Attendees at the meeting were:

**Officers**
- Plevyak, Tom
- Weinstein, Steve
- Horn, Ron
- Miki, Tetsuya
- Siller, Curtis
- Zuckerman, Doug
- Anderson, Ross
- Howell, Jack

**Directors**
- Armor, Dale
- Bessai, Horst
- Bose, Ron
- Clarkson, Trevor
- Desmond, Celia
- Lee, Byeong Gi
- Mouftah, Hussein
- Suda, Tatsuya

**Members-at-Large**
- Ahmadi, Hamid
- Derby, Jeff
- Hartmann, Paul
- Karol, Mark
- Kincaid, Mike
- Robinson, Bill
- Sobol, Hal
- Taylor, Des
- Zitterbart, Martina

**Invited Guests**
- Cheung, Nim
- De Marca, Roberto
- Pape, John
- Worthman, Bruce
- CIC representatives
- Zhenyin, Deng
- Jidong, Zhoa
- Bingqun, Xiong
- Jintong, Lin
- Zemin, Yang
- Fortes, Jose Mauro

**Absent**
- Fettweis, Gerhard
- Glisic, Savo
- Kurose, Jim
- Leeper, Dave
- Nguyen, Khoi
- Tranter, Bill
- Wilches-Chaux, Leonor

1. **Opening Remarks - Tom - (Attachment 1--Agenda)**

   Tom called the meeting to order at 8:15 a.m., welcoming Board members and visitors to the BoG, and the new Member-at-Large Class of 2000.

   This meeting will complete the transition to our Society’s new organizational structure, bringing ComSoc to a logical chronology—starting with the September OpCom—where 1999 operating plans and budgets (reflecting the Society’s strategic direction) will be presented for approval.

   The BoG approved the Board of Governors minutes of the November 7-8, 1997, and the agenda order for this meeting. Tom noted that the Consent Agenda (consisting of the June 10th update reports and OpCom April 7-8 minutes/attachments) would be approved late in the meeting to allow for questions on any aspect at any time.

   The task of compiling a Society Policies and Procedures Manual is underway with applicable portions of an initial draft distributed to Board members.

2. **Reports and Issues**

   A. **Marketing - John Pape (Attachment 2)**
John moved “that the BoG approve the ComSoc electronic periodical publications fulfillment plan which would (a) provide web/electronic access for member periodical subscribers as an enhancement of the subscription benefit; (b) offer an electronic-only access ‘package’ of all ComSoc optional periodicals; and (c) charge members $69 and students $40 for the electronic-only package”.  (motion 98:9)  Approved.

John made a motion to support a membership dues pricing strategy to increase 1999 membership dues to $25 and to increase student and other dues to $12.50.  Ross proposed a friendly amendment to retain student membership fees at the current rate.  The amendment was approved.  John’s motion was modified accordingly, requesting a membership fee increase from $23 to $25.  The motion was defeated; 7 in favor; 8 opposed.

John moved “that the BoG support a ComSoc periodical publications pricing strategy that considers market forces, competition, economic factors, and non-member rates as presented here.”  (motion 98:10)  Approved; 2 opposed (David and Des).

Curtis moved “that the BoG approve the proposed 1999 member subscription prices as presented.”  (motion 98:11)  Approved.  (The BoG defeated a friendly amendment by Martina to separate the Network price increase from the proposed subscription prices and to retain the current members subscription rates for IEEE Network.)

B. Standards Activities Proposal - Steve - (Attachment 3)

To recognize and structure ComSoc volunteer activities with the IEEE Standards Board, Steve moved “that the BoG (a) approve the attached policies and procedures on standards development activities as a ComSoc goal (with a two-stage implementation plan); and (b) create a Standards Committee chaired by ComSoc’s representative to the IEEE Standards Board with authorization to begin implementation of these policies/procedures.”  (motion 98:12)  Approved; 2 opposed (Ron Horn, Bill Robinson).  ComSoc’s representative to the IEEE Standards Board is currently Jerry Peterson.

In June, 1999, the BoG will be asked to approve the (possibly revised) policies/procedures and modify the ComSoc Bylaws to create a Director of Standards position.

C. Authorization Levels/Business Plan Requirements - Ross - (Attachment 4)

Ross moved “that the BoG approve the following authorization levels and business plan requirements for expenditures:  $5k for Directors/Treasurer, $10k for Vice Presidents/Executive Director, $25k for the President, $25k - $50k for OpCom (with informal, one-page business plan), and over $50k for the BoG (with formal business plan).”  (motion 98:13)  Approved.

Expenditures less than $25k will be reported to the BoG with a brief statement of justification.  Business plans are for new projects only, not for those already approved by the BoG and budgeted; they do not apply to budgeted expenses, such as travel, meetings, conferences, etc.

D. Budget Report - Bruce Worthman - (Attachment 5)

Individual committee reports for 1998 travel and special projects were distributed to the BoG.  Blank reports for 1999 travel and special projects were also distributed for completion/return to headquarters prior to the September OpCom.  (Directors and Standing Committee Chairs must submit budgets to their Vice President for review and forwarding to Bruce.)
The ComSoc budget as presented in April’s OpCom minutes (attachment 17) and amended with the changes—in authorization levels and marketing strategies—approved during this meeting will be approved as part of the approval of the Consent Agenda.

Final approval of the 1999 budget will be made at November’s BoG; minor changes in travel, committee expenses, etc., can be made at that time. Publications pricing and fees cannot be changed and will be submitted to TAB for approval in June. The 1999 preliminary budget, however, is still subject to change.

Changes made during the BoG meeting have necessitated the following adjustments: The 1999 preliminary budget presented at the BoG has been updated to reflect the approved publications pricing/fees and the large conferences that have currently submitted budgets. Thus, the operating surplus of $372k has been changed to $221k; the 1998 forecasted operating surplus of $714k has been updated to $588k to include the projected results of ICC ’98. (To date, only Globecom’97 has not submitted information on what their results will be.)

E. Policies and Procedures - Tom/Curtis- (Attachment 6)

Tom discussed “guiding principles” by which ComSoc is to be governed; these principles will serve as an introduction for ComSoc’s upcoming Policies and Procedures Manual.

Curtis presented an Issue Paper on Volunteer Conference Leadership which addressed maintaining standards of excellence and sound management practices while managing the affairs of the Society.

Curtis moved “that the BoG adopt the guiding principles reflected in Tom’s presentation, and the salient points mentioned in Curtis’ discussion of ‘issues’, the latter offered in the context of Meetings and Conferences.” (motion 98:14) Approved.

F. Membership Services -Publications - Curtis - (Attachment 7)

Curtis recommended that ComSoc join Signal Processing, Circuits and Systems, and Computer societies in sponsoring of a new journal, the articles of which will represent all four society disciplines. Curtis moved “that ComSoc proceed with plans to become one of four IEEE societies to equally share in the business and editorial aspects of a new publication, IEEE Transactions on Multimedia.” (motion 98:15) Approved.

Curtis moved “that the BoG proceed with IEEE ComSoc E-Newsletter (as approved in April’s OpCom) targeted for September 1998, in accord with the scope articulated at OpCom and consistent with IEEE policy.” (motion 98:16) Approved. This will be a short, bimonthly electronic newsletter, offered free to subscribers, providing a common information channel about ComSoc activities and news.

Curtis moved “that the BoG approve a ComSoc Publications Award for exemplary service to IEEE Communications Society publications over a sustained period of time; the award will consist of a plaque, certificate, and $500 cash award (offered annually as appropriate).” (motion 98:17) Approved. Jack will investigate current funding for our awards (including IEEE) and bring a recommendation to OpCom. (action 98:7) The initial award will be presented to Paul Green.

G. EuroCom - Horst - (Attachment 8)

Horst moved “that the BoG approve a jointly (50/50) organized biennial conference in Europe with AFCEA starting with EuroCom 2000 to strengthen ComSoc’s service to European members.” (motion 98:18). Approved. This conference will provide opportunities for government, industry and academic specialists to dialogue on future
developments; the conference will differ from MILCOM in its international approach, covering both military and civil disorder. ComSoc will develop the technical program.

H. Education - Ron Bose - (Attachment 9)
Kazem Sohraby will coordinate production of ComSoc’s first educational CD product, using Manu Malek’s tutorial on Network Management. Expected cost for 500 copies is $37.2k; Tom waived the business plan requirement, viewing this as a learning experience, but a marketing plan needs to be developed.

Ron recommended that ComSoc continue working with UT-Dallas to maintain/enhance the ComSoc Educational Services Portal prototype, a web product (developed after the Wireless Networks project was dropped) providing links into academic and commercial training sites/products. The consensus of the BoG was to proceed with this project using $6.6k from Ron’s budget and matching funds from UT-Dallas.

I. Staff - Jack - (Attachment 10)
Jack McDonald will chair the 50th Anniversary program, promoting ComSoc’s role as the world leader for technical presentation/debate in the field of communications.

The 50th Anniversary Business Plan will be approved as part of the approval of the Consent Agenda.

When a motion is made to approve the Consent Agenda, the BoG will approve the Mailing List Policy as presented in attachment 16 of the April OpCom minutes.

When a motion is made to approve the Consent Agenda, the BoG will approve the 1998 capital-equipment budget and 1999 preliminary capital-equipment budget presented at OpCom, subsequently updated by the Staff Committee and attached here.

J. Vehicular Technology/ComSoc Merger Study - Tom/Tatsuya - (Attachment 11)
Tom moved “that the BoG approve the formation of a study group to investigate collaboration between the Vehicular Technology Society and ComSoc from all aspects--up to and including possible merger.” (motion 98:19) Approved; 1 opposed (Des).

This team (consisting of Tatsuya as Chair, Jack, Curtis, Bruce Worthman, and an additional member involved in both societies) will report to OpCom in September.

K. Membership Development - Ron Horn - (Attachment 12)
Ron moved “that the BoG approve changing the name of the Membership Programs Board to Membership Programs Development Board and amend the Bylaws accordingly.” (motion 98:20) Approved.

L. Member-at-Large Amendment - Tom
Tom moved “that the BoG approve amending Article 3.2.4, bullet three, of the Bylaws to read:

Absence or incapacity of Vice President or Member at Large - Individuals will be identified from the candidate group, in the sequence of votes received, and will be appointed by the President to serve the remainder of the elected term. If no one of these individuals can serve, the vacancy will be filled by action of the BoG upon proposal by the President; that person will serve only until the position can be filled in the next election.” (motion 98:21) Approved.

3. Consent Agenda - Tom
Tom asked the BoG to approve the Consent Agenda (composed of submitted June 10th BoG agenda/reports and April 7-8, 1998, OpCom minutes) with the subsequent modifications in authorization levels and marketing strategies approved in this meeting and updated 1998 capital-equipment budget/1999 preliminary capital-equipment budget. Approved.

4. Future Meetings - Tom
OpCom, New York City, New York, September 3-4, 1998
Board of Governors, Sydney, Australia, November 11, 1998

5. Closing Remarks - Tom
Tom thanked Board members for their excellent and efficient participation during this meeting and for everyone’s working to complete the transition to ComSoc’s new organizational structure.

The meeting adjourned at 4:00 p.m.

Respectfully submitted,
Carole Swaim

ATTACHMENTS
Attachment 1 Agenda
Attachment 2 Marketing
Attachment 3a-b Standards Activities Proposal
Attachment 4 Authorization Levels
Attachment 5 Budget
Attachment 6a-b Policies & Procedures - Guiding Principles, Conference Leadership
Attachment 7a Membership Services
  Attachment 7b Transactions on Multimedia
  Attachment 7c Publications Award Proposal
  Attachment 7d Magazines
  Attachment 7e Meetings & Conferences
  Attachment 7f Voice Over Internet
Attachment 8a-b Asia/Pacific Report, EuroCom Proposal
Attachment 9a-b Education
Attachment 10a-c Staff - 50th Anniversary/ Capital Equipment Budget
Attachment 11 Sister and IEEE Societies
Attachment 12 Membership Development

MOTIONS PASSED
98:9 “that the BoG approve the ComSoc electronic periodical publications fulfillment plan which would a) provide web/electronic access for member periodical subscribers as an enhancement of the subscription benefit; b) offer an electronic-only access ‘package’ of all ComSoc optional periodicals; and c) charge members $69 and students $40 for the electronic-only package.”

98:10 “that the BoG approve a ComSoc periodical publications pricing strategy that considers market forces, competition, economic factors and non-member rates as presented here.”
that the BoG approve the proposed 1999 member subscription prices as presented.”

that the BoG (a) approve the attached policies and procedures on standards development activities as a ComSoc goal (with a two-stage implementation plan); and (b) create a Standards Committee chaired by ComSoc’s representative to the IEEE Standards Board with authorization to begin implementation of these policies and procedures.”

that the BoG approve the following approval levels and business plan requirements for expenditures: $5k for Directors/Treasurer, $10k for Vice Presidents/Executive Director, $25k for the President, $25k - $50k for OpCom (with informal, one-page business plan), and over $50k for the BoG (with formal business plan).”

that the BoG adopt the guiding principles reflected in Tom’s presentation, and the salient points mentioned in Curtis’ discussion of ‘issues’, the latter offered in the context of Meetings and Conferences.”

that ComSoc proceed with plans to become one of four IEEE societies to equally share in the business and editorial aspects of the new publication, *IEEE Transactions on Multimedia.*”

that the BoG proceed with *IEEE ComSoc E-Newsletter* (as approved in April’s OpCom) targeted for September 1998, in accord with the scope articulated at OpCom and consistent with IEEE policy.”

that the BoG approve a ComSoc Publications Award for exemplary service to IEEE Communications Society publications over a sustained period of time; the award will consist of a plaque, certificate, and $500 cash award (offered annually as appropriate).”

that the BoG approve a jointly (50/50) organized biennial conference in Europe with AFCEA starting with EuroCom 2000 to strengthen ComSoc’s service to European members.”

that the BoG approve the formation of a study group to investigate collaboration between the Vehicular Technology Society and ComSoc from all aspects--up to and including possible merger.”

that the BoG approve changing the name of the Membership Programs Board to Membership Programs Development Board and amend the Bylaws accordingly.”

Tom moved “that the BoG approve amending Article 3.2.4, bullet three, of the Bylaws to read: Absence or incapacity of Vice President or Member at Large - Individuals will be identified from the candidate group, in the sequence of votes received, and will be appointed by the President to serve the remainder of the elected term. If no one of these individuals can serve, the vacancy will be filled by action of the BoG upon proposal by the President; that person will serve only until the position can be filled in the next election.”

**ACTION ITEMS**

**new:** Jack will investigate current funding of our awards (including IEEE) and bring a recommendation to OpCom.

**new:** Tatsuya will report to OpCom in September on the Vehicular Technology/ComSoc study group.
98:2 continuing: Ron Horn will request BoG approval of the rotational management approach for the International Activities Council (making director terms sequential) and a name change to International Development Board.

98:3 continuing: Celia will work with the Peru chapter evolving a means to access ComSoc periodicals and bring a plan to the BoG.

95:14 continuing: Officers and Directors will prepare policies and procedures for each of their Councils, Boards, and Committees.

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 Marketing Department on a promotional brochure for the Distinguished Lecturers Program, cataloging products and services, outlining our lectures and possibly providing speaker biographies/abstracts.)

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.

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

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

97:36 closed: Ron, Doug, and Nim will investigate ways to reuse conference tutorials, i.e., marketing via CD-ROM.

98:1 closed: Tom will reword his bylaw proposal to include procedures should an appointment not be accepted from the candidate group, before presenting a motion to the BoG in June.

98:4 closed: Jack will update the ComSoc viewgraph presentation by May; a lending library of copies will be maintained.

98:5 closed: Ron will use the $13k and matching IEEE funds to select a well-known speaker, contract with a commercial company, and produce a studio CD-ROM.

98:6 closed: Tom allocated another $5k for additional committee expenditures, bringing Mehmet’s 1998 budget to $17k.