



**The Combustion Institute**

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**Minutes from the Board of Directors of The Combustion Institute  
Electronic Meeting (Thirty-Ninth Meeting)  
23 March 2017**

In attendance were the following Board Members: J. Chen, M. Colket, P. Dagaut, P. de Goey, J. Driscoll, D. Dunn-Rankin, F. Egolfopoulos, T. Fujimori, O. Fujita, S. Hochgreb, I.-S. Jeung, G. Kalghatgi<sup>2</sup>, H. Kobayashi, K. Köhse-Hoinghaus<sup>1</sup>, P. Lindstedt, A. Masri, R. Mitchell, H. Pitsch, S. Pope<sup>3</sup>, F. Qi, R. Sawyer<sup>1</sup>, C. Shaddix, G. Smallwood, M. Xu

*1: Honorary Non-Voting Board Member    2: Arrived late    3: Left early*

Not attending: P. Desgroux, B. Haynes<sup>1</sup>, C.K. Law<sup>1</sup>, T. Poinsot, C. Schulz, D. Seery<sup>1</sup>, M. Smooke, C. Westbrook<sup>1</sup>

Guests: D. Mrozowski, D. Sharbaugh, B. Waronek (CI Staff)

President Driscoll called the meeting to order at 09:04 EST. There was a review of conference call practices and the 'Conflict of Interest' Policy.

**Item 1: Minutes**

Minutes from the 38<sup>th</sup> Board Meeting in Seoul, Korea, held on 31 July and 3 August 2016 during the 36<sup>th</sup> International Symposium on Combustion, were approved.

Vote: (Accept: 21, Reject: 0, Abstain: 1, Honorary Non-Voting: 2)

**Item 2: Fellows Program**

President Driscoll introduced Chair of the Fellows Committee, S. Pope, to review the Fellows Committee's report.

**2a. Program Review**

S. Pope presented to the Board the committee findings which included the proposal to begin a Fellows Program as well as some of the possible outcomes of the new program. Following the meeting in Seoul, the committee presented the initial proposal to the Section Chairs and received positive feedback. The committee has also included the following changes to the original proposal:

- Criteria for election includes a connection to The Combustion Institute;
- At the end of the first cycle, the Fellows Selection Committee shall report to the Board on the functioning of the program;
- The first class of Fellows will consist both of Automatic Initial Fellows and the first batch of elected Fellows, with no distinction being made between them;
- Section Chairs are given an important role in the nomination process;
- The first call for nominations is particularly important, and related procedures have been spelled out;

- Self-nominations will not be considered;
- Membership in a National Academy is not one of criteria for nomination or election and
- Number of Fellows will be tied to the number of non-student, active members in the CI website database.

No comments or questions were presented from the Board as most of the material presented had been reviewed and discussed at earlier meetings.

## 2b. By-Law Updates

President Driscoll presented proposed changes to the By-Laws regarding membership. The changes were made for clarity's purpose to Art. I, Sec. 1 regarding "Membership Eligibility." An additional By-Law change was made to Art. III, Sec. 7 establishing the Fellows Selection Committee as a standing committee. Art. III, Sec. 10 was added to state the purpose of the Fellows Selection Committee.

The changes to the By-Laws and the creation of the Fellows Program were approved.

Vote: (Accept: 21, Reject: 0, Abstain: 1, Honorary Non-Voting: 2)

*Note: There was discussion and agreement that the Board was voting on accepting the Fellows Program and governing document. Those Board members that will be Automatic Initial Fellows were not voting on their individual election as Fellows. As such, these individuals did not have a conflict of interest and were able to participate in the vote.*

*Additionally, changes to the By-Laws require an approval from 2/3 of all Board members, i.e. 18 members.*

## Item 3: Site Guidelines

President Driscoll moved forward with recommendations provided by the Executive and Site Committees to create Site Guidelines for the process and selection of future Symposia sites.

## 3a. New Bidding Process

President Driscoll presented a new set of guidelines suggested by the Executive Committee and the Site Committee. An updated timeline was presented with the goal of earlier deadlines for preliminary proposals. This provides the local host teams time to review comments and improve their proposal to better meet requests from the Board. Some challenges to the schedule and presentation method were mentioned and the Executive Committee will need to consider these and make decisions for the new process.

## 3b. Rotation Policy

President Driscoll presented a new policy to the Site Guidelines with the goal that the same geographic area should not be selected for 2 consecutive Symposia and that there would not be a period of more than 8 years where one geographic area would not host. The presentation defined the geographic areas of the world as well as the role the Site Committee would play in enforcing this new policy. Some discussion surrounded the definition of the geographic areas.

The rotation policy and new bidding process were approved.

Vote: (Accept: 22, Reject: 0, Abstain: 0, Honorary Non-Voting: 2)

**Item 4. CI-SS (Funding for Summer School Program)**

President Driscoll reviewed the presentation that was prepared by the Chair of the CI-SS Committee H. Kobayashi. The presentation reviewed previous schools, funding and attendance. The Finance Committee has reviewed and approved the level of funding requested through 2020. The CI-SS Committee's recommendation to continue funding the program was approved.

Vote: (Accept: 22, Reject: 0, Abstain: 0, Honorary Non-Voting: 2)

**Item 5. Membership Roadmap**

President Driscoll reviewed the presentation that was prepared by the Vice President Section Affairs H. Kobayashi, along with Secretary Sectional Affairs F. Qi. An action plan to maintain an accurate CI member list that will be guided by the Section Chairs and Administrators was reviewed by the Board. The goal of an accurate CI member list impacts some other initiatives that are important to CI.

**Item 6. Code of Ethics**

President Driscoll presented a Code of Ethics for CI that had been approved by the Executive Committee. The Code of Ethics addressed the goal of upholding the integrity and dignity of the profession by being honest, impartial and avoiding conflicts of interests that will foster a collaborative environment. Some discussion regarding the impact of the copyright implications called for further review of the Code of Ethics.

It was agreed that the Code of Ethics is to be an adjustable document and that the Executive Committee is to continue work to improve the copyright statement and review this document on an annual basis.

Vote: (Accept: 20, Reject: 1, Abstain: 1, Honorary Non-Voting: 2)

**Item 7. CI Website Update**

President Driscoll asked Executive Administrator B. Waronek to review the current status of the new CI website. B. Waronek reported a successful rollout of the website and the Account Management System (AMS) in December 2016. Phase 2 changes are being started to address some of the issues that have arisen.

**Item 8. New Business**

There was no new business.

The meeting was adjourned at 10:21.