MINUTES

Attendees at the meeting were:

**Officers (voting)**
- Siller, Curtis
- Cheung, Nim
- Freeman, Harvey
- Gelman, Alex
- Saracco, Roberto
- Zuckerman, Doug

**Members-at-Large (voting)**
- Atkinson, T. Scott
- Blank, Howard
- Cimini, Len
- Gibson, Jerry
- Greenstein, Larry
- Li, Chung-Shen
- Liebeherr, Jorg

**Directors (non-voting)**
- Boutaba, Raouf
- Goyal, Shri
- Hong, James
- Jagodic, Marko
- Jajszczyk, Andrzej
- LoCicero, Joe
- Ohta, Naohisa
- Perra, Pierre
- Sasase, Iwao
- Shapiro, Bob
- Taylor, Des
- Veiga, Ricardo
- Weinstein, Steve

**IEEE Div. III Director (voting)**
- de Marca, Roberto
- Karol, Mark (Director-Elect)

**Officers (non-voting)**
- Blank, Howard
- Howell, Jack
- Karol, Mark

**Invited Guests**
- Bigalke, Brian
- Pape, John
- Worthman, Bruce

**Absent**
- Blake, Bob
- Tranter, Bill

1. **Opening Remarks – Curtis Siller (Attachment 1 – Agenda, Presidents Reports)**

Curtis called BoG2 to order at 1:30 p.m. welcoming Board members and invited guests to his final meeting as President.

Meeting agenda was approved with modifications. Consent agenda was approved after removing OpCom-approved motions 5:20 and 5:22 for further consideration at this meeting; motions 5:19 and 5:21 passed via consent agenda.

The following minutes were approved: BoG1 2005 (Seoul) and OpCom2 2005 (Herndon).


2. **Officer Reports and Issues**

A. **IEEE Division III Directors Report – Roberto de Marca (Attachment 2)**

Roberto reported motions/actions recently approved by IEEE/TAB including approval of Phase 1 of eTNSM (Electronic Transactions on Network Service Management).

He thanked the Board of Governors for the honor and years of service as a voting member.

B. **Staff & Facilities – Jack Howell (Attachment 3)**
At a special meeting of the BoG (SM00509-2) in August, Howard Blank moved “that the Board approve the acquisition of up to 32 LCD projectors needed to support any ComSoc owned conference; the ~ $67K to be capitalized over three years at $22.5/year. The total needed is 42 machines (34 plus 8 spares), 10 of which have already been purchased.” (motion 05:23) Approved; 16 in favor, 1 abstention.

Howard further moved “that the Board approve the acquisition of wireless connectivity routers and servers to provide a low cost option at our conference venues where such service must be purchased from the venue. The cost for basic coverage is in the $5 - 10K range, depending on the configuration, equipment costs etc. Additional coverage will be based on the outcome of a trial at SECON and will be covered in a separate motion.” (motion 05:24) Approved; 11 in favor; 8 opposed.

LCD projector and Wireless Networks Solution business plans are attached; no action is required by the BoG. Number of projectors is adequate for Mary Ward-Callan’s IEEE demo program which will be assessed at the end of first quarter 2006. M&C will seek to include wireless capabilities in future hotel contracts. (action 05:09, closed)

Jack moved “that, in principle, BoG2 approve adding $57K to the 2006 budget for one additional fulltime position (Administrative Assistant) and one internal promotion within the Publications Department”. (motion 05:25) Approved; 14 in favor; 1 opposed. (action 05:28, closed)

C. Chief Information Officer – Mark Karol (Attachment 4)

Portal: With CommOntology, patent references, My ComSoc, etc., Mark recommends we continue to improve, enhance, and move forward as a “destination site” even though IEEE would prefer controlling all portal activity. (actions 05:13 & 0:15 closed)

IP Telephone/Video Conferencing and E-Conferences: Curtis concluded this is not a major issue and ComSoc would not proceed at this time. (action 05:14, closed)

Content Management Tools: Mark, M&C Board, and staff will decide on the content management tool (CMS). Eprise is the most feasible “off-the-shelf” product; custom-built solutions (ConsultIT Now or JUMA) would develop according to ComSoc requirements; IEEE currently uses a system called Gauss.

Outsourcing Trial (ConsultIT Now): Provided CCNC is satisfied with the Russian contractor, ComSoc should renew the arrangement for 2006. (action 05:08, closed)

E-mail Alias Service: Mark moved “that the BoG approve $10K to implement an ‘@comsoc.org’ e-mail address alias service and a URL-redirect service in the first quarter 2006.” (motion 05:26) Approved; 12 in favor, 4 opposed. This is a simple low-cost solution (does not include 10 mg of web space). (action 05:15, closed)

Plagiarism: Mark recommends a software tool that checks text-based documents for plagiarism (and was used in INFOCOM’06 TPC). Mark moved “that the BoG approve signing a one-year contract with Docoloc for $2K for use on a wider scale in 2006 and encourage (but not require) conferences and publications to use the tool.” (motion 05:27) Approved; 16 in favor; none opposed.

My ComSoc: Over 3,000 users have set up this personalized page in Digital Library. (action 05:15, closed)
D. “Practical Applications Supplement” – Magazines – Paul Green (Attachment 5)

Paul Green, Editor-in-Chief of the new “Practical Applications Supplement” presented strategies to make *IEEE Communications Magazine* meaningful for industry engineers.

Steve moved “that the BoG appropriate $20K for a new section in *IEEE Communications Magazine* with a focus on practical applications—two 30-page supplements, the first in June and the second in the December timeframes.” *(motion 05:28)* Approved; 12 in favor; 2 opposed. *(action 05:34: closed)*

E. Society Relations – Roberto Saracco (Attachment 6)

Roberto presented the sister-society working group’s joint portal initiative targeted for January 1, whereby societies collect/share information. He recommends a discussion at the Management Retreat and proposes expanding activities to include chapters and distinguished lecture tours. *(action 05:19 closed)*

Roberto met with the Institute of Engineers of Malaysia (IEM) to explore opportunities for collaboration. They will consider this and respond to Roberto.

*Related Societies* – Joe LoCicero, Stan Moyer

ComSoc will not pursue a merger with Consumer Electronics as CES is no longer on IEEE’s Financial watch list. *(action 05:18, closed)*

*Related Societies* – Naohisa Ohta

Roberto will contact the Society for Professional Engineers of South Africa (SPE) on the status of the agreement that they signed in September and mailed to us.

F. Technical Activities – Harvey Freeman (Attachment 7)

Emerging Technologies recommended 4 subcommittees for elevation to technical committee status.

Roberto moved “that Harvey’s motion for Board approval to elevate 4 subcommittees to full technical committees be divided.” *(motion 05:29)* Approved; 12 in favor; 2 opposed.

Harvey moved “that the Board elevate Ad Hoc & Sensor Communications & Networks to full technical committee status.” *(motion 05:30)* Approved; 15 in favor; none opposed.

Harvey moved “that the Board elevate Broadband Over Power Lines to full technical committee status.” *(motion 05:31)* Approved; 15 in favor; none opposed.

Harvey moved “that the Board elevate Communications & Information Security to full technical committee status.” *(motion 05:32)* Approved; 14 in favor; none opposed.

Harvey moved “that the Board elevate Communications Design & Development to full technical committee status.” Not approved; 3 in favor; 11 opposed.

Emerging Technologies dissolved Dynamic Policy-Based Control in Distributed Systems and began incubating two new subcommittees--Applications of Nanotechnology in Communications and Autonomous & Automatic Systems.
Issues for 2006: reorganization and recertification of technical committees, conference co-sponsorships, TC funding allocations, award travel funds for recipients to attend Awards Luncheons. (action 05:21, closed)

G. Membership Development – Alex Gelman (Attachment 8)

Three-Tier Registration Policy
Harvey moved “pending approval by IEEE BoD, that ComSoc adopt a 3-tier registration policy for its greater-than-50% financially-sponsored conferences—with the lowest registration fee being less than the IEEE registration fee by an amount equal-or-greater-than the ComSoc membership fee.” (motion 05:33) Approved; 18 in favor; none opposed. Sister societies get the IEEE registration rate. (action 05:01, closed) The 3-tier structure is as follows: IEEE ComSoc, IEEE, and non-IEEE/ComSoc

Bundling Membership
To increase membership (because employers cover conference registration fees, but not IEEE/Society member fees), Alex moved “that ComSoc introduce with M&C registration complimentary ComSoc membership for IEEE members and Affiliate ComSoc membership for non-IEEE members, as an option.” (motion 05:34) Approved; 18 in favor; none opposed.

Standards
In 2006 Alex will seek to reclaim IEEE 802 Communications Standards to establish ComSoc as the “appropriate sponsor” (rather than Computer Society) and develop our Standards Board to facilitate support of such projects. (actions 05: 30 & 05:31, closed)

ComSoc is currently at risk regarding corporate standards and must immediately adopt protective policies/procedures. The consent of the BoG is to accept the Standards Policies & Procedures prepared and submitted by Raouf Boutaba (based on the IEEE Standards Activities model for corporate membership). (action 05:29, closed)

Marketing – Steve Weinstein
Though continued weakness in the communications industry hinders membership growth (which is down 10%), ComSoc recorded positive results in IEL downloads for publications and showed strong sales of ComSoc’s 3-set publications DVD.

The new “Practical Applications” section of IEEE Communications Magazine is expected to attract new members. Conferences will use 3-tier registration pricing and offer Affiliate status to non-members.

Usage-based formula for IEL revenue distribution begins in 2006. (action 05:05, closed)

Ongoing activities include member survey, certification investigation, and new benefits for renewing members. Steve will again request IEEE “new initiatives funds” for a corporate-sponsored web-seminars service.

Membership Programs Development – Pierre Perra

Global Chapters Chairs Congress’06—$185K—is postponed to 2007 (see 2I Finance).

Regional Directors (AP, EAME, LA, and NA) – see attached reports
The Board of Governors paused to recognize Howard Headrick for his exceptional support and leadership as Chair of Central Texas Chapter. Howard passed away suddenly in November; a plaque will be made in his memory.
H. Membership Services - Doug Zuckerman –(Attachment 9)

Meetings & Conferences – Shri Goyal
Nim is working with vice presidents appointing directors and chairs; he named Fred Bauer as Director of M&C Board, Mike Kincaid as GIMS Chair, and Heinrich Steuttgen as GITC Chair. Shri becomes Advisory Director of the M&C Board through June 2006.

Journals – Des Taylor
Des recommends a full incubation process for OCN over the next two years (3 issues per year) published as JSAC II Optical Network Series and moved “that BoG2 approve implementation of the “Optical Communications Networks” incubator as proposed for a two-year period with formal assessment of its viability to be a standalone journal made during the second year; a decision will follow this assessment.” (motion 05:35)
Approved; 15 in favor; none opposed. Decision to launch would be made in January 2007 for initial publication in 2008. Estimated cost is $44,500 (included in 2006 budget). The standalone journal would start with 4 issues per year. (action 05:27, closed)

With IEEE approving Phase 1 of eTNSM (see 2A and motion 05:22 removed from consent agenda), Raouf will bring a business plan (Phase 2) to the BoG in January for e-mail vote before presenting to the IEEE BoD in February. If approved, eTNSM is targeted to start January 2007 as a full-fledged IEEE journal. (action 04:53, closed)

Magazines
Andrzej moved “that ComSoc withdraw financial co-sponsorship of IEEE Pervasive Computing and become a technical cosponsor only; payback for prior year losses to be on a schedule determined by TAB FinCom.” (motion 05:36) Approved; 15 in favor; none opposed. (action 05:28 closed)

Online Content
The new CommOntology and classification of papers of the ComSoc Digital Library was released. Future direction includes improving usability and increasing popularity as a “destination site”. (action 04:05, closed)

Meetings & Conferences
Jack confirmed that ComSoc footers appear in conference proceedings and IEL carries a “tag” denoting that ComSoc conference publications are reviewed by subject-matter experts. (action 05:32 and 05:33, closed)

Doug moved “that BoG2 approve the M&C Director understudy as described in the presentation.” (motion 05:37) Approved; 15 in favor; 1 opposed.

I. Finance – Howard Blank (Attachment 10)

Pre-BoG Finance discussions: achieving motion 05:17 for a balanced (break-even) 2006 budget, conference tutorials, TutorialsNow revenue, conference surplus requirements, time-sheet accounting, capping future annual budgeted surplus requirements.

Howard moved “the BoG2 eliminate $20k for the IEEE Xell initiative for an Expert Now tutorial” (motion 05:38) Approved; 16 in favor; none opposed. (action 05:11, closed)

Roberto de Marca moved “that implementation of motions 05:02 and 05:03 (passed in Seoul) be delayed until the BoG is presented with and approves a detailed implementation plan to apply concepts established by these motions. Plan should include services that can be charged by M&C staff; i.e., deadlines when agreements regarding
staff support must be finalized, penalties imposed for poor services, a draft standard MoU for the provision of these services, and conflict resolution authorities”. Curtis ruled the motion “out of order”; a vote of the BoG sustained the ruling.

Pierre offered to postpone the 2006 Global Chapters Chairs Congress (see 2G) to eliminate deficit. Doug moved “this BoG go on record recommending to the BoG in place next year that every possible effort be made in budget considerations to support a 2007 GCCC at $185K”. (motion 05:39) Approved; 14 in favor; none opposed.

2005 Forecast
Bruce and Howard forecasted a 2005 bottom line surplus of $6k.

2006 Budget
Howard came to BoG2 with a $257k deficit ($300k deficit having been promised to TAB FinCom). He highlighted changes/updates since the budget presentation in Korea; the following budget adjustments were then made by BoG2:

- Global Chapter Chairs Congress’06 (GCCC) cancelled ($185k improvement)
- Withdrawal from IEEE Expert Now Program ($20k improvement)
- Practical Application Supplement adjustment--4 issues assumed for 2006, 2 issues will be published ($15k improvement)
- Additional staff ($57k reduction)
- WCNC 2006 ($45k reduction)
- Standards--legal and travel expenses ($20k reduction)
- "@comsoc.org" ($10k reduction)
- Plagiarism tool ($2k reduction)

This budget still did not fulfill requirements of motion 05:17 approved by BoG1 in May (a balanced break-even-or-better 2006 budget) or OpCom motion 05:20 (removed from consent agenda) endorsing a $124k deficit.

Pierre moved “that ComSoc make up for the budget shortfall in 2006 so as to attain break even, making a necessary percentage reduction as determined by Bruce Worthman and the incoming Treasurer (1.4%); and that this be applied to appropriate controllable expenses.” (motion 05:40) Approved; 13 in favor; none opposed. The BoG2, therefore, decided on a 1.4% cut across all major expense areas (where applicable).

J. Nominations & Elections – Joe LoCicero for Celia Desmond (Attachment 11)

Joe re- presented the N&E Committee “petition candidate” recommendations for the bylaws and again outlined proposed changes in N&E policies for conducting elections (modified procedures, new timeline for creating ballot, recommendations for moving towards “primarily electronic voting” in 2006). (action 05:04 closed)

Bylaw 7.8.1 approved by BoG1 (motion 05:11) conflicts with recent IEEE ruling on petitioning. Therefore, on behalf of the N&E Committee, Joe moved “that BoG2 approve an addition to Bylaw 7.8 as follows:

7.8.1 The number of signature required for a petition candidate to appear on a ComSoc ballot shall be equal to the number required by the IEEE Bylaw on Nominations and Elections.

7.8.2 Petition signature will be accepted in written form, via facsimile (with original signature to follow) and via the IEEE ComSoc petition web site.”

(motion 05:41) Approved; 16 in favor; none opposed. An amendment to “tag” petition candidates was rejected.
Doug moved “that the ComSoc ballot distribution process be the same as the IEEE ballot distribution process.” (motion 05:42) Approved; 9 in favor; 6 opposed. In 2006 IEEE will distribute paper ballots with the option to vote electronically.

3. Closing Remarks – Nim Cheung, Curtis Siller
   Nim made closing comments, commending Curtis for taking the necessary steps to steer the Society toward a sounder fiscal foundation. Curtis thanked members and guests for their participation and presented recognition plaques to outgoing Board members.

4. Future Meetings – Curtis Siller
   Management Retreat: Friday (a.m.-p.m.), 20 January - Saturday (a.m.) 21 January, Bal Harbour, FL, USA

Respectfully submitted,

Carole Swaim

ATTACHMENTS

Attachment 1a-b Agenda, President-Elect Report
Attachment 2a-d IEEE Division III
Attachment 3a-f Executive – Staff & Facilities Committee
Attachment 4a-b Chief Information Officer
Attachment 5 “Practical Applications Supplement”
Attachment 6a-e Society Relations
Attachment 7a-b Technical Activities
Attachment 8a-m Membership Development – Standards, Membership Programs Dev., Marketing, Regions
Attachment 9a-h Membership Services
Attachment 10a-c Finance
Attachment 11 Nominations & Elections

MOTIONS PASSED AT AUGUST E-MEETING (SM200509-2)

LCD Projectors
05:23 “that the Board approve the acquisition of up to 32 LCD projectors needed to support any ComSoc owned conference; the ~ $67k to be capitalized over three years at $22.5/year. The total needed is 42 machines (34 plus 8 spares), 10 of which have already been purchased.” (motion 05:23)

Wireless Connectivity Routers
05:24 “that the Board approve the acquisition of wireless connectivity routers and servers to provide a low cost option at our conference venues where such service
must be purchased from the venue. The cost for basic coverage is in the $5 – 10k range, depending on the configuration, equipment costs etc. Additional coverage will be based on the outcome of a trial at SECON and will be covered in a separate motion.”

MOTIONS PASSED VIA CONSENT AGENDA

Travel Policy
05:19 “the ComSoc travel policy (tabled motion 05:18 from BoG1) be revised so that volunteers and staff traveling on ComSoc-related business, except to duly called administrative meetings (BoG, OpCom, Retreat), provide a written report (Word, PowerPoint, e-mail text) to the appropriate committee or board for which the travel was undertaken within thirty business days of travel completion. The report shall include the main results of the meeting and expected impact. Also a copy of the trip report is required to be filed with the ComSoc office for expense voucher approval”.

GITC and GIMS Charters
05:21 “that OpCom approve charters of GITC and GIMS as distributed in the OpCom material.”

MOTIONS REMOVED FROM CONSENT AGENDA

Deficit
05:20 “that OpCom endorse the $124k deficit.” (not approved by BoG2)

E-TSNM
05:22 “that OpCom approve bringing a provisionary proposal of Phase 1 for publication of ComSoc’s Electronic Transactions on Networking Management (e-TSNM) to the November TAB meeting” (not approved by BoG2—TAB already approved Phase 1)

MOTIONS PASSED VIA THIS MEETING

Staff
05:25 “that, in principle, the Board approve adding $57k to the 2006 budget for one additional fulltime position (Administrative Assistant) and one internal promotion within the Publications Department.”

E-mail Alias Service
05:26 “that the BoG approve $10k to implement an ‘@comsoc.org’ e-mail address alias service and a URL-redirect service in the first quarter 2006.”

Plagiarism
05:27 “that the BoG approve signing a one-year contract with Docoloc for $2k for use on a wider scale in 2006 and encourage (but not require) conferences and publications to use the tool.”

Practical Applications Supplement
05:28 “that the BoG appropriate $20k for a new section in IEEE Communications Magazine with a focus on practical applications—two 30-page supplements, the first in June and the second in the December timeframes.”

Technical Subcommittee Elevation
05:29 “that Harvey’s motion for Board approval to elevate 4 subcommittees to full technical committees be divided.”
Technical Subcommittee Elevation
05:30  “that the Board elevate Ad Hoc & Sensor Communications & Networks to full technical committee status.”

Technical Subcommittee Elevation
05:31  “that the Board elevate Broadband Over Power Lines to full technical committee status.”

Technical Subcommittee Elevation
05:32  “that the Board elevate Communications & Information Security to full technical committee status.”

Three-Tier Registration Policy
05:33  “pending approval by IEEE BoD, that ComSoc adopt a 3-tier registration policy for its greater-than-50% financially-sponsored conferences—with the lowest registration fee being less than the IEEE registration fee by an amount equal-or-greater-than the ComSoc membership fee.”

Bundling Membership
05:34  “that ComSoc introduce with M&C registration complimentary ComSoc membership for IEEE members and Affiliate ComSoc membership for non-IEEE members, as an option.”

Journals – JSAC II Optical Network Series
05:35  “that BoG2 approve implementation of the “Optical Communications Networks” incubator as proposed for a two-year period with formal assessment of its viability to be a standalone journal made during the second year; a decision will follow this assessment.”

IEEE Pervasive Computing
05:36  “that ComSoc withdraw financial co-sponsorship of IEEE Pervasive Computing and become a technical cosponsor only; payback for prior year losses to be on a schedule determined by TAB FinCom.”

M&C Understudy
05:37  “that BoG2 approve the M&C Director understudy as described in the presentation.”

IEEE Xell
05:38  “the BoG2 eliminate $20k for the IEEE Xell initiative for an Expert Now tutorial”

GCCC in 2007
05:39  “this BoG go on record recommending to the BoG in place next year that every possible effort be made in budget considerations to support a 2007 GCCC at $185k”.

Budget Shortfall
05:40  “that ComSoc make up for the budget shortfall in 2006 so as to attain break even, making a necessary percentage reduction as determined by Bruce Worthman and the incoming Treasurer (1.4%); and that this be applied to appropriate controllable expenses.”

Bylaws – Petition Candidates
05:41  “that BoG2 approve an addition to Bylaw 7.8 as follows:

7.8.1 The number of signature required for a petition candidate to appear on a ComSoc ballot shall be equal to the number required by the IEEE Bylaw on Nominations and Elections;

7.8.2 Petition signature will be accepted in written form, via facsimile (with original signature to follow) and via the IEEE ComSoc petition web site.”
Ballot Distribution

05:42 “that the ComSoc ballot distribution process be the same as the IEEE ballot distribution process.”

ACTION ITEMS

05:20 continuing: Shri will define strategic interests of our conferences so that technical committees are clear on whether or not they should endorse a particular conference applying for technical co-sponsorship.

05:03 continuing: Roberto Saracco will work with Doug and Alex identifying mutual values ComSoc could share with Sister Societies in areas of Meetings/Conferences, Member Services, and Technical Activities.

05:02 continuing: Alex (with Raouf, Doug, Harvey) are looking to link standards initiatives with conferences; Alex will bring a presentation to BoG1.

04:52 continuing: Ricardo will examine criteria for Student Travel Grants and follow up with M&C on the value of and conference parameters for travel grants.

04:50 continuing: CIC requested assistance in producing a magazine in English (abstracts rather than full papers); Naohisa and Roberto Saracco will bring a proposal to CIC in January.

04:47 continuing: Celia will follow up a request from Latin America to rewrite into Spanish an abstract of an article taken from IEEE Communications Magazine; Celia will check copyright issues with IEEE and bring a proposal for implementation to the Board.

04:45 continuing: Shri, Roberto de Marca, Jack: Roberto/Jack will check on IEEE constraints regarding any “return of value” from ComSoc non-financially sponsored conferences. Shri will evaluate from an M&C standpoint and investigate the possibility of conference author posting (Roberto will check IEEE issues). And report to BoG2 2004. Shri is seeking potential revenue sources - charging fees for non-financially co-sponsored conferences.

04:38 continuing: Alex (with Nim/Curtis) will proceed with the further steps in building ComSoc presence in India.

04:36 continuing: Shri will investigate an occurrence at MILCOM of a non-USA individual being prohibited from the organizing committee; he will report to the Board.

04:32 continuing: Bill, Roberto de Marca, and Shri will redraft the hotel negotiation motion (04:17) and bring to BoG2 2004.

04:20 continuing: Nim and Naohisa will ask IEEE to consider extending IEEE Financial Package to Sister Societies.

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05:37 closed: (as per Curtis) Curtis will work with Nim and Brian to identify what can be done to promote a collaborative relationship with CTIA.

05:36 closed: Harvey (working with Mark, Jack and David Alvarez) will bring a recommendation to BoG2 for a single, workable solution for IP tele/videoconferencing and plan to implement.

05:35 closed: Mark will report to BoG2 on the cost/value of e-mail aliases accounts and personal web pages.
05:34 closed: Curtis will work with Paul Green arranging a meeting at GLOBECOM (including Paul, Curtis, Steve, Harvey, and Andrzej). Paul will work with a small group preparing a proposal to bring to BoG2 for the Practical Applications Supplement.

05:33 closed: Jack will confirm ComSoc footers appear in conference proceedings (paper/CD), and that IEL carries a “tag” denoting ComSoc identity and that conference publications are reviewed by subject-matter experts.

05:32 closed: Shri will work with conference committees and staff to assure that the on-line presentation of ComSoc conference proceedings papers have the appropriate “tag.”

05:31 closed: Alex and Roberto de Marca will draft a letter to IEEE-Standards Activities highlighting ComSoc presence in communications standards. Curtis will ask BoG2 to approve letter which will then be sent to IEEE Computer Society.

05:30 closed: Curtis will write to IEEE Standards Activities authorizing Alex to promote communications standards.

05:29 closed: Alex will bring final Standards P&Ps (and accompanying letter) to Curtis for circulation among the BoG for comments/consensus.

05:28 closed: Andrzej and Jack will bring to BoG2 a recommended position for ComSoc on our financial/technical support of IEEE Pervasive Computing.

05:27 closed: Nim/Des will bring a business plan to BoG2 for “JSAC Part II Optical Communications & Networking Series” that includes financial impact for increasing JSAC in 2006 and publishing OCN under separate cover.

05:26 closed: Shri will notify ComSoc conferences about IEEE’s new conference financial and auditing controls.

05:25 closed: (as per Curtis) Curtis will contact the Bylaws Chair, Larry Greenstein, to prepare and bring to BoG2 an addition to the bylaws formalizing e-mail voting.

05:21 closed: Harvey will make a recommendation to BoG2 and the incoming VPTA on reorganizing technical committee structure.

05:19 closed: Roberto Saracco will present a joint sister-society project to BoG2.

05:18 closed: Curtis will discuss committee findings in support of ComSoc/CE merger with Hal Fleis cher. Stan will bring committee findings to OpCom2. Stan Moyer, Alex, Pierre, Howard, Joe and Steve to address the technical match, impact on programs, financial issues, and organizational implications of integrating Consumer Electronics Society into ComSoc.

05:15 closed: Mark will present “My ComSoc” to BoG2 and discuss e-mail and web ComSoc personalization. Steve and committee (Howard, Mark, Harvey, John Pape and James Hong) will develop a “My ComSoc” framework and report to BoG1.

05:14 closed: Mark will bring a proposal to the BoG2 if he determines ComSoc should launch such an initiative. Mark will select a participant to participate in the International e-Conference on Computer Science and recommend to BoG1 whether ComSoc should launch such an initiative.

05:13 closed: Mark and Howard will report status of ComSoc “portal” to BoG2 and attempt to reconcile varying perspectives of IEEE, IEEE CIO, etc. IEEE IT submitted a portal initiative and agreed that ComSoc would be the test site. At the same time, the ComSoc portal proposed by Mark was not funded by the New Initiatives Committee. Mark will
work with Howard, Steve and John Pape to define the infrastructure, web space, etc. for a Portal and report to BoG1.

05:11 closed: Bill and Harvey will identify 3 speakers for the free IEEE XELL offer and get back to John Pape (who will notify IEEE of ComSoc’s intended participation).

05:09 closed: Curtis exhorted Howard/Jack to bring individual business plans for purchase/lease of LCD projectors and wireless LAN support to BoG2; included in plans should be estimates for potential savings and experience to date. Howard and Jack will bring a business plan for LCDs to BoG1 for approval.

05:08 closed: Mark, Alex, James Hong, and Jack will collaborate on a list of options for purchasing/developing “content management tools for M&C. Mark will bring a recommendation to the Board. Content management tools are currently being evaluated for offshore outsourcing; and Mark/Jack will report progress to BoG1.

05:05 closed: Mark (and committee) will study revenue-sharing formulas (i.e., IEL) to determine what ComSoc is losing/gaining and propose solutions.

05:04 closed: Joe will bring OpCom2 comments to Celia and N&E and update BoG2 in November. Celia and Nominations & Elections Committee will rework the petition amendment for resubmission to the BoG2 in December. Pierre will bring revisions to OpCom2. Pierre and committee will to look into modifying Nominations & Elections Committee’s policies & procedures; Pierre will report back to the BoG.

05:01 closed: Alex will bring a proposal to BoG2 to implement 3-tier registration across conferences, recommending an appropriate “ComSoc differential” (i.e., fixed pricing or percentage). He will bring to the Board a proposal for “bundling ComSoc membership with conferences. Alex will come to BoG2 with proactive ways to implement strategies for member stretch goals. Alex will come to BoG1 with membership stretch goals or incremental goals targeting where ComSoc membership should be by 2010.

04:53 closed: Curtis will follow up with Raouf Boutaba regarding moving forward with a proposal to IEEE TAB to make eTNSM an IEEE journal. Doug will follow up with Raouf Boutaba and James Hong regarding moving forward with a proposal to IEEE TAB to make eTNSM an IEEE journal. Raouf will bring costs of his electronic journal trial (eTNSM) to the BoG to use as a guide for future online journals.

04:51 closed: John Pape will determine financial impact, etc. of implementing conference Affiliate Memberships and report to the BoG

04:44 closed: (as per Curtis) Steve, with committee studying virtual publications, will evaluate ComSoc-sponsored publications in light of the movement to electronic products and bring a proposal/recommendation for moving forward to the Board by OpCom1 2005.

04:43 closed: Jack/Pierre: Jack will prepare an e-mail for incoming Bog members to familiarize them with material on the BoG web site. Pierre will revisit existing information on the BoG site.

04:42 closed: Curtis/Celia will investigate going to a BoG-meeting format that includes “caucus plus meeting” (similar to IEEE) to present, discuss, and take motions on budget issues.

04:30 closed: Bill, Roberto de Marca, and Shri will redraft the motion on approving ComSoc travel and bring it to BoG2 2004.
04:19  **closed:** (as per Mark – this was dropped due to budget problems and because IEEE Products & Services Committee delayed implementation of a similar product.) Mark and Howard will develop a ComSoc business plan for an electronic On-line-Reprint/Best-of Series (and include reprint software/vendor) to implement within ComSoc.

04:10  **closed:** Bill will investigate IEEE efforts in the education area.

04:05  **closed:** James will make sure users can view top levels of the CommOntology and inform clients of this availability.