

## Minutes of the ICAPS 2010 Executive Council Meeting on May 11, 2010

council members attending:

Chris Beck  
Mark Boddy (via Skype until 3:15pm)  
Daniel Borrajo  
Enrico Giunchiglia  
Joerg Hoffman  
Adele Howe (via Skype)  
Sven Koenig  
Lee McCluskey (via Skype until 5:20pm)  
Karen Myers (except for 2:00pm-3:40pm)  
Sylvie Thiebaut (except for 2:50pm-3:00pm)  
Shlomo Zilberstein

visitors attending:

Malte Helmert  
Carmel Domschlag

The council meeting started at 12:30pm.

The minutes of the ICAPS 2009 executive council meeting were unanimously approved.

Ronen and Joerg were elected to the executive council. Sylvie was elected to be president elect; Chris was elected to be conference liason; Lee was elected to be competition liason; and Adele was elected to be secretary.

Enrico discussed the following proposal to change the bylaws.

### ARTICLE 4

#### SECTION 2. OFFICERS (excerpt)

Election of ICAPS officers takes place on even years, except in the case of resignation. 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.

Proposed change: Each year, the board of directors will hold elections to replace the ICAPS officers whose terms expire that year or to replace officers who resign. All current members whose remaining term as a director is not shorter than two years are eligible. As an exception to this rule, existing officers are eligible to be

candidates for the position they hold, even if they have less than two years left to serve as directors. When an existing officer is elected for another term, that term will expire two years later or when his or her term as director expires, whichever occurs first. In the case of President Elect, if a director is elected and has less than four years remaining as director, then his or her term will be extended as required to fulfill the four year term.

This proposal was unanimously approved after discussion.

Karen was unanimously elected to be treasurer for one additional year according to the accepted change of the bylaws. She will create a summary of the duties of the treasurer to serve as reference for future officers.

Karen circulated a report on the financial situation of ICAPS. The tax report for 2010 will be filed in time. Currently, AAAI maintains the ICAPS finances for a fee and writes checks for ICAPS, which works well. Karen will follow up with AAAI to determine exactly which services are included in the fee. ICAPS managed to build up financial reserves, some of which should remain with AAAI to support the ongoing operation of ICAPS and some of which should be moved into an interest bearing account. Karen will obtain information from the SRI credit union on their money market accounts (which do not depend on Karen being treasurer) but also talk to AAAI about whether they are interested in maintaining an interest bearing account for ICAPS. There was some discussion on whether the ICAPS funds should be distributed between the United States and Europe but no consensus was reached. A motion was passed to allow the president and treasurer to create an interest bearing account provided that this does not affect the relationship of ICAPS and AAAI negatively. The SRI credit union might be a good place for a money market account. Karen then discussed the following proposals to change the bylaws:

#### ARTICLE 1

##### SECTION 1. PRINCIPAL OFFICE

The principal office of the corporation for the transaction of its business is located in Los Angeles County, California.

Proposed change: The principal office of the corporation for the transaction of its business is located in San Mateo County, California.

This proposed change reflects that the fact that AAAI provides business services to ICAPS and is located in San Mateo County, California.

#### ARTICLE 3

##### SECTION 8. REGULAR AND ANNUAL MEETINGS

Regular meetings of directors shall be held on the second day of the annual

ICAPS meeting at 6PM local time.

Proposed change: Regular meetings of directors shall be held during the annual ICAPS conference.

## ARTICLE 6

### SECTION 1. EXECUTION OF INSTRUMENTS (excerpt)

The president and treasurer are authored to spend up to \$500 each year and to advance up to \$10,000 to the organizers of upcoming ICAPS conferences that have been selected by the board without a specific resolution by the board.

Proposed change: The president and treasurer are authorized to spend up to \$10,000 each year and to advance up to \$50,000 to the organizers of upcoming ICAPS conferences that have been selected by the board without a specific resolution by the board.

## ARTICLE 6

SECTION 2. CHECKS AND NOTES Except as otherwise specifically determined by resolution of the board of directors, or as otherwise required by law, checks, drafts, promissory notes, orders for the payment of money, and other evidence of indebtedness of the corporation shall be signed by the treasurer and countersigned by the president of the corporation.

Proposed change: Except as otherwise specifically determined by resolution of the board of directors, or as otherwise required by law, checks, drafts, promissory notes, orders for the payment of money, and other evidence of indebtedness of the corporation shall be signed by (a) the treasurer, or (b) an agent of the corporation that has been authorized by the board of directors, under the direction of the treasurer.

## ARTICLE 7

### SECTION 1. MAINTENANCE OF CORPORATE RECORDS (excerpt)

The corporation shall keep at its principal office in the State of California:

Proposed change: The corporation shall keep at its principal office in the State of California or on its website:

These proposals were unanimously approved after discussion.

Adele will update the bylaws to reflect the approved amendments to the bylaws in all past ICAPS executive council meetings as described in the meeting minutes. She will then discuss the updated bylaws with Craig Knoblock, the previous president of the ICAPS executive council, and inquire whether the ICAPS documents need to be hosted in California.

The funds for the ICAPS 2010 executive council dinner were unanimously approved.

The ICAPS 2009 post conference survey shows that the innovations (namely, having a senior program committee and short papers) were received well. A larger number of respondents did not see a benefit in ICAPS being co-located with other conferences. The ICAPS 2010 post conference survey is in development. Chris will compile a standard set of survey questions and post them as well as the results of past ICAPS post conference surveys in the organizer section of the ICAPS website.

Joerg circulated a summary of ICAPS 2010. ICAPS received more than 100 submissions and about 200 registrations. About 50 of these registrations were jointly with AAMAS and about 25 of them were jointly with KR. The main track has parallel and plenary sessions and consists of talks for short and long technical papers and two challenge papers. A larger number of applications got published as short papers. There was a call for position papers but the two submissions were rejected. ICAPS 2010 has application demonstrations without talks and a doctoral consortium.

It was reported that the conference organizers are often overwhelmed with the information in the conference guide and often need help with finding sponsorships. It was decided that Chris will address these issues by putting past funding proposals and final reports to funding agencies in the organizer section of the ICAPS website, adding general advice to the conference guide, adding a checklist to the conference guide and personally meeting with the conference organizers. He will also approach all individuals who sponsor ICAPS to determine how they would like to be acknowledged.

There was a short break from 2:50pm to 2:55pm.

ICAPS 2011 will be held in Freiburg in June 2011 during university holidays with a submission deadline in late November. There will be a doctoral consortium (not in parallel with the main conference). There is interest in having a summer school but no organizers or venue has been found yet. The taping of talks (video lectures) will continue. It has not yet been decided whether ICAPS 2011 will have a senior program committee in addition to the regular program committee. There will be an International Planning Competition (IPC). The status of the plan-recognition track and the knowledge engineering competition is currently unclear.

It was decided that the selection of proposals to host future ICAPS conferences should follow a two step process. Interested parties should submit an expression of interest (containing a list of the main organizers and the conference location)

about six months before the ICAPS executive council meeting. The ICAPS executive council will then selectively encourage full proposals and vote on them during the ICAPS executive council meeting.

A proposal for holding ICAPS 2012 in Brazil was discussed. One of the proposers joined for a short time and answered questions. After they left again, deliberations continued with the result to follow the two-step process outlined above, namely to allow for additional expressions of interest in submitting proposals by June 30 and full proposals for selected submissions by September 30. The proposers from Brazil are encouraged to update their proposal by September 30. Opportunities for co-location with KR and AAMAS were also discussed.

It was decided that Shlomo will decide on the next chair of the ICAPS award committee in consultation with the current chair of the committee.

The relationship between the ICAPS executive council, the IPC council and the IPC organizers was discussed. The ICAPS executive council decided that it will provide funding for the IPC awards so that the IPC council or organizers do not need to recruit sponsors.

The desirability of community meetings and the festivas were discussed. The overall opinion was that community meetings and the festivas can alternate.

Video lectures were discussed. Some other conferences have them, including ICML. The ICAPS experiment with video lectures is now in its second year.

Chris will add a section on video lectures to the conference guide. For example, the speakers have to give written consent to their taping. It is reasonable to spend \$3,000 to tape all tutorials, all invited talks and all best paper sessions. Summer schools should ideally be taped as well, given the overview character of their lectures. Video lectures could be posted on a site such as [videlectures.net](http://videlectures.net).

IJCAI 2011 will likely have a track with best papers from several conferences. The ICAPS executive council strongly supports the idea of including ICAPS in this track, as intended by the IJCAI 2011 organizers.

The council thanked Enrico and Sven, the retiring president and secretary for their great service and support of the ICAPS community.

The council adjourned around 6:10pm.