

Minutes of the ICAPS Executive Council Meeting on September 15, 2008

council (and retiring council) members attending:

Chris Beck
Amadeo Cesta (via phone)
Malik Ghallab (from 2:10pm)
Enrico Giunchiglia (via phone)
Subbarao (Rao) Kambhampati
Craig Knoblock
Sven Koenig (until 4:00pm)
Derek Long
Lee McCluskey (via phone)
Karen Myers (via phone)
Jussi Rintanen
Steve Smith
Sylvie Thieboux
Shlomo Zilberstein

visitors attending:

Ronen Brafman (from 2:00pm to 3:25pm, and a short time around 4:00pm)
Carmel Domshlak (from 2:00pm to 3:25pm, and a short time around 4:00pm)
Alfonso Gerevini (from 3:20pm)
Adele Howo (from 2:50)
Ioannis Refanidis

Craig opens the meeting at 1:30pm and determines that there is a quorum.

Sven presented the minutes from the 2007 meeting. The council approved the minutes unanimously. Sven pointed out that there was a motion last time that the nominated papers for the influential paper award should have been published from 12-13 years before the year of the ICAPS conference in which the influential paper award is awarded but older papers could be nominated as well. An informal poll showed that all council members but two were in favor of the motion but there was no quorum at the time and the vote was thus not official.

Craig reported on several votes that passed by email before the meeting: First, the bylaws will be changed as follows:

OLD TEXT

The organizers of each ICAPS conference will nominate the candidates for the two new members of board of directors each year. At least 120 days prior to the commencement of the ICAPS conference in a given year the ICAPS president shall solicit three nominees from the conference organizers. The candidates for directors will presumably, but not necessarily be from among the organizers. At least 90 days prior to the commencement of the ICAPS conference in a year,

the organizers of the conference shall nominate three candidates. At the annual meeting, each nominated candidate must first be concurred by a majority of the directors¹. Each director shall cast two votes, with voting being by ballot only. The candidates receiving the highest number of votes shall be elected. Any remaining vacancies will be filled by the vacancies provisions specified below.

NEW TEXT

Each year the board of directors will elect two new members to the board. The candidates for these positions will be the conference and program chairs for the conference that year. If there are fewer than four conference and program chairs or one or more of the conference and program chairs decline to be nominated, the President will solicit additional nominees from the board of directors. These additional nominees must be drawn from the conference and program chairs from prior years. At or before the annual meeting, each nominated candidate must first be concurred by a majority of the directors. Then each director shall cast two votes, with voting being by ballot only. The candidates receiving the highest number of votes shall be elected. A tie will be decided by a runoff election. Any remaining vacancies will be filled by the vacancies provisions specified below.

Second, Chris Beck and Jussi Rintanen were elected to the council. Third, Shlomo Zilberstein was elected president elect; Karen was re-elected treasurer; Derek was elected competition liaison; Sven was re-elected secretary; and Sylvie was elected conference liaison.

Craig asked the council to approve expenses for a council dinner during ICAPS 2008. The council approved the expenses unanimously.

Derek gave an overview of the decisions of the ICAPS award committee.

Craig gave an overview of the only proposal to host ICAPS 2010 by Ronen Brafman, Hector Geffner, Joerg Hoffman and Henry Kautz. The council approved the organizers for ICAPS 2010 with two abstentions and no votes against.

Karen gave an overview of the financial situation of ICAPS, which is very solid. ICAPS has built up a decent safety blanket. ICAPS should now move most of its money into an interest-bearing and insured account, with the ICAPS president and treasurer having signature authority. Karen will investigate options.

Ioannis reported on progress towards ICAPS 2009 in Thessaloniki, Greece. The ICAPS 2009 website is up. ICAPS

2009 has a poster ready for distribution and drafted a first version of the CFP. Some of the deadlines are in place. The workshops and tutorials will be over the weekend at the local university, and the main conference will then be at a hotel. ICAPS 2009 has negotiated an initial agreement with the hotel but it is not signed yet. ICAPS 2009 has received sponsorship money from the local university but not yet conducted additional fundraising activities. There was a longer discussion on who should handle the ICAPS 2009 payments: AAAI, the local university, a local professional conference organizer or the ICAPS 2009 organizers directly (possibly with the help of a bank). The council urged the ICAPS 2009 organizers not to handle the ICAPS 2009 payments themselves and get started with additional fundraising activities.

Carmel reported that there will be a planning summer school in 2009 that will directly precede ICAPS 2009 at the same location. Thus, there is no need to have a doctoral consortium at ICAPS 2009. The organizers of the planning summer school are currently actively recruiting tutorial presenters and sponsors.

Ronen and Carmel reported on the proposal to organize ICAPS 2010. The ICAPS 2010 proposers consider two dates (May/June and September) and two locations (Charleston, USA and Toronto, Canada). Charleston would not allow co-location with other conferences. Toronto in May/June would allow co-location with KR and AAMAS. The ICAPS 2010 proposers will consider allowing short and/or late breaking papers and increase the focus on decision-theoretic planning and plan recognition (via invited speakers, special tracks and competitions). They consider using AAAI as professional conference organizer. The council liked the idea of trying to co-locate with AAMAS and asked the ICAPS 2010 organizers to consider the possibilities of hurricanes in Charleston.

The council discussed, like last year, whether ICAPS should be held in May/June or September in the long run. The council agreed that the date should not switch from year to year. The council discussed the advantages and disadvantages of May/June versus September and eventually voted with the result that 7 council members would like ICAPS to be held in May/June, 2 would like ICAPS to be held in September, and the rest was either undecided or abstained. The council urged the ICAPS 2010 organizers to take this vote into account when decided on the date of the conference.

Sven discussed the new ICAPS wiki. The public icaps-conference.org webpages moved to the wiki and can now be edited by everyone in the council. In addition, the wiki provides a private area that will hold confidential information for council members (for example, financial information) and information for future conference

organizers (for example, information from previous organizers and the ICAPS logos). Sven will provide the password on request. The ICAPS secretary will maintain the public area of the wiki, and the president, treasurer (for all financial documents, including a summary of the financial situation and tax returns) and conference liason (for the conference guide and conference reports from the conference organizers) will maintain the private area of the wiki.

Jussi reported that ICAPS 2008 will make a small profit.

The council discussed the relationship of ICAPS and IPC and urged the conference organizers to make IPC an integral and visible part of the conference. The conference guide should get updated to encourage the conference organizers to reserve a conference session for presenting the IPC results and make the community meeting sufficiently long to allow for a presentation of the various IPC awards. The council noticed that it should think about providing incentives to help recruit future IPC organizers.

Sven left due to responsibilities at an ICAPS workshop. Rao started to take notes of the council meeting.

The discussion about the IPC continued. Sylvie suggested to have more full papers presented as posters, to have more interesting events in plenary sessions and to have posters. Malik suggested to increase the visibility of the new tracks. Sylvie (followed by Shlomo) suggested to have 30 minute presentations of each competition as part of the relevant sessions (such as a session on stochastic planning techniques). There was consensus in the council to allow conference organizers to come up with their own ideas and run their proposals by the IPC committee.

Ronen and Carmel returned briefly and asked for clarifications on the timing of conference reviews if they hold ICAPS 2010 in May/June (given that ICAPS 2009 is held in September). The council agreed to have an offline discussion on this issue.

The council decided that the council meeting should be held on the day before the conference starts (that is, the day before the workshops and tutorials if the main conference is preceded by them). The next council meeting will be held on September 18, 2009.

The council discussed how to increase the number of application papers at the conference and how to increase the number of proposals to host the conference, without any conclusive results. The council discussed the idea to make ICAPS either a pure virtual or mixed physical and virtual conference and decided to form a task-committee to provide

ideas and suggestions in form of a report. Derek, Kanna, Maria and Felix will be asked whether they would like to serve on the committee.

The council adjourned around 5:00.