board for their support and active participation over the last 4 years.

Vice President (President-Elect) J. Driscoll thanked President Kohse-Höinghaus for her leadership and vision. There have been many innovations begun during her term including:

- New Awards (Warnatz and Tsuji)
- Term limits for Board of Directors

- Electronic Board Meetings
- ICISS program started
- New Committees (Media and Outreach and Industry Relations)
- Hiring a Communication Manager
- New Website
- Governance Policy
- New Guidelines for Nominating Committee
- Contract with Professional Conference Organizer
- Improved budget reports

Meeting was adjourned at 14:45.