MINUTES

Attendees at the meeting were:

**Officers** (voting)
- Cheung, Nim
- Zuckerman, Doug
- Benedetto, Sergio
- Freeman, Harvey
- Lee, Byeong Gi

**Members-at-Large** (voting)
- Chen, Tom
- Cimini, Len
- Gibson, Jerry
- Goldsmith, Andrea
- Greenstein, Larry
- La Porta, Tom

**Directors** (non-voting)
- Atkinson, Scott
- Bauer, Fred
- Boutaba, Raouf
- Gelman, Alex
- Gomez, Araceli
- Goyal, Shri

**IEEE Div. III Director** (voting)
- Letaief, Khaled
- McLane, Peter
- Rappaport, Ted
- Rosenberg, Catherine
- Stuber, Gordon

**IEEE Div. III Director** (voting)
- Karol, Mark
- Siller, Curtis

**Officers** (non-voting)
- Howell, Jack
- LoCicero, Joe
- Moyer, Stan
- Weinstein, Steve

**Invited Guests**
- Desmond, Celia
- Pape, John
- Personick, Stu

**Absent**
- Worthman, Bruce
- Tekinay, Sirin

**Recording Secretary**
- Swaim, Carole

1. **Opening Remarks – Nim Cheung (Attachment 1 – Agenda)**

   Nim called the Board of Governors to order at 9:45 a.m., welcoming current and incoming officers and several guests to Washington, DC and the 50th anniversary celebration of IEEE GLOBECOM.

   Meeting agenda was approved after modifications. Consent agenda (07:17, 18, 20) was approved. Minutes of BoG1 2007 (Scotland) and OpCom2 2007 (Greece) were approved.

   Nim presented highlights of 2007 showing increased surpluses, stronger IEEE relations, record-breaking conferences, new publications, and new chapters/sister societies.

2. **Officer Reports**

   A. **IEEE/TAB – Mark Karol/Curtis Siller/Doug Zuckerman (Attachment 2)**

      IEEE Regional Activities Board is now IEEE Member & Geographic Activities Board.

      IEEE is streamlining VAT management under IEEE International LLC for European conferences.

      After investigating 4 alternative membership models to align new IEEE Members with Societies, IEEE BoD will pursue a “tiered” model.

      IEEE signed an MOU merging Eta Kappa Nu (EE student honor society) into IEEE.
B. Society Relations – Doug Zuckerman/Roberto Saracco (Attachment 3)

Since June, Sister Society agreements were finalized with Arab Information Union, the Moroccan Association of Electrical, Electronics & Computer Engineers, and the Chamber of Engineers in Malta. The Institution of Engineers—Malaysia will be signed shortly. Roberto is pursuing an agreement with the Polish Telecommunications Engineers Association.

Society Relations and Membership Development goals have been revised/merged.

Related Societies (Raouf Boutaba) developed an MOU with ITU-Telecommunications (technically co-sponsoring a NGN conference and publishing an article on NGN-Next Generation Networks).

IEEE/ComSoc Coordination Committee is successfully placing colleagues on IEEE councils/committees.

C. Membership Services – Harvey Freeman (Attachment 4)

Harvey thanked his directors for their service, listing highlights for each area.

Meetings & Conferences: Automated processes for travel grants and visa invitation letters are in place; conferences are streamlined; IEEE Conference Registration is being utilized; Bruce Worthman manages all conference finances.

Publications: IEEE Application & Practice Magazine will become the “Application & Practice Series” of IEEE Communications Magazine. At least 4 issues on communications topics will be bound with IEEE Communications Magazine starting from January 2008.

We are working with Henning Schulzrinne to incorporate Docoloc (plagiarism tool) into EDAS. IEEE Transactions on Communications will move to the “in house” workflow in January. IEEE Transactions on Network Services Management (TNSM) is approved as a full-fledged IEEE journal for 2008.

Online Content: Several webinars and keynote addresses are posted on the web.

Education: Citing no accomplishments over several years, Harvey proposed the position of Education Director be abolished and future/current educational activities moved under the Director of Online Content. After several amendments, Harvey moved “that the position of Director – Education not be filled until an educational activities plan is approved by the Board with an initial report presented by the Vice President – Technical Activities at OpCom1 and approved at BoG1 in Beijing.” (motion 07:21) Approved; 9 in favor; 7 against.

D. Technical Activities Council – Sergio Benedetto (Attachment 5)

Awards Committee
The committee is reevaluating an earlier proposal (from ICC) to establish a paper award on the “Practical Application of Information Theory.”

The winner of the 2007 IEEE ComSoc/IT Joint Paper Award was awarded for a paper published in IEEE Transactions on Information Theory (for the 5th or 6th time). The
committee expressed concern that the paper length limitation for our journals might hurt the competitiveness of ComSoc published papers.

The BoG-approved new paper award on New Communications Topics was not submitted to IEEE in time for the November TAB agenda; TAB Awards & Recognition Committee has also requested more detail before granting final approval.

Sergio moved “that BoG2 approve modifying the Fred W. Ellersick Prize to include: Basis for Judging – Quality, utility, timeliness, and clarity of presentation, comprehensible to the non-specialist.” (motion 07:22) All approved.

Sergio moved “that BoG2 approve modifying the Communications Society Best Tutorial Paper Award to include: Basis for Judging – clarity and quality of presentation, timeliness and relevance of topic. (motion 07:23) All approved.

Emerging Technologies Committee
Len Cimini ends his term as Chair in December. Four active subcommittees have been incubated/nurtured and Len recommends three be considered for elevation in 2008 to full TC status:  Autonomic Communications (mid year), Cognitive Networks (mid year), and Peer-to-Peer Networking (year end). Integrated Fiber & Wireless Technologies should be evaluated to see if another year as a subcommittee would be beneficial.

Fellow Evaluation Committee
With BoG1 motion (from ICC) increasing committee membership to nine, five new members will be appointed in 2008. Notably, of the 35 highest rated candidates evaluated by FEC for IEEE Fellows for 2008, half belong to industry.

Technical Committees and Technical Activities Council (TAC)
Last year 18 technical committees were recertified; 5 were placed on probation and assigned specific actions to be implemented. Upon recommendation of the Technical Committees Recertification Committee, Sergio moved “that the following technical committees be recertified: Communications Software, Internet, Radio Communications, and High-Speed Networking.” (motion 07:24) Approved.

Sergio moved “that BoG2 approve creation of a new Technical Committee on Tactical Communications & Operations by merging the existing Tactical Communications TC with the newly-proposed subcommittee on Situation Management.” (motion 07:25) Approved. Interim officers were appointed for one year: Ken Young (Chair), Gabe Jakobson (Vice Chair), and Adam Stotz (Secretary). (action:07:05, closed)

Sergio moved:
“that BoG2 add to the list of standing committees in Bylaws 7.1 a new committee called Communications History aligned under the Vice President–Technical Activities with the following description: Communications History is responsible for identifying, placing in electronic archives, and raising public awareness through all appropriate steps on the most important facts/person/achievements of communications history in particular, as well as telecommunication milestones in general. The committee consists of a Chair, appointed by the President upon recommendation of the VP-Technical Activities and 3 members appointed by the Chair on approval of the VP-Technical Activities for three-year terms, one member appointed each year.”
(motion 07:26) Approved; 15 in favor; none opposed. Mischa Schwartz was appointed Chair.

Distinguished Lecturers Selection Committee
In December 2007 terms end for 17 lecturers, and in December 2008 terms end for another 20 lecturers. Henning Schulzrinne and Hamid Aghvami were appointed lecturers for 2007-2009; the committee plans to nominate 15 more by year end.

Standards Board
Standardization should not be viewed as a “stand alone” activity but as an integral part of technical activities. ComSoc’s facilitation of the standards development process should follow a “triangle model.” Working Group (industry) creates the standard; ComSoc facilitates standards activities by providing technical committee support and also M&C/Publications support via relevant conferences and publications. It is important that ComSoc maintain neutrality with regard to specification development.

Alex is working with the IEEE Committee on Earth Observation (EO) Global Earth Observation System of Systems (GEOSS)—a worldwide effort to build a global earth communications system—and to help establish a ComSoc/IEEE presence in a new standards activity that will be in place January, 2008.

E. Meetings & Conferences – Fred Bauer
Fred moved “that BoG2 reverse a motion passed by Meetings & Conferences two years ago: specifically, that the BoG approve reducing the conference budgeting surplus requirement from 25% to 20% of expenses beginning with conferences occurring after 1 July 2008 to be in line with the IEEE policy. (motion 07:27) Approved; 15 in favor; none opposed. (This motion was previously passed by the M&C Board.)

F. Treasurer’s Report – Stan Moyer (Attachment 6)
Stan reported that the 2007 forecasted surplus for ComSoc should be about $1.1 million before unrealized investment gains. The large variance can be attributed to the exceptional strong performance of our major conferences in 2007. Stan itemized the key variances by comparing the 2007 forecast with the 2007 budget and the 2006 actual. He then reported the latest changes to the 2008 budget:

Items lowering the budgeted surplus:
- spending $12k to support the Industry Now Program
- adding $20k for Standards activities (travel, and legal fees)
- spending $100k for Information Services projects (to be identified later)
- adding $20k to allow an additional 1200 pages to be published for ToWC
- adding $25k for Distinguished Lecture Tours
- spending $20k for Chapter Outreach support
- spending $25k for Membership Regional Development
- spending $10k to fund a self-service email alias subscription
- spending $10k to continue development, maintenance, and hosting of the Chinese-language mirror web site
- spending $10k to fund non-sponsored/patronized webinars
- spending $4.5k for travel support for the newly establish Director - Conference Publications
- adding $25k to the marketing budget for conferences that need funding assistance to successfully promote their conference
- adjusting conference budgets by $75k to reflect the lower surplus requirement (from 25% to 20%).

**Items increasing the budgeted surplus:**
- CCNC’08 budget/forecast will be $30k higher than initially budgeted.

As ComSoc is able to use up to 50% of its 2007 surplus, which is currently forecasted to be about $1.1M, in 2008 (in line with current IEEE TAB policy), the Board approved the inclusion of additional membership services and development programs, which lowered the actual 2007 budget bottom to a near-$300k deficit. This deficit will be offset by using funds from the 2007 surplus. Stan, therefore, moved “that the BoG approve the 2008 budget with a deficit (as provided at this meeting) and ComSoc informing TAB no later than the first forecast exercise (April 2008).” (motion 07:28) Approved; 13 in favor; none opposed.

**Finance Meeting highlights (held prior to BoG2):**
- Conference Marketing will allow conferences to increase estimated attendance to offset additional marketing expenses (if they choose) to meet surplus requirements. John Pape will add $25k to marketing budget for conferences that prefer not to include this amount to their budgets.
- Registration Fees: conference registration fees will now be published as early as possible but no later than notification of the paper acceptance date (M&C policy change).
- Conference Surplus Requirement: It was proposed that this be lowered from 25% to 20% of expense (motion by M&C).
- Unconfirmed Conference Patronage in budgets: this will allow conferences to include up to a five year historical rolling average of patron/exhibit revenue in their initial budgets. However, prior to fixing registration fees, only confirmed patronage fees will be available to meet the surplus requirements (M&C policy change).
- Volunteer Travel (Cap Policy): Policy should be clarified so as to exclude conference committee travel when measuring against the ComSoc “cap” since this is managed through specific conference budgets.

**G. Membership Development – Byeong Gi Lee (Attachment 7)**

**Regional Director Highlights** – see attachments

**Marketing Highlights**
- The digital delivery version of *IEEE Communications Magazine* is launched with 2300 members opting for 2008 digital delivery over print.
- Industry Now Program of company partnerships (reaching industry members) is underway in India with 3 companies signing agreements. Agreements offer packages of “bulk” memberships (50-member increments with discounts), Tutorials Now, institutional subscriptions, exhibit space, etc.
- Development of the certification program in Wireless Communication Engineering Technologies (WCET) is on schedule.
- E-access to JLT for all ComSoc members will be added as 2008 member benefit.
- IEEE GLOBECOM’07 marketing plan/implementation was successful.
- Current member/subscription data is not available due to the IEEE transition to BMS.
H. Sister Societies – Roberto Saracco (Attachment 8)

The Global Sister Societies Summit will be held in Beijing during ICC’08. A “Regional” Summit is scheduled for REV’08 in Hanoi, Vietnam.

The Piazza now includes options such as extended geographical information, wiki, etc. Periodic lectures (via the Piazza) are planned in Latin America with a pilot program starting in March 2008. Lectures will be open to all chapters/sister societies with food provided on location (Argentina). Attendees will listen/discuss/interact with lecturer.

Two RoadShows are planned for the Far East in 2008 (July and October).

I. President-Elect Appointments – Doug Zuckerman (Attachment 9)

Doug moved “that the BoG approve the appointments for Directors, Standing Committee and ad hoc committee chairs as presented in the attachment.” (motion 07:29) All approved.

Doug moved “that two ad hoc committees be dissolved as of 1 January 2008 and the chairs/members thanked for their service: Corporate Partnership and Society Structure & Governance; and, further, that two ad hoc committees continue through 2008: Communications Certification and Strategic Financial Analysis.” (motion 07:30) All approved.

Doug recommended the BoG approve motion 07:19 (from OpCom2) regarding the Strategic Planning Committee:

“effective 2008 by Bylaw 7.3.10 be revised as follows: ‘This committee is responsible for preparing a long-term strategic plan to guide the direction and future of the Society and for preparing short-term plans to direct specific areas, as appropriate. It consists of a Chair and up to 10 members all appointed by the President for the term of his/her office. One of the members is the Chair of Emerging Technologies Committee.’”

(motion 07:19) All approved. Stu Personick was appointed Chair.

J. Incoming Vice President - Conferences – Mark Karol (Attachment 10)

Mark moved “that BoG2 increase the number of members-at-large on the new GIMS Standing committee from “3” to “3 or 4” to be reflected in Bylaw 7.3.12. (motion 07:31) All approved.

Mark proposed a new director position (Director of Conference Proceedings). After a friendly amendment, Mark moved “that the BoG approve the creation of a Director – Conference Publications, reporting to the VP – Conferences, and that Article 3.5.4 of the Bylaws be modified as shown in italics 3.5.4 Vice President – Conferences is responsible for all aspects of technical conferences, workshops, and professional meetings, including conference publications. Reporting to this Vice President:

• Director – Conference Operations
• Director – Conference Development
• Director – Conference Publications

(motion 07:32) All approved.

Mark moved “that BoG approve a Conference Publications Board and modify Article 6 of the Bylaws to include the following: ‘This Board is responsible for the oversight of all
ComSoc conference-based intellectual property. Members include representatives from GITC and major conferences. Additional members can be appointed. All are voting members, in addition to the Director.” (motion 07:33) All approved.

K. CIO – Steve Weinstein (Attachment 11)
Steve highlighted accomplishments and ongoing issues in 2007.

Steve moved “that BoG2 approve $10k to organize two non-corporate sponsored webinars in 2008.” (motion 07:34) All approved. The plan is to first organize the webinars, then find sponsors.

Steve moved “that BoG2 allocate $10k to continue development, maintenance, and hosting of our Chinese-language mirror web site in 2008.” (motion 07:35) All approved.

Steve moved “that the BoG approve (OpCom motion 07:18) allocating $10k to fund member e-mail aliases in 2008.” (motion 07:18, consent agenda) All approved.

L. Nominations & Elections Committee – Curtis Siller (Attachment 12)
NEC monitored the 2007 election, providing a preliminary assessment of the voting trial-electronic voting being the preferred approach. Paper ballots were mailed to members without e-mails and to those not responding to the e-mail notification (bounced e-mails).

Policies and procedures are updated; the ratio of members-at-large placed on the ballot from each Region was revised to reflect current membership.

Curtis presented the Nominations & Elections Committee candidates for the 2008 election ballot:
  President-Elect (4): Alex Gelman, Sergio Benedetto, Harvey Freeman, Vijay Bhargava.
  Members-at-Large (12):
    Asia/Pacific – Abbas Jamalipour, Iwao Sasase
    Canada – Raouf Boutaba
    EAME – Tariq Durrani, Romano Fantacci, Michele Zorzi
    Latin America – Nelson Fonseca
    USA – Ender Ayanoglu, Joe Evans, Rob Fish, Costas Georgiades, Mehmet Ulema

Curtis announced that Byeong Gi Lee will petition for a place on the ballot as candidate for President-Elect. The committee will consider a “lottery prize” to encourage voting.

M. Bylaws Committee – Larry Greenstein (Attachment 13)
Larry moved “that BoG2 approve all Bylaws changes below to comply with IEEE “must have” requirements for all Societies (Note: bold denotes “additions;” bold italics denotes “deletions”).

3.6.2 The BoG must hold two formal meetings annually. Special BoG meetings may be held at the request of the President or any four members of the BoG. A majority of the voting members of the BoG constitutes a quorum. When a quorum is present, a majority vote is necessary to transact business. Proxy voting is not allowed.
3.6.4 The BoG may meet and act upon the vote of its members by any means of telecommunications. The normal voting requirements shall apply when action is taken by means of telecommunications equipment allowing all persons participating in the meeting to hear each other at the same time.

3.6.5 Business may be conducted by means other than formally held meetings when the matter can be adequately held via letter, electronic ballot, <conference call>, electronic mail interchange, etc., referencing Society policies and procedures. A majority vote of the BoG is required for actions so taken. <This was formerly 3.6.4>

3.7.3 OpCom will meet twice annually, in person or by other means. Additional meetings may be held at the request of the President or any four members of OpCom. A majority of the voting members of the BoG constitutes a quorum. When a quorum is present, a majority vote is necessary to transact business. Proxy voting is not allowed. Actions of OpCom must be ratified by the full BoG at its next meeting. Routine business items shall be included in the consent agenda of that meeting.

3.8.4 Business action that is formulated outside of a duly called meeting may be conducted by letter, electronic mail, or conference call, referencing Society policies and procedures. A majority vote of the BoG is required. Approved decisions will be confirmed promptly or in writing or by electronic transmission and recorded in the minutes of the next meeting.

7.3.7 Nominations & Elections – This committee is responsible for selecting candidates to fill Society office, and for the development, implementation and supervision of election procedures. It consists of nine voting members, each appointed by the President, upon recommendation by the Chair, for a three-year term, one-third of the members being appointed each year. At least one annual appointee must not be a member of the BoG. The committee is chaired by Past Presidents. Each President spends the first year after his/her term of office as an ex officio voting committee member. This Past President assumes the Chair the following year (an odd-numbered year) and serves for two years. If the Past President is unable to serve, the President will appoint a Chair for a similar period, with the approval of the BoG. The Chair shall not be eligible to be elected to the BoG during his/her term of service. A committee member may be nominated for a position only if (i) the nomination is not made by a member of the committee, and (ii) the member resigns from the committee prior to its first meeting of the year in which the nomination shall be made. Meetings of this committee will always be held in Executive Session. The number of signatures 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 Appointments. All nominations, whether by petition or by a majority vote of the committee, must be made at least 28 days prior to the date of election. The operation of the committee is detailed in its policies and procedures.

(motion 07:36) All approved.

N. Communications Certification Committee – Celia Desmond (Attachment 14)

The committee is currently developing a certification exam and seeking volunteers to write questions on specific topics/domains. A guide book (not technical) is under development. Alex Gelman and Ted Rappaport are on the steering committee.
3. **Closing Remarks – Nim Cheung**

In his final meeting of the Board of Governors as Society President, Nim thanked officers, guests, and staff for their participation and assistance during his two-year term, presenting plaques to Board members with terms ending 31 December.

Before adjournment, President-Elect, Doug Zuckerman, presented Nim with a President plaque, thanking him for his invaluable contributions in guiding the IEEE Communications Society as Society President. The meeting adjourned at 5:30 p.m.

4. **Future Meetings in 2008**

- Management Retreat – Honolulu, HI, USA 17-18 January
- OpCom1 – Bahia, Brazil – 7-8 April
- BoG1 – Beijing, China – 21-22 May
- OpCom2 – Long Branch, NJ, USA – 15-16 September
- BoG2 – New Orleans, LA, USA – 3-4 December

*Note:* the 2-day (p.m. on second technical session day, and a.m. on third technical session day) format has been reinstated in 2008 for BoG/OpCom meetings:

Respectfully submitted,

Carole Swaim

**ATTACHMENTS**

Attachment 1a-c  Agenda, President Reports
Attachment 2  IEEE/TAB/Division III
Attachment 3a-b  Society Relations
Attachment 4a-b  Membership Services
Attachment 5a-d  Technical Activities/Standards
Attachment 6a-c  Finances
Attachment 7a-g  Membership Development
Attachment 8a-b  Sister Societies
Attachment 9  Officer Appointments 2008
Attachment 10  Incoming Vice President - Conferences
Attachment 11a-b  CIO
Attachment 12a-b  Nominations & Elections
Attachment 13  Bylaws
Attachment 14a-b  New Initiatives/Communications Certification
CONSENT AGENDA
MOTIONS FROM OPCOM2

Distinguished Lecturers Program
07:17 “that OpCom allocate an additional $20k to the Distinguished Lecturer Program for 2007.”

ComSoc e-mail addresses
07:18 “that ComSoc offer, through e-News and the Web site, complimentary ComSoc e-mail addresses to members requesting them.” (See funding allocation for this motion below)

CIO – Parity Computing
07:20 “that $35k be allocated in 2007 for two 8-week contracts with Parity Computing for the following enhancements of the Digital Library Web Publisher module:

• Software modification to support ComSoc staff insertion/deletion of journal and magazine issues and articles
• Software modification to support ComSoc staff insertion/deletion of conference proceeding and papers.”

MOTIONS PASSED AT THIS MEETING

Director - Education
07:21 “that the position of Director – Education not be filled until an educational activities plan is approved by the Board, with an initial report presented by the Vice President Technical Activities at OpCom1 and approved at BoG1 in Beijing.”

Paper Award
07:22 “that BoG2 approve modifying the Fred W. Ellersick Prize to include: Basis for Judging – Quality, utility, timeliness, and clarity of presentation, comprehensible to the non-specialist.”

Paper Award
07:23 “that BoG2 approve modifying the Communications Society Best Tutorial Paper Award to include: Basis for Judging – clarity and quality of presentation, timeliness and relevance of topic.

Technical Committee Recertification
07:24 “that the following technical committees be recertified: Communications Software, Internet, Radio Communications, and High-Speed Networking.”

Technical Committee Tactical Communications & Operations
07:25 “that BoG2 approve creation of a new Technical Committee on Tactical Communications & Operations by merging the existing Tactical Communications TC with the newly proposed subcommittee on Situation Management.”

Communications History Standing Committee
07:26 “that BoG2 add to the list of standing committees in Bylaws 7.1 a new committee called Communications History aligned under the Vice President–Technical Activities with the following description: Communications History is responsible for identifying, placing in electronic archives, and raising public awareness through all appropriate steps on the most important facts/person/achievements of communications history in particular, as well as telecommunication milestones in general. The committee consists of a Chair,
appointed by the President upon recommendation of the VP-Technical Activities and 3 members appointed by the Chair on approval of the VP-Technical Activities for three-year terms, one member appointed each year.”

Conference Budgeting Surplus Reduction
07:27 “that BoG reverse a motion approved by Meetings & Conferences two years ago: specifically, that the BoG approve reducing the conference budgeting surplus requirement from 25% to 20% of expenses beginning with conferences occurring after 1 July 2008 to be in line with the IEEE policy.”

2008 Budget
07:28 “that the BoG approve the 2008 budget with a deficit (as provided at this meeting) and ComSoc informing TAB no later than the first forecast exercise (April 2008).”

Officer Appointments
07:29 “that the BoG approve the appointments for Directors, Standing Committee and ad hoc committee chairs as presented in the attachment.”

Ad Hoc Committee Status
07:30 “that two ad hoc committees be dissolved as of 1 January 2008 and the chairs/members thanked for their service: Corporate Partnership and Society Structure & Governance; and, further, that two ad hoc committees continue through 2008: Communications Certification and Strategic Financial Analysis.”

Strategic Planning Committee
07:19 “effective 2008 that Bylaw 7.3.10 be revised as follows: ‘This committee is responsible for preparing a long-term strategic plan to guide the direction and future of the Society and for preparing short-term plans to direct specific areas, as appropriate. It consists of a Chair and up to 10 members all appointed by the President for the term of his/her office. One of the members is the Chair of Emerging Technologies Committee.’”

GIMS Committee Members
07:31 “that BoG increase the number of members-at-large on the new GIMS Standing committee from “3” to “3 or 4” to be reflected in Bylaw 7.3.12.

Director – Conference Publications
07:32 “that BoG approve creation of a Director – Conference Publications, reporting to the VP – Conferences, and that Article 3.5.4 of the Bylaws be modified as follows (addition in italics): 3.5.4 Vice President – Conferences is responsible for all aspects of technical conferences, workshops, and professional meetings, including conference publications. Reporting to this Vice President:
• Director – Conference Operations
• Director – Conference Development
• Director – Conference Publications

Conference Publications Board
07:33 “that BoG approve a Conference Publications Board and modify Article 6 of the Bylaws to include the following: ‘This Board is responsible for the oversight of all ComSoc conference-based intellectual property. Members include representatives from GITC and 3 major conferences. Additional members can be appointed. All are voting members, in addition to the Director.’”

Webinars
07:34 “that BoG approve $10k to organize two non-corporate sponsored webinars in 2008.”
Chinese-Language Web Site
07:35 “that BoG2 allocate $10k to continue development, maintenance, and hosting of our Chinese-language mirror web site in 2008.”

ComSoc E-mail Aliases
07:18 “that BoG2 approve (OpCom motion 07:18) allocating $10k to fund member e-mail aliases in 2008.” (See consent agenda 07:18)

Bylaws Changes: “Must Haves” from IEEE
07:35 “that BoG2 approve all Bylaws changes below to comply with IEEE “must have” requirements for all Societies (Note: **bold** denotes “additions;” *bold italics* denotes “deletions”):

3.6.3 The BoG must hold two formal meetings annually. Special BoG meetings may be held at the request of the President or any four members of the BoG. A majority of the voting members of the BoG constitutes a quorum. When a quorum is present, a majority vote is necessary to transact business. **Proxy voting is not allowed.**

3.6.6 The BoG may meet and act upon the vote of its members by any means of telecommunications. The normal voting requirements shall apply when action is taken by means of telecommunications equipment allowing all persons participating in the meeting to hear each other at the same time.

3.6.7 Business may be conducted by means other than formally held meetings when the matter can be adequately held via letter, electronic ballot, *conference call*, electronic mail interchange, etc., referencing Society policies and procedures. A majority vote of the BoG is required for actions so taken. *(This was formerly 3.6.4)*

3.7.4 OpCom will meet twice annually, in person or by other means. Additional meetings may be held at the request of the President or any four members of OpCom. A majority of the voting members of the BoG constitutes a quorum. When a quorum is present, a majority vote is necessary to transact business. **Proxy voting is not allowed.** Actions of OpCom must be ratified by the full BoG at its next meeting. Routine business items shall be included in the consent agenda of that meeting.

3.8.5 Business action that is formulated outside of a duly called meeting may be conducted by letter, electronic mail, or conference call, referencing Society policies and procedures. A majority vote of the BoG is required. Approved decisions will be **confirmed promptly or in writing or by electronic transmission and** recorded in the minutes of the next meeting.

7.3.8 Nominations & Elections – This committee is responsible for selecting candidates to fill Society office, and for the development, implementation and supervision of election procedures. It consists of nine voting members, each appointed by the President, upon recommendation by the Chair, for a three-year term, one-third of the members being appointed each year. At least one annual appointee must not be a member of the BoG. **The committee is chaired by Past Presidents. Each President spends the first year after his/her term of office as an ex officio voting committee member. This Past President assumes the Chair the following year (an odd-numbered year) and serves for two years.** If the Past President is unable to serve, the President will appoint a Chair for a similar period, with the approval of the BoG. **The Chair shall not be eligible to be elected to the BoG during his/her term of service. A committee member may be nominated for a position only if (i) the nomination is not made by a member of the committee, and (ii) the member resigns from the**
committee prior to its first meeting of the year in which the nomination shall be made. Meetings of this committee will always be held in Executive Session. The number of signatures 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 Appointments. All nominations, whether by petition or by a majority vote of the committee, must be made at least 28 days prior to the date of election. The operation of the committee is detailed in its policies and procedures.

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ACTION ITEMS

07:08 continuing: Roberto Saracco, Jack, and David will work with IEEE in resolving political issues to expedite the IEEE New Communities project and/or enable the Piazza to go forward independently (if necessary).

07:06 continuing: Catherine/Sergio will bring a proposal to the Board ensuring gender and geographic balance/diversity within standing committees.

07:01 continuing: Bruce will contact IEEE and complete this action. (Previous: Harvey/Fred/Jack will work on an “individual contact system” for conferences; Jack will contact IEEE Conference Registration about automating a letter from the Conference General Chair to all attendees who are non-members.)

07:04 continuing: Doug/Pierre Perra will coordinate the Strategic Financial Analysis ad hoc Committee with Strategic Planning; Pierre will provide information on scope, initial study items and status by BoG1.

06:20 continuing: Sergio will bring revised Award procedures to BoG2.

06:10 continuing: Nim established an ad hoc committee, chaired by Andrzej Jajszczyk, to work with CIC. Nim will get back to CIC with a counter offer as appropriate on a joint sponsorship effort for China Communications magazine.

06:04 continuing: Bob will reach out to chapters and local companies to promote ComSoc advertising and develop a “corporate leadership award.”

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07:09 closed: Celia will bring a detailed budget report on certification to BoG2.

07:07 closed: Raouf will write an MOU for ComSoc/ITU-T collaborations (technically co-sponsoring NGN conference and publishing an article on NGN).

07:05 closed: Sergio will bring a proposal to BoG2 for a new technical committee: adding Situation Management to Tactical Communications TC.

07:03 closed: Mark will recommend to IEEE leadership taking proactive steps to improve relations of IEEE Societies and consider an IEEE subsidy for Society memberships.

07:02 closed: Roberto will bring a proposal to BoG1 that can be offered to interested companies in India. (Alcatel India is a logical choice.)

06:17 closed: Des Taylor and Nim will bring the Phase 1 proposal to make “JSAC Optical Communications & Networking Series” a standalone journal to IEEE TAB and Des will report the progress to BoG2 at Washington D.C.