

Meeting Minutes

AOC Executive Board Meeting via Telephone 1:00 – 2:00 pm (Central Time), October 31, 2003

Attendees: Ying Chen, Zhongli Pan, Rongsheng Ruan, K.C. Ting, Chenghai Yang, Naiqian Zhang, Qiang Zhang, Ruihong Zhang

Absentees: Yanbin Li, Xiwen Luo, Juming Tang, Shaojin Wang, Hongwei Xin, Jiannong Xin, Guoqiang Zhang, Senwen Zhang, Yuanhui Zhang

AOC President Qiang Zhang brought the meeting to order at approximately 1:05 pm.

1. Introduction of new members

New board member Chen Ying was introduced by Qiang Zhang.

2. Annual meeting and China Exchange session

a. 2003 – summary (Hongwei)

Hongwei did not attend the meeting, but he summarized the 2003 China Exchange session in an email sent to the board.

b. 2004 – format (Qiang)

Good proposals from the general call for paper will be considered for the session. Most of the speakers will be invited. Session topics should have a theme. Speakers should be invited as early as possible. Speakers for the session should preferably have been to China or be familiar with China. The two-hour session may be expanded to three hours. Details will be discussed in the next board meeting.

Ruihong reported that the 2003 East Asia forum was a success. She is considering a similar session as part of the ASAE meeting. It was suggested to arrange the China Exchange session with the East Asia forum back to back within the same day. Speakers can attend both sessions more conveniently.

3. Standing committees of AOC (Qiang)

Eleven committees were established when AOC was founded, including nominating, membership, meeting and conference, communication, publication, student activity, China relation, profession development, fundraising, China region, and European region committees. Some committees are more active than others. An active chair is needed for the fundraising committee. Qiang Zhang and several board members will be in Beijing in November and they will meet the Chinese counterparts to discuss the issues related to the China region committee. Qiang will contact Guoqiang Zhang about the European region committee. It was decided that all existing committees

should remain, but reorganizations may be needed for some committees. Qiang will send more detailed information and suggestions in email about the committees.

4. Constitution

a. Election of board members (Qiang)

The election process for board members needs to be improved. The election process should start early and newly nominated members should prepare a brief biography and a short statement for AOC members to review before election.

b. Election of regional directors (Qiang)

The article regarding the election of regional board directors in the constitution has been modified. The regional directors will be nominated by the Executive Board instead of being elected by the regional members. K.C. Ting made the motion and Naiqian Zhang seconded it. The Board unanimously approved the motion.

5. Update on joint journal publication (Roger)

AOC will not participate in the financial part of the journal, but will be in charge of the quality control. AOC will outline concrete procedures to assure the quality, including detailed requirements for manuscript submission and strict review processes ensured by associate editors and reviewers. A manuscript will be accepted only after being approved by the editor-in-chief in China and the editor-in-chief from AOC. The sustainability of the journal was also discussed. More detailed information about the journal is included in an email sent by Roger Ruan to the board.

6. Update on CIGR Beijing Conference (Naiqian)

Some AOC members have been assigned to the organizing and academic committees in the power and machinery and information sessions for the CIGR conference. Naiqian will be in Beijing to meet the organization committee in November to further discuss the AOC involvement in the CIGR conference.

7. Impact (Zhongli)

Zhongli Pan will send an outline for the first issue of Volume 3 of the newsletter in the next few days. Four issues of the newsletter will be published each year. The first issue of Volume 3 will be completed around November 15.

8. Time and tentative discussion topics of the next board meeting

The board meeting will be held at 1-2 pm central time on the last Friday once every two months.

9. Membership issues (Ruihong)

A membership drive needs to be launched for the new year. AOC membership dues will appear on the ASAE membership renewal. Ruihong will continue to serve the membership committee chair for the 2003-2004 year.

The meeting was adjourned at 2:20 pm.

Respectfully submitted by

Chenghai Yang