IEEE COMMUNICATIONS SOCIETY
BoG 2
San Diego, CA
9-10 December 2015

MINUTES

Attendees at the meeting were:

Officers (voting)
Benedetto, Sergio
Bregni, Stefano
Fish, Robert
Letaief, Khaled
Sari, Hikmet
Wilson, Sara Kate

Members-at-Large (voting)
Aissa, Sonia
Ansari, Nirwan
Chen, Hsiao-Hwa
Fettweis, Gerhard
Garcia Gomez, Araceli
Gorshe, Steve
Hong, James
Kato, Nei
Mehta, Neelsh
Michelson, David
Shen, Sherman

Directors (non-voting)
Aguilera, Pedro
Asatani, Koichi
Bogucka, Hanna
Dutta, Ashutosh
El-Bawab, Tarek
Fonseca, Nelson
Gorshe, Steve
Gelman, Alex
Hartmann, Merrily
Liao, Wanjuin
Siller, Curtis
Ulema, Mehmet
Zorzi, Michele
Xiao, Chengshen

Officers (non-voting)
Galli, Stefano
Brooks, Susan M.
Moyer, Stan
Zuckerman, Doug

IEEE Div. III Dir. (voting)
Freeman, Harvey
Desmond, Celia (Elect)

Invited Guests
Bhargava, Vijay
Cotae, Paul
Elmirghani, Jaafar
Hsing, Russell
Lee, Byeong Gi
Lunther, Eric
Stöttinger, Heiner
Tonti, Bill

Recording Secretary
Brooks, Susan
Cronin, Carol

Staff
Alvarez, David
Milizzo, Joseph
Worthman, Bruce

December 9, 2015 (Day One)

1. Opening Remarks - Sergio Benedetto, President (Attachment Agendas)

Sergio called the meeting to order and there was a check on quorum (16 voting members; 9 for a simple majority; 11 for 2/3rd’s). Sergio gave his opening remarks and introduced special guest, Dr. Bill Tonti, the head of Technical Activities’ Future Directions team.

Sergio asked for approval of the Consent Agenda. Harvey requested that P&P’s be removed from the agenda. A motion was made, a vote taken, and the P&P’s were removed.

Sergio then asked for approval of the agenda. Susan requested that the starting time for December 10th be moved to 8:30 am with breakfast at 7:30am. An additional 5 minutes was added to Khaled’s presentation in order to have a review of the ComSoc Hands-On Lab Exchange. A request was made to include a report from the ICEC Chair. Byeong requested a switch in agenda times with Russell Hsing. With these changes, a motion was made, a vote taken, and the agenda was approved.
By request of the Governance Committee and with consensus of the Board, it was agreed to review and approve the P&P’s from the various councils and committees.

Stefano G. presented the following motions:

Governance Committee Motion P1 – The Governance Committee moves to amend the Society P&P Clauses 1 and 3; **Motion passed.**

Governance Committee Motion P2 – The Governance Committee moves to amend the current Society P&P Clause 2. Stefano G. explained the purpose of the retreat. A motion was made to amend. Discussion ensued. Motion was made to postpone the motion to later in the meeting after revisions could be made to the motion for reconsideration. **Motion to postpone passed.**

Governance Committee Motion P3 – The Governance Committee moves to amend the Society P&P’s by adding the text shown in the Annex as a new Clause 2.0 entitled “Governance Toolkit”. Stefano G. explained; minor update to section 2.1. Motion to approve motion with accepted amendment; **Motion passed.**

Governance Committee Motion P4 - The Governance Committee moves to amend the Society P&P’s as shown in the Annex; Stefano G. explained. A revision to 1.1.2 was requested. There was an objection to 1.1.6. Stefano explained via Section 2.11. A minor update to Section 1.1.6 was made; **Motion passed.**

Governance Committee Motion P5 – The Governance Committee moves to amend all the Society P&P’s by revising the text via in the last section of the P&P’s template as shown below:

All changes to these [Committee/Board/Council] P&Ps shall be approved by the Committee and by the [BoG/Council] before taking effect.

**The motion passed.**

Conferences Council Motion P6 - The Conferences Council moves that the Conference Council P&Ps be modified as noted in the annex; Merrily explained; **Motion passed.**

Governance Committee Motion P7- The Governance Committee moves that the Member and Global Activities Council amend the Council P&Ps be modified as noted in the Annex. Stefano B. explained. A revision was requested to Section 5.1.5. Council P&Ps start at 5.3.1.; **Motion passed.**

Publications Council Motion P8 – The Publications Council moves to amend Council Policies and Procedures as shown in the annex. A question was raised about 5.3.2 and a minor amendment made; **Motion passed.**

Strategic Planning Committee Motion P9 – The Strategic Planning Committee moves to amend Council Policies and Procedures as shown in the annex; **Motion passed.** An amendment to Section 1.1.2 (deleting long term and short term language) was proposed to the motion to reconsider the Strategic Planning P&P’s; **Motion passed.**

Nominations and Elections Committee Motion P10– The Nomination and Elections Committee moves to amend the N&EC P&Ps. A motion was made to postpone this motion until after the Bylaws’
discussions/approval. A motion was made and seconded to go to secret ballot. **Motion failed.** Vote then taken on the motion to postpone; **Motion passed.**

Operations and Facilities Motion P11 – The Operations and Facilities Committee moves to amend the Committee P&Ps; **Motion passed.**

Finance Committee Motion P12– The Finance Committee moves to amend Committee P&Ps; **motion passed.**

Sergio asked for the approval the BoG1 2015 and OpCom2 2015 minutes; **motion made and passed.**

2. **President’s Report - Sergio Benedetto, President (Attachment)**

Sergio announced staff promotions, highlighted the Society’s financial progress which has improved greatly over the last 5 years, discussed changes to the names of positions on the BoG (per advice from the Strategic Planning Committee), and highlighted staff director positions. He then discussed the Society’s relationships with TA (e.g., Financial Transparency group’s work to stop the steady increase in G&A overhead to the Societies). Sergio presented a chart showing Xplore revenue collected (steady increase) and what was then distributed to Societies (flat) and presented additional charts regarding corporate overhead. He mentioned activities with which ComSoc was involved with Future Directions. Sergio finished his presentation by discussing ComSoc membership (having moved from free memberships and now the challenges associated with increasing “paid” members), initiatives to regain industry participation in ComSoc, the strides made in conferences, and provided governance updates. Sergio then gave final thoughts regarding his presidential term.

3. **Division Three – Harvey Freeman, Director, Division Three (Attachment)**

Harvey highlighted ComSoc and Computer Society membership levels and emphasized the amount of Computer Society affiliates. He presented an overview of the plan for IEEE in 2030 which involves restructuring the Board and changing the IEEE Constitution and Bylaws. Harvey also provided updates on IEEE Finance, IEEE’s new electioneering rules, and IEEE’s Internet Initiative (I). He also discussed the graduate FDC Initiatives and Incubators. Smart Grid in particular was cited as having lessons from which ComSoc could learn. Harvey stated that ComSoc needs to ensure it has strategic projects in queue for any additional funding. Finally, Harvey presented updates from the IEEE Conferences Committee (one in particular: TCS processing charges back to Societies or directly to TCS applicants).

4. **ComSoc Hands-On Lab Exchange Presentation - Erik Luther/Michele Zorzi, Director Educational Training Board(Attachment)**

Erik gave a demonstration of the “hands on lab exchange”, a site for access to educational class materials (including a sample/preview) and the ability to collect courses/instructors and a project of the Education and Training Board. The team is in the process of a “call for content”. It was agreed that tool needs to be promoted to ComSoc’s membership. Erik thanked Michele, Stefano G., and Dave Michelson for their leadership David Alvarez, Vinny Rodriguez, and Matt Sielski for their efforts.
5. Technical Activities - Khaled B. Lataeif, VP Technical Activities (Attachment)

Khaled reported on Emerging Technologies (JSAC and CommMag articles), summarized the key achievements of Technical Activities, and reported on information about career and service awards. He stated that TA had revised its P&Ps and established new awards. Khaled reported on education activities, specifically, the implementation of an education portal (ComSoc Hands-On Lab Exchange), the development of new courses, and highlights from the ComSoc Summer School. Khaled stated there is still a need for an overall education portal. He provided updates on the Fellow Committee activities as well as updates on the Distinguished Lecturers Program. Finally, Khaled highlighted status on the goals established at the beginning of his tenure.

6. Conferences - Hikmet Sari, VP Conferences (Attachment)

Hikmet reported on conference operations, the steering committee charters, highlighted policy changes via the conference council, and provided TCS process highlights. He discussed the decision to increase TCS application fee to $1000 which would also include Sister Society conferences requesting ComSoc TCS approval. Hikmet provided updates on the Conferences’ Finance Accountability project which included a statement to remain with the 20% surplus requirement approach in order to cover the cost of staff. He gave updates on Conference Development (various conferences added to the portfolio) as well as updates on Conference publications activities (papers to Xplore issues). Hikmet also gave updates on the Flagship Conference (ICC/GLO) location rotation plan and discussed highlights on improvements to the conference “sub-to-pub” timeframe. Finally, he reviewed the activities of GIMS/GITC, the undertaking of the KPI analysis and the resultant recommendations.

7. Publications – Katie Wilson, VP Publications (Attachment)

Katie reported on “sub to pub” journal statistics, reviewed the appointments of the new Journal and Magazine EICs, and provided an update on the discussions regarding TNSM with Thomson Reuters. She provided an update on the JSAC Green Series, the ToWC PRAC review, and the Comm Letters scope change. Katie reported on “sub to pubs” stats for Magazines, provided an update on the phase process of the Comm Standards Magazine (Phase I has been approved!) and statistics regarding “hits” to Best Readings and CTN (“Online Content”). She highlighted Online Content items (turnover and Best Readings/CTN activities) and finally reported on a proposed Publications Council motion which would address the issue of potential misrepresentation of newsletters with IEEE approved publications. Sergio asked how revenue could be generated from “Best Readings” and “CTN”; advertising was a potential idea and will continue to be pursued.

8. Member Relations – Stefano Bregni, VP Member Relations (Attachment)

Stefano reported on the major achievements of the Council which included the completion of the review of P&Ps of the Council, MR boards, and committees. He discussed the Global Communications Newsletter content improvements, its new design, its online placement, its ISSN numbers. Stefano reported on industry outreach activities (5G Summits), the highlights/results of the 3rd Annual Student Competition, and updates on Sister Society related activities (including an upcoming SS summit) and WICE. He presented information on chapter awards, the upcoming RCCC to be co-located with LATINCOM 2016, and highlights from the DL tours. Stefano shared his aspirations for a chapter
challenge for membership, additional regional activities, and provided an update on a possible child care program/grants to assist members (with young children) who would like to ComSoc conferences. This will need to be finalized prior to ICC 2016.

9. Standards – Rob Fish, Vice President, Standards (Attachment)

Rob began with a status update on the key issues faced at the beginning of his VP term and gave highlights of the Standards Development Board activities, particularly IEEE P1906.1 and IEEE P2410. He reported on Portfolio Development (Rapid Reaction Standard activities) which resulted in three PARs and highlighted other activities (financial model, new operations manual, collaboration tools, etc.). Rob then reported on the Standardization Programs Development Board activities (involvement in the Standards CommMag supplement (Magazine LOI Phase I approved!), research projects, and the CSCN conference) and gave an update on the IoT Research Groups (5G, Big Data, Green ICT, IoT, SDN). Finally, Rob provided a summary of the 2015 objective achievement.

10. Fellows Ad Hoc Committee – Russell Hsing, Past Chair (Attachment)

Russell presented the Committee’s recommendations to improve evaluation criteria and weighting based upon research/science impacts (40%), application/Practitioner Engineering/Technical Leader impacts (40%), and Leadership impacts (20%). The Committee also provided several other recommendations (diversification and balance of appointments on the Committee, coincident Chair term with that of the ComSoc President, use of past chair as an advisor to current Committee, improvement of nomination quality, extension of candidate’s impact horizon, and conduct a trial). As discussion progressed, Sergio requested that the discussion be completed as fully as possible on Day One.

December 10, 2015 (Day Two)

11. Fellows Ad Hoc Committee – Russell Hsing, Past Chair (Attachment); continued

Harvey will continue the ad hoc committee with new appointments and offered an alternative which would have different criteria for different areas (academia vs industry?) and to possibly construct separate rankings for each category. Rob reaffirmed Sergio’s request (to accept the Fellows Committee report). Sergio asked for any objections to accept the Committee’s recommendations and there were none.

12. CIO – Stefano Galli, CIO (Attachment)

Stefano reported on the status of the content management workflow (which includes a process for handling content updates) and discussed the Eprise website transition to WordPress. He reported on the community website migration project including several replacement options. Stefano reported on the status of the 2014 IEEE Ad Hoc Committee on IT which included significant events and the hiring of the new IEEE CIO. He concluded with additional general updates and recommendations to the incoming CIO.
13. Governance Committee – Paul Cotae, Chair (Attachment)

Paul reported on the Committee’s responsibilities, provided background regarding deficiencies in the governing documents, and the Committee’s approach to achieving its goals. He reported on the motions presented and to be approved: GC-C-1 (general amendments based upon TAB provided comments as a result of its approval in July 2015), GC-B-1 (general amendment also based upon TAB provided comments as a result of its approval in July 2015), and GC-B-2 (“quiet option” for the removal of an officer). A friendly amendment was sought. The point was made that accountability has to follow responsibility and that the Chairs have to produce results.

14. Future Directions (Technical Activities) – Dr. Bill Tonti, Sr. Director Future Directions (Attachment)

Bill described the discussion about what to do with “graduated” FD initiatives. Some have been awarded to a Society and some have become dedicated councils. He asked the Board if ComSoc would take on IoT (and assume its assets) after IoT leaves Future Directions in 2017. Bill also reported on information about FDC Incubators and he invited anyone who wished to be involved in any of these initiatives to contact him directly.

15. Nominations and Elections Committee – Vijay Bhargava, Chair (Attachment)

Vijay presented the 2016 election slate for President Elect and MALs. He also presented a motion from the Committee proposing the Division III Director would remain on the N&EC as a non-voting member). Vijay then presented the terms for Committee members and names of three members to be added to the Committee. A motion was made to approve the new members.

The Parliamentarian made the point that the Committee’s motion may be out of order. There was then an objection to the motion. The Parliamentarian sought clarification regarding N&EC membership in the Bylaws. The question was asked does the BoG approves the members or approve the appointment of the members. Sergio asked Harvey to present additional candidates for the slate. The Parliamentarian moved to table the motion and it was seconded. There was a motion to vote by secret ballot; Motion carried.

The vote was then taken to table the motion. Motion failed.

The question was called to vote on the motion to approve the slate as presented by the Committee; approved by 2/3’s vote. A motion was made to vote by secret ballot; Motion approved. The final motion of this series was to approve the three new members (Steve Gorshe, K.C. Chen, and H. Vincent Poor) as suggested by the Committee; Motion approved.

Vijay then presented a motion from the Committee to amend the Bylaws to change the nomination process for the Division III Director. The Division III Director would remain on N&EC as a non-voting member (see 7.4.12).

A motion was then made to split the decision into two motions. A motion was then made to do this by secret ballot. A check of quorum was done and quorum was still in force; Motion approved. A vote was taken on the motion to split the recommendation into two motions; Motion failed.
There was then a motion to call the question; **Motion approved.** A motion was made to vote by secret ballot; **Motion approved.** A vote was then taken on the original recommended motion; **Motion approved by 2/3’s vote.**

A motion was made that the Past President become the N&E Committee Chair upon completing his/her term as President and to serve concurrently with the current President. There was no second to the motion.

16. **Future Directions Initiative on 5G – Rob Fish, VP Standards (Attachment)**

Rob gave a brief presentation on 5G from the vantage point of IEEE; specifically that 5G is more of a fabric than an infrastructure, thus there are several Societies that should be involved from a technology perspective. He went on to discuss the role standards will play in fostering the growth of 5G markets and help leverage a platform for industry-wide consensus development. Rob finished his presentation by stating there needs to be comprehensive engagement by broad range of stakeholders.

17. **Trip to India Read-Out – Sergio Benedetto, President/Rob Fish, VP Standards**

Sergio presented an overview of the outreach visit to India undertaken by him, Rob, and Susan. Through their visits in New Delhi, they met with representatives from C-DOT, TSDSI (the government sanctioned standards body), Alcatel-Lucent, the Department of Telecommunications, and the Telecom Sector Skills Council. Sergio and Rob each gave a technical talk at IIT-Delhi. The group then traveled to Bangalore where they met with Samsung Electronics, Keysight Technologies, and volunteers from the Bangalore Chapter. Rob reported several key takeaways (membership, standards, participation, conferences, industry, training and education, volunteer personnel) and finished with next steps. Sergio thanked Munir Mohammed for his excellent efforts in setting up the outreach meetings. It was stated that there should be an effort made to put forward a proposal to GMIS to hold GLOBECOM 2020 in India.

18. **Financial Transparency – Bruce Worthman, Director Finance and Conferences (Attachment)**

Bruce began his presentation by outlining the goals of the financial transparency efforts: greater understanding of all overhead costs, better cost control and management of expenses, visibility into P&L for different product lines and programs, and enable better decision-making. He then presented information about the packaged products line of business which showed the level of detail the transparency project has been seeking.

19. **Financial Update – Stan Moyer, Treasurer (Attachment)**

Stan reported updates to the 2015 forecast which included details regarding the outcomes from specific larger conferences and various attributions on the revenue and expense sides. A surplus is expected for 2015. He also provided updates on the status of the TAB funded money (by project) and gave status on the 2016 budget which included updates to the budget (both revenue and expense) since BoG1. Finally, Stan outlined decisions made at OpCom1 (funding membership development with the former Singapore office funding and the purchase of LCD projectors for conferences (more cost effective than renting).
20. ICT Conference Committee Report – Celia Desmond, Chair (Attachment)

Celia reported on the Committee’s current activities. Two focus groups have been planned (GLOBECOM and Beijing) with a third one being considered in the Healthcare vertical. Celia also reported that three 5G Summits have been held this past year and an IoT workshop is being planned for Q1 2016 (to be held in Singapore). Additional workshops that have either been committed to or being explored: an IoT in June in Santa Clara, one at HIMSS, and the TTM panel in October in San Diego. Celia went on to say that measures of success for these efforts are critical (financially positive, provide useful information for targeting future events which will move toward the larger conference target, and the provision of appropriate contacts in one or more verticals for use in future conferences.

She discussed that we are able to go back to the NIC with a Phase II proposal in February in order to obtain funding for these efforts. Finally, Celia requested that within ComSoc there be better integration of the industry oriented activities.

21. ICEC – Heiner Stuttgen, Chair (Attachment)

Heiner highlighted activities over the last two years which included the creation and approval of its charter, the review of the current SIGs, and the culling of the SIGs in order to focus on those with interest (the result being 4 SIGS on 5G, IoT, SDN, NFV, Cloud, and Big Data. Heiner discussed that the role of these SIGs was twofold: build a repository of subject related information that would be useful for conference organizers building conference programs attractive for industry and establish a web page under www.ComSoc.org/ICEC that contained useful information for industry members regarding these subjects (plus could serve as a mailing list).

Heiner then discussed the move of the ICEC Committee within the auspices of the VP of Standards which warrants further discussion. The ICEC created a small award, with its initial presentation at GLOBECOM 2015 with the express purpose to “put a spotlight” on industry related content at both GLOBECOM and ICC. Heiner concluded with lessons learned…..

22. Strategic Planning – Byeong Gi Lee, Chair (Attachment)

23. Green ICT Update – Jaafar Elmirghani, Green ICT Co-Chair (Attachment)

Green ICT (Jaafar Elmirghani) – reported its mission, define Green ICT (goal: reducing carbon footprint), progress within the 3 year plan initiative, reported achievements in 2015, and plans for 2016.

24. Membership Update – Stefano Bregni, VP Member Relations/Susan Brooks Executive Director (Attachment)

Membership Update (Stefano Bregni) – started with trivia, reported membership statistics, challenges for membership, actions for membership development, Susan Brooks presented more detailed membership stats,
MOTIONS:

**Governance Council C-1 Constitutional Amendment Motion**: Motion to approve constitutional changes; motion was made to table this motion; **Motion failed**. Discussion continued. The motion was made to vote by secret ballot; **Motion passed**. Motion was made to approve the changes to the Constitution; **Motion passed by 2/3’s vote**

**2016 Budget Motion**: Motion was made to pass the 2016 budget; **Motion passed**.

**Governance Motion B-1**: Motion was made to amend a paragraph to “Each shall be a voting member where six shall be elected by the BoG and three appointed by the President. Three members shall be appointed each year, two elected by the BoG and one appointed by the President”. Motion was made to vote via secret ballot; **Motion passed**. Motion to amend was voted upon; **Motion fails**. Motion to accept B1 as proposed; motion made to vote by secret ballot; **Motion passed**. Vote taken on original motion; **Motion passed**.

Governance Motion B-2 – Motion to Removal of Officer; **Motion approved**.

**Education and Training Board Bylaws Section 6.4.3**: Motion was made to add “while striking a balance between generating revenue, supporting outreach efforts, and providing services to members”; **Motion approved**.

**Publications Council Motion Bylaws Motion**: Motion was made to amend section 4.4:to include TC-edited newsletters and similar publications; **Motion approved**

**Conferences Council Bylaws Motion Section 4.5**: Motion was made to add “additional voting members of the CON-C shall be the voting members of the boards reporting to this council”; **Motion approved**.

**President – Elect 2016-2017 Board/Committee Appointments Motion**: Motion was made to accept all appointments (still to be named: CIO (Stan Moyer declined), Director Online Content Board, and Distinguished Lecturer Chair). Motion was made to amend the appointments list to include Fabrizio Granelli as Director Online Content. Discussion was held and the question called. A vote was taken and **Motion passed**. The motion to add the Director Online Content was then voted on; **Motion passed**.

Stefano G. asked for clarification on two positions: the ICEC Standing Committee (should not be on the appointments list and was removed) and the position title should be Director of Technical Services, not Director of Technical Committees; this change was made.

Motion was then made to approve the 2016-2017 appointment list to include Fabrizio Granelli as Director of Online Content Board. Motion was made (by Harvey) to amend his appointment list to remove the names of the Directors of Journals and Magazines. The question was called and a vote taken; **Motion passed**. Motion was made to go to secret ballot; **Motion passed**. Motion to approve the amended list without the names of the Directors of Journals and Magazines; **Motion failed**. Motion to approve the appointments list including original names plus Director of Online Content (Fabrizio Granelli); Motion made to vote by secret ballot; **Motion passed**. Vote then taken on the motion to approve all names with the addition of Fabrizio Granelli; **Motion approved**.
Telephonic voting and secret ballots: It was felt that if a vote was taken telephonically, there should be the capability of secret ballots. Motion was made “that in the case the BoG meets via teleconference, an electronic tool that ensures anonymity for voting via secret ballot shall be provided for the meeting”. Motion approved. Staff was charged with finding the appropriate tool.

Conferences Council Motion: Motion was made to “to charge TCS XXX motion regarding IEEE pass through TCS fees, including Sister Society conferences, a flat fee of $1000”; Motion approved.

Conference Council Motion: Motion was made that “staff time or services shall not be charged to conference budgets”; Motion approved.

Online Content Board Recommendation: At BoG1, the OCB was charged to bring a recommendation to BoG2 about the addition of a volunteer position of Chief Content Officer. Motion was made to “adopt the recommendations of the OCB” XXXXX. Motion was then made to table the motion, including the recommendations; motion was made to vote by secret ballot; Motion passed; Vote taken on motion to table; Motion fails. Motion to accept the recommendations of the OCB; Motion approved.

ICC 2016 Meeting Grid: Merrily presented the meeting grid and asked that any changes be brought to her attention.


Max presented the logo for ICC and for GLOBECOM which was approved by GMIS and which will be implemented in 2018.

Khaled made a motion “to extend the BoG’s thanks to Sergio for his outstanding leadership and contributions to ComSoc as President”; Motion passed. Sergio extended his thanks to the Board.

Max then presented ComSoc’s branding strategy which included a new ComSoc logo. The Board liked the logo and asked that a modification be made to the first letter in ComSoc. Staff will move forward with implementing the new branding.

Meeting was adjourned at approximately

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GENERAL NOTE: Once quorum has been established, a vote on a Constitutional change needs 2/3’s of all members with voting rights on the Board to approve the change.

A Bylaws change needs the majority of the members with voting rights physically present.