

**Minutes from the Board of Directors of The Combustion Institute  
Electronic Meeting (Fortieth Meeting)  
26 October 2017**

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

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

Not attending: T. Fujimori, B. Haynes<sup>1</sup>, G. Kalghatgi, K. Kohse-Höinghaus<sup>1</sup>, C.K. Law<sup>1</sup>, P. Lindstedt, F. Qi, C. Schulz, D. Seery<sup>1</sup>, C. Westbrook<sup>1</sup>

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

President Driscoll called the meeting to order at 09:06 EST. There was a review of conference call practices and the 'Conflict of Interest' Policy.

**Item 1: Minutes**

Minutes from the 23 March 2017, 39<sup>th</sup> Board Meeting held via teleconference were approved.

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

**Item 2: Fellows Program**

President Driscoll introduced Chair of the Fellows Committee, S. Pope, to review the Fellows Committee's progress following the 30 September submission deadline. The committee received 55 nominations for this first election. With the membership numbers almost doubling, this is less than the number of Fellows that could be elected. This means that the committee will need to set a quality standard for the future when making their decisions. The review has started and the committee has decided on a process that will be used as the model for the future. One concern has been the process of section chairs confirming the eligibility of candidates. The final committee report will address this and any additional concerns that are identified.

**Item 3: CI-SS**

H. Kobayashi, Chair of the CI-SS Committee, presented the report on programs selected for funding in 2018. The committee received 3 proposals to be reviewed. This included requests for continued funding of the programs at Princeton and Tsinghua and a new proposal from KAUST. After review, the committee determined that all 3 proposals should be supported. There was discussion on the division of funding and the committee recommendation was \$50,000 USD to KAUST, \$43,000 USD to Tsinghua and \$86,000 USD to Princeton. This was approved by the Executive Committee.

The Board discussed the potential international participation due to travel challenges for these schools. It was acknowledged that each school needs to make strong efforts to recruit a diverse group of students and to make their travel arrangements as smooth as possible. The CI-SS Committee will review this information in the final reports and ask additional questions to make decisions for the future.

**Item 4. Membership Roadmap**

B. Waronek, Executive Administrator, provided an update on the increase of known members following the implementation of the new Account Management System (AMS) on the CI website. Sections have been able to complete 'batch uploads' of their membership data and are now more involved with the AMS. CI staff is working with the sections on new options available. We will continue to provide training and assistance to designated section administrators to increase the numbers and visibility to all international members.

**Item 5. Site Guidelines**

With changes to the submission guidelines, the site bids for 2022 are to be presented during the next conference call meeting of the Board. Several bids are expected as interest has been expressed from the Eastern and Central States Sections in the US, the Canadian Section, and the German and Hungarian Sections. The Site Committee will review the bids and then following the guidelines, will recommend which proposals move forward to Board presentation in early 2018.

The Executive Committee proposes that the Board receive the complete bid proposals for review. During the call, all bids should receive ~15 minutes to present their initial information. Board members will send their questions and comments to the Site Committee Chair and the CI Executive Administrator after the call. These questions will be compiled and sent to the bidders to assist with their final presentations in Dublin.

The Board agreed to follow this process.

#### **Item 6. Committee Appointments**

The Executive Committee has reviewed and approved various committee appointments. These appointments include the Tsuji Early Career Researcher Award, The Board of Directors Nominations and the newly formed Early Career Advisory Committee. (Current appointments can be found on the CI website.) Names for the Gold Medal Nomination and Selection Committee are still being reviewed.

#### **Item 7. Journals**

President Driscoll advised that the PROCI Editors, Alison Tomlin and Volker Sick, will both be retiring following publication of Volume 37 in early 2019. They are reviewing replacements and will submit their recommendations.

#### **Item 8. Outreach Position Papers**

This initiative started by C. Schulz, Chair of the Industry Committee and Co-Editor of PECS, is moving forward. CI has reached an agreement with Elsevier to promote these articles. Participation and support of the Board in providing information for future articles is appreciated.

#### **Item 9. Symposium**

Discussion between the Local Host Team (LHT), the Program Co-Chairs (PCCs), Site Committee Chair and the CI Office continue. The excursion venue is being finalized and testing of the registration module will begin.

#### **Item 10. Office Review**

B. Waronek provided information on the software upgrades that will be happening in the office. Staff will be moved to Office365 in the next several weeks. For the CI website, Phase 2 priority items are nearing completion. We will move to the lower priority items which include improvements that will make the system easier for section chairs and administrators.

As we prepare for the submissions to PROCI, there is an improved relationship between the CI office and Elsevier staff. The change of journal managements to Exeter has been positive. Testing on new processing is encouraging.

#### **Item 11. New Business**

There was no new business.

The meeting was adjourned at 10:21.

**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. Poinsoot, 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.

## **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 CoChair

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 Poinsot 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. Poinso, 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.

**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 Goey<sup>3</sup>, P. Desgroux<sup>2</sup>, J.F. Driscoll<sup>3</sup>, D. Dunn-Rankin<sup>3</sup>, F. Egolfopoulos, I.-S. Jeung, H. Kobayashi<sup>3</sup>, K. Kohse-Höinghaus, M. Kono, C.K. Law<sup>1</sup>, P.R. Lindstedt, R.E. Mitchell, H. Pitsch<sup>3</sup>, S.B. Pope, F.Qi<sup>3</sup>, R. Ragucci, R. Sawyer<sup>1</sup>, 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 36<sup>th</sup> Symposium**

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