

Minutes of the ICAPS Executive Council Meeting on 6/7/2006 (2:00pm-5:45pm)

attending:

Shlomo Zilberstein

Kanna Rajan

Karen Myers

Sam Steel

Malik Ghallab

Craig Knoblock

Enrico Giunchiglia

Amadeo Cesta

Steve Smith

Susanne Biundo

Sven Koenig (taking notes for Rao)

Rao Kambhampati (attending only 5 minutes due to giving a tutorial in parallel)

open part of the meeting with visitors:

Mark Boddy

Maria Fox

David Smith

Sylvie Thiebaut

- The previous minutes were approved by signature.
- Amadeo Cesta presented the proposal to host ICAPS-08 in Greece and answered questions about the proposal from the executive council.
- Sylvie Thiebaut presented the proposal to host ICAPS-08 in Australia and answered questions about the proposal from the executive council.
- Maria Fox, Sylvie Thiebaut and Mark Boddy gave a progress report on ICAPS-07 and answered questions from the executive council: ICAPS-07 will have parallel tracks. It will also run completely in parallel with CP-07. Thus, ICAPS-07 will be able to accept more papers than previous ICAPSs. The conference chairs are working on increasing submissions from researchers on the fringe of planning and perhaps accepting planning papers that were submitted to CP-07 in joint sessions ICAPS-CP, or allow dual paper submissions to both ICAPS-07 and CP-07. ICAPS-07 will host the knowledge engineering competition. It is currently unclear whether it is desirable to have a poster session for papers with preliminary ideas. The submission deadline for papers still needs to get coordinated with AAAI.

- Maria Fox and David Smith presented the proposal to form an International Planning Competition (IPC) subcommittee of the executive council and answered questions about the proposal from the executive council, e.g. whether it would be desirable that the IPC subcommittee also addresses technical aspects and the organization of the knowledge engineering competition, given that the planning and knowledge engineering competitions alternate and have different objectives and different participants.

closed part of the meeting:

- The executive council discussed the proposal to form an IPC subcommittee. Members of the executive council agreed that such a committee should be a subcommittee of the executive council rather than an independent body and would like to cooperate with an IPC subcommittee closely, ideally via two officers. They suggested that the IPC subcommittee might broaden its scope to other competition areas relevant to planning, e.g. knowledge engineering. They also agreed to elect a competition liaison officer from among the officers of the executive council. The original IPC proposal was approved.
- The executive council discussed the two proposals to host ICAPS-08. Both proposals were considered to be very strong. After a long discussion of the merits of both proposals, the proposal to host ICAPS-08 in Australia was approved with Amadeo Cesta not voting due to him being directly involved with one of the proposals. The proposal to host ICAPS in Greece will be automatically reconsidered next year for ICAPS-09 due to its strength, together with other submitted proposals. The executive council then put together a list of issues that need to get addressed by the organizers of ICAPS-08, including the clarification of some budget issues, support for additional students, a more detailed specification of the functions of the current conference chairs, an improved distribution among organizers between different geographical regions, seniority and research interests, the currently missing demonstration track, and whether a co-location with all listed conferences is really necessary. The executive council recommends a close interaction of the organizers with the executive council, to hold ICAPS-08 in June and to have ICAPS-08 be co-located with CP-08.
- A proposal to elect Lee McCluskey and Derek Long to the executive council was approved. The executive council might discuss by email whether the conference organizers should suggest more than two people for election to the executive council in the future.
- The executive council discussed the nomination, candidacy and election of

their officers. Steve Smith, Enrico Giunchiglia and Rao Kambhampati ran for president elect, Karen Myers ran for treasurer, Sven Koenig ran for secretary and Shlomo Zilberstein ran for conference liason (subject to starting only on January 1, 2007). Derek Long was nominated as competition liason. There will be no votes for unopposed positions. Thus, Karen Myers, Sven Koenig and Shlomo Zilberstein were confirmed. Derek Long is confirmed provided that he agrees to be the competition liason officer. There will be a vote for president elect via email.

- Craig Knoblock discussed a change to the bylaws that allows officers to run for president elect if they have only 2 terms left, rather than 4. The motion was to change the text in Section to of the Bylaws from:

Original text: "All current members whose remaining term as a director is not shorter than four years for President elect and two years for the two other officers are eligible."

Revised text: "All current members whose remaining term as a director is not shorter than two years are eligible. In the case of President Elect, if a director is elected and has less than four years remaining as director, then his/her term will be extended as required to fulfill the four year term."

The motion was approved.

- Craig Knoblock discussed his motion for ICAPS to pay one-time expenses related to gain recognized nonprofit status, which had already been approved unanimously via email. That motion authorizes the following expenses to be paid:

- 1) \$500 to the IRS to process the application to be recognized as a non-profit entity. This is a one-time fee.
- 2) \$25 to the Department of Justice to register ICAPS with the California Attorney General. This is a one-time fee.
- 3) \$20 to the State of California to process our bi-annual statement of information. This is a bi-annual fee.
- 4) \$400 to Hanna Jeon, CPA, who will be filing the annual tax returns and updates for the attorney general. This is an annual expense.
- 5) \$50 to the Department of Justice for our annual update to the Attorney General. This is an annual fee based on income so it could change.

ICAPS is presently recognized as a nonprofit organization in California. The recognition as a nonprofit organization by the IRS is in progress. Craig Knoblock then made a motion for ICAPS to pay up to \$500 in annual expenses related to filing annual tax returns and registrations with the State of California and the Department of Justice, which are necessary to maintain nonprofit status. The motion was approved.

- Craig Knoblock made a motion to establish permanent times for the executive council and business meetings, namely the afternoon of the day before the main ICAPS conference for the executive council meeting (4 hours, with a dinner afterwards if possible) and the end of the second day of the main ICAPS conference for the business meeting (1 hour). The motion was approved. These suggested times will be added to the guidelines for conference organizers.
- Steve Smith gave a progress report on ICAPS-06 and answered questions from the executive council. Both ICAPS-06 and the summer school before ICAPS-06 are expected to make small profits. The ICAPS-06 organizers will send a list of successes and problems to the executive council.
- ICAPS-06 is currently paying \$30/month to AAAI for maintaining a website with publicly accessible full-text versions of all papers from previous ICAPS conferences. This website is online now and linked from the main page of www.icaps-conference.org.
- Craig Knoblock reported that the ICAPS reserves are currently approximately \$90,000, which is intended to be backup funding for conference expenses in case of an emergency. There was a discussion on how large the reserves need to be and whether some of the current reserves should be spent. No conclusion was reached. However, the executive council agreed to put some money into an interest-bearing account for which both the treasurer and president need to sign. It also agreed to spend some money, if necessary, to increase attendance when ICAPS will be held in remote locations.
- The executive council agreed that the guidelines for conference organizers are a living document and as such do not need to get approved.
- The executive council will need to have the meeting minutes "signed" by the members of the executive council. This will be done by email in the weeks directly after each meeting. The executive council will need to produce an annual financial report for the tax return. This will be done by the treasurer.

- The organizers of each ICAPS conference will need to send contracts before signing to the executive council. The treasurer is responsible for reading these contracts especially thoroughly. The conference organizers are also asked to actively solicit proposals for workshops and tutorials, for example in underrepresented areas. The conference organizers will need to produce an income and expense report that includes which amounts of money have been paid to whom and which amounts of money have been received from whom, especially governmental agencies. Craig Knoblock will provide a template to be used by the conference organizers. The conference organizers will also need to provide a general report on each conference, including statistics and a list of successes and problems. The conference liaison officer will work with the conference organizers to produce these reports, rather than the executive committee introducing additional offices for that purpose. These requirements will be added to the guidelines for conference organizers.

- The executive council discussed whether it would be helpful to have a wiki available for internal purposes, for example to maintain documents and logos. Sven Koenig will look into it but did not promise to do it. The ICAPS website should also be updated to contain a link to the IPC webpages. The organizers of each ICAPS conference and IPC should add links from their webpages to www.icaps-conference.org. This suggestions will be added to the guidelines for conference organizers. The ICAPS website should take the email address of the executive council off the web or encode it to be spam resistant. It would also be helpful to have email aliases for the various ICAPS officers.

- The executive council discussed whether additional best paper awards and a dissertation award should be introduced, perhaps similar to the current practice of AAAI, IJCAI/JAIR and/or AAMAS. A committee to investigate this possibility was formed consisting of Shlomo Zilberstein (Chair), Karen Myers and Susanne Biundo. The committee will solicit opinions from the community and deliver a proposal to the executive council by the end of Summer 2006.

- The issues whether a journal on planning and a classical paper collection ("readings in planning") would be helpful for the community will continue to be investigated by Steve Smith. Similarly, the issue whether a website on successes of planning, a website of challenges in planning and a webpage on planning as part of AAAI's AI Topics website would be helpful for the community will continue to get investigated by Amadeo Cesta and Kanna Rajan.

- Enrico Giunchiglia promised to dig up a list of the ICAPS 2003 attendees together with their emails so that someone else to be determined can compile

a mailing list of researchers in planning and scheduling.

- The meeting adjourned around 5:45pm.