Attendees at the meeting were:

**Officers**
- Weinstein, Steve
- Decina, Maurizio
- Cheung, Nim
- Lee, Lin-shan
- de Marca, Roberto
- Anderson, Ross
- Howell, Jack
- Ledbetter, Allan

**Directors**
- Siller, Curtis
- Tranter, Bill
- Armor, Dale
- Miki, Tetsuya
- Secretary
- Swaim, Carole

**Members-at-Large**
- Derby, Jeff
- Horn, Ron
- Taylor, Des
- Karol, Mark
- Kurose, Jim
- Zitterbart, Martina
- El-Zarki, Magda
- Plevyak, Tom
- Tosco, Federico
- Zuckerman, Doug

**Division III Director**
- Bose, Ron
- Sobol, Hal
- Leeper, Dave

1. **Opening Remarks and Consent Agenda— Steve Weinstein - (Attachment 1 Agenda)**

Steve called the meeting to order at 8:30 a.m., welcoming Board members and visitors.

- Steve moved that “the Consent Agenda (below) be approved:
  - Approval of Board of Governors Minutes, November 21, 1996.
  - Proposal allocating $10K to M&C to finance a marketing test for Globecom’97 be placed on the Board’s consent agenda in June.
  - Authorization of $12K to the IEEE JOLLY program to post all 1997 ComSoc Journals (Letters, TOC, JSAC, TON)” *(motion 97:5)* Approved.

2. **Progress Reports and Old Business**

   **A. President – Steve -- (Attachments 2a, 2b)**

- In support of Society autonomy in IEEE TAB (Technical Activities Board), Steve moved:
  - “that the Board of Governors adopt the following resolution on autonomous society staff operations:
  - Whereas the IEEE Board of Directors is expected to consider a proposal to make Society Executive Directors direct reports of the IEEE General Manager or other central IEEE executive, and
  - Whereas the present decentralized structure of IEEE permits any entity capable of maintaining a staff organization to manage that organization autonomously, and
  - Whereas fiduciary responsibility for an entity's management of IEEE assets is efficiently and adequately assumed by that entity's Board and officers, and
  - Whereas the present decentralized structure has greatly enhanced the range and quality of IEEE products, and
Whereas an attempt to alter the reporting relationships of those Society staffs 
that are now reporting to their Society officers would give rise to substantial 
and entirely unnecessary divisiveness within the IEEE,

THEREFORE the Board of Governors of the IEEE Communications Society 
reaffirms its policy that its Executive Director is and should be responsible to 
the IEEE Communications Society's Board of Governors and a direct report of 
the President of the Society, instructs the Division III delegate to so inform the 
IEEE Board of Directors, and expresses its strong opposition to any change in 
the present reporting relationship.” (motion 97:6) Approved.

B. Treasurer – Ross/Bruce Worthman (Attachments 3a, 3b, 3c, 3d, 3e)

- A surplus of 1.3M surplus was generated in 1996.
- 1998 final budgets requests will be submitted to TAB in September.
- Ross moved “the Board approve that 1998 member dues remain at $23; that sister 
society publications rates not exceed $50; that student rates for 1998 be reduced from 
$12 to $10 for Communications Magazine, from $17 to $15 for Network Magazine, 
and from $19 to $15 for Personal Communications.” (motion 97:7) Approved. 
(reference motion 97:3)
- Ross moved “that:
  ° the internal ComSoc budget for 1998 be modified to remove the $200K and 
  reduce the total by that amount; funding for ‘new initiatives’ where justified may 
  be submitted for consideration and approval at meetings of the Board of 
  Governors or OpCom.
  ° The Treasurer, President and President-Elect (or Past President as appropriate) 
  shall submit a recommendation for approval levels for the OpCom to take action 
  without waiting for the Board of Governors meeting. This level shall not exceed 
  one-half per cent of the expense budget for the year in which the 
  recommendation is submitted and/or to be constituted. Any actions taken by the 
  OpCom in the interim shall be included in the consent agenda for the next 
  meeting of the Board of Governors.” (motion 97:8) Approved. (AI 97:18, 
closed)

This will be put in the Bylaws revision which will be presented for vote at the November 
Board meeting.

- Discrepancies among amounts reported in different parts of the Financial Report will 
  be cleared up by Bruce Worthman, ComSoc’s newly hired Staff Accountant, by the 
  next Board meeting.
- Bruce presented a preliminary financial forecast for 1997; an updated forecast will be 
  presented in November.
- Bruce recommended that the Society continue managing its finances in its current 
  structure, rather than pursue financial autonomy by independently or internally 
  handling all financial and accounting functions. (AI 97:30, closed)

C. Staff -- Jack/Allan (Attachments 4a, 4b, 4c)
• Allan and Roberto submitted their draft revision of the Bylaws to the Board for review; the final draft will be presented to the Board for a vote in November. *(AI 97:1, continuing)*

• Allan completed updating the staff job descriptions which will be submitted to IEEE. *(AI 96:32, closed)*

• Steve moved “that a steering committee be established consisting of staff and Board volunteers (and chaired by the Executive Director) to define the needs and requirements for ComSoc’s 50th Anniversary.” *(motion 97:9)* Approved. The committee will also include representatives from industry. *(AI 97:13, closed)*

• Tom moved “that the Board remand a request for two new Information Systems positions to the Staff and Facilities Committee for evaluation and postpone final recommendation to the Board until November.” Roberto amended “that the Board approve one position, and postpone approval of the second.” Not approved.

• Ron Horn moved “that the Board of Governors authorize hiring a database programmer/administrator as soon as the new Information Systems Manager is hired.” *(motion 97:10)* Approved; 12 in favor, 2 opposed (Doug and Tom).

• Doug moved “that the Board of Governors authorize the hiring of a web programmer/administrator.” *(motion 97:11)* Approved; 13 in favor, 3 opposed (Tom, Roberto, Martina).

• Des moved “the Board approve a procedure that proposals for future staff positions be referred to the Staff and Facilities Committee and that a full staffing model be developed to predict staff needs for the next 3 to 4 years.” *(motion 97:12)* Approved. This will include decisions on consultants versus full-time and temporary staffing costs/overhead.

D. Technical Affairs – Nim *(Attachments 5a, 5b, 5c)*

• The Board thanked Nim and Doug for their successful negotiations with the Interop 97 Engineers Conference; Interop will pursue a contract with ComSoc for 1998.

• Nim, Doug and Bill are working on a strategic direction for Wireless Communications, including a possible new journal and new international conference. *(AI 97:23, closed)* Jack and Tom Stevenson will explore a trade-show partnership with PCIA (Personal Communications Industry Association).

• Nim moved “that the Board approve changing the Quality Assurance Management Technical Committee name to Communications Quality and Reliability with a new charter (attached) reflecting increased emphasis on network reliability.” *(motion 97:13)* Approved.

E. International Affairs -- Lin-shan -- *(Attachments 6a, 6b, 6c)*

• Lin-shan presented a long-term plan for globalization.

• Lin-shan moved “that the Board allocate $5K in 1998 to be used by the new Vice President of Membership Development for membership/chapter development in difficult countries/areas.” *(motion 97:14)* Approved. Implementation of this program will begin in 1997.

F. Membership Affairs/Strategic Planning – Roberto -- *(Attachments 7a, 7b)*
• Roberto moved “that the Board of Governors authorize a program allowing graduating members to subscribe to ComSoc publications at the student (half) rate for the first three years after graduation.”  (motion 97:15)  Approved.  The cost of this program is expected to be offset by increased member retention and will be reevaluated in two or three years.  (AI 97:3, closed)

• Distinguished Lecture tours took place in Regions 8 and 10; the list of speakers is being expanded and revised.

• Roberto moved “that the conference awards/rebate program implemented at ICC’97 be expanded to two conferences in 1998.”  (motion 97:16)  Approved.  Roberto and Doug will select the conferences and amount of rebate; full implementation should begin in 1999.  (AI 97:30, closed)

• Nim, Dale and James Sterbenz will investigate virtual participation in meetings and possibly arrange an experiment during Globecom’97.  (AI 97:41, continuing)

• Maurizio will contact IEEE Society General Activities to discuss a motion passed by our Board in June 1996 to improve international representation on the Board and apprise candidates running for member-at-large of the status.  (AI 97:35, new)

G.  Information Services Development -- Dale -- (Attachment 8)

• The ComSoc server is in place giving us a ‘comsoc’ e-mail address (i.e., d.armor@comsoc.org.

• Alex resigned (effective July) but will be a volunteer on our Information Services Board.

H.  Journals -- Bill -- (Attachments 9a, 9b, 9c)

• An Electronic Commerce Journal proposal was never previously proposed and will be dropped from Bill’s action list.  (AI 96:26, closed)

• The $12K passed in the consent agenda is a recurring (annual) cost for posting our journals on the JOLLY System; cost is independent of the volume of material posted.  (AI 97:32, closed)

• Communications Letters will be published monthly in 1998.

I. Magazines – Curtis -- (Attachments 10a, 10b)

• Steve will remove the Enterprise Networking and Computing Magazine proposal (currently a collaborative undertaking with IEEE Computer Society) from the June IEEE TAB agenda because the January 1998 implementation date is unrealistic.  (AI 97:34, continuing)

• The RFP (Request for Proposal) for Phase II of the Electronic Publications Plan is complete; a vendor will be selected around July 1.

• 1998 Sister Society prices are set at $40 for Communications Magazines; and $50 each for Network, Personal Communications, Transactions on Communications, JSAC, and Communications Letters.  (reference motion 97:7)

• IEEE Communications Magazine switched to perfect binding with the May issue.

J.  Meetings And Conferences -- Doug -- (Attachments 10a, 10b, 10c, 10d, 10e)
• International Conference Policy Board (ICPB) has four Geographic Conference Boards as the Americas are now divided into North America (Director, Vijay Bhargava) and Latin America (Director, Bruno Vianna).

• Ben Leon will collaborate with Ron Bose on revenue opportunities in post conference educational products.

• Paper Review Return Policy from ICPB: “To enhance quality and fairness, where practical, conference committees shall return to authors non-confidential portions of review results for submitted papers or equivalent material, so that:
  ° authors of accepted papers may have an opportunity to incorporate comments in final versions, and
  ° authors of rejected papers may be apprised of the reasons for non-acceptance. A conference committee may make such information available upon request or proactively distribute it to authors.” This will become part of ComSoc’s Policies and Procedures Manual. (AI 96:40, closed)

• Maurizio moved “the Board of Governors recommend to GICB:
  ° that a given number of technical sessions at ICC and Globecom be directly organized by ComSoc technical committees (TCs);
  ° that up to a maximum of 15 technical sessions at ICC’98 be directly organized by the TCs;
  ° that organized technical sessions (OTS’s) require a given TC to appoint session organizer(s) to solicit a number of papers to fit into the session. These solicited papers should be reviewed by reviewers appointed by the organizing TC, who is ultimately responsible for the paper quality; (OTS’s may include non-solicited papers coming from the open call);
  ° TCs should propose in advance such OTS’s to the Technical Program Committee (TPC) of the relevant ICC/Globecom. The TPC will then select the OTS’s that fit into the conference program.” (motion 97:17) Approved; one opposed

K. Education – Ron Bose -- (Attachment 12).

• Ron reported on a new online module initiative being explored with the University of Texas.

• Steve noted continuing Board interest in such products and moved “that a concrete proposal for online education modules be developed with solid authors and content that can be adopted for the strategic direction and future of the Society.” (motion 97:18) Approved. (AI 96:18, closed; AI 97:11, closed)

L. Chapters – Tetsuya -- (Attachment 13)

• The chapters manual will be revised; Miki will include ComSoc’s new management structure and discuss updates with Lin-shan and Roberto.

• Locations for potential chapters have been identified in Regions 7, 9, and 10; Ivan Fair presented a signed petition to the Board requesting formation of a new chapter within the Canadian Atlantic Section (Region 7).

M. Division III - Celia -- (Attachments 14a, 14b, 14c, 14d, 14e).

• Steve moved (on Celia’s behalf) “that the Communications Society establish, no later than January 1, 1998:
a Young Members Committee reporting to the Vice President, Membership Development, and that the chair of this Committee be a regular member of the Membership Development Council.

An appropriate Bylaws addition will be considered by the Board no later than its meeting in November, 1999, on the basis of evaluation of the work of the committee over two years.

The Committee will be charged with recommending improvements in services to student members and recent graduate members, and for proposing and implementing programs to improve the retention of young professionals after graduation.” (motion 97:19) Approved.

A quorum of the Board was not present when a vote was called; subsequent to the Board meeting, Steve sent an e-mail ballot to the Board of Governors and the motion was unanimously passed.

3. Future Meetings

- OpCom, New York City, NY, Friday, September 5, 1997
- Board of Governors, Phoenix, AZ, Friday, November 7, 1997

The Board adjourned 5:15 p.m.

ATTACHMENTS

Attachment 1  Agenda
Attachment 2a  President’s Report
Attachment 2b  President-Elect 1998 Budget
Attachment 3a  Financial Report
Attachment 3b  $200K New Initiative Budget Line Item
Attachment 3c  Budget Report
Attachment 3d  1997 Financial Forecast
Attachment 3e  Financial Autonomy
Attachment 4a  Staff Report
Attachment 4b  Request for Additional Staff Authorizations
Attachment 4c  Fiftieth Anniversary Fund Raising Proposal
Attachment 5a  Technical Affairs Report
Attachment 5b  Communications Quality Reliability Technical Committee
Attachment 5c  Technical Affairs Overviews
Attachment 6a  International Affairs Report
Attachment 6b  Globalization Long Term Plan
Attachment 6c  Membership/Chapter Development in Difficult Countries/Areas
Attachment 7a  Membership Affairs Report
Attachment 7b  Membership Statistics
Attachment 8  Information Services Development Report
Attachment 9a  Journals Report
Attachment 9b  Journal Department Overview
Attachment 9c  Integrated Online Publications Plan (IOPP)
Attachment 10a  Magazines Report
Attachment 10b  Sister Society Publications Pricing
Attachment 10c  Enterprise Networking & Computing Magazine Overview
Attachment 10d  Electronic Publications - Phases I and II
Attachment 10e  Magazines Department - Miscellaneous
Respectfully submitted,
Jack M. Howell

MOTIONS PASSED

97:5 “that the Consent Agenda (included below) be approved:

° Approval of Board of Governors Minutes, November 21, 1996.
° Proposal allocating $10K to M&C to finance a marketing test for Globecom’97 be placed on the Board’s consent agenda in June.
° Authorization of $12K to the IEEE JOLLY program to post all 1997 ComSoc Journal issues (Letters, TOC, JSAC, TON).”

97:6 “that the Board of Governors adopt the following resolution on autonomous society staff operations:

° Whereas the IEEE Board of Directors is expected to consider a proposal to make Society Executive Directors direct reports of the IEEE General Manager or other central IEEE executive, and
° Whereas the present decentralized structure of IEEE permits any entity capable of maintaining a staff organization to manage that organization autonomously, and
° Whereas fiduciary responsibility for an entity's management of IEEE assets is efficiently and adequately assumed by that entity's Board and officers, and
° Whereas the present decentralized structure has greatly enhanced the range and quality of IEEE products, and
° Whereas an attempt to alter the reporting relationships of those Society staffs that are now reporting to their Society officers would give rise to substantial and entirely unnecessary divisiveness within the IEEE,
° THEREFORE the Board of Governors of the IEEE Communications Society reaffirms its policy that its Executive Director is and should be responsible to the IEEE Communications Society's Board of Governors and a direct report of the President of the Society, instructs the Division III delegate to so inform the IEEE Board of Directors, and expresses its strong opposition to any change in the present reporting relationship.”

97:7 “the Board approve that 1998 member dues remain at $23; that sister society publications rates not exceed $50; that student rates for 1998 be reduced from $12 to $10 for Communications Magazine, from $17 to $15 for Network Magazine, and from $19 to $15 for Personal Communications.”

97:8 Ross moved “that
the internal ComSoc budget for 1998 be modified to remove the $200K and reduce the total by that amount; funding for ‘new initiatives’ where justified may be submitted for consideration and approval at meetings of the Board of Governors or OpCom.

The Treasurer, President and President-Elect (or Past President as appropriate) shall submit a recommendation for approval levels for the OpCom to take action without waiting for the Board of Governors meeting. This level shall not exceed one-half per cent of the expense budget for the year in which the recommendation is submitted and/or to be constituted. Any actions taken by the OpCom in the interim shall be included in the consent agenda for the next meeting of the Board of Governors.”

97:9 “that a steering committee be established consisting of staff and Board volunteers (and chaired by the Executive Director) to define the needs and requirements for ComSoc’s 50th Anniversary.”

97:10 “that the Board of Governors authorize hiring a database programmer/administrator as soon as the new Information Systems Manager has been hired.”

97:11 “that the Board of Governors authorize the hiring of a web programmer/administrator.”

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97:13 “that the Board approve changing the Quality Assurance Management Technical Committee name to Communications Quality and Reliability with a new charter reflecting increased emphasis on network reliability.”

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97:15 “that the Board of Governors authorize a program allowing graduating members to subscribe to ComSoc publications at the student (half) rate for the first three years after graduation.”

97:16 “that the conference awards/rebate program implemented at ICC’97 be expanded to two conferences in 1998.”

97:17 “the Board of Governors recommend to GICB:

○ that a given number of technical sessions at ICC and Globecom be directly organized by ComSoc technical committees (TCs);

○ that up to a maximum of 15 technical sessions at ICC’98 be directly organized by the TCs;

○ that organized technical sessions (OTS’s) require a given TC to appoint session organizer(s) to solicit a number of papers to fit into the session. These solicited papers should be reviewed by reviewers appointed by the organizing TC, who is ultimately responsible for the paper quality; (OTS’s might include non-solicited papers coming from the open call);

○ TCs should propose in advance such OTS’s to the Technical Program Committee (TPC) of the relevant ICC/Globecom. The TPC will then select the OTS’s that fit into the conference program.”
“that a concrete proposal for online education modules be developed with solid content
and suitable content person that can be adopted for the strategic direction and future of
the Society.”

“that the Communications Society establish, no later than January 1, 1998:
° a Young Members Committee reporting to the Vice President, Membership
  Development, and that the chair of this Committee be a regular member of the
  Membership Development Council.
° An appropriate Bylaws addition will be considered by the Board no later than its
  meeting in November, 1999, on the basis of evaluation of the work of the committee
  over two years.
° The Committee will be charged with recommending improvements in services to
  student members and recent graduate members, and for proposing and implementing
  programs to improve the retention of young professionals after graduation.”

(motion 97:19) Approved.

ACTION ITEMS

95:14 continuing: Officers and directors will prepare policies and procedures for each of their
councils/departments.

95:15, 16 closed: Officers and directors will pursue completion of sister-society main
agreements and publications side agreements.

96:18 closed: Ron will investigate various costs and means of developing web-based education
training modules and report back to the Board. (original) Ron will submit a detailed plan
for electronic tutorials outlining how this will be accomplished, identifying speakers, and
including cost estimations.

96:19 closed: Steve will write an editorial with Tetsuya and a student chapter member to
stimulate member interest in local chapters and to point up the Board’s interest in
promoting and encouraging chapters.

96:22 closed: Ross and Celia will evaluate the IEEE SAC TechFund Proposal and bring their
proposal to the Board.


96:27 continuing: Dale will follow up with the Computer Society’s offer to produce a CD-
ROM jointly with ComSoc containing all publications for the year. original: Curtis will
bring a proposal offering members an annual CD-ROM of all publications to the Board.

96:30 closed: Ross will report to the Board on procedures and costs involved for ComSoc to
manage its own finances rather than relying on IEEE services.

96:31 closed: Jack and Ross will investigate the feasibility of providing members who
subscribe to three or more publications with a 15% or $15 flat discount; he will report to
OpCom (via e-mail) before the Board meets in June. original: Jack will work with staff
on developing a publications package discount for members.

96:32 closed: Jack and Allan will work on job descriptions for staff positions.

96:33 closed: Jack will begin formal negotiations on office space with building management.

96:40 closed: Doug and the International Conference Policy Board (ICPB) will evaluate the
proposal that the reviews submitted to our conference Technical Program Committee
chairs be returned to authors; he will report to the Board in June on whether this should
be an established policy.
96:41 closed: Doug will work out the details regarding the virtual panels experiment in 1997.

97:1 continuing: Roberto and Allan will bring a final Bylaws revision to the Board in November.

97:2 continuing: Steve will approach Vehicular Technology Society President, Eric Schimmel, regarding joint publications and conference sponsorship, etc. original: Steve will appoint a committee to study the potential of merging with IEEE’s Vehicular Technology Society.

97:4 continuing: Roberto will investigate ways to obtain regional support for Latin American activities (e.g., shared support costs with other societies).

97:5 continuing: Roberto will work with Clark on a marketing brochure for the Distinguished Lecturers Program, cataloging products and services, outlining our lectures and possibly providing speaker biographies/abstracts.)

97:6 continuing: Nim will consider name changes for certain technical committees, specifically considering a name change for the Personal Communications Technical Committee to incorporate wireless technologies.

97:7 closed: Doug will investigate collaborating with the Computer Society on future Supercomm activities, the most likely model being that of the Computer Society taking the lead in odd-numbered years (i.e., we would not collocate ICC with Supercomm), and ComSoc taking the lead in even-numbered years.

97:8 closed: Doug will encourage conference boards to publicize site selection opportunities and criteria, to promote diversity and fairness.

97:10 closed: Nim will provide Doug with a list of "hot technical topics" to ensure that ComSoc continues to provide timely and relevant conferences/workshops.

97:11 closed: Celia will work with Ron and IEEE on producing an education video.

97:12 continuing: Curtis and Bill will bring the final integrated online publications plan to the Board in June. original: Roberto will work with Curtis and Bill on long-range publications strategies.

97:13 closed: Jack will bring a proposal to the Board in June on the Fiftieth Anniversary fundraising campaign. original: Tom and Ross will discuss ComSoc’s Fiftieth Anniversary (2002) with Dan Senese and report to OpCom.

97:14, closed: Doug, Nim and CAS will explore tutorials for CAS 1998 flagship conferences.

97:15, closed: Nim, Curtis and CAS will explore technical co-sponsorship of publications.

97:16, closed: Nim and CAS will work towards collaborations with technical committees having mutual interests.

97:17, closed: Nim, Ron and CAS will explore short courses.

97:18, closed: Ross will report to the BoG on whether to retain/eliminate a $200K line item in the budget for “new initiatives”.

97:19, closed: Vice Presidents and Directors will provide their 1998 projected travel and department budgets to Ross by May 15; these will be reviewed and approved at the BoG in June.

97:20, continuing: Dale will bring his recommendation to Board in June regarding costs, manpower involved, and feasibility of owning and operating proper equipment for electronic broadcasting at conferences.

97:21, continuing: Tom will arrange a meeting between ComSoc (Steve, Tom, Doug, Curtis, and himself) and the President of Internet Society (ISOC), Don Heath.
97:22, continuing: Tom, Steve, Nim, and Bill will pursue whether to create a new journal/letter on wireless communications or broaden and integrate the topic into existing publications.

97:23, closed: Nim and Doug will investigate changing the International Conference on Universal Personal Communications (ICUPC) to a broader-scope premier conference on “wireless communications” and inviting Vehicular Technology Society participation.

97:24, continuing: In September Lin-shan will provide Steve with a list of candidates for the Regional Directors’ positions effective January, 1998.

97:25, continuing: Lin-shan will confer with EAMEC and Jack will follow up with Bill Cook (IEEE) on effective ways to enhance services to Eastern European members via the Brussels office.

97:26, closed: Curtis and Bill will investigate a uniform pricing structure for sister societies.

97:27, continuing: Curtis and Bill will contact our sister societies to exchange articles for publication.

97:28, continuing: Curtis will draft a publications side agreement for The Russian Popov Society.

97:29, closed: Nim will ask our Satellite and Space Communications technical committee to help Popov with their satellite conference.

97:30, closed: Roberto, Jack and Clark are implementing a conference awards/rebate program for ICC’97--frequent flyer points amounting to $25 credited (as a line item) on their dues renewal invoice.

97:31, closed: Roberto will bring a proposal to the Board in June crediting a student member’s fees towards regular member status after graduation.

97:32, closed: Bill will bring a breakdown to the Board on the cost of placing ToN manuscripts in the JOLLY system; i.e., actual cost to put the journal on-line and what the 15K requested to support it will pay for.

97:33, closed: Dale will create a login for selected non-members to access online journals, etc. (when they reside on our server).

97:34, continuing: Curtis will work with the Computer Society on whether to combine Enterprise Networking magazine with their Internet Computing magazine, making one publication with a 50-50 sponsorship.

97:35, new: Maurizio will contact IEEE Society General Activities to discuss a motion passed by our Board in June 1996 to improve international representation on the Board and apprise candidates running for member-at-large of the status.