



The Combustion Institute
5001 Baum Boulevard, Suite 644
Pittsburgh, Pennsylvania 15213-1851 USA
Phone: (412) 687-1366

Email: office@combustioninstitute.org
Web: www.combustioninstitute.org

Minutes from the Board of Directors of The Combustion Institute Electronic Meeting (Fifty-Third Meeting) 26 October 2023

In attendance were the following Board Members: P. Dagaut, H. Wang, O. Fujita, A. Dreizler, D. Dunn-Rankin, F. Qi, F. Battin-Leclerc, S. Correa, R. Cracknell, Z. Huang, K. Maruta, Z. Chen, H. Curran, P. Pepiot, M. de Joannon, L. Qiao, T. Okazaki, H. Yang², W. Roberts, T. Lövas, N. Hansen, C.K. Law¹, K. Kohse-Höinghaus¹, J. Driscoll²
Not attending: B. Haynes¹, C. Westbrook¹, K. Y. Huh, Y. Ju, T. Lieuwen, N. Liu, R. Eggels, E. Mastorakos
Guests: R. Tassari (CI Executive Administrator), D. Spillar (CI Staff), H. Zhang and W. Lee (Presenters for consideration of Singapore Section)

1: Honorary Non-Voting Board Member

2: Arrived after meeting started

3: Departed prior to meeting concluded

ITEM 1: Welcome, Introduction, and Conflict Reminder

President Dagaut called the meeting to order with a welcome to everyone and reviewed the Conflict-of-Interest statement.

ITEM 2: Presentation of Singapore Section Application and Vote

Application presented by Prof. Huangwei Zhang, followed by questions and answers. Vice President of Sectional Affairs, Fujita stated that the application fulfills all criteria in By-Laws and in support of new CI section. President Dagaut stated that the Executive Committee previously reviewed, discussed, and approved the application.

Motion to approve the application made by Sanjay Correa, seconded by Past President, Katharina Kohse-Höinghaus. Application approved by Board vote. Twenty-one responses were received, all of them in favor of the motion.

ITEM 3: Approval of past meeting minutes

Motion to approve the application made by Sanjay Correa, seconded by Past President, Kohse-Höinghaus. Application approved by Board vote. Twenty-one responses were received, all of them in favor of the motion.

ITEM 4: Reports and Updates

- 40th Symposium: Initial Review Committee materials have been prepared and training provided; Submissions to open 31 October 2023, promoted along with guidelines; Colloquium teams instructions and training to occur; PROCI Volume 40 Associated Editors updated (will be trained); regularly scheduled meetings with Program Co-Chairs and Local Host Team. PCCs have informed and educated people about the changes. New procedures are in place.

- Fellows Selection Committee: Thirty-nine nominations received. The committee is working on schedule to review and select Fellows of the CI. A maximum number of nineteen can be selected.
- Tsuji Selection Committee: Office is prepared to open nominations on schedule on 15 November 2023.
- CI-Summer Schools report presented by Vice President of Sectional Affairs, Fujita. Three proposals received for consideration, reviewed by CI-SS committee, with feedback from bidders. All three proposals recommended for approval by the CI-SS committee and accepted by the Executive Committee. Discussion followed with suggestion by past President, Kohse-Höinghaus to encourage more proposals from Asia Pacific region.
- Finance Committee/Treasurer's Report: Continued financial stability and health of CI. Main assets in investments; major expenses are symposium and office. Income exceeds expenses, leading to positive financial health of CI. Current agreement with Elsevier supports and maintains the financial stability of CI. Discussion of whether income from Elsevier is equal split between journals. Vice President, Wang to discuss the Elsevier issues. Treasurer, Dunn-Rankin answered questions regarding investments and symposium expenses.
- Women in Combustion Advisory Committee call for applications produced 32 applications. Guidelines, committee makeup, and charge to committee needs to be finalized.
- Board of Directors Election to take place in June 2024. All steps on schedule.
- CI office updating to another membership database, will allow us to host/assist sections with their meetings. Executive Administrator, Tassari, reviewed report on selecting new system and company.

ITEM 5: Old and New Business Concerns

Update on current Elsevier agreement and future presented by Vice President, Wang. Current agreement goes through end of 2025, to be negotiated by end of 2024. Discussions have already begun with hopes to enter into new agreement sooner. Key points: 1) PROCI papers to be finalized closer to symposium and to before the end of the year of symposium. 2) Paper volumes of PROCI to be eliminated. Limited number of print subscriptions (20) cause considerable delay (up to 10 months) in the finalizing of the PROCI volume. Even less physical orders for CNF. 3) Possible addition of Special Volumes of PROCI to be published in between symposium years.

Discussion ensued about possibility of looking at other publishers. Also, the need to weigh the benefits of publishers beyond just money. Other issues: Would the lack of print volumes affect the word or page limit of articles and will there be demand for open access? The key points are supported by PROCI Editor, Lovas.

Review/Assessment of Symposium Papers presented by Board Member, Curran. Proposes that we stick with the 3 reviews for each paper, but where there are disparate reviews, a fourth review be sought. If that fourth review agrees with the other two, the outlier be removed. He addressed the concern that it does not delay the process by asking that the fourth review be sought either during the original review period or in the rebuttal period. President Dagaut explained that the procedure is at the discretion of the Program Co-Chairs and will pass the concerns along to them. Past PCC, Hansen, reviewed the procedure used for the 39th symposium and how disparate reviews were handled. PCCs asked Colloquium teams to

investigate and provide more information when disparate reviews are received. PROCI Editor, Lovas, explained that for print review, the editors have access to the previous paper reviews and can decide whether to seek additional input or reviews. They do not make hasty decisions based upon the reviewer information only, decisions are made on quality, scope, and other meta-level factors. EA, Tassari, noted that current colloquium guidelines include instructions on how to proceed when there are disparate reviews on papers. Vice President, Wang, stated that colloquium teams in essence work as the fourth reviewer and are not to rely solely on the reviewer comments.

Meeting adjourned. (Length of meeting 1 hour 25 minutes.)

Meeting minutes transcribed by R. Tassari