Attendees at the meeting were:

**Officers (voting)**
- Bhargava, Vijay
- Lee, Byeong Gi
- Chan, Vincent
- Cimini, Len
- Fonseca, Nelson
- Gelman, Alex
- Jamalipour, Abbas

**Members-at-Large (voting)**
- Bregni, Stefano
- Fettweis, Gerhard
- Hartmann, Merrily
- Lozano, Angel
- Sasase, Iwao
- Shapiro, Bob
- Thompson, John
- Wilson, Sarah Kate

**Directors (non-voting)**
- Benedetto, Sergio
- Bush, Stephen
- Cai, Yigang
- Lee, Kwang Bok
- Lu, Kevin
- Mehta, Neellesh
- Michelson, David
- Moyer, Stan
- Saracco, Roberto
- Stuttgen, Heinrich
- Takawira, Fambirai
- Touch, Joe
- Ulema, Mehmet
- Wilson, Sarah Kate

**IEEE Div. III Dir. (voting)**
- Zuckerman, Doug

**Officers (non-voting)**
- Avni, Micha
- Cimini, Len
- Howell, Jack
- Letaief, Khaled

**Invited Guests**
- Alvarez, David
- Pape, John
- Prendergast, Jim
- Worthman, Bruce

**Absent Officers**
- Aguilera, Pedro
- Galli, Stefano

**Recording Secretary**
- Carole Swaim

### 1. Opening Remarks – Vijay Bhargava (Attachment – Agenda)

Vijay called the Board of Governors2 to order at 8:15 a.m. introducing Board officers, invited guests and observers. Jim Prendergast, IEEE’s CEO, made opening remarks on the “state of IEEE.” Agenda was approved with modifications; there was no consent agenda. Minutes of BoG1 (Ottawa, Canada) and OpCom2 (Virtual meeting) were approved.

Vijay reflected on ComSoc’s accomplishments, crediting volunteers and staff for meeting these objectives, and pointing to the challenges for the coming year.

Division III Director, Doug Zuckerman, summarized the impact/aftermath of Superstorm Sandy on IEEE operations in Piscataway and in New York.

### 2 Officer Reports

#### A. Technical Activities – Len Cimini (Attachment)

**Awards:** A recent change to the paper awards requirements was the modification from a “publication specific” to “any journal financially sponsored or co-sponsored by the Communications Society” is eligible for a paper award. Len proposed that the BoG approve three motions reverting to the former procedure--namely having each paper award--Abraham, Rice, and Bennett –aligned to a specific journal or magazine.” (all motions – tabled). Subsequent actions will be reported at OpCom1.
Emerging Technologies: Len will reposition Cloud Communications & Networking and Smart Grid Communications ad hoc committees under Emerging Technologies.

Technical Committees Recertification: E-Health has been recertified for 2012.

Len proposed creating a personal conduct committee or ombudsman as a first point of contact to resolve complaints, conflicts, etc. After discussion, Len moved “that BoG2 create an ombudsman position within ComSoc by adding the following text to ComSoc Bylaws Section 3.8 Operations:

3.8.10 Ombudsman: The Ombudsman shall be the first point of contact for reporting a dispute or complaint related to ComSoc activities, volunteers, and/or staff. The Ombudsman will investigate, provide direction to the appropriate IEEE resources if necessary, and/or otherwise help settle these disputes at an appropriate level within the Communications Society. Nominations & Elections Committee will nominate two candidates for the position of Ombudsman who are not currently on the Board and have not been on the Board for at least two years. The BoG will then select one of the two candidates to serve for a two-year term, concurrent with that of the president.”

(motion – tabled). Subsequent actions by the Board will be reported at OpCom1.

B. Conferences – Abbas Jamalipour (Attachment)

MILCOM 2012 (October 29-November 1) was cancelled due to Superstorm Sandy resulting in a major (negative) financial impact on conference net.

ComSoc/CIC’s first regional conference was held in Beijing—the IEEE International Conference on Communications in China; the 2014 event will be in Shanghai.

C. Publications Council – Vincent Chan (Attachment)

Sergio Benedetto, will focus on being President-Elect in 2013. Steve Gorshe will fulfill Sergio’s terms as Director of Magazines and Director of Online Content.

IEEE will implement Open Access in all Scholar One articles allowing authors two choices: open access upon submission or open access post acceptance. ComSoc supports implementation of the post-acceptance option only; Transactions on Communications is moving to Scholar One for the post acceptance phase.

Steve Weinstein reported the status of the China Communications periodical. Junliang Chen was officially appointed EIC. Vince went on record stating that any EiC of a ComSoc publication should be nominated by peers without government involvement. Associate EIC’s are Zhisheng Niu, Steve Gorshe, and Hao Weimin (CIC).

ComSoc members of the Editorial Council (steering committee) are Steve (Chair), Nim Cheung, and Geoffrey Li. Steve requested $4K to support travel to meetings in 2013.

D. Member Relations – Nelson Fonseca (Attachment)

The NA Regional Chapter Chairs Congress was held during GLOBECOM. COY and CAA chapter awards were presented during the Awards Luncheon.

A Regional Webinar trial program taking place in the LA and AP regions made use of free licenses provided by IEEE.

The Sister Society Summit in the AP Region in October was attended by representatives from REV, CIEE, CIC IETE.
Katie moved “that BoG2 approve elevating the Women in Communications Engineering (WICE) ad hoc committee to a standing committee reporting to the Vice President of Member Relations.” (motion 12:11) Approved.

Marketing
- Despite multiple disruptions this year, ComSoc ends 2012 with 50,000+ members
- Blogs and Social Media efforts were expanded: 156,000+ likes on Facebook, 4,300+ followers on twitter, 7,300+ LinkedIn members. 15 new Chapter social media sites.
- 26 ComSoc training courses attracted over 650 registrants and $200k+ revenue; a new WCET partnership was added with NTUST of Taiwan
- Mobilizing Content --- Stan Moyer coordinated a trial test for delivery of a recorded conference tutorial via a smartphone or tablet

E. Standards Activities – Alex Gelman (Attachment)
Standards Activities Council completed its first year of operation; policies and procedures were approved and the design of the CSDB financial model was completed; both are under review by IEEE -SA

The Standards Development Board established the Committee on Innovation & Standardization in Information & Communications Technologies and requested it be placed under ETC.

F. CIO-- Micha Avni (Attachment)

Superstorm Sandy caused loss of power to IEEE Data Center, ComSoc offices and homes of staff members creating a downtime/productivity loss of approximately two weeks. ComSoc will develop its own Disaster Recovery Plan (DRP) as ComSoc was not included in IEEE’s DRP.

G. Finance – Khaled Letaief (Attachment)

Khaled/Bruce updated BoG2 on the financial status since BoG1. The 2012 forecast has worsened to a projected deficit of $1.3M due in part to our missing targets in several revenue categories (subscription revenues, advertising, conferences and certification), the realization of less package product proceeds, and the cancellation of MILCOM.

Khaled highlighted variances in ComSoc’s 2012 forecast compared to both the budget and the prior year. IEEE’s investments will provide some returns to ComSoc which will lessen the impact on our reserves.

2013 Budget Recap – starting with a near $700k deficit:
BoG1 approved $1 dues increases and member/non-member price increases; Member subscriptions were increased 2-6% for all categories (12% for IEEE Members only) and non-Members subscriptions were increased 2-8% in all categories.

Plans for 2013 also include reducing governance expenses, reducing member services (student travel grants, member programs, etc.), and improving revenues--from member and non-member subscriptions, dues, advertising & patronage, conferences, and proceeds from IEEE ASPP publications. (Note: after BoG1, other expenses were adjusted, with IEEE adjusting some revenues; largely, ASPP revenue improved by $500k. The budget is currently showing a $90k deficit.)
The need for increased revenues will be a focal point in 2013 for the 2014 budget. An early look at 2014 shows a possible significant improvement to ComSoc from IEEE’s infrastructure allocation, DYSPAN occurring in 2014 (rather than 2013) and a potential increase in sponsorship (share) of PIMRC’14 to 100%.

H. Nominations & Elections Committee (NEC) – Doug Zuckerman (Attachment)

Doug announced the committee’s candidates for the 2013 ballot; the consensus of the BoG was approval of the slate as presented:

**VP Technical Activities**
- Khaled Ben Letaief
- Hussein Mouftah

**VP Conferences**
- Hikmet Sari
- Larry Xue

**VP Publications**
- Nelson Fonseca
- Abbas Jamalipour
- Sarah Kate Wilson

**Member-at-Large / North America**
- Sonia Aissa
- Ashutosh Dutta
- Bijan Jabbari
- Sherman Shen
- John Vig
- Soon Wan

**VP Standards Activities**
- Rob Fish
- Kevin Lu

**VP Member Relations**
- Stefano Bregni
- Stan Moyer
- Bob Shapiro

**Member-at-Large / Outside North America**
- Hsiao-Hwa Chen
- Hanna Bogucka
- Araceli Gomez
- Nei Kato
- Ugo Ogwo
- Joel Rodrigues

**Geographic Diversity Motion:** Representing NEC, Doug moved “the BoG approve that starting with the election of 2014, all members get the same ballot, which contains three slates: one composed of a) 6 candidates from NA/LA (the Americas), b) one composed of 3 candidates from EMEA, and c) one composed of 3 candidates from AP regions. All voting members may select up to 2 from the NA/LA slate, up to 1 from the EMEA slate, and up to 1 from the AP slate. The top 2 vote-getters from the NA/LA slate, the top vote-getter from the EMEA slate, and the top vote-getter from the AP slate are the four elected Members-at-Large.” (motion:12:12) Approved.

**President-Elect Petition Repeal Motion:** Representing the NEC, Doug moved “that the BoG approve repealing the motion requiring all candidates for President-Elect to be petition candidates and to delete the following text from Section 6 of the N&E policies and procedures:
- However the Committee does not create a P-E ballot or “Short List” to present at BoG2. The Committee does encourage, through announcements in magazines and on websites, and through direct contacts, qualified and interested ComSoc members to run as petition candidates.
- If, and only if, there are not at least two successful petitioners by January 31 of the election year (the date by which petition candidates are identified), the N&E
Committee goes into action and selects enough candidates to bring the total to two. It cannot, however, select a failed petition candidate; and it must complete this work by the time the election ballot is to be published and distributed.

(motion:12:13) Approved. NEC will develop requirements for a template campaign tool to enable candidates to more easily publicize their candidacy.

Division III Director on NEC: Doug moved “that the BoG approve revising Bylaws Article 7.3.11 by adding: ‘Additionally, the current Division III Director shall be a voting member.’” (motion 12:14) Approved.

I. Executive Report – Jack Howell (Attachment)

Operations & Facilities restructure: Staff will be relocated from the 17th floor to the 23rd floor from February through November (swing space during renovations). Staff changes will involve eliminating one IT position and upgrading a temp to full time status in Marketing.

Online Advertising Strategy update:
The plan to reach sustainable net income of 5-10% yearly from online/mobile ads is on track; building a customer base of companies/institutions employing ComSoc members (first sale complete); bringing advertisers and customers into contact via our content (work in progress). Significant commitment of volunteer and staff resources is needed to integrate applications and practice content. Jack will share with OpCom1 a proposal for submission to the IEEE New Initiatives Committee for funding support to develop an online advertising strategy that may be used in ComSoc and other Societies. (action 12:02, continued)

J. Strategic Planning Committee – Roberto Saracco (Attachment)

Roberto proposed areas of focus for 2013, challenging Vice Presidents to address and work to implement the actions specific to their areas: (action 12:05, new)

• Membership--new education courses, establish a communication service network
• Technical Committees & Conferences--establish an information reference database
• Financial--strengthen online revenue

K. Governance Committee

The committee will review our bylaws/policies & procedures; Vijay had asked vice presidents to work with Governance to review/update their individual council/boards policies/procedures as well as those for committees reporting to them. (action 12:04, continuing)

L. Ad Hoc Committees – Vijay Bhargava)

Vijay reviewed the ad hoc committees and e-mailed his recommendations to the BoG after the meeting as follows: (action 12:03, continuing)

60th Anniversary – disband
Cloud Communications and Networking Committee – move under ETC
Communications Certification – continue
Graduate of the Last Decade (GOLD) – continue
Humanitarian Communications Technology – continue
Industry Promotion – continue
Smart Grid Communications – move under ETC
Women in Communications Engineering – elevated to Standing Committee

M. **WCET - Communications Certification Committee – Rulei Ting (Attachment)**

The Wireless Communication Engineering Technologies Certification program was created to address the continuing education needs of wireless communications professions and to meet the industry need for qualified wireless professionals. WCET meets that need and is expected to be profitable in 2013.

N. **Past President – Byeong Gi Lee (Attachment)**

Byeong summarized progress made during his term as president emphasizing the Golden Triangle and Growth Engine Visions along with ComSoc’s 2020 Vision, and encouraging the Board to carry these visions forward into ComSoc’s future.

3. **Closing Remarks – Vijay Bhargava**

Vijay presented plaques to outgoing Members-at-Large and thanked all officers and staff for their participation. Meeting adjourned 4:30 p.m.

4. **Future Meetings for 2013 – Vijay Bhargava**

- Management Retreat/OpCom1: NY Headquarters or airport hotel 17-18 March (Sunday all day/Monday half day if required)
- BoG1: Budapest, Hungary, 11 June (all day) with ICC
- OpCom2: eMeeting, September TBD
- BoG2: Austin Texas, December 11 (all day) with GLOBECOM

Respectfully submitted,

Carole Swaim

**Note: 1-day format for BoG meetings--all day on the second technical session day.**

**ATTACHMENTS**

See Agenda Tool and BoG 2012 Community Site

**MOTIONS APPROVED THIS MEETING**

**WICE Standing Committee**

12:11 As women are underrepresented in communications engineering, Katie moved “that the BoG approve elevating the Women in Communications Engineering ad hoc committee to a standing committee reporting to the Vice President of Member Relations.” (motion 12:11)

**Geographic Diversity**

12:12 “the BoG approve that starting with the election of 2014, all members get the same ballot, which contains three slates: one composed of a) 6 candidates from NA/LA (the Americas), b) one composed of 3 candidates from EMEA, and c) one composed of 3 candidates from AP regions. All voting members may select up to 2 from the NA/LA slate, up to 1 from the EMEA slate, and up to 1 from the AP slate. The top 2 vote-getters from the NA/LA slate, the top vote-getter from the EMEA slate, and the top vote-getter from the AP slate are the four elected Members-at-Large.”
President-Elect Petition Repeal:

12:13 "that the BoG approve repealing the motion requiring all candidates for President-Elect to be petition candidates and to delete the following text from Section 6 of the N&E policies and procedures:

- However the Committee does not create a P-E ballot or “Short List” to present at BoG2. The Committee does encourage, through announcements in magazines and on websites, and through direct contacts, qualified and interested ComSoc members to run as petition candidates.
- If, and only if, there are not at least two successful petitioners by January 31 of the election year (the date by which petition candidates are identified), the N&E Committee goes into action and selects enough candidates to bring the total to two. It cannot, however, select a failed petition candidate; and it must complete this work by the time the election ballot is to be published and distributed.

Division III Director on NEC

12:14 “that the BoG approve revising Bylaws Article 7.3.11 by adding: ‘Additionally, the current Division III Director shall be a voting member.’”

ACTION ITEMS

12:02 continuing: Jack will take the lead regarding an advertising strategy to include a market analysis and detailed comparison with other IEEE units and societies, along with an implementation plan being prepared for online/mobile” within 30 days. (Completed on 13 July 2012 as directed, however follow up reports will be expected so this item remains open.

12:03 continuing: Vijay will assess the ad hoc committees as to their future status.

12:04 continuing: Sergio and the VPs will work with Governance Committee to review/update their individual council/boards policies/procedures as well as those for committees reporting to them.

12:05 Jack will share with OpCom1 a proposal for submission to the IEEE New Initiatives Committee for funding support to develop an online advertising strategy that may be used in ComSoc and other Societies.

12:06 new: Roberto proposed areas of focus for 2013, requesting Vice Presidents to address and work to implement the actions specific to their areas.