

**Minutes from the Board of Directors of The Combustion Institute Teleconference Meeting (Forty-Seventh Meeting)
15 July 2020**

In attendance were the following Board Members: F. Battin-Leclerc, S. Correa, R. Cracknell, P. Dagaut, A. Dreizler, J.F. Driscoll, D. Dunn-Rankin, F. Egolfopoulos, T. Fujimori, O. Fujita, S. Hochgreb, Z. Huang, , G. Kalghatgi, H. Kobayashi, K. Kohse-Höinghaus¹ , C.K. Law¹ , T. Lieuwen³ , A. Masri, H. Pitsch³ , T. Poinso^t, R. Sawyer¹ , C. Shaddix, H. Wang, M. Xu²

Not attending: P. de Goey, P. Desgroux, B. Haynes¹ , K.Y. Huh, Y. Ju, F. Qi, C. Westbrook¹

Guests: R. Tassari, CI Executive Administrator, K. Benzenhoefer, CI Website and Communications Facilitator, J. Bergthorson³ , Site Committee Chair

1: Honorary Non-Voting Member

2: Arrived Late

3: Left Early

Introduction

President Driscoll called the meeting to order at 9:00 a.m. EDT with a welcome to everyone. This was followed with a review of the Agenda for the 13 July and 15 July Board Meetings and the 'Conflict of Interest' Policy.

Item 1: Review of Site Proposals

Jeff Bergthorson reported that there are six strong site bids for the 40th Symposium and reviewed Site Committee guidelines. Presented summary table of information provided from bidders provided in response to inquiries since their presentation on 13 July and review of any additional or new information. Discussion ensued, Former President Kohse-Höinghaus provided summary of the sites, President Driscoll pointed out strength of each local host team. Further areas discussed included the guidelines or restrictions for selection of location, sponsorship information available, and difficulty basing judgment on estimated numbers due to travel uncertainties. Clarification of current Site Guidelines concerning the Rotation Policy and discussion as to why Asian bids were given consideration equivalent to European bids. Some board members suggest a committee or EC to address this in future.

Item 2: Vote on Site Proposals

Board agreed to following voting procedure: Three polls consisting of four questions.

Poll 1, Question 1 vote for one European site, Question 2, vote for one Asian site;

Poll 2, vote for one European site from the top two determined by Poll 1;

Poll 3, vote for one (of two) site from the top European and top Asian site.

Results of vote send to President Driscoll for verification. Voting produced clear selection of Milan as site of 2024 Symposium. Winner revealed without specific numbers being revealed. Results to be shared with bidders and then public.

Item 3: Minutes

Minutes from the 21 May 2020 Board Meeting were approved. Vote: Accept (18), Abstain (0), Non-Voting Member (4)

Item 4: Changes to By-Laws

Proposed changes to By-Laws were approved. Vote: Accept (20), Abstain (0), Non-Voting Member (3)

Item 5: 38th Symposium Update

Assaad Masri presented an update on the 38th Symposium, which is being held as a Hybrid conference. New affirmation to present to be sent to authors to confirm their intent to present either virtually or in-person and to submit a recorded version of their presentation.

Item 6: Elsevier Update

Editorial Board of Combustion and Flame has meeting scheduled. Fokion Egolfopoulos reported the journal is doing well with increasing subscriptions and impact factor. PROCI editorial meeting postponed to date in the future. Renny Tassari provided update on production of PROCI papers appearing online.

Item 7: Finance Committee Report

Derek Dunn-Rankin presented the Finance Committee Report and state of finances of CI. Simone Hochgreb suggested assisting smaller sections with their web presence, possibly grants for Communications/Websites. Simone invited to submit proposal after research.

Item 8: Future Directions for Combustion Science

This has been a topic of discussion for the past 1-2 years and will now be passed upon to President Dagaut and new Executive Committee to determine how to proceed. Andreas recently published position paper available for distribution.

Item 9: 39th Symposium

Discussion about whether local hosting committee of International Symposia should be expected to accept the risk of financial losses from symposium and at what percent. Jim suggests that if local hosts follow the guidelines for hosting the symposium, then they are not expected to assume the financial risks. Possible need to revise guidelines.

Conclusion:

Retiring Board Members were thanked for their service, time and dedication, Philippe Dagaut thanked Jim for his leadership and work, entire Board expressed their gratitude.

The meeting was adjourned at 11:10 a.m. EDST.

Minutes from the Board of Directors of The Combustion Institute Teleconference Meeting (Forty-Seventh Meeting)

13 July 2020

In attendance were the following Board Members: F. Battin-Leclerc, S. Correa, R. Cracknell, P. Dagaut, A. Dreizler, J.F. Driscoll, D. Dunn-Rankin, F. Egolfopoulos, T. Fujimori, O. Fujita, S. Hochgreb, Z. Huang, K.Y. Huh³, G. Kalghatgi, H. Kobayashi, K. Kohse-Höinghaus¹, C.K. Law¹, A. Masri, H. Pitsch⁴, F. Qi⁴, R. Sawyer¹, C. Shaddix, H. Wang, M. Xu

Not attending: P. de Goey, P. Desgroux, B. Haynes¹, Y. Ju, T. Lieuwen, T. Poinso, C. Westbrook¹

Guests: R. Tassari, CI Executive Administrator, K. Benzenhoefer, CI Website and Communications Facilitator, J. Bergthorson⁴, Site Committee, Chair, Hiroshi Kawanabe⁴, Kaoru Maruta⁴, Tamas Turanyi⁴, Andrea Szekely⁴, Tiziano Faravelli⁴, Alessio Frassoldati⁴, Matteo Pelucchi⁴, Isabella Branca⁴, Francesco Contino

1: Honorary Non-Voting Member

2: Arrived Late

3: Left Early

4: Limited Attendance due to Site Presentations

Introduction

President Driscoll called the meeting to order at 9:00 a.m. EDT with a welcome to everyone. This was followed with a review of the Agenda for the 13 July and 15 July Board Meetings, a review of the site voting procedures and the 'Conflict of Interest' Policy.

Site Proposals for 40th International Symposium on Combustion

Item 1: Introduction from Site Chair

Jeff Bergthorson reported that there are six strong site bids for the 40th Symposium.

Item 2: Kyoto Bid

Kaoru Maruta and Hiroshi Kawanabe presented the proposal for Kyoto, which included discussion of transportation to convention center and possible virtual attendance.

Item 3: Shanghai Bid

Fei Qi presented the Shanghai proposal, which included discussion of new site due to construction, industry involvement, and need for social distancing.

Item 4: Budapest Bid

Tamas Turanyi and Andrea Szekely, from the Local PCO (LPCO) presented the proposal for Budapest. Of interest, LPCO provides full financial guarantee, arrangement of dedicated buses, student participation, and basic audio/visual use included in use of center.

Item 5: Aachen Bid

Heinz Pitsch presented the Aachen proposal. Discussion included transportation from airport by dedicated shuttles and no need for transport to picnic/excursion.

Item 6: Milan Bid

Tiziano Faravelli, Alessio Frassoldati, Matteo Pelucchi, and Isabella Branca were present for the Milan bid. Highlights include discussion of App software, use of e-Posters, and student involvement. Location: MiCo (convention center) in Milan city center.

Item 7: Brussels Bid

Francesco Contino presented the Brussels proposal. Location: Convention Center in Brussels city center.

Item 8: Discussion

Discussion ensued, some of the concerns or topics discussed:

- Difference in breakeven points for different budgets/bids. Is there a need to lower it?
- Are all bidders prepared to adapt to Hybrid Meeting? Does this warrant a lowering of breakeven number?
- Desire information on distance from lodging to symposium site.

J. Bergthorson to obtain this info and provide to Board.

President Driscoll thanked everyone for their participation. The meeting was adjourned at 10:52 a.m. EDST.

Minutes from the Board of Directors of The Combustion Institute Teleconference Meeting (Forty-Sixth Meeting) 21 May 2020

In attendance were the following Board Members: S. Correa, R. Cracknell, P. Dagaut, P. Desgroux, A. Dreizler³, J.F. Driscoll, D. Dunn-Rankin, F. Egolfopoulos, T. Fujimori, O. Fujita, S. Hochgreb³, K.Y. Huh, G. Kalghatgi, H. Kobayashi, K. Kohse-Höinghaus¹, T. Lieuwen, A. Masri, H. Pitsch³, T. Poinso, F. Qi, R. Sawyer¹, C. Shaddix, H. Wang, M. Xu

Not attending: F. Battin-Leclerc, P. de Goey, B. Haynes¹, Z. Huang, Y. Ju, C.K. Law¹, C. Westbrook¹

Guests: R. Tassari, CI Acting Executive Administrator, K. Benzenhoefer, CI Website and Communications Facilitator

1: Honorary Non-Voting Member

2: Arrived Late

3: Left Early

Introduction

President Driscoll called the meeting to order at 9:00 a.m. EDST with a welcome to everyone. This was followed with a reminder of the 'Conflict of Interest' Policy. A recommendation was made to hold additional Board of Directors teleconference meetings in May and July 2020.

Item 1: Minutes

Minutes from the 20 March 2020 Board Meeting were approved. Vote: (Accept: 23, Reject: 0, Abstain: 0, Honorary Non-Voting: 3)

Item 2: Proposed changes to Fellows Selection Guidelines

Andreas Dreizler, chair of the Fellows Selection Committee, presented a review of the results and proposed changes. Executive Committee unanimously in favor of Recommendation 3.1.1 (clarifying renewing nomination package). No objections to the suggestions that CI Office to prepare the number of journal citations in nominee spreadsheet to maintain consistency (Recommendation 3.1.7) and current committee receive past scoring spreadsheet (Recommendation 3.1.6). Discussion ensued regarding the other recommendations, no other changes to be made.

Item 3: 38th Symposium Update

Local Host Team Committee Member Assaad Masri provided an update of the symposium progress and possible scenarios depending upon the status of travel restrictions in January 2021. Hope to be able to provide recommendation to the Board for decision by approximately September 2020.

Item 4: Announcement of PCCs for 2022 Vancouver

Bénédicte Cuenot and Nils Hansen have agreed to chair the 2022 Symposium.

Item 5: Proposed changes to the Board of Directors Elections Guidelines

President Driscoll presented the recommendations of committee chair, Phil Westmoreland, concerning campaigning of nominees. Agreed that the recommendations should serve as an internal document to guide the

office and committee if questions arise, but not be distributed or published.

Item 6: Proposed changes to the By-Laws

Currently By-Laws link election and start of term of Board of Directors members to the Symposium. President Driscoll proposed adding clarification in the event the Symposium is postponed or canceled. The motion was seconded and approved by required number of affirmative votes necessary.

Item 7: Selection Process and Transparency in CI Business

Simone Hochgreb reviewed concerns that were presented to President and in December 2019 regarding selection of Executive Committee and formation of Committees with regards to honoring quest for diversity. Request to build a process for more transparency, add standing discussion as to how committees are formed, and gather Board suggestions/recommendations for EC members.

Discussion ensued as to what decisions are part of the roles of the President, Executive Committee, or Board of Directors and how much oversight the Board of Directors may have over these decisions and the decisions of committees.

Possibly Board can make:

- Recommendations to committees to maintain/encourage diversity,
- Uniform statement to committee that they did not fulfill the expectation and offer recommendations to future committees.

President to convey comments regarding Executive Committee selection process and results to Chair of the Executive Officer Nominating Committee. President and President-Elect to produce document that summarizes by-laws and how committees are formed.

Item 8: Action Committee – Future Directions of Combustion Research

President Driscoll and President-Elect Dagaut plan to form an Action Committee to prepare for actions to be taken after July. To collect papers and possibly the create the position of the CI. Much discussion ensued.

Remainder of agenda items tabled until future Board Meeting. President Driscoll thanked everyone for their participation. The meeting was adjourned at 11:10 a.m. EDST.

Minutes from the Board of Directors of The Combustion Institute Teleconference Meeting (Forty-Fifth Meeting) 26 March 2020

In attendance were the following Board Members: F. Battin-Leclerc, S. Correa, R. Cracknell, P. Dagaut, P. de Goey, P. Desgroux, A. Dreizler, J.F. Driscoll, D. Dunn-Rankin, F. Egolfopoulos, T. Fujimori, O. Fujita, S. Hochgreb, Z. Huang, K.Y. Huh, G. Kalghatgi, H. Kobayashi, K. Kohse-Hoinghaus¹, T. Lieuwen, A. Masri, H. Pitsch, T. Poinot, F. Qi, R. Sawyer¹, C. Shaddix, H. Wang, M. Xu

Not attending: B. Haynes¹, Y. Ju, C.K. Law¹, C. Westbrook¹

Guests: R. Tassari, Acting Executive Administrator, K. Benzenhoefer, Website and Communications Facilitator (All CI Staff); J. Bergthorson³, K. Maruta^{2,3}, Q. Wang^{2,3}, X. Li^{2,3}, T. Turanyi^{2,3}, A. Szekely^{2,3}, M. Pelucci^{2,3}, T. Faravelli^{2,3}, L. Zigliani^{2,3}, A. Frassoldati^{2,3}, K. Rogerson^{2,3}, F. Contino^{2,3} (guests present for site proposals)

1: Honorary Non-Voting Member

2: Arrived Late

3: Left Early

Introduction

President Driscoll called the meeting to order at 9:00 a.m. EDST with a welcome to everyone. This was followed with a reminder of the 'Conflict of Interest' Policy. A recommendation was made to hold an additional Board of Directors teleconference meetings in May and July 2020.

Item 1: Minutes

Minutes from the 31 October 2019 Board Meeting were approved. Vote: (Accept: 23, Reject: 0, Abstain: 0, Honorary Non-Voting: 3)

Item 2: 40th Symposium Site Proposals

Proposals were presented to the Board of Directors by representatives for the following sites: Kyoto, Japan; Shanghai, China; Budapest, Hungary; Aachen, Germany; Milan, Italy; and Brussels, Belgium. Following the presentations, a brief discussion of the site presentations ensued.

Item 3: 38th Symposium Update

Local Host Team Committee Member Assaad Masri proposed to move the Symposium to 24-29 January 2021. Discussion ensued regarding issues associated with postponing the Symposium (social program, finances, conflicting CI events). The Local Host Team Committee addressed all issues and questions raised by Board members. Final proposals, decision to be made at July 2020 Board Meeting.

Motion to postpone the 38th International Symposium from 12-17 July 2020 to 24-29 January 2021 was approved. Vote: (Accept: 24, Reject: 0, Abstain: 1, Honorary Non-Voting: 2)

Motion to financially assist the Local Host Team with cash flow issues created by delay of Symposium was approved. Vote: (Accept: 25, Reject: 0, Abstain: 0, Honorary Non-Voting: 2)

Questions and discussions concerning publication of PROCI to follow at future Board Meeting.

Item 4: Postponement of CI Summer Schools

CI-SS Committee Chair Hideaki Kobayashi proposed the following update of the 2020 CI-SS Programs: Each 2020 CI-SS can be rescheduled in late 2020 or postponed to 2021 keeping the allocated CI-SS budget; When the approved 2020 CI-SS is postponed to 2021, the organizer should not submit proposal for 2021 CI-SS; The CI-SS committee accepts new proposals for 2021 CI-SS.

Item 5: All discussion of additional topics or items postponed to May Board Meeting

President Driscoll thanked everyone for their participation. The meeting was adjourned at 11:16 a.m. EDST.

Minutes from the Board of Directors of The Combustion Institute Teleconference Meeting (Forty-Fourth Meeting)

31 October 2019

In attendance were the following Board Members: F. Battin-Leclerc², S. Correa, R. Cracknell, P. Dagaut, P. de Goey, P. Desgroux², J.F. Driscoll, D. Dunn-Rankin, F. Egolfopoulos, O. Fujita, B. Haynes¹, S. Hochgreb, Z. Huang, G. Kalghatgi², H. Kobayashi, K. Kohse-Höinghaus¹, T. Lieuwen, A. Masri, H. Pitsch³, T. Poinsoot, F. Qi, R. Sawyer¹, C. Shaddix, H. Wang

Not attending: A. Dreizler, T. Fujimori, K.Y. Huh, Y. Ju, C.K. Law¹, D. Seery¹, C. Westbrook¹, M. Xu

Guests: R. Tassari, Office Manager; B. Waronek, Executive Administrator (All CI Staff)

1: Honorary Non-Voting Member

2: Arrived Late

3: Left Early

Introduction

President Driscoll called the meeting to order at 9:04 EDST with a welcome to everyone. This was followed with a reminder of the 'Conflict of Interest' Policy.

Item 1: Minutes

Minutes from the 21 March 2019 Board Meeting were approved. Vote: (Accept: 18, Reject: 0, Abstain: 0, Honorary Non-Voting: 3)

Item 2: CI-SS Update and Proposal

H. Kobayashi provided an update on the history and success of CI-SS program. Proposal, previously approved by the EC and the Finance Committee, to extend and fund program was approved by the Board. Vote: (Accept: 18, Reject: 0; Abstain:0, Honorary Non-Voting: 3)

Item 3: 38th Symposium Summary

Program Co-Chair (PCC), Fei Qi, presented an update and summary of symposium progress. Discussion ensued regarding distribution of sessions to appropriate room sizes, potential conflicting sessions of the same colloquium, and gender balance among invited speakers, colloquia teams, etc.. MZ Congressi as Professional Conference Organizer (PCO) will be present to observe in Adelaide but will defer to Local Professional Conference Organizer (LPCO), AOG, and the Local Host Team (LHT) to make decisions and planning. ACTION ITEM: Future PCCs will continue to seek diversity among invited speakers, colloquia teams, plenary lecturers and topical reviewers and welcome any and all recommendations.

Item 4: Committee Information and Updates

President Driscoll reviewed the document containing proposed members for the following committees: 2020 Board Directors Nominations, 2020 Gold Medal Nominations, 2020 Gold Medal Selection, 2020 Bernard Lewis Fellowship. All lists were previously approved by the Executive Board. Discuss followed with request to identify gender on the committee lists in the future.

B. Waronek provided updates on Fellows Committee, received 60 nomination packages, to narrow it down to approximately 27 awardees.

President Driscoll reviewed breakdown of Tsuji Award Committee which is adequately diverse.

P. Dagaut reviewed Executive Board Nominations Committee progress. Slate to be presented to the Board once selectees confirm willingness to serve.

Item 5: Presidential Appreciation Award

President Driscoll gave brief history of past awardees. Uwe Riedel has been selected to receive Presidential Appreciation Award to be publicized at the Symposium in July 2020.

Item 6: Office Update

EA, B. Waronek discussed her impending retirement. Emotional discussion followed with many sentiments of gratitude and appreciation for all that Barb has done for The Combustion Institute.

Item 7: Transition Plan

President Driscoll discussed the transition plan that he, Philippe and Barb have created, including the proposed timeline through the symposium in July 2020. Possible interest in having Barb serve in an “of counsel” type position in the future rather than just continuing to bother her with CI questions.

Item 8: New Awards

President Driscoll expressed interest in creating two new awards: A Highly Cited Researcher award that would recognize mid-career members and a fifth Gold Medal. Discussion followed, the topic to be tabled for next Executive Board to discuss and make any decisions.

Item 9: Elsevier Update

B. Waronek provided update on symposium manuscript submission that were opened today. Elsevier has undergone a number of staff changes, hope to have some progress on international access to journals.

Item 10: New Business

Discussion about whether CI should develop a task force or perspective papers on climate change. Possible approaches discussed: special issues of our journals devoted to the topic - would need to be organized through the editors; position/perspective papers; and blog. Suggestion to possibly develop separate or side group to discuss and determine.

President Driscoll thanked everyone for their participation. The meeting was adjourned at 10:48 a.m. EDST.

Minutes from the Board of Directors of The Combustion Institute Teleconference Meeting (Fourty-Fourth Meeting)

31 October 2019

In attendance were the following Board Members: F. Battin-Leclerc², S. Correa, R. Cracknell, P. Dagaut, P. de Goey, P. Desgroux², J.F. Driscoll, D. Dunn-Rankin, F. Egolfopoulos, O. Fujita, B. Haynes¹, S. Hochgreb, Z. Huang, G. Kalghatgi², H. Kobayashi, K. Kohse-Höinghaus¹, T. Lieuwen, A. Masri, H. Pitsch³, T. Poinsot, F. Qi, R. Sawyer¹, C. Shaddix, H. Wang

Not attending: A. Dreizler, T. Fujimori, K.Y. Huh, Y. Ju, C.K. Law¹, D. Seery¹, C. Westbrook¹, M. Xu

Guests: R. Tassari, Office Manager; B. Waronek, Executive Administrator (All CI Staff)

1: Honorary Non-Voting Member

2: Arrived Late

3: Left Early

Introduction

President Driscoll called the meeting to order at 9:04 EDST with a welcome to everyone. This was followed with a reminder of the ‘Conflict of Interest’ Policy.

Item 1: Minutes

Minutes from the 21 March 2019 Board Meeting were approved. Vote: (Accept: 18, Reject: 0, Abstain: 0, Honorary Non-Voting: 3)

Item 2: CI-SS Update and Proposal

H. Kobayashi provided an update on the history and success of CI-SS program. Proposal, previously approved by the EC and the Finance Committee, to extend and fund program was approved by the Board. Vote: (Accept: 18, Reject: 0; Abstain:0, Honorary Non-Voting: 3)

Item 3: 38th Symposium Summary

Program Co-Chair (PCC), Fei Qi, presented an update and summary of symposium progress. Discussion ensued regarding distribution of sessions to appropriate room sizes, potential conflicting sessions of the same colloquium, and gender balance among invited speakers, colloquia teams, etc.. MZ Congressi as Professional Conference Organizer (PCO) will be present to observe in Adelaide but will defer to Local Professional Conference Organizer (LPCO), AOG, and the Local Host Team (LHT) to make decisions and planning. ACTION ITEM: Future PCCs will continue to seek diversity among invited speakers, colloquia teams, plenary lecturers and topical reviewers and welcome any and all recommendations.

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President Driscoll discussed the transition plan that he, Philippe and Barb have created, including the proposed timeline through the symposium in July 2020. Possible interest in having Barb serve in an “of counsel” type position in the future rather than just continuing to bother her with CI questions.

Item 8: New Awards

President Driscoll expressed interest in creating two new awards: A Highly Cited Researcher award that would recognize mid-career members and a fifth Gold Medal. Discussion followed, the topic to be tabled for next Executive Board to discuss and make any decisions.

Item 9: Elsevier Update

B. Waronek provided update on symposium manuscript submission that were opened today. Elsevier has undergone a number of staff changes, hope to have some progress on international access to journals.

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Discussion about whether CI should develop a task force or perspective papers on climate change. Possible approaches discussed: special issues of our journals devoted to the topic - would need to be organized through the editors; position/perspective papers; and blog. Suggestion to possibly develop separate or side group to discuss and determine.

President Driscoll thanked everyone for their participation. The meeting was adjourned at 10:48 a.m. EDST.

Minutes from the Board of Directors of The Combustion Institute Teleconference Meeting (Forty-Third Meeting) 21 March 2019

In attendance were the following Board Members: F. Battin-Leclerc, S. Correa², R. Cracknell, P. Dagaut, P. de Goey³, P. Desgroux, A. Dreizler, J.F. Driscoll, F. Egolfopoulos, O. Fujita², T. Fujimori, S. Hochgreb, Z. Huang, K.Y. Huh, Y. Ju, G. Kalghatgi, H. Kobayashi, T. Lieuwen³, A. Masri, T. Poinso^t, F. Qi, R. Sawyer¹, C. Shaddix, H. Wang

Not attending: D. Dunn-Rankin, B. Haynes¹, K. Kohse-Höinghaus¹, C.K. Law¹, H. Pitsch, D. Seery¹, C. Westbrook¹, M. Xu

Guests: D. Mrozowski, R. Tassari, B. Waronek, Executive Administrator (All CI Staff)

1: Honorary Non-Voting Member

2: Arrived Late

3: Left Early

Introduction

President Driscoll called the meeting to order at 9:05 EDST with a welcome to everyone. This was followed with a reminder of the 'Conflict of Interest' Policy.

Item 1: Minutes

Minutes from the 42nd Board Meeting held during the 37th International Symposium on Combustion in Dublin were approved. Vote: (Accept: 23, Reject: 0, Abstain: 0, Honorary Non-Voting: 1)

Item 2: Office Update

Following the meeting in Dublin, job descriptions were written and approved by the Executive Committee (EC) for the Executive Administrator position and the new Office Manager position. We are moving forward with training and the situation is improving. B. Waronek, EA, then discussed office activities starting with the recent security

breach from data on the previous website which was discontinued in 2016. The breach was caused by actions of a previous IT vendor. CI staff, and our current provider, did an excellent job of processing the data and communicating with our members in a timely manner. Financial information was not breached and our members did not have any major concerns.

The Communications Manager position is being discussed with the EC. There are several models being reviewed.

Plans for the 2022 Symposium and the new model using a Preferred Professional Conference Organizer (PPCO) have begun. MZ Congressi, the PPCO, has allowed CI to delay the start of their long-term contract until 2022 and will not be involved with the 2020 Symposium in Adelaide. Discussion on the future division of duties, costs and banking have begun.

Item 3: 38th Symposium

Summary B. Waronek advised that items are on schedule. The Program Co-Chairs (PCCs), T. Lieuwen and F. Qi, have finalized the invited speakers and the colloquium teams. Diversity was a priority when selecting individuals to serve. Unfortunately, there were more women that declined to serve in these roles and this resulted in a lower percentage of participation than the PCCs had hoped to achieve.

T. Lieuwen reported that the Dublin survey results indicated the industry sessions needed improvement. The PCCs are looking to identify high quality individuals for 4 possible sessions. Speakers will address science gaps between research and industry needs. Paper submission will be optional, but slides will be required several months prior for review by the PCCs and the Industry Committee. A formal request for financial support of these speakers will be sent to the Finance Committee (FC) and EC. When setting the program, these sessions will not compete with the scheduled Topical Reviews.

The Adelaide Local Host Team (LHT), the Local Professional Conference Organizer (LPCO), the Site Committee Chair, J. Berghorson, and EA had their first conference call earlier this month. Information is being exchanged as we prepare for the site visit in July 2019. A. Masri confirmed that the Convention Centre is prepared for 10 parallel sessions. They have reviewed several options for the excursion and a decision will be made in July.

The submission software with Elsevier will probably be changed from EES to Editorial Manager (EM) for PROCI, Volume 38. We are waiting for a test site to be prepared to understand the new workflow.

Submission deadline for papers will be 7 November 2019.

ACTION ITEM: In the future, PCCs should reach out to Section Chairs and request suggestions of women candidates that are actively involved in the section. This should increase the candidates available to the PCCs.

Item 4. 2019 Fellows Committee Recommendations

A. Masri, Chair of the Selection Committee, reviewed the process outlined in the Fellows Selection Committee Guidelines. This process was followed by the committee as they ranked and reviewed the nominees before presenting the final results to President Driscoll. The committee then reviewed the process and suggested the following improvements to the documents.

(1) Conflict of Interest: Suggested changes to more clearly define the when there is a conflict and when a committee member can have a voice in the discussion but no vote with the decision.

(2) Nomination Packages: Should include lifelong contributions and not just the past 10 years. ORCID numbers should also be requested to make identification of the nominee easier.

(3) Industry: Nominations and representation on the committee need to increase.

(4) FCI: Should be adopted as the acronym for Fellow of The Combustion Institute.

To approve these changes to the governing document, committee guidelines and nomination package, a vote was taken. Vote: (Accept: 22, Reject: 0, Abstain: 1, Honorary Non-Voting: 1)

ACTION ITEM: Fellows Selection Committee members should be listed on the CI website prior to the Call for Nominations being released.

Item 5. 2019 Tsuji Award

President Driscoll advised that the new selection guidelines were followed and worked well. The committee had 2 telecons to review the rankings and discuss the final selection. In the final call, the selection committee was reminded that the FC had approved CI providing funding for a second Tsuji award. Given the quality of the nominees, the committee decided to make 2 awards for 2019. The nominees selected are Aamir Farooq, KAUST, and Greg Rieker, University of Colorado Boulder. They have been contacted and the official announcement will be made on 4 April. There are still many strong candidates that remain on the list for future consideration and new nominations are expected in the fall of 2019.

Item 6. CI-SS Funding

H. Kobayashi provided an update on changes that have been unanimously accepted by the EC following discussion on repeating programs in Dublin. Minor changes have been made to the Guidelines concerning repeating schools and the proposal deadline.

A. Masri also provided a brief review of the CI-SS program held in Sydney, Australia in December 2018. It was a successful program and the funding was appreciated.

Item 7. Publication Meeting Outcomes

It is helpful for the Editors and PCCs to review publication and journal concerns with the President and Vice President, President-Elect on a regular basis. While most of the recent meetings have been teleconferences, the group gathered in Atlanta to discuss the changes that are impacting publication and the Symposium schedule.

Item 8. Respond to Plan S

President Driscoll advised that the EC, Editors, and EA discuss and review updates on the Plan S proposal which could require authors accepting funding from their coalition to publish in Open Access (OA) only journals. The hybrid journals like CNF and PROCI would not be acceptable for publication even if authors paid current OA fees. There is a second concern which is receiving global momentum. This is for Elsevier to lower subscription rates to libraries for their multiple journal packages. Several countries including Germany, Norway and Sweden, have discontinued researchers access to Elsevier publications. There are several universities within the US that are in negotiations with Elsevier and stating that they will discontinue their subscription purchases.

This will not have an immediate impact on CI funding. Our contract with Elsevier expires in 2025. While overall revenue will begin to decrease, the guaranteed income and the reserve funds will cover CI operating expenses while decisions are reached on new publishing models. Another option for the future is to consider membership fees to CI.

Editors are also concerned about the impact on reviewers. CNF has received notice from a few German reviewers stating that they will no longer do reviews. If this trend increases it could become a problem for the editors to find enough quality reviewers.

B. Waronek reported that Y. Sun is requested to provide an update during their monthly calls. When CI learns about a new affiliate with concerns, these are brought to Y. Sun's attention. Details of Elsevier's possible publishing models and subscription rates are not currently being shared with Elsevier staff. There have been efforts from Elsevier to begin 'mirror' OA journals with the hope that Plan S will accept this model. That is unlikely and Elsevier is working to begin new journals which are fully OA journals. Y. Sun is aware of the Wiley and Projekt DEAL agreement. After reviewing the agreement, Elsevier estimates that Wiley will be receiving 66% of their previous revenues. It is not known what the 33% decrease will mean in services offered.

The publication model changes will also impact societies that do their own publishing. The financial impact on the society will be significant as they convert from a subscription model to OA model for journals. The expenses will mean high OA fees, decrease of other members services and the possibility that some publications may be discontinued.

It is important for everyone to keep us informed what is happening in their country and/or affiliation. Notification allows CI to ask questions of Elsevier and to help prepare CI for the changes in publication that will happen. There are concerns about different areas of the world adopting different policies and what will happen to the impact factors of any new OA or mirror journals.

An additional item is the journal, Combustion Institute Journal of Applications, being proposed by Elsevier. This is a continuation of the suggestion from Brian Haynes in 2014 to increase our contact with industry. The scope is not determined and there is concern that it will overlap with journals currently available. Finding a target audience and reviewers from within our community will be difficult. The initial suggestion was not supported by Elsevier as there are other journals that accept these papers. This option is now attractive to Elsevier as it would be an OA journal and allow them to promote a change in publication models.

This journal was discussed at the Publication Meeting and did not have support. The EC has also discussed the plan and suggests that CI does not join with Elsevier in this effort at this time. The EC suggests that Elsevier can move forward with a journal, Applied Combustion, with no affiliation to CI. If the journal is successful, CI can become affiliated with it at a later date. This would be similar to CI's affiliation with Progress in Energy and Combustion Science, Combustion Science and Technology and Combustion Theory and Modelling.

Item 9. New Business

There was no new business.

President Driscoll thanked everyone for their participation. The meeting was adjourned at 10:22 a.m. EDST.

Minutes from the Board of Directors of The Combustion Institute Meeting (Forty-Second Meeting) during the 37th International Symposium on Combustion in Dublin, Ireland 29 July 2018

In attendance were the following Board Members: J. Chen, M. Colket², P. Dagaut, P. de Goey, P. Desgroux, J.F. Driscoll, D. Dunn-Rankin, F. Egolfopoulos, O. Fujita, T. Fujimori, S. Hochgreb, I.-S. Jeung, H. Kobayashi, K. Kohse-Höinghaus¹, C.K. Law¹, R.P. Lindstedt, A. Masri, R.E. Mitchell, H. Pitsch, T. Poinsoot, S.B. Pope, F. Qi, R. Sawyer¹, C. Schulz, C. Shaddix, G. Smallwood, M.D. Smooke, C. Westbrook¹, M. Xu

Not attending: B. Haynes¹, G. Kalghatgi, D. Seery¹

1: Honorary Non-Voting Member

2: Arrived Late

3: 2022 Symposium Proposal

4: 2018 Elected Member (Non-Voting at this meeting)

Guests: J. Bergthorson (Site Committee), K. Bushe³, R. Cracknell⁴, A. Dreizler⁴, C. Finney³, Z. Huang⁴, K.Y. Huh⁴, T. Jacobs³, Y. Ju⁴, T. Lieuwen^{3,4}, E. Peterson³, U. Riedel (Site Committee), V. Sick (Editor), Y. Sun (Elsevier), H. Wang⁴,

B. Waronek (Executive Administrator)

Guests arrived and left at various points throughout the meeting

Introduction

President Driscoll called the meeting to order at 10:32 IST with a welcome to all current and future Board Members and the invited guests. He encouraged everyone to attend the Member Meeting to be held on Monday evening when information would be shared on various new programs and suggestions for the future. President Driscoll also announced that the Program Co-Chairs (PCCs) for the 38th Symposium would be Tim Lieuwen and Fei Qi. This was followed with a reminder of the 'Conflict of Interest' Policy.

Item 1: Minutes

Minutes from the 29 March 2018, 41st Board Meeting held via teleconference were approved.

Vote: (Accept: 24, Reject: 0, Abstain: 0, Honorary Non-Voting: 4)

Item 2: Adoption of Agenda

The agenda for the meeting was approved.

Vote: (Accept: 24, Reject: 0, Abstain: 0, Honorary Non-Voting: 4)

Item 3: Approval of Reports

a. 37th Symposium Report Local Host

There were no questions or discussion on this agenda item.

b. 37th Symposium Report PCCs

There were questions concerning the number of submissions versus the presentation slots for the future. With new countries and affiliations becoming involved the format may need to be changed. These changes may impact the process of oral presentations and publication.

The PCC schedule worked well with the addition of a second review before presentation decisions. It is recommended that this review is done for all papers with the 38th Symposium with more education to everyone on this part of the process.

The review process also needs evaluated. Reviewers need more training on the process and what is needed in a review. The process and possible removal of some comments before authors receive reviews need to be considered.

Authors also need to be aware of unacceptable topics that are too far removed from combustion to be considered.

ACTION ITEM: A committee to investigate the review process will be formed.

c. Bernard Lewis Fellowships

Six young members were selected for the award. There was discussion if this number should be increased as the number of nominees has increased. This also generated discussion on the operating guidelines for the Selection Committee and the criteria being used to select all of our honorees.

d. Silver Medal

To avoid consideration of a paper that was rejected from publication, there was discussion about including the Associate Editors from the Proceedings in the initial selection process of the Distinguished Paper Awards.

e. Gold Medals

There were no questions or discussion on this agenda item.

f. Tsuji Early Career Researcher Awards

There was a request that the Selection Committee operating guidelines be reviewed and updated to include a teleconference between rounds of voting due to the high quality of the nominees. The criteria for selection is clearly stated and should be used as an example for the BLFs and other awards.

g. Combustion Institute Committee Report

While there are no new section requests to be considered at this meeting, there have been inquiries from the Czech Republic and Iraq. Vice President of Sectional Affairs Kobayashi will be discussing plans with both of these groups as they consider proposals to be presented in 2020.

In consideration of the time, it was agreed to move forward with Item 4 before the lunch break. Item 3 reports will be finished following the 2022 Site Proposal presentations which are scheduled following the lunch break.

Item 4. Elsevier Publisher Report

Y. Sun, Publisher at Elsevier, provided information on changes within the publishing

industry and Elsevier's response to the trends and the needs of authors around the world. They are pleased with the performance of both Combustion and Flame and the Proceedings of The Combustion Institute as they continue to be in the top rankings of journals in the energy field.

Break for lunch Meeting resumed at approximately 13:05.

Item 5. Site Selection Report – Proposals for 39th International Symposium on Combustion

President Driscoll introduced the current Chair of the Site Selection Committee, U. Riedel, and the next Chair, J. Bergthorson. U. Riedel reviewed the process used by the Site Committee to date.

The three bids were then presented.

- a. Atlanta, Georgia, USA - presented by C. Finney and T. Lieuwen
- b. Austin, Texas, USA - presented by E. Peterson and T. Jacobs
- c. Vancouver, British Columbia, Canada - presented by K. Bushe

Following the presentations and questions from the Board to each presenter, U. Riedel shared the Site Committee evaluations and recommendation for 2022. He also requests that the Board review the charge to the Site

Committee for future reviews. The Committee should be asked for evaluations of the proposals and not for a recommendation on which site should be selected.

Item 3: Approval of Reports (continued from before lunch break)

h. CI-SS Update

i. Combustion and Flame Report

Item 6. Treasurer/Finance Committee Report

President Driscoll introduced the Treasurer, D. Dunn-Rankin, who advised there has been no significant change to the finances of CI. The annual financial review has been completed and CI is in compliance with approved accounting measures.

Item 7. Industry Relations Committee Report

K. Kohse-Höinghaus emphasized the need to better utilize The Combustion Institute's website as a place to disseminate information on advances in and the need for continuing combustion research.

The meeting was adjourned at 16:30 and will reconvene on Wednesday, 1 August 2018

**Minutes from the Board of Directors of The Combustion Institute Meeting (Forty-Second Meeting)
during the 37th International Symposium on Combustion in Dublin, Ireland
1 August 2018**

Wicklow Meeting Room 1 at Conference Centre Dublin

In attendance were the following Board Members: J. Chen, M. Colket, P. Dagaut, P. de Goey, P. Desgroux, J.F. Driscoll, D. Dunn-Rankin, F. Egolfopoulos, O. Fujita, T. Fujimori, B. Haynes^{1, 5}, S. Hochgreb, I.-S. Jeung, G. Kalghatgi,

H. Kobayashi, K. Kohse-Höinghaus¹, C.K. Law¹, R.P. Lindstedt, A. Masri, R.E. Mitchell, H. Pitsch, T. Poinsoot, S.B. Pope, F. Qi, R. Sawyer^{1, 5}, C. Schulz, C. Shaddix, G. Smallwood, M.D. Smooke, C. Westbrook¹, M. Xu

Not attending: D. Seery¹

1: Honorary Non-Voting Member

2: Arrived Late

3: 2022 Symposium Proposal

4: 2018 Elected Member (Non-Voting at this meeting)

5: Left Early

Guests: F. Battin-Leclerc, J. Bergthorson (Site Committee), K. Bushe³, R. Cracknell⁴, B. Dally (38th Symposium), A. Dreizler⁴, Z. Huang⁴, K.Y. Huh⁴, Y. Ju⁴, T. Lieuwen⁴, U. Riedel (Site

Committee), H. Wang⁴, B. Waronek (Executive Administrator)

Guests arrived and left at various points throughout the meeting

Introduction

President Driscoll called the meeting to order at 11:30 IST with a welcome to all current and future Board Members and the invited guests. This was followed with a reminder of the 'Conflict of Interest' Policy.

Item 8. Local Organizing Committee Report on 38th Symposium

Plans for the 38th Symposium to be held in Adelaide, Australia from 12-17 July 2020 were presented by B. Dally. The only item of concern is the distance and travel time between the conference center and the excursion.

Item 9. Discussion and vote on 39th Symposium

U. Riedel introduced K. Bushe to present an update from the Vancouver Convention Centre following questions on Sunday. He was able to receive confirmation that the facility is able to handle the request for additional parallel session rooms.

The Board then discussed the proposals and voted. The winning bid was Vancouver.

Following the vote, it was suggested that the charge to the Site Committee be updated and they should only be asked to review the proposals and not make a recommendation in future years. ACTION ITEM: Review Site Committee Guidelines.

Item 10. Communication Plan

B. Waronek advised that the Communication Manager had resigned in May. CI staff were keeping items and websites updated. It is suggested that the Board consider the expectations and goals of the position before a new job description and employment search begin.

Item 11. Office Update

B. Waronek advised that changes in the office are needed moving forward. Responsibilities have increased over the years. Handling day-to-day activities and looking at the long-range plans need to be separated. While the relationship between the Executive Administrator and most committees works well, there are times when advice and guidance are ignored. This was the case with the organization for the 37th Symposium and it was a very uncomfortable position that should not be repeated.

Item 12. Old Business

a. Early Career Advisory Committee

President Driscoll advised that the Executive Committee has reviewed suggestions from this committee and is reviewing the best way to implement some of their ideas. While in Dublin, President Driscoll and B. Waronek met with three leaders of this group to discuss their most important suggestions. These will be reviewed by the EC and the next PCCs for possible implementation.

b. Women in Combustion

A request for a change in format for the WiC meeting during the Symposium was requested. After discussion and review with the EC, it was agreed to move this meeting from a coffee break to a lunch meeting. Initial response from the Monday lunch is positive and will be reviewed for the future.

Item 13. New Business

a. Affiliate Status

President Driscoll announced that there is interest from the Numerical Combustion group to become an affiliate.

The meeting was adjourned at 14:06 so members could participate in the excursion.

Minutes from the Board of Directors of The Combustion Institute Electronic Meeting (Forty-First Meeting) 29 March 2018

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, T. Fujimori, O. Fujita, S. Hochgreb, I.-S. Jeung, G. Kalghatgi², H. Kobayashi, K. Kohse-Höinghaus¹, C.K. Law^{1,2}, P. Lindstedt, A. Masri, R. Mitchell, H. Pitsch³, T. Poinso^t, S. Pope³, F. Qi, R. Sawyer¹, C. Schulz, C. Shaddix, M. Smooke, G. Smallwood, M. Xu

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

Not attending: B. Haynes¹, D. Seery¹, C. Westbrook¹

Guests: D. Mrozowski, D. Sharbaugh, B. Waronek (CI Staff) U. Riedel (Chair, Site Committee) C. Finney^{2,3} (Atlanta Site Team), E. Peterson^{2,3} (Austin Site Team), K. Bushe^{2,3} (Vancouver Site Team), M. Taylor^{2,3} (Vancouver Site Team), S. Johnson (Vancouver Site Team)

Introduction

President Driscoll called the meeting to order at 09:01 EST. There was an introduction of guests and Honorary Non-Voting Board Members, a review of conference call practices and a reminder of the 'Conflict of Interest' Policy.

Item 1: Minutes

Minutes from the 26 October 2017, 40th Board Meeting held via teleconference were approved.

Vote: (Accept: 23, Reject: 0, Abstain: 3, Honorary Non-Voting: 3)

Item 2: Fellows Program

President Driscoll introduced Chair of the Fellows Committee, S. Pope, to review the Fellows Committee's Report and Proposals. S. Pope presented a summary report on the 2018 Fellows Program Election. This included a review of the Automatic Initial Fellows, total nominees, elected nominees and the total percentage of Fellows compared to the non-student membership.

Following this first election process, the Committee Members recommended the following changes to the Governing Document of the Fellows Committee:

- Eligibility Requirements regarding what constitutes five years of good standing. The Committee felt that the differences between sections in membership requirements was an issue as it was not uniform.
- Change is to the Number of Fellows to be Elected per cycle. The initial proposals presented in 2016 were based on estimates of non-student membership. Now that a more accurate number is available, the Committee felt that the number should be adjusted accordingly.

President Driscoll called for discussion on these items and then a vote on the proposed changes to the Governing Document of the Fellows Committee. The changes were approved.

Vote: (Accept: 26, Reject: 0, Abstain: 0, Honorary Non-Voting: 3)

S. Pope then presented a second report with recommendations from the Fellows Committee that can be instituted without changes to the Governing Document of the Fellows Committee. These included encouraging sections to have a Fellows Nominating Committee, encouraging the nomination of industry candidates and giving them explicit discussion and exploring ways to increase the number of nominations. K. Kohse-Höinghaus, a Fellows Committee member, presented additional comments and recommendations including, the need to extend the research on publication areas, work to stabilize the election limits and providing a listing of Fellows on the website as a resource. All recommendations were reviewed and considered by the Board. S. Pope and the Fellows Committee were thanked by President Driscoll for their hard work.

Item 3: List of Fellows

A complete listing of the 125 Fellows was provided in accompanying materials to the Board Members. There were no questions or discussion on this agenda item.

Item 4. Site Bids

President Driscoll introduced Chair of the Site Committee, U. Riedel, to provide context and some thoughts for the first-time presentation of the Site Bids during a teleconference call. This is a new process following Board decisions during the 23 March 2017 meeting. The bidders are providing the first draft of their proposals and requesting feedback from the Board. The comments and questions will be used before the final presentation in Dublin when a decision will be announced. It was emphasized that no decisions would be reached today.

4a. Atlanta: C. Finney represented the Atlanta site team and presented their slideshow of the joint CSSCI/ESSCI site bid. The team is composed of members from Oak Ridge National Laboratory and from Georgia Tech.

4b. Austin: E. Peterson represented the Austin site team and presented their slideshow for the Texas site bid. The team is composed of faculty from University of Texas – Austin, Texas A&M University and Stephen F. Austin State University.

4c. Vancouver: K. Bushe is Chair of the Vancouver Site Team. He was joined by M. Taylor (Tourism Vancouver) and S. Johnson (Vancouver Convention Center) who presented their slideshow for the Canadian site bid.

Following the presentations, a brief discussion of the site presentations ensued. U. Riedel then presented some notes and highlights from the Site Committee on the 3 high quality presentations. Board members were reminded to send comments, questions or concerns for the site teams to Executive Administrator, B. Waronek. These are to be compiled and sent to the various groups to be addressed in their final proposals.

Item 5. Dublin Progress

President Driscoll introduced Executive Administrator, B. Waronek, to present an update on the 37th International Symposium on Combustion. As 'program planning week' had concluded the week prior, she was able to share that a record number of 650 submissions had been accepted for presentation at the 37th Symposium. The Program Co-Chairs kept quality of the papers as the determining factor for acceptance for presentation. They also recommend that sending the author rebuttal comments back to the reviewers be required for all submissions in 2020. With this increase in acceptance for presentation, a 10th parallel session has been added and presentations will be limited to 20 minutes. The afternoon breaks will be increased to 50 minutes and held in the same room as the posters. This should encourage more interaction for the poster presentations.

Item 6. CI-SS Proposal Submission Deadline Change

President Driscoll introduced Vice President for Sectional Affairs, H. Kobayashi, to report on the CI-SS Committee's recommendation to move the proposal deadline to 31 May 2018. This would allow sections additional time to submit proposals during the busy Symposium season. It would also encourage participation from diverse regions to better reflect The Combustion Institute's membership. H. Kobayashi also asked the Board to promote CI-SS proposals from their Sections.

Item 7. New Business

K. Kohse-Höinghaus emphasized the need to better utilize The Combustion Institute's website as a central hub for combustion science materials, in lieu of a focus on simply The Combustion Institute's activities.

Conclusion

President Driscoll thanked everyone for their time and participation.

The meeting was adjourned at 11:04 EST.

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. Poinso³, R. Sawyer¹, 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. Haynes¹, G. Kalghatgi, K. Kohse-Höinghaus¹, C.K. Law¹, P. Lindstedt, F. Qi, C. Schulz, D. Seery¹, C. Westbrook¹

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, 39th 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. Kalghatgi², H. Kobayashi, K. Köhse-Hoinghaus¹, P. Lindstedt, A. Masri, R. Mitchell, H. Pitsch, S. Pope³, F. Qi, R. Sawyer¹, C. Shaddix, G. Smallwood, M. Xu

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

Not attending: P. Desgroux, B. Haynes¹, C.K. Law¹, T. Poinsoot, C. Schulz, D. Seery¹, M. Smooke, C. Westbrook¹

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 38th Board Meeting in Seoul, Korea, held on 31 July and 3 August 2016 during the 36th 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 36th 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 38th 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: 36th 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 NonMembers 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: 36th 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. 38th 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 38th 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 longterm 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 36th 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 36th 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. Egolopoulos, 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; 37th 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 38th Symposium before the Old and New Business. This change was unanimously approved.

Item 25. LHT Report on 37th 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 36th LHT will provide accurate numbers from this meeting as soon as possible. The 37th 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 35th 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 38th 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 38th 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 Goey³, 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.