

Minutes of ICAPS Executive Council Meeting held at ICAPS 2004. (~7pm on June 4th, 2004; Whistler Conference Center)

Present:

Susanne Biundo
Sam Steele
Amedeo Cesta
Enrico Giunchiglia
Steve Smith
Reid Simmons
Shlomo Zilberstein
Sven Koenig
Rao Kambhampati
Manuela Veloso
Craig Knoblock
Malik Ghallab
Paolo Traverso

Item 1. Discussion about the Articles of the non-profit organization

Craig Knoblock summarized the advantages of registering as non-profit organization as (a) ICAPS can earn interest and not have to pay tax and (b) we can also avoid personal liability. In response to Manuela's question, Craig clarified that our responsibilities as a non-profit organization include (a) maintaining double-entry book keeping of accounts and (b) submitting tax returns on any earned interest income.

There was discussion about whether this means we will now start investing the ICAPS surplus funds, currently with AAAI, into interest bearing accounts. Craig said that the current relationship with AAAI is a mutually beneficial one and should be continued. There was general agreement in the council on this point.

A vote was taken on the articles, and they were approved unanimously.

Item 2. Discussion on the bylaws

Two changes were proposed during the discussion. (1) that place of meeting can be determined without written consent (section 7) and (2) that special meetings require 4 days notice instead of 48 hours (section 10).

With these changes, the bylaws were approved unanimously.

Item 3: The ballot procedure (handled by Carol Hamilton of AAAI) for the election of the new council members was closed on Wed, June 2nd. A majority of the members voted. All voters unanimously elected Sven Koenig and Shlomo Zilberstein--the ICAPS 2004 executive council nominees--onto the executive council.

[**Note: For all the business items from here on, Sven and Shlomo were able to vote.]]

Item 4: The council then solicited nominations for the president-elect and other officers of the executive council.

There were two nominations for president-elect (Craig Knoblock and Steve Smith), two for conference liaison (Amedeo Cesta and Enrico Giunchiglia), two for treasurer (Paolo Traverso and Shlomo Zilberstein) and two for secretary (Sven Koenig and Rao Kambhampati).

Malik is going to send to the 3 council members not present at the meeting a mail asking them for any further nominations, and will then conduct elections.

In the future, nomination will be sought in advance and the election of the officers will take place during the meeting.

Item 5: Liability Insurance

The conference needs to have a minimal liability insurance, the premium for which is ~1500\$. The council discussed and agreed that this should be made part of the planned expenditures of the

conference.

Craig Knoblock made a motion to authorize the expenditure of up to \$2500 for liability insurance for the 2005 ICAPS conference. This motion was unanimously approved.

Item 6. Financial Status:

Craig Knoblock said that as of Jan 2004, ICAPS account had \$51,331.84.

There was a discussion that tutorial chairs be provided free registration at least, as a token of appreciation. The general consensus was that this is a good idea, and that the conference chairs should "offer" to pay registration for tutorial chairs on an "as-needed" basis.

Item 7. ICAPS 2005 Journal Publication for award winning papers.

Sven and Shlomo mentioned that the best-paper award winners will all have the opportunity to select either AIJ or JAIR and submit (extended) version of their papers for fast-track consideration in these journals.

Item 8. Discussion on trends in submissions and KR/ICAPS colocation synergy

The council members discussed these two points, with each member stating their opinion. The general opinion was that the ICAPS is maturing as a high-quality conference with a close-knit community. Regarding the KR colocation, members expressed some ambivalence--on one hand there has been some synergy, but on the other there have been few joint registrations and the joint day reduces the flexibility of the ICAPS schedule. It was decided that for future conferences, colocation of workshops rather than having a joint conference day--should be seriously considered. Members also expressed that colocation with other conferences (e.g. CP) should be investigated. However, there is also the concern that ICAPS should not deviate too much from the now-stable paper submission and conference dates.

Item 9. ICAPS 2005 Summer School

Susanne Biundo pointed out that they have not been very successful in getting a summer school co-chair from USA to help raise funds for the 2005 summer school. Shlomo offered to advise any prospective USA co-chair on fundraising.

Item 10. 2005 conference preparations update

Susanne Biundo gave an update on the conference preparations. There will be a knowledge engineering competitions.

There was some discussion on how the number of accepted papers can be increased given the time constraints. The relative merits of parallel sessions vs. poster presentations was discussed. The opinion was divided.

Item 11. 2006 conference.

Each of the three proposals submitted for ICAPS 2006 was presented by a reviewer. The general opinion was that all three proposals were "tenable" and the council was pleased to be able to choose from such strong submissions. After a long discussion the council voted in the following way: only the distribution of the votes was disclosed by Malik; given that this distribution was felt to be sufficiently discriminate, the council unanimously decided to proceed with its results, according to which the UK (Lake District) proposal was selected for 2006. The council agreed that the other two proposal organizers would be strongly encouraged to submit their bids for 2007.

