



The Combustion Institute

5001 Baum Boulevard, Suite 644

Pittsburgh, Pennsylvania 15213-1851 USA

Ph: (412) 687-1366

Fax: (412) 687-0340

Office@CombustionInstitute.org

CombustionInstitute.org

**Minutes from the Board of Directors of The Combustion Institute Electronic Meeting (Thirty-Seventh Meeting)
23 February 2016**

In attendance were the following Board Members: M. Aldén, J. Chen, M. Colket, P. de Goeij³, P. Desgroux², J.F. Driscoll³, D. Dunn-Rankin³, F. Egolfopoulos, I.-S. Jeung, H. Kobayashi³, K. Kohse-Höinghaus, M. Kono, C.K. Law¹, P.R. Lindstedt, R.E. Mitchell, H. Pitsch³, S.B. Pope, F.Qi³, R. Ragucci, R. Sawyer¹, C. Schulz, M.D. Smooke, M.S. Wooldridge, M. Xu

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

Not attending: O. Fujita, I. Gökalp, A. Masri, G. Smallwood

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

President Kohse-Höinghaus called the meeting to order at 09:01 EST. There was a review of conference call practices and the 'Conflict of Interest' Policy. All current Board of Director members that were nominated for election to the Executive Committee were informed that they would have to leave the meeting before discussion and a vote on the slate.

Item 1: Minutes

Minutes from the 22 September 2015 teleconference were approved.

Vote: (Accept: 20, Reject: 0, Abstain: 2, Honorary Non-Voting: 2)

Item 2: Review of 36th Symposium

President Kohse-Höinghaus introduces Executive Administrator, B. Waronek, to review the current status of preparation for the 36th Symposium.

2a. MZ Website

B. Waronek goes over the current status of the website and how the CI staff is working with the website designer. A timetable for web pages that are still being prepared is given to the Board. President Kohse-Höinghaus acknowledges that R. Gavalik and MZ Congressi are working to make the website adaptable so that it can be built on for upcoming Symposia.

2b. Local Arrangements

B. Waronek mentions that the local host team has been extremely responsive to all of the needs presented by the CI staff. The monthly calls between the LHT, LPCO, PCO and Site Committee Chair have been helpful.

2c. Finances

President Kohse-Höinghaus introduces I.-S. Jeung to present the finances from the 36th Symposium Local Planning Committee. I.-S. Jeung provides details on the sponsorships received and the status of sponsorships that are still being negotiated. President Kohse-Höinghaus asks the Board of Directors to reach out to possible sponsors individually and to hand those leads to either B. Waronek or the LHT. I.-S. Jeung states that the LHT is in a good position to achieve the sponsorship required by the budget.

Comments from U. Riedel, Chair of Site Committee, had provided a memo regarding the current status of funding for the Symposium are presented to the board. He states that the main risk is a low attendance of the Symposium. President Kohse-Höinghaus asks to consider that the low registration will increase once the acceptances are sent out. U. Riedel states that the Symposium is currently on track to be financially viable, but any last second changes could disrupt that. I.-S. Jeung is asked for comment on the memo and states that the prices in Seoul are expensive but all plans are within the approved budget.

President Kohse-Höinghaus presents the complete expenses to The Combustion Institute of the Symposium. This includes expenditures that are not included in the Symposium budget such as Student Travel Support, Invited Speaker Travel Support, Medalist Awards.

2d. Industry Sessions

PCCs, A. Masri and P. Glarborg, have put together an Industries Session proposal. President Kohse-Höinghaus, on their behalf, presents the proposal which has been reviewed and approved by the Executive Committee as a pilot program. In the interest of industry outreach, President Kohse-Höinghaus endorses a waiver of registration fees and “extra events” similar to what is currently done with the “Topical Review Lecturers.”

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

Item 3: Committee Reports

President Kohse-Höinghaus introduces M. Aldén, S. Pope and P. Desgroux to present their committee reports for a vote or review.

3a. ICISS Guidelines

M. Aldén presents the new ICISS Guidelines that have been adjusted based on the experiences of the 10 successful summer schools that have had over 1,200 participants. The guidelines were written by M. Aldén and H. Kobayashi and take into account recommendations from the Summer School Committee.

The major changes:

- There will be one call for proposals with a deadline of 31 March moving forward.
- Proposing groups or institutions will be allowed to submit a proposal for a rerun of an ICISS. However there will be a time period of 3 years where priority will be given to qualified proposals from other sections/countries/groups.

Vote: (Accept: 21, Reject: 0, No Answer: 1, Honorary Non-Voting: 2)

3b. Board Nominations

S. Pope presents the findings of the Board Nominations Committee. The committee found, after an analysis of the current status of the Board, that regional and gender balance can be maintained with no election limits. The current slate of board nominees will consist of 10 members, 4 of which are from industry and 2 are female. The ballot will state and ascertain that at least 2 industry nominees will be elected. No action is required by the Board. President Kohse-Höinghaus compliments both the nominating committee as well as the high level of nominees on the ballot.

B. Waronek is asked to review the current status of the function of the election and the Combustion Institute’s relationship with Election-America. She confirms that discussions have started to review CI’s needs and be ready for the election to open on 15 June.

3c. Awards Committee

P. Desgroux presents the report on Silver medals that was prepared by the Awards Committee. The Awards Committee, based on the quality of the papers, proposes that the presentation of Silver Medals increases from 1-3 for a given Symposium. President Kohse-Höinghaus reviews the straw poll on this topic from the September 2015 Board Meeting when an initial finding was presented by the Awards Committee.

Poll: (Accept: 19, Reject: 1, Abstain: 2, Honorary Non-Voting: 0)

President Kohse-Höinghaus states that there should be more discussion regarding any additional changes to the awards in the upcoming Board Meeting in Seoul. President Kohse-Höinghaus also advises that Bernard Lewis Fellowships should not be changed for the 36th Symposium. B. Waronek is looking into suggested changes, but due to the established endowment fund for the Bernard Lewis Fellowship Endowment, the changes warrants further investigation and possible legal advice. Information will not be available for the meetings in Seoul.

Item 4. CI Website

President Kohse-Höinghaus introduces J. Driscoll to review the current technological status of the Institute. J. Driscoll explains the current state of the updates to the website and content management system. President Kohse-Höinghaus gives a brief overview of the decisions made up until this point regarding the CI website.

Item 5. Communications Plan

President Kohse-Höinghaus again introduces J. Driscoll to review the CI Communications Plan. J. Driscoll reviews the current procedures and how the Communications Manager role fits into the CI office. J. Driscoll states his approval of the current Communications Manager, R. Gavalik, as he introduces him to review the status of the Communications Plan.

R. Gavalik reviews the Communications Plan. President Kohse-Höinghaus suggest R. Gavalik should reach out to the Media and Industry Committees. Media Committee Chair M. Wooldridge and Industry Committee Chair C. Schulz are asked for how their committees could assist him. M. Wooldridge agrees to share more information with her committee and that they have already seen some materials from R. Gavalik. C. Schulz also confirms the Industry Committee's interest in his plan.

Item 6. Strategic Plan 2016-2020

President Kohse-Höinghaus introduces J. Driscoll to present his strategic plan that was produced with the assistance of the current and proposed Executive Committees, President Kohse-Höinghaus and the CI office. J. Driscoll begins by reviewing President Kohse-Höinghaus goals and initiatives as a starting point for his plan. He believes that some of the initiatives under President Kohse-Höinghaus need continual adjustment to maintain their success.

Specific points covered under J. Driscoll's plan are:

- Continue to support initiatives that benefit the scientific growth of young people and the growth of new sections
- Develop a uniform policy concerning the support of section and satellite meetings
- Expand the media impact
- Make small but steady improvements to the Symposium
- The industrial relations committee

President Kohse-Höinghaus asks for discussion before the approval of J. Driscoll's strategic plan. P. Desgroux emphasizes the importance of asking members for their ideas on the possible improvements to the Symposium and is interested in serving on a possible committee if called upon. S. Pope offers his approval of the plan and emphasizes the need for support of young people throughout their career by reviewing the Award Committee's recommendations presented in September. President Kohse-Höinghaus proposes that any further discussion of the Award Committee recommendations will be handled at the Seoul Board Meeting.

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

President Kohse-Höinghaus thanks the 5 Board members that are nominated for an Officer position for their time and requests that they disconnect from the call. To maintain confidentiality and open discussion, the recording is stopped at 10:01 EST.

Item 7. Election of Board Officers for 2016-2020

President Kohse-Höinghaus asks M. Aldén, Chair of the **Board of Director Officers Nomination Committee** to present the report. The committee presents the slate as follows:

James F. Driscoll, President

Philippe Dagaut, Vice President (President-Elect)

Hideaki Kobayashi, Vice President Section Affairs

Derek Dunn-Rankin, Treasurer

Philip de Goey, Secretary

Fei Qi, Secretary Section Affairs

Vote: (Accept: 16, Reject: 0, Abstain: 1, Honorary Non-Voting: 2)

Item 8. New Business

There was no new business.

The meeting was adjourned at 10:14.

**Minutes from the Board of Directors of The Combustion Institute Electronic Meeting (Thirty-Sixth Meeting)
22 September 2015**

In attendance were the following Board Members: M. Aldén, J. Chen, M. Colket, P. de Goey, J.F. Driscoll, D. Dunn-Rankin, F. Egolfopoulos, O. Fujita, I. Gökalp, I.-S. Jeung, H. Kobayashi, K. Kohse-Höinghaus, M. Kono, P.R. Lindstedt, A. Masri, R.E. Mitchell, H. Pitsch, S.B. Pope, F. Qi, R. Ragucci, R. Sawyer¹, C. Schulz², G. Smallwood, M.S. Wooldridge³, M. Xu

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

Not attending: P. Desgroux, M.D. Smooke

Guests: R. Gavalik, T. McGough, D. Mrozowski, D. Sharbaugh, B. Waronek (All CI Staff)

President Kohse-Höinghaus called the meeting to order at 9:04 EDT. There was a review of our conference call practices and a reminder of the 'Conflict of Interest' Policy.

Item 1: Minutes

Minutes from the 24 February 2015 teleconference were approved. Vote: (Accept: 24, Reject: 0, Honorary Non-Voting: 1)

Item 2: Governance Task Force

President Kohse-Höinghaus gave a brief introduction. The Governance Policy of the Combustion Institute was first presented at the 24 February 2015 Board meeting and has been updated following the discussion and comments received.

Secretary Mitchell reviewed the changes made to the Governance Policy from the original draft. President Kohse-Höinghaus explained that the majority of the wording changes were done to maintain consistency between the governing documents of the Institute. The Governance Committee, the Nominations Committee, the Executive Committee and the CI Office all worked and reviewed these documents to ensure homogeneity among them.

President Kohse-Höinghaus thanked all of the committees involved in the process of making the Governance Policy a reality from the original suggestion during the 34th Board Meeting in San Francisco.

There was a vote on the Governance Policy.
Vote: (Accept: 24, Reject: 0, Honorary Non-Voting: 1)

Item 3: Guidelines for Nomination Committee

President Kohse-Höinghaus introduced the new Guidelines for the Nominating Committee and briefly explained these changes were needed to have the Guidelines be adaptable to the current needs of CI and to the future direction.

Vice President (President-Elect) Driscoll reviewed the changes the Voting Task Force made to the Guidelines for the Nominating Committee. He also reviewed some additional changes that were suggested by Board Members following distribution of the draft prior to the call.

President Kohse-Höinghaus led discussion on comments and additional modifications before there was a vote approve the Guidelines for the Nominating Committee. Vote: (Accept: 24, Reject: 0, Honorary Non-Voting: 1)

Item 4. By-Law Change

President Kohse-Höinghaus introduced the proposed changes to the By-Laws. She highlighted that the proposed change is due to a clerical error that was discovered during the review of documents and their alignment with the By-Laws. With this review it was also recommended that the deleted sentence should be moved to another section of the By-Laws to provide the sentence the appropriate context.

President Kohse-Höinghaus thanked Vice President (President-Elect) Driscoll, S.B. Pope, and other Board members, for their hard work on reviewing and adjusting the documents for consistency.

There was a vote to confirm the By-Law changes. This requires an affirmative vote of two-thirds (2/3) of all regular Directors of the Institute.

Vote: (Accept: 24, Reject: 0, Honorary Non-Voting: 1)

Item 5. ICISS Committee Recommendation

President Kohse-Höinghaus introduced the ICISS Committee Report on increasing funding due to the overwhelming success of the program. Due to technical problems, Vice-President for Sectional Affairs Aldén was unable to lead the discussion. Secretary for Sectional Affairs Kobayashi stepped in to present the report. The ICISS Committee recommends that with the success during this trial phase of the program, additional funds to support more summer schools through 2017 be approved. President Kohse-Höinghaus provided additional information about the success of the program and how the funds have been used in the past.

Following discussion on additional questions, there was a vote on increasing the funding by \$150,000 USD for 3 summer schools that would have a proposal submitted prior to March 2016. Vote: (Accept: 23, Reject: 0, Abstain: 1; Honorary Non-Voting: 1)

Item 6. CI-Elsevier Award

President Kohse-Höinghaus introduced the proposed award and reviewed the process surrounding the creation and Elsevier's role. The annual award will be named the Hiroshi Tsuji Early Career Researcher Award. If approved, this award will first be presented at the 36th International Symposium on Combustion. Two changes were made to the document following initial distribution to the Board. Those changes were presented to the Board by President Kohse-Höinghaus.

S.B. Pope of the Awards Committee confirms that this award is in line with the changes that the Awards Committee advocate. He and P. de Goey, committee member, give the full support of the Awards Committee for approval of this award.

With no additional questions or comments, there is a vote to approve the Hiroshi Tsuji Early Career Research Award and the associated terms and conditions. Vote: (Accept: 24, Reject: 0, Honorary Non-Voting: 1)

Item 7. Finance Report and Budget Projection

President Kohse-Höinghaus introduced Treasurer Dunn-Rankin to provide a financial overview for the Institute. This includes a review of the 2014-2015 fiscal year and a 10 year projection. Treasurer Dunn-Rankin discussed the topics that are currently being reviewed by the Finance Committee. President Kohse-Höinghaus added remarks that provide some context for the topics under review.

There was discussion on the expenses for professional services which includes in part expenses for web, financial, legal and other matters. This is an area being watched by the EC and Finance Committee for ways to control expenses.

Item 8. New Initiatives Discussion

President Kohse-Höinghaus introduces the major initiatives that are currently being reviewed by their respective committees. These are both first readings of the reports and do not require voting. The committees' reports, and possible need for a vote, will occur at the February 2016 Board meeting. All Board members are requested to review both of these first reports and send their comments to the committees via the CI office by 20 October.

Item 8a. Awards Committee Initial Report

President Kohse-Höinghaus presented the findings of the Awards Committee Initial Report in place of Chair Desgroux. President Kohse-Höinghaus reviewed their discussions and findings. A timeline for the implication of any new awards or changes to current awards was presented.

P. de Goey and S.B. Pope, committee members, were asked to expand upon some of discussion items. P. de Goey gave additional information regarding the committee thoughts behind the initial report. S.B. Pope advocated for an expedited timeline for implication of the changes that the Awards Committee have identified, especially for a new gold medal. S.B. Pope requested a nonbinding straw poll be conducted. President Kohse-Höinghaus gave some possible options of what an expedited timeline would take to implement. A straw poll was conducted and it was agreed that the results were to be supplied to the committee along with the anonymous comments from Board members received in the CI office by 20 October.

Item 8b. Meetings Committee Initial Report

Chair Ragucci, introduced the initial report of the Meetings Committee and provided background on the thinking process and discussions from the committee members. He reviewed possible actions that could be taken by CI as well as the concerns that the members had with too much interference with Satellite and Regional Meetings related to CI.

H. Pitsch, who has organized some of the outside meetings that are being discussed, provided insight into what effect any changes CI would implement will have on outside meetings around the Symposia. With no additional comments, President Kohse-Höinghaus requests every Board member to send additional thoughts to the CI office to be anonymously sent to the committee for additional review.

Item 9. Status of 36th Symposium

President Kohse-Höinghaus reviewed the report to the Board from U. Riedel, Site Committee Chair, on the financial status of hosting the 36th International Symposium. With an increased attendance, local hosts are moving to conference centers which have a higher cost than the former university settings. An increase in registration fees must be expected by the Board and made clear to members. This is an introduction of the ideas and will be reviewed again by the Board at a later date.

There was also an unofficial report of the Women in Combustion Committee's recent meeting.

Item 10. Office Review

President Kohse-Höinghaus introduced R. Gavalik as CI's new Communications Manager. President Kohse-Höinghaus briefly reviewed the hiring process and some of the current tasks that have been assigned. R. Gavalik reviewed his background and goals for this position.

Item 11. New Business

President Kohse-Höinghaus reviewed the ongoing contract negotiations with Compuwiz and CI over the current Website/Content Management Tool. President Kohse-Höinghaus thanked Vice President (President-Elect) Driscoll for taking the lead in the negotiations.

President Kohse-Höinghaus asked if there was any additional new business. With no comments, she requested everyone to confirm their online votes and submit their comments for the Awards and Meeting Committees.

The meeting was adjourned at 10:52.

**Minutes from the Board of Directors of The Combustion Institute Electronic Meeting (Thirty-Fifth Meeting)
24 February 2015**

In attendance were the following Board Members: M. Aldén, J. Chen, M. Colket, P. de Goey, P. Desgroux, J.F. Driscoll, D. Dunn-Rankin, F. Egolfopoulos, O. Fujita, I. Gökalp, I.-S. Jeung, H. Kobayashi, K. Kohse-Höinghaus, M. Kono, C.K. Law¹, R.P. Lindstedt, R.E. Mitchell², H. Pitsch, S.B. Pope, F. Qi, R. Ragucci, R. Sawyer¹, C. Schulz, G. Smallwood, M.D. Smooke, M.S. Wooldridge³, M. Xu

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

Not attending: A. Masri

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

President Kohse-Höinghaus called the meeting to order at 9:00 EST. There was a review of our conference call practices and a reminder of the 'Conflict of Interest' Policy.

Item 1: Minutes

Minutes from the meetings on 3 and 6 August 2014, during the 35th Symposium in San Francisco, were unanimously approved with the correction, under Item 10, of the year to 2018 for the Dublin Symposium. Vote: (Accept: 24; Honorary Non-Voting: 2)

Item 2: 35th Symposium

The finances of the meeting, which included a substantial financial loss, were reviewed. The Executive Committee requested and the Local Organizing Committee (LOC) has provided recommendations for improvement. This information has been shared with the Site Committee and used to begin discussions with our intended PPCO, and to revise the guidelines to host the International Symposium on Combustion.

J. Chen and M. Wooldridge provided information on the attempts to invite media to the International Symposia and the associated pilot media and video project. Lessons learned will be used when meeting with the Seoul Local Host Team (LHT). No outside media were present at the meeting and efforts in this area need to be reviewed before 2016. The video project consisted of 4 parts: montage presented on Friday morning at the Symposium, taping of plenary lectures, interviews with 20 members and still photography. A fraction of the interviews are currently being edited for a potential posting on the website. The initial budget will cover post-production expenses for 12 videos. Feedback is encouraged from the Board on the best ways to use these videos that have different levels, i.e. of overall CI matters to specific technical content. Finding the best method to post and explain the content to general users is needed.

Following the Symposium, a survey was done concerning the pilot for the Young Researcher Mixer. The event was well received and CI was encouraged to continue this gathering early in the week. Audience, location, timing, food and beverage are items that need further discussion with the Seoul LHT.

Item 3: Financial Reports

K. Brezinsky has been appointed as Chair and S.H. Chung is now a member of the Finance Committee. After review of investment options, the Finance Committee has opened one new account. This provides diversity with our investments and the Finance Committee will monitor returns for future investment decisions. The Committee has had discussion concerning healthcare for CI staff. Chair Brezinsky and Executive Administrator Waronek will present a package to President Kohse-Höinghaus and Treasurer Dunn-Rankin for final approval. Income and expenses are on track with the expectations of the Committee.

There was a vote on the new check signing policy requiring any expenditure of \$10,000 US or more to require 2 signatures. It was noted that procedures are in place to handle this policy in a timely fashion. Vote: (Accept: 25; Honorary Non-Voting: 2)

Item 4. Committee Reports

ICISS Committee

M. Aldén, Chair of the ICISS Committee, reviewed the progress of ICISS. The first 2 programs, in Italy and Brazil, were approved by the Executive Committee in August 2014. For the 1 January 2015 deadline, five proposals were received. They are being reviewed and additional information will be requested from the organizers before being recommended for approval. With this high level of interest, the original budget of \$250,000 US will not have sufficient funds for the next proposal deadline of 1 June.

It was noted that the ICISS Guidelines are open for discussion and changes, i.e. establishing schools in various continents. As the current proposals and approved schools cover North and South America, Europe and India, there is a global perspective. Diversity in topics should be looked into for the future. The Committee is open to further suggestions to improve the Guidelines. There was a vote on the proposal to extend ICISS funding by a maximum of \$150,000 US for the three year period through 1 June 2017.

Vote: (Accept 24; No Vote 1; Honorary Non-Voting: 2)

Publication Committee

A new contract has been signed for both *Combustion and Flame* and *The Proceedings of the Combustion Institute* which ensures long-term stability for the Institute and competitive conditions for our community. Elsevier will also fund a young researcher award and additional information will be presented at the next meeting for your approval. We appreciate the efforts of B. Haynes and K. Eve, Elsevier, in negotiating this agreement.

Governance Policy Committee

R. Mitchell presented the first draft from the committee comprised of M. de Joannon, B. Haynes and P. Westmoreland. The committee reviewed our current practices and is suggesting a governance policy, using established groups to oversee the policy. These groups are the Executive Committee, Secretary, Executive Administrator and the Nominating Committee. The policy identifies the specific responsibilities of each group.

The Board needs to review this document in detail and compare it to the current By-Laws. S. Pope suggests the details for the Nominating Committee also be reviewed against the Nomination Committee Guidelines. Feedback should be provided to the Executive Administrator so a revised document can be prepared and sent for further discussion.

Board of Directors – Election Preview

While gathering information to prepare for the elections in 2016 and 2018, some challenges have been identified. The 2018 election will have a significant number of members retiring and the majority of them will be from North America. The Nominations Committee needs to be aware of these challenges and look beyond the 'current' election as they select a slate of candidates. In agreement with earlier Board decisions, industry participation should be considered and potentially, increased. Procedures to achieve this goal should be devised and a respective amendment to the Nomination Guidelines might be needed. The Nomination Policy Committee will be re-activated to discuss and present a recommendation on this item.

Site Committee

U. Riedel, Chair of the Site Committee, has provided guidelines for future bids to host a symposium. These have been reviewed by section chairs, previous hosts and program co-chairs with no negative comments. All groups which have expressed interest in hosting for 2020 have received this information so they are not surprised with the changes that are being suggested. These guidelines will provide more structure to the process of submitting a bid. The Executive Committee has reviewed and recommends support of this new guideline.

Additional discussion items included conflict of interest and sponsorship of the symposia by individual

research groups and universities. These will be reviewed further before the site visit for the 36th Symposium.

There was a vote to accept the Site Committee's guidelines to host the International Symposium on Combustion.

Vote: (Accept 24; No Vote 1; Honorary Non-Voting: 2)

Note: The approved guidelines have been posted on the CI website.

Item 5. PPCO Status

Discussions on an agreement between CI and our intended PPCO have been underway. An agreement, covering the 2016 and 2018 symposia, should be ready for signatures by the end of February. When completed, discussion on an agreement for future symposia will begin. Special thanks to Uwe Riedel for his negotiation of this agreement. The local hosts from both Seoul and Dublin have been consulted and the agreement will provide flexibility for their local PCO.

Item 6. New Initiatives

Vice President/President-Elect J. Driscoll advised that discussion has continued since the August 2014 meeting. The suggestions received from the sub-committees have been reviewed. Working with D. Dunn-Rankin, Treasurer, and the Executive Committee, the initiatives have been ranked in order of importance and their ability to be implemented. Before requesting approval, committees will need to be appointed to research these initiatives. The development will continue to be reviewed by the Board until a plan is ready for a vote of support. It is the expectation that a vote on these items will be taken at the meeting in 2016 in Seoul at the latest.

Item 7. Office Review

The office is running smoothly with the addition of D. Sharbaugh as our new Administrative Assistant. Discussion continues on the media employee search.

Item 8. New Business

There was no additional New Business.

President Kohse-Höinghaus thanked everyone for their time and participation. The meeting was adjourned at 10:41 EST.

**Minutes from the Thirty-Fourth Meeting of the Board of Directors of The Combustion Institute at the 35th Symposium in San Francisco, CA, USA
3 August 2014**

In attendance were the following Board Members: M. Aldén, J. Chen, M. Colket, P. Dagaut, P. de Goey, J.F. Driscoll, D. Dunn-Rankin, P. Glarborg, I. Gökalp, B.S. Haynes¹, I.-S. Jeung, H. Kobayashi, K. Kohse-Höinghaus, C.K. Law¹, R.E. Mitchell², P. Nelson², S.B. Pope, F. Qi, R. Ragucci, R. Sawyer¹, C. Schulz, G. Smallwood, M.D. Smooke, C.K. Westbrook¹, P.R. Westmoreland, M.S. Wooldridge, Q. Yao

1: *Honorary Non-Voting Board Member*

2: *Arrived late*

Not attending: M. Kono, R.P. Lindstedt, N. Smirnov

Guests joining for various portions of the meeting: K. Eve (Elsevier), W. Jones (Imperial College), U. Riedel (Site Committee Chair), K. Rogerson (MZ Congressi), J. Simmie (National University of Ireland, Galway), B. Waronek (CI Exec. Administrator), Y. Yoon (Seoul National University), A. Yozgatligil (Middle East Technical University)

President Kohse-Höinghaus called the meeting to order at 10:45 and requested brief introductions around the table from everyone.

Item 1: Minutes

Minutes from 25 March 2014 teleconference were unanimously approved.

Item 2: Agenda

The agenda, with the addition of a discussion on ancillary meetings, was adopted.

Item 3: Approval of Reports (Copies attached)

All reports were accepted with the following discussion and comments.

C. Bernard Lewis Fellowships: With an increasing number of worthy candidates being nominated, it can be difficult to distinguish the top 5 candidates. The Board unanimously agreed that the language in the instructions to the committee should be updated to reflect a fluid boundary and read, 'in the neighborhood of 5 awardees.

E. Gold Medals: During the process, the Nomination Committee requested clarification on the possibility of nominating a current member of the Executive Committee for an award. They were advised to refrain from this practice. Discussion from the Board confirms that current members of the Executive Committee should not be considered as nominees for the Gold Medals. This information will be added to the call for nominees for 2016.

J. The Proceedings: The current contract expires in 2015 and Brian Haynes has begun discussions with Elsevier on a contract. Items being discussed include:

- Need for additional pages
- Need for bound copies versus print on demand
- Improving processes

L. Nominations: This was the first use of our new guidelines and electronic voting. There was participation from members in most sections. While the process worked, we need to continue working to improve in the following areas:

- Solicitation of nominations from Section Chairs and the general membership
- Diversity of nominations and the final slate
- Review of the final slate to determine composition of the Board of Directors following the election and ensuring accurate representation per the By-Laws
- Earlier start in the process
- Section Chairs need to be advised of nominees status for the final slate
- General membership needs to be aware of AND engaged in the process
- Nominee packages needs to be consistent for posting

NEW ITEM: ANCILLARY MEETINGS

Historically there have been several ancillary meetings scheduled around the Symposium. While held prior to the start, or following the conclusion of the Symposium, there have not been concerns. During planning

discussions, it came to CI's attention that there was a meeting planned during the week. The Executive Committee requested that this meeting be rescheduled for a different time and removed from the Symposium website listing.

The Board of Directors agrees that ancillary meetings are important but that they should not be held during the Symposia or during social events connected with the Symposia. Negotiations, contacts and finances for these meetings should be separate from CI activities.

Site Committee

U. Riedel, Chair of the Site Committee, reviewed the decision for a pilot project to hire a PCO for organizing Symposia. He introduced K. Rogerson of MZ Congressi, the PCO that has been engaged for this pilot. She provided information on the PCO and assured everyone that they will work with the local hosts to determine the level of their involvement for 2016. It is agreed that they will be responsible for the Symposium website moving forward.

Item 4. Site Selection Report 36th Symposium

Prof. Y. Yoon advised that the Korean local host committee is on schedule with their plans for the 36th Symposium. The COEX location does provide space to handle 8 parallel sessions and over 150 posters per day. Hotel fees for internet and food will be reviewed. Locations for the banquet and excursion are still being considered. While several sponsors are secured, the section continues to identify and contact additional sponsors.

The organizers will be interested to learn of additional needs as the Media Outreach and Industry Relations Committee present information and suggestions following the 35th Symposium.

Item 5. Site Selection Proposals for 37th Symposium

Three presentations were presented for consideration.

London: Traditional setting on campus of Imperial College presented by W. Jones

Dublin: National Convention Centre as the venue presented by J. Simmie

Ankara: Middle East Technical University which is on campus with a convention center presented by A. Yozgatligil

All presentations had been reviewed by the Site Committee and meet the needs of the increasing participation.

Item 6. Treasurer/Finance Committee

D. Dunn-Rankin, Treasurer, advised that the financial review has been received and CI is in compliance with general accounting guidelines. With respect to our current financial holdings, CI is at a turning point. The Finance Committee recommends that new initiatives be identified for funding with a desired net income of -\$330,000 for the next 6 years.

Item 7. New Initiatives

Vice President/President-Elect J. Driscoll advised that discussion has continued on spending down the investments of CI, while providing services that offer lasting value to the international membership. The suggestions continue to need additional research. The following topics were identified as possible initiatives:

- Young people; Humboldt model of CI postdocs; Summer Schools
- Support for general membership
- Investment of gateways, cyber infrastructure
- Satellite meetings and their support
- Outreach
- Personnel for supporting initiatives
- Awards: one large award for a known individual or smaller awards for individuals earlier in their careers
- New suggestions

Board members agreed to serve on these topic committees and will prepare information containing details on implementation, necessary procedures to begin, estimated cost and support needed in terms of

volunteers and staff to sustain the suggestion. Initial reports will be reviewed by the Executive Committee and details will be discussed during the next Board meeting.

Item 8. Industry Relations

Committee Chair, C. Schulz, presented details of the committee discussions. Suggestions for increasing industry participation at the Symposium include:

- ~20% of invited speakers are from industry
- ~20% of session chairs are from industry
- Facilitate access of industry participation in the program with panel discussions

In addition, the committee also suggests targeting a goal of ~20% of Board of Directors to be from industry. An Industry-Academia Communication Panel (IAC-Panel) has been established and will have their first meeting during the Symposium.

During discussion on the best way to move forward, the decision was made to table a decision until the Wednesday session. It was agreed that all interested members would meet and prepare a motion for discussion and a vote during the next session.

Item 9. Media Outreach Committee

M. Wooldridge provided information on several pilot projects in this area. For the first time, a media guide was prepared and distributed highlighting the invited plenaries and points of contact on various topics. In addition, interviews are scheduled to highlight several combustion topics as well as with several Board members. These video interviews will be prepared for use on the CI website. The Hottel and plenary lectures will also be taped and made available on the website.

Plans are still in process for the hiring of a new staff member to work in this area. It is important that CI begin to have a web presence. Increasing the impact of the CI account on LinkedIn is important and more consideration will be given to creating a Facebook page following information from the pilot with this meeting.

Meeting adjourned at 17:30 for everyone to attend the Welcome Reception and to reconvene on Wednesday, August 6, 2014.

Wednesday, 6 August 2014

San Francisco, CA, USA

In attendance were the following Board Members: M. Aldén, J. Chen, M. Colket, P. Dagaut, J.F. Driscoll, D. Dunn-Rankin, P. Glarborg, I. Gökalp, B.S. Haynes¹, I.-S. Jeung, H. Kobayashi, K. Kohse-Höinghaus, C.K. Law¹, R.P. Lindstedt, R.E. Mitchell, P. Nelson, S.B. Pope, F. Qi, R. Ragucci, R. Sawyer¹, C. Schulz, G. Smallwood, M.D. Smooke, C.K. Westbrook¹, P.R. Westmoreland, Q. Yao

1: Honorary Non-Voting Board Member

Not attending: P. de Goey, M. Kono, N. Smirnov, M.S. Wooldridge

Guests joining the meeting: P. Desgroux², F. Egolfopoulos², O. Fujita², A. Masri², H. Pitsch², B. Waronek (CI Exec. Administrator), M. Xu²

2: Newly Elected Board Members without Voting Rights at this meeting

President Kohse-Höinghaus opened the meeting at 12:30 with a welcome to the newly elected members that will begin their term of service at the conclusion of the Symposium. There was a brief introduction around the table so everyone was acquainted.

Item 10. Discussion and Vote on 37th Symposium

Discussion centered on the needs of the Symposia and CI members moving forward. As participation continues to grow, the setting of a conference center provides the best options. While there are some increased costs with conference centers, they are prepared to handle the attendance and space requirements. The traditional university campus meeting becomes more difficult as hosts need to find larger rooms for the plenaries and multiple session rooms for presentations. These are often in different

buildings and makes participation in more than one session difficult. Consideration of travel to the location is also a factor. The Site Committee is charged with reviewing the proposals and providing their recommendation to the Board. Their review must also be considered as a decision is made.

The Board was unanimous in the selection of Dublin, Ireland as the host for the 37th Symposium in 2018.

Item 11. Office Update

Executive Administrator, B. Waronek, provided information on the recent office changes. With the addition of new staff a relocation of the office was required. Arrangements were made to move down the hall in the same building. We expanded from 1,000 to 2,500 square feet of space and the rent increased by 33%. The new suite provides for our current needs, the addition of a media employee and there is still room for expansion if needed.

Item 12. Old Business

Continuing discussion on the Industry Relations Committee:

Suggestions for the 36th Symposium need to be prepared and shared with the next Program Co-Chairs (PCC). This information will be reviewed during the Publication Meeting in October 2014. The PCC will then be able to identify industry members for various roles of participation and service. They will also be able to consider the suggestion of a 9th parallel session along with the impact of this on *The Proceedings of The Combustion Institute*.

Discussion on the participation of industry on the Board continued from Sunday. It was agreed that a statement concerning this could be added to the Nomination Guidelines. S.B. Pope was given unanimous approval to provide wording for the guidelines that included the goal of 20% participation.

Amendment to Section 7, b, iv of the Nomination Guidelines now reads:

Has members from both academia and industry, with the long-term goal of achieving at least 20% industrial participation

Item 13. New Business

The CI audit firm, Love, Scherle and Bauer, (LSB) has made a request to have wording in the By-Laws changed. Article III, Section 9 refers to an annual financial audit. LSB has advised that they provide an annual financial review and not an audit. To be correct, they suggest the By-Laws be changed and the term financial review be used. This item was brought to the attention of the Executive Committee in June. While in agreement to accept this wording change the decision was made to contact P. Westmoreland, former Chair of the By-Law Revision Committee for guidance in moving forward. Westmoreland advised that the By-Laws provided the Executive Committee with the authority to make this type of change. With a scheduled meeting just 2 months away, it was suggested that the matter be shared with the entire Board for a vote. There was a vote of 21 - 0 with 1 abstention to accept this change.

Following the conversations with P. Westmoreland on the By-Law revisions, he presented the Executive Committee with thoughts on establishing a Governance Committee. President Kohse-Höinghaus has requested Secretary R. Mitchell to be the Chair of a committee to review and prepare guidelines. Suggestions for committee members include but are not limited to the following due to their service on the By-Law Revision Committee and knowledge of the CI history M. de Joannon, B. Haynes, and P. Westmoreland. A report should be presented to the Executive Committee by the end of 2014 and ready for distribution to the Board before their 2015 meeting.

With no additional New Business, President Kohse-Höinghaus thanked everyone for their time and participation. The retiring Board members, P. Dagaut, P. Glarborg, P. Nelson, N. Smirnov, P. Westmoreland and Q. Yao were thanked for their time and service over the past years. Their continued participation to CI is also appreciated.

The meeting was adjourned at 14:00.

Minutes from the Board of Directors of The Combustion Institute Electronic Meeting

Tuesday, March 25 2014

In attendance were the following Board Members: M. Aldén, J.H. Chen, M.B. Colket, P. Dagaut, P. de Goey, J.F. Driscoll, D. Dunn-Rankin, P. Glarborg, I. Gökalp, I.-S. Jeung, H. Kobayashi, K. Kohse-Höinghaus, M. Kono, C.K. Law*, R.P. Lindstedt, R.E. Mitchell, P.F. Nelson, S.B. Pope, F. Qi, R. Ragucci, R.F. Sawyer*, C. Schulz, D. Seery*, G. Smallwood, N. Smirnov, Smooke, P.R. Westmoreland, M.S. Wooldridge, Q. Yao

Not Attending: B. Haynes*, C. Westbrook*

Invited Guests: K. Kurtz, T. McGough, D. Skreppen, B. Waronek (all CI office staff)

**Honorary Non-Voting Board Member*

President Kohse-Höinghaus called the third electronic meeting of the Board of Directors to order at 9:02 EDST. She thanked everyone for making time in their schedules for this important call. She also recognized C. Schulz for receiving the Leibniz award in Germany.

Item 1: Minutes

Minutes from the second teleconference meeting on 15 October 2013 were reviewed and unanimously approved. These minutes are posted on the Combustion Institute website.

Item 2: PROCI Future Needs

Program planning week was just concluded. The Program Co-Chairs, Thierry Poinot and Suk Ho Chung, President Kohse-Höinghaus and Executive Administrator Barb Waronek met in Toulouse. Decisions will be announced to all authors by the end of the week. The Editors and Associate Editors will now begin their publication decisions.

The high number of submissions in December renewed discussions on how many papers could be accepted for presentation and/or publication. Calculations, using the same percentage rate as in previous years, were used to consider the possibilities. These numbers were brought to the attention of the Executive Committee. It was agreed by the Program Co-Chairs, Editors and the Executive Committee that quality must be the acceptance standard and not a percentage rate or target number of papers. They approved contacting Elsevier and discussing the possible need of additional pages for Volume 35. Elsevier has offered an arrangement, similar to the *Combustion and Flame* agreement, to add a third volume for 2014.

There were 434 papers accepted for presentation. This is an increase and will necessitate additional pages for *The Proceedings of the Combustion Institute*. There will be a vote later in the meeting to accept the Executive Committee's approval to spend up to \$100,000 to cover this expense.

Item 3: Media/ Outreach Committee Report

Margaret Wooldridge, Chair of the Committee, presented the request for a newsletter to be added as an outreach component. (This request is also supported by the Industry Relations Committee.)

The two committees have worked together to identify the needs and are requesting that an additional staff position be added to work on this project. The Executive Committee has reviewed this proposal and recommends support.

The committee recommended CI have a presence on Facebook, which allows members to elect receiving information and participating in discussions. This should generate additional and more productive interactions. LinkedIn should also be used moving forward and this needs to be researched by the new staff member. Refreshing the website, including a brand identity is suggested. The brand identity should also be used at the various meetings including the Symposium. The collection of videos, during the Symposium, for use on website has been requested.

As technology changes, the needs of CI continue to evolve. The committee encouraged the Board to

establish a standing committee on media and outreach and to provide support for a local media and outreach committee for every Symposium.

President Kohse-Höinghaus expressed thanks for the efforts of these committees in putting this information together. These suggestions continue to improve communication with our international members and make the processes and decisions more transparent. Those Board members who have experience with other technology and media tools, are encouraged to contact Margaret with their experience and suggestions. We also need to be aware that some options, i.e. Facebook, are not available everywhere.

Item 4: ICISS Guidelines

Vice President Section Affairs, Marcus Aldén presented the guidelines for future ICISS, which are available on the CI website. These programs are to be joint initiatives between a local host and CI. There are excellent role models that have been followed. While the guidelines request the local host to share some cost, there is no set percentage. CI should be listed as a co-sponsor in these events. We need to be aware of the sustainability and review these guidelines going forward.

Item 5: Site Committee

Executive Administrator Waronek provided a summary of the Site Committee's proposal to hire a Professional Conference Organizer (PCO) to assist with Symposium plans in the future. Currently, the process is re-invented every 2 years by each local host team. This requires many hours of their time, as well as time from the CI office, to provide information and guidance. The local hosts hire a local planner to provide the expertise to make the event successful, but each planner needs to be trained on our schedule and needs.

MZ Congressi (MZC) has been identified as an international conference planner with the experience and capability to meet our needs and work with our local hosts. They acknowledge that their participation in each meeting will require coordination with the local hosts. MZC is there to provide support as needed with the local hosts making final decisions on venue selections. MZC will also be able to provide a website with a consistent look for Symposium registration and information.

Starting with a pilot, especially the website, in 2016 is recommended by the Site Committee. These initial charges are suggested to be paid by CI, not added to Symposium registration fees. From review of budgets, MZC Congressi fees would be ~30-40 Euros for handling all aspects of the Symposium planning.

Discussion: We have been passing along costs from local planners, so changing to one consistent PCO might not change expenses. It will provide some needed assistance and continuity to the local organizers. The local hosts will have the ability to use local planners to identify hotels, venues, etc. during this pilot. Use of the CI website will also be examined.

Further discussion is needed on the interaction with a PCO, on the possible way of maintaining the local flavor of each Symposium for the future and on other measures to support and ease the local organizers work.

Item 6: Financial Report

Derek Dunn-Rankin, Treasurer, provided information on the financial status of CI. Most of the income is generated from our publications and investments while the expenses are for the office and support. Discussion for today's meeting is to focus on initiatives and activities that better balance our objectives. The Finance Committee evaluates the investments on a regular basis and makes certain they are divided in a reasonable way. Currently, there is an investment of approximately \$1.5 million to be held as an operational reserve.

Vice President/President-Elect Jim Driscoll shared a summary of suggestions for using some of the CI funds. It is estimated that \$2 million is available to be used in support of other programs and needs within CI. The following items have been suggested as possibilities:

- Increase CI staff by 1-2 people (Administrative and Media and Outreach)
- Pay part of the Symposium registration fees

- Hire PCO
- Media and Outreach including ICISS, website and publicity
- Young Researcher Fellows
- Expanding to a third volume for *The Proceedings of The Combustion Institute* in 2015

At the August meeting we will need to devote time and discussion on finances before voting on items. With a good financial status, there is reason to move forward with some of these suggestions.

At this time, the Executive Committee recommends support of the following. Meeting the Needs of Members:

- ✓ PCO pilot to begin with 2016 at CI expense
- ✓ PROCI expanding to a third volume if quality necessitates
- ✓ Adding a new administrative position in the CI office

New Initiatives

- ✓ ICISS support of \$250,000 over 3 years for approximately 5 events
- ✓ Media and Outreach Position in the CI office
- ✓ Work-in-Progress Poster support for student presenters
- ✓ Media efforts for the 35th Symposium organized by the local hosts

Vote: (Accept: 23; Reject: 1; Abstain: 0; No Answer: 2; Honorary Non-Voting: 3)

Item 7: Industry Relations Committee

Committee Chair Christof Schulz provided an update on their activities. They worked with the Media Outreach Committee and support the addition of a staff member to work on a newsletter. The committee provided suggestions for Program Co-Chairs and Board of Director nominees for the future. Several 'Industry Champions' have been identified and it is now recommended that these members become the Industry Academia Communications Panel to assist with communication and ideas. Additional nominees are welcome as a diverse panel of approximately 15 members, is identified for discussion. This panel will be invited to join for a lunch meeting during the Symposium to begin sharing ideas and explore further actions. The committee is currently writing expectations for the members of the panel and an agenda for the August meeting. The panel will be sub-divided to work on different areas/topics that are identified. It is suggested that guidelines be developed for involving industry in the Symposia in the future as invited speakers and as session chairs to provide more interaction. Having industry members as members of the Board of Directors is also recommended. Most important is communicating accepted initiatives to the membership to encourage participation.

Item 8: Voter Registration

Reggie Mitchell presented the Teller Committee report. After review, they recommend the Droop-Cincinnati method of STV voting be used for CI elections. Currently ~1900 voters are registered and others are encouraged to register before the final deadline.

Item 9: 35th Symposium

Reggie provided an update on planning and media. Jackie Chen has put together 4 committees that are working on: Social media responsibilities; Press releases; Video Committee and On-Site Media Liaison. External and internal video needs are being identified as well as appropriate individuals who could be interviewed. This initiative will be targeted to the local committee as an initial effort and the need to provide ease of accessibility for all participants after the event.

The interviewees will be requested to keep their comments targeted to a global audience. Margaret Wooldridge has been involved with some planning so this initiative can meet some of the needs of the Media Outreach Committee. Social media outreach is also being piloted to educate members on using Facebook and Twitter for the future.

Next meeting will be on Sunday, 3 August in San Francisco! Meeting adjourned at 10:57 EDST.

**Minutes from the Board of Directors Electronic Meeting Thirty-Second Meeting
Tuesday, October 15 2013**

In attendance were the following Board Members: M. Aldén, J.H. Chen, M.B. Colket, P. Dagaut, J.F. Driscoll, D. Dunn-Rankin, I. Gökalp, I.-S. Jeung, H. Kobayashi, K. Kohse-Höinghaus, M. Kono, R.E. Mitchell, P.F. Nelson, S.B. Pope, F. Qi, R. Ragucci, R.F. Sawyer, C. Schulz, G. Smallwood, N. Smirnov, P.R. Westmoreland, M.S. Wooldridge, Q. Yao

Board Members Not Present: P. de Goey, P. Glarborg, B.S. Haynes, C.K. Law, R.P. Lindstedt, D. Seery, M.D. Smooke, C.K. Westbrook

Invited Guests: K. Kurtz, G. Mitchell, B. Waronek (all CI office staff)

President Kohse-Höinghaus called the second electronic meeting of the Board of Directors to order at 9:02 EDST. She thanked everyone for making time in their schedules for this important call and explained the process for participating in the discussion. She also advised of the recent passing of former President Hartwell (Cal) Calcote during the previous week. A moment of silence was observed.

Item 1: Minutes

Minutes from the first teleconference meeting on 19 February 2013 were reviewed and unanimously approved. These minutes are posted on the Combustion Institute website.

Item 2: Nomination Policy Guidelines and By-Law Revisions

President Kohse-Höinghaus discussed the need for a 2/3 vote of Board of Directors to pass By-Law revisions. Board members present were polled to accept a final vote tally among all Board of Directors by email following the teleconference.

Discussion: There were no questions and a unanimous vote to accept their votes, if received within 48 hours, on the final tally. (Accept: 19) Approval generates a higher vote count throughout the remainder of the minutes. Steve Pope, Chair of the Nomination Policy Committee presented the work of the committee. Their first step was to review the current process for preparing a slate and the motivation for change. It was acknowledged that the details being presented to the Board are not exact at this time. There is still discussion on the process, electronic or paper, to be used for the 2014 election. Input from the Section Chairs is being gathered and a decision will need to be made in January 2014 on the process. This is before the next Board of Director teleconference. There was discussion on empowering the Executive Committee to make this decision after receiving email input from all Board members.

Discussion: There were no questions and the Board approved the Executive Committee to move forward as needed with a decision. (Accept: 21; Reject: 1; No Answer: 3) Chair Pope presented the Guidelines prepared by the committee. (See attached report.) Highlights include: Objective to provide future leadership from a diverse, high-quality membership and to be as transparent and democratic as possible. Nominating Committee will now be composed of Board and non-Board members. No member should serve more than 2 consecutive terms. Slate will have 2 candidates for every open position. Committee will need to pay attention to diversity, geographic representation and qualities of candidates. Election will use a single transferable vote (STV) process for its advantage to better represent minority opinions.

Acceptance of this process requires changes to By-Laws in two areas.

Art. III, Sec. 2 New wording to allow for either paper or electronic vote. Language is vague so CI is able to move forward with either decision for paper or electronic vote in 2014.

Art. III, Sec. 6 Nomination and Election procedure is governed by guidelines approved by Board of Directors. Again, this is vague to allow for an electronic or paper vote.

President Kohse- Höinghaus thanked committee for their work on addressing all issues and finding a model for the future which will engage the membership. She also advised that there has been some discussion within the Executive Committee to identify candidates to serve on both the Nominating and Teller Committees.

Discussion: Opinion poll indicated there were no major concerns and there was a call to move ahead with a vote. The Board members voted unanimously to accept The Nomination Policy Guidelines and required By-Law changes. (Accept: 24)

Item 3: Croatia Proposal

Vice President Section Affairs, Marcus Aldén, presented the request from the Croatia Section to become a regional section to be known as Adria Section. This is the first proposal since the 1990's to create a regional section. Guidelines for establishing a regional section were prepared and reviewed by Executive Committee. This will help to ensure participation and representation within a section of all regions represented. (Guidelines attached.) There was additional discussion with the Croatian Section on revisions needed from their first submission. Questions were addressed and all required documentation has been received. The recommendation is to approve this change.

Discussion: There was a request that section By-Laws should clearly state that they are bound by the CI By-Laws. This can be added to Article 1 of the Adria By-Laws – honors By-Laws of CI. This request will be made when the Section Chair is informed that the proposal has been approved. The Board voted to accept the proposal presented by the Croatia Section to join together with Bosnia and Herzegovina and the Republic of Macedonia to become a regional section to be known as the Adria Section. (Accept: 22; Reject: 1; No Answer: 2)

Item 4: Finance Update and Budget Proposal

President Kohse-Höinghaus noted that in the recent past, there has been no agenda item on budget and financial status presented to Board of Directors. She expressed her appreciation to the Finance Committee for their work in providing new report formats. Treasurer Derek Dunn-Rankin explained that CI's income is driven by the journals, Combustion and Flame and The Proceedings. CI is financially secure at this time and appropriate vehicles for spending the income needs to be determined. The Executive Committee has just appointed a new committee, under the guidance of Vice President/President-Elect, Jim Driscoll, to examine proposals that will provide assistance to CI members and the combustion community. Suggestions and ideas should be sent to VP Driscoll and Treasurer Dunn-Rankin. Initial suggestions include lowering symposium costs and exploring young researcher collaboration initiatives. All are encouraged to interact with VP Driscoll by the end of October with suggestions and thoughts on procedures for working with these funds.

Item 5: Committee Reports

Industry Relations Committee: Christof Schulz, Chair, presented the thoughts from the committee as they look to engage industry personnel in the activities of CI. They have examined current practices, analyzed potential deficiencies and discussed strategies. Their recommendations include a newsletter/brochure; possible plenary speakers; identifying Champions to coordinate meetings and define long-term perspectives and priorities; working with other organizations and having links on the CI website. They are suggesting a group of 10-15 Champions to meet online and in person in San Francisco to continue discussion. The support of the Board of Directors and Section Chairs in suggesting these Champions would be appreciated. Media/Outreach Committee: Chair Margaret Wooldridge reported on the near term and the short-term horizon goals comprised from discussion with the committee members. Committee members also request updates to the CI website in several areas. Most importantly the navigation areas and interaction of members within the website need improvement. The needs of the younger members need to be taken into consideration as design changes are suggested. They request participation from the Board of Directors as a discussion forum opens on CI website. It is noted that there is overlap with some items between the Industry Relations and Media/Outreach Committees. These are areas where CI needs to

concentrate efforts. It is requested that these two committees interact together on these items and provide suggestions. A key area of discussion is on determining the needs within the office for additional staff or consultants.

Discussion: The initial efforts of these committees is appreciated and the Board is interested in seeing more detailed plans for their next meeting. The poll showed approval to follow-up with the suggestions made by both the Industry Relations and Outreach/Media Committees. (Accept: 22; Abstain: 1; No Answer: 1)

35th Symposium: Reggie Mitchell, member of the local host committee, presented a progress report. The local committee, under the direction of Chris Shaddix and Jackie Chen, is meeting every Monday. Contracts are in place for most events and with the various hotels. There will be some changes to the regular schedule due to venue availability. Budget is still under discussion as they work to make fees affordable. Uwe Riedel has been reviewing the budget and providing input. Sponsors will be important and any possible contacts from the Board of Directors are appreciated. Please contact Chris Shaddix with any leads. It is in CI's best interest to have continuing sponsors for every Symposia, not just for one location. CI Pilot Summer School: Marcus Aldén provided an overview of the pilot program held in Lund. The expectation was for 100 students with a total of 180 applications received. With additional support from Lund and CI, approval was given to increase the support for 130 students, the maximum allowed in the space available. Geographic representation was good and the interaction between students was an important part of the week. Reviews from students were excellent in response to the program. Student discussion during the week points to the need to continue these efforts and have them in geographic areas that are open to travel from many countries. The Mediterranean area has been suggested as a location. Discussion was started during the Mediterranean meeting to see if there would be interest for a local host.

Discussion: The Board thanked Marcus for his initiative in organizing this successful pilot program. The poll showed approval to explore implementation of a series of CI Summer School programs and encourage other organizations to provide financial support. (Accept: 22; No Answer: 2)

Meeting adjourned at 11:07 EDST.

Minutes from the Board of Directors Electronic Meeting First Electronic Meeting with a WebEx Conference Call Thirty-First Meeting Tuesday, February 19, 2013

In attendance were the following Board Members: M. Aldén, J.H. Chen, M.B. Colket, P. Dagaut, J.F. Driscoll, D. Dunn-Rankin, P. Glarborg, I. Gökalp, B.S. Haynes, I.-S. Jeung, H. Kobayashi, K. Kohse-Höinghaus, R.P. Lindstedt, R.E. Mitchell, P.F. Nelson, S.B. Pope, F. Qi, R. Ragucci, R.F. Sawyer, D. Seery, C. Schulz, G. Smallwood, N. Smirnov, M.D. Smooke, P.R. Westmoreland, M.S. Wooldridge

Board Members Not Present: P. de Goey, M. Kono, Q. Yao

Invited Guests: K. Kurtz, G. Mitchell, B. Waronek (all CI office staff)

President Kohse-Höinghaus called the first electronic meeting of the Board of Directors to order at 9:08 EST. She thanked everyone for making time in their schedules for this important call and acknowledged that the timing for this international gathering was not ideal for all participants. Also, she expressed her gratitude to the By-Laws Revision Committee (BRC) under the direction of P. Westmoreland and to R. Mitchell for overseeing the revision process; she also acknowledged the contributions by other Board Members, by several Sections, and by the Nomination Policy Committee directed by S.B. Pope.

Item 1: Minutes

Minutes from the meetings in Warsaw, Poland, during the 34th Symposium were reviewed and unanimously approved. These minutes will be the first set to be posted on the Combustion Institute website. Posting will be completed by 1 March 2013 and the minutes will also be sent to all Section Chairs for distribution to their members.

Item 2: By-Law Revisions

R. Mitchell, the Executive Committee representative on the BRC, presented the background as well as the intended revisions. He asked that the BRC should be recognized for their work on reviewing and preparing the revisions. The committee members were: Phil Westmoreland, Chair, Frank Behrendt, Med Colket, Mara de Joannon, Peter Lindstedt, Reggie Mitchell, Steven Shy, and Mitch Smooke.

Background: During the 33rd Symposium, the initial committee was formed and charged with updating the content and form. Items of concern were term lengths and limits of Board members, inclusion of Proceedings of the Combustion Institute, and updating some Articles to reflect current practices. From 2010-11, BRC members reviewed the current By-Laws and discussed revisions. In August 2011, proposed revisions were submitted to the Executive Committee for review. The BRC developed a new draft after these comments and a legal review. In August 2012, proposed revisions were presented at the Board of Directors meeting. The BRC used this discussion to complete a new draft. Additional discussion with the Executive Committee and a legal review was completed in December 2012. The Executive Committee sent the draft to Section Chairs for feedback. Comments were reviewed and responses shared as the draft By-Laws were sent to the Board of Directors for comments. These comments and responses were shared with the Board in preparation for this meeting. R. Mitchell introduced all intended changes step by step with the aid of a presentation that was shared on the screen. The summaries indicated in the following of the major intended changes in each Article are drawn from this presentation. After each step (typically per Article), he asked for a general discussion. An opinion poll was then conducted to see where additional discussion might be needed.

Bylaw Revisions

A. Certificate of Incorporation will continue to serve as the Constitution for the Combustion Institute.

Proposed revisions: The By-Laws now open with a Preamble that states our purpose and emphasizes openness as one of our key policies.

Discussion: No questions, and opinion poll responses indicated no major concerns (Accept: 23) [The 5 Attendees without voting privileges, i.e. Past Presidents and CI staff, are not included in the opinion poll totals.]

B. Article I Revisions

Proposed revisions:

1. Membership and its requirements would restore the clause from the original By-Laws: “and who are in agreement with the purpose of the Institute.”(Article 1, Section 1)
2. Meeting notices will be posted at least 21 days before the day of the meeting on the CI website as well as e-mailed (also at least 21 days before the day of the meeting) to members and to Section Chairs for distribution to members. (Article 1, Section 4)
3. Thirty members at any meeting of members will constitute a quorum. Attendance and voting may be in person or by Board-approved electronic means. (Article I, Section 5)
4. Although some members retain membership in more than one section, it is now stated that there is only one vote per member in member meetings. (Article I, Section 5)

Discussion: No questions, and opinion poll responses indicated no major concerns (Accept: 23)

C. Article II Revisions

Proposed revisions:

1. National and Regional Sections must select one member to serve as liaison to the CI Office. Each National and Regional Section must provide a list of members (including email addresses so that membership notices can be sent) to the CI before March 1 of each year. (Article II, Section 2, Number 3)

Discussion: Sections will be requested to send their membership requirements with their membership lists. Clarification of the term “Regional” Sections: Some sections represent more than one nation, such as the Scandinavian-Nordic Section.

Opinion poll responses indicated no major concerns (Accept: 20; No Answer: 3)

D. Article III Revisions – This Article was discussed at several points in the meeting. All comments are included here.

Proposed revisions:

1. The length of a term for Board of Directors is six years; there is a limit of one consecutive term. (Article III, Section 2)
2. All minutes will be made available to members and Section Chairs by posting on the website. (Article III, Section 3)
3. The number required for a quorum has been changed from seven (7) to one-third of the regular directors. (Article III, Section 5)
4. The Nominating Committee for the Board of Directors is no longer required to be composed of Board members. (Article III, Section 6)
5. Members may nominate candidates for the Board of Directors by submission to the Secretary no less than two months before the members' business meeting. (Article III, Section 6)
6. Nominees for election to the Board must be present at the election unless they have submitted a request and been properly excused. (Article III, Section 6)
7. Nominees receiving the greatest number of votes shall be elected, subject to there being no more than two non-officer Directors from any Section. (Article III, Section 6)
8. The Finance Committee is charged with developing pre-authorized limits on spending by officers and staff. Larger expenditures would require Board approval. (Article III, Section 9)

Discussion: Term length of 6 years with a limit of one term is acceptable. Posting minutes on the CI website and sent to Section Chairs for distribution to membership is acceptable. Quorum change to 1/3 of regular directors

is acceptable but as electronic communication becomes easier there should be discussion to increase the quorum. Nominating Committee composition can include non-Board members. This will allow more participation from members. Committee members will be appointed by the President in agreement with the Executive Committee. No more than 2 members per section is considered very limiting and does not equate to the proportion and participation of Sections. There also needs to be consideration for the growth and future participation of Sections. After in-depth discussion there was a decision to set the maximum number of non-officer Board members at 4. Language of Article III, Section 9, was changed from “define” to “propose” to specify Board approval in the statement: “The Finance Committee shall define propose maximum levels of pre-authorized spending for officers and staff of the Institute, to be approved by the Board.” A first opinion poll had shown that further discussion was needed; the report of discussion and opinion poll given here reflect the final status after discussion of all items reported above. Change to circulated documents highlighted in boldface.

Opinion poll results: (Accept: 18; Reject: 2; Abstain 3)

E. Article IV Revisions

Proposed revisions:

1. Officers are elected for four-year terms. (Article IV, Section 1)
2. A member elected to serve as an officer on the Board must have previous Board experience (and does not have to be a member of the Board at the time of election to officer). (Article IV, Section 1)
3. A statement has been added specifying that an external audit shall be conducted on an annual basis with results provided to the Board of Directors. (Article IV, Section 5)
4. Statements have been added to allow timely replacement of Board members or officers in circumstances such as resignation, death, incapacity, nonparticipation, violation of responsibilities, temporary inability to serve, or for any reason deemed sufficient by the Board of Directors. (Article IV, Section 8)
5. The Treasurer, in agreement with the Finance Committee and approval of the President, has authority to remove funds from investment accounts.(Article IV, Section 5)

Discussion: The role of the Finance Committee should be to discuss and recommend plans to the Board. The Board must vote and approve the plans. If there is a large expenditure that requires Board approval between meetings, the Executive Committee has the authority to make a decision (Article II, Section 8). There is an Executive Committee meeting scheduled every month. The following statement, which had been unchanged by the BRC, gives the Finance Committee too much authority: “The Treasurer shall disburse the funds of the Institute as may be ordered by the Board or the Finance Committee, taking proper vouchers for such disbursements, and shall render annually to the President, Directors, and the Finance Committee an account of all financial transactions and of the financial condition of the Institute.” The Finance Committee should advise but not have authority to tell the Treasurer how to disburse funds, which is the responsibility of the Board. It was agreed that the first mention of the Finance Committee (shown above by underlining) should be removed from this statement.

Opinion poll results (Accept: 20; Reject: 1; No Answer: 2)

F. Article V Revisions

Proposed revisions: A Conflict-of-Interest policy has been added. (Article V)

Discussion: No questions, and opinion poll responses indicated no major concerns (Accept: 20; No Answer: 3)

G. Article VI Revisions

Proposed revisions:

1. The Business Office of the CI has been formalized as the place where physical records and the Corporate Seal of the Institute will be kept.(Article VI, Section 1)

2. In order to provide more transparency to operations of the CI, minutes of all member meetings may be reviewed by members, pending a written request. (Article VI, Section 3)
[This was a misstatement of the proposed revision.]
3. Any member shall have the right to request review of the financial records after stating a specific, appropriate purpose in a written request.(Article VI, Section 3)

Discussion: The question was raised that if minutes are posted on the CI website, why do members need to request minutes of member meetings? The Article does not include such a statement [item 2 was a misstatement of the proposed revision], but the intent is that minutes of past member meetings before the By-Laws change will not be posted.

The opinion poll responses indicated no major concerns (Accept: 18; No Answer: 5)

H. Article VII Revisions

Proposed revisions:

The Proceedings of the Combustion Institute is identified as one of the CI journals along with Combustion & Flame. (Article VII, Section 1)

Discussion: No questions, and opinion poll responses indicated no major concerns (Accept: 22; No Answer: 1)

I. Article VIII Revisions

Proposed revisions:

Combustion-related nonprofit organizations may become Affiliates of the Combustion Institute. (Article VIII)

Discussion: No questions, and opinion poll responses indicated no major concerns (Accept: 22; No Answer: 1)

After this discussion, President Kohse-Höinghaus called for a vote on the revised By-Laws including the changes specified during the present BoD meeting (in boldface). The vote on revisions, including changes made during this call resulted in Accept: 19; Reject: 1; Abstain: 3. (Total attendance was 28 including 3 non-voting Honorary BoD members and 2 CI staff). With this result, the By-Laws are considered changed with the necessary 2/3 majority. For the records, President Kohse-Höinghaus announced that each Board member should affirm his/her vote using a document that will be circulated promptly by email with a due date. She also informed the Board that the Nomination Policy Committee will continue their work. She thanked Reggie Mitchell, Phil Westmoreland and Steve Pope again for their work on this process.

Item 3: Miscellaneous

No new items were introduced at this time for discussion.

Meeting was adjourned at 10:50 EST.