MINUTES

Attendees at the meeting were:

Board of Governors

<table>
<thead>
<tr>
<th>Officers</th>
<th>Members-at-Large</th>
<th>Absent</th>
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<tbody>
<tr>
<td>Decina, M.</td>
<td>Freeman, H.A.</td>
<td>Aldridge, A.G.</td>
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<tr>
<td>De Marca, JRB</td>
<td>Lee, L.</td>
<td>Cherin, A.H.</td>
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<tr>
<td>Desmond, C.L.</td>
<td>LoCicero, J.L.</td>
<td>Gitlin, R.</td>
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<tr>
<td>Green, Jr., P.E.</td>
<td>Milstein, L.B.</td>
<td>Laane, R.R.</td>
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<tr>
<td>Ledbetter, G.A.</td>
<td>Prasada, B.</td>
<td>Rudin, Jr., H.</td>
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<tr>
<td>Lof, C.</td>
<td>Skillen, R.P.</td>
<td></td>
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<tr>
<td>Weinstein, S. B.</td>
<td>Snelling, R.K</td>
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Observers

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<tr>
<td>Anderson, R.C.</td>
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<td>Ryan, J.</td>
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Division III

<table>
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<tr>
<th>Invited Guests</th>
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<tbody>
<tr>
<td>Bhargava, V.</td>
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<tr>
<td>Wangemann, R.</td>
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<tr>
<td>Watanabe, K.</td>
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Directors

<table>
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<th>Recording Secretary</th>
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<td>Swaim, C.M.</td>
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Recording Secretary

1. Welcoming Remarks -- Decina (Attachments 1, 2A, 2B)

   President Decina convened the Board at 8:30 a.m. reviewing the IEEE Communications Society's current hierarchy.

2. Review and Adoption of Agenda -- Decina

   Green moved "that the agenda be adopted." All approved.


   - Green moved "that in the wording of Section 93:19 of the Board of Governors minutes for December 2, 1993, the word 'approved' be replaced by 'postponed approval of'." All approved.
   - Prasada moved "that the Board of Governors minutes of December 2, 1993, as amended, the Board of Governors OpCom minutes of March 7, 1994, and the 1994 Operating Plans be approved." All approved.

4. Reports -- Officers (Attachments 4-13--Progress Reports)

   A. Progress of President's Operating Plan -- Decina (Attachment 4)
• Budget procedures involving Society officers and operations have been improved and a five-year budget is being prepared.
• Meetings & Conferences Department is being restructured.
• The International Activities Council was rejuvenated and an office is being opened in Brussels.
• Contacts are being made with national societies; IEEE is pursuing cooperative agreements.
• Cost of globalization will be carefully monitored.

B. Progress of Technical Affairs Operating Plan -- Weinstein (Attachment 5)
• Some technical committee scopes are out-of-date; revised scopes will be presented to the Board of Governors by September, 1994.
• Nominations for new technical chairs will be solicited outside the US and Canada.
• Edmundo De Souza e Silva has been appointed Information Coordinator of TAC and will implement an email 'Technical Affairs Bulletin' in July.
• The Society's continued participation in the Neural Networks Council is contingent on a more focused scope and financial stability.
• Work is progressing on an experiment to arrange Internet Mbone multicasting of sessions at the International Telecommunications Symposium in Rio de Janeiro in August.

C. Progress of International Affairs Operating Plan -- De Marca (Attachment 6)
• The International Activities Council is more geographically distributed with 12 countries represented; 5 members from each of the three regions (Americas; Europe, Africa and Middle East; and Asia and Pacific).
• J. Kevers was introduced as Manager of the Brussels office; de Marca will get updates from the EAMEC Chair on the effectiveness of the office with regard to improved services and increased membership for Region 8. (action)
• An IEEE Communications Society office will open in Singapore January 1, 1995; details will be worked out by IAC and IEEE Headquarters.
• The Global Communications Newsletter's Editor-in-chief is Andrezej Jajszczyk.
• De Marca will provide the Board with a document for the Student Award Program giving specific criteria for selecting awardees. (action)
• IAC is reviewing the Free Subscription Program to selected Eastern Europe members as well as the program of travel grants for non-students (professionals).
• Dr. T. Aoyama was appointed to act as liaison between IAC and the IEEE Communications Society Award Committees.

D. Progress of Member Affairs Operating Plan -- Desmond (Attachments 7A, 7B)
• Desmond is working with IEEE to institute an incentive program for member recruitment.
• Member Affairs and Chapters are funding lecture tours for distinguished speakers. A mini tour is planned for May, 1994, and another in Australia.
• Desmond assigned Board members lists of lapsed members to survey by telephone to determine reasons for non renewal; Ryan will present results to
TAB in June. (action) A marketing plan and membership drive will be designed based on the findings.

E. Progress of Executive Director Operating Plan -- Lof (Attachments 8A, 8B, 8C)
- The staff office has moved to the 9th floor at 305 East 47 Street.
- Diane DeMarzo is working with vice presidents and directors on the Board who do not have dedicated staffs.
- Lof reviewed the cost savings implemented by staff.
- Weinstein applauded the staff on its launch of IEEE Personal Communications and its effective and excellent production of three magazines.
- Lof is working with IAC on a document outlining Kevers duties and the goals of the Brussels office.
- A document is attached to the minutes delineating Lof's understanding of the Large IEEE Societies' meeting in March, 1994.

F. Progress of Treasurer's Operating Plan -- Ledbetter (Attachment 9)
- Ledbetter reviewed the timeline for the Society's budget cycle.
- Ledbetter is working on a five-year financial plan; officers and directors will be sent a form to complete giving their five-year projections. (action) Ledbetter would welcome comments, and Decina urged adopting the timeline procedures to prevent unforeseen emergencies such as occurred in 1993.
- Ledbetter will discuss in detail the 1995 budget at OpCom in August. (action)
- Decina expressed his appreciation for the excellent work Ledbetter is doing in his position as Society Treasurer.

G. Progress of Publications Operating Plan -- Plevyak (Attachments 10A, 10B, 10C)
- 25%-40% of editors are from outside North America depending on the particular magazine or journal.
- IEEE Personal Communications subscribers are up to 12,000.
- Personal Communications will increase to six issues in 1995, requiring an additional 120 pages.
- The Communications Society began a technical co-partnership with the Computer Society's Multimedia Magazine in February; Hussein Mouftah is the ComSoc Editor.
- The 1994 print-off of Transactions on Communications is complete, reducing the backlog to 11 months; a similar print-off in 1995 will reduce the backlog to 3-6 months.
- A business plan from A. Jajszczyk has been presented to Plevyak for the "Global Communications Newsletter", scheduled for first issue October, 1994. The proposal calls for a total of 24 pages annually on a bimonthly basis bound into Communications Magazine; budget request will be made at OpCom. (action)
• The Electronic Processes Study Group is currently examining the Communications Society's processes and requirements and identifying high potential electronic trials/experiments.
• Plevyak moved "that the same page budget approved by the Board for 1994 be approved for 1995, including a 1900-page camera-ready print-off for *IEEE Transactions on Communications*; an exception is *IEEE Personal Communications*; it will require 120 additional pages to support an increase to six issues in 1995." All approved.
• Decina will bring the $30-per-page charge for transactions to TAB in June and will propose that the effective date for offering all publications in electronic format be moved to January, 1996. (action)
• Decina will discuss the Computer Society Library Subscription Plan with TAB in June. (action)

H. Progress of Meetings & Conferences Operating Plan -- Skillen *(Attachments 11A, 11B, 11C)*
• Skillen moved "that the Board approve the structure and responsibilities of a) the three Geographic Conference Boards, and b) the Directed Growth Meetings & Conferences Board (chaired by Ron Horn), as detailed in the attachment to the Board of Governors agenda dated March 31, 1994." All approved.
• de Marca expressed concern that Latin America could be overwhelmed in this geographic structure and not have equal input on issues.

I. Progress of Education Operating Plan -- Daigle *(Attachment 12)*
• Daigle proposed that the tape tutorial series be member oriented and used for education and development.
• Decina noted that the Education Board has no international representation.
• The Distinguished Lecturer Program will be streamlined to 20 topics; Weinstein, Desmond and Daigle will identify 20 lecturers by the end of May. (action)
• Daigle proposed a 'Michelin Guide' for education giving members universal access to data (such as tutorial availability) and making it available via an Internet professional bulletin board.
• Decina requested Daigle to prepare a business plan. (action)

J. Progress of Chapters' Operating Plan -- Miki *(Attachment 13)*
• New Regional Chapter Coordinators: Mehmet Toy for Region 1 and Janusz Hyziak for Region 4.
• Kenichi Sato has been appointed secretary of the Regional Chapter Coordinators' Board.
• The first "Chapter of the Year Award" was presented during ICC to Khoi Nguyen, Oakland East Bay Chapter Chair, Region 6.
• Miki proposed a newsletter to disseminate information to chapter chairs and regional coordinators via email by year end.
• The 'Chapters' Corner' of the *IEEE Communications Magazine* will be incorporated into the international newsletter.
5. Action Items
   A. Approval of 1994 Budget as Revised in March 1994 OpCom -- Ledbetter (Attachment 14)
      • Total surplus for 1993 is $50,000 at post-close, pre-audit stage; long-term investments total $821,100; assets total $2,117,800.
      • Ledbetter moved that "the Board of Governors approve the amended 1994 budget." All approved.
      • Ledbetter moved "that the Board of Governors approve the proposed publication fees for 1995 as outlined in the Treasurer's Report." Approved; one opposed.
      • Ledbetter noted the change in revenue reporting with membership fees being split 50/50 between IEEE Communications Magazine and Administration.

   B. Vote on IEEE Communications Society Bylaws -- Decina (Attachment 15)
      Snelling moved "that the Board of Governors accept the IEEE Communications Society Bylaws as presented." All approved. Lof will attach a final copy of the bylaws to the minutes. (action)

   C. Technical Committee Scopes, Name Changes, Recertifications -- Weinstein (Attachment 16A, 16B)
      • Weinstein moved "that the Board of Governors approve a change in the name of the Multimedia Services and Terminals Committee to Multimedia Communications and the name of the Transmission Systems Committee to Transmission and Access Systems". All approved.
      • Weinstein moved "that the Board approve recertification of the technical committee on Network Operations and Management; approve recertification of the technical committee on Multimedia Communications, contingent on an appropriately revised charter; and approve recertification of the technical committee on Communication Systems Engineering, contingent on appropriate changes of name and charter reflecting its current directions." All approved.
      • Weinstein moved "that the Board of Governors approve a new Technical Committee on Enterprise Networking." All approved.

   D. Request for History Center Funding -- Decina (Attachment is included in OpCom Minutes dated March 7, 1994.)
      Decina called for a discussion of the proposal made at the March OpCom by Aspray, Director of the History Center. Skillen moved "that the Board of Governors reject the proposal of a one-time contribution of $25,000 to the History Center's endowment fund." Approved; two opposed.

6. Reports
   A. Strategic Plan -- Watanabe (Attachment 17)
      • Watanabe reviewed the committee's five-year plan and proposed actions which include a worldwide survey task force involving chapters; establishing and maintaining a human database, forming national representative groups, and setting up mechanisms for joint ventures such as rules for offshore conferences.
• Decina charged Skillen to coordinate with the GICB when conferences are held offshore. (action)
• Decina called for a "brainstorming meeting" after the August 25 OpCom in Rio de Janeiro; Lof will notify officers and directors of the Board about this session. (action)

B. IEEE Regional Activities Issues -- V. Bhargava, Vice President Regional Activities (Attachment 18)
• Bhargava presented RAB's mission to serve IEEE's geographic entities; RAB looks forward to the leadership the Society will give to the globalization of IEEE.
• He expressed hope that societies become more involved with the financial support of chapters.

C. IEEE Technical Activities Issues -- R. Wangemann, Staff Director
• Wangemann will go to TAB in June about conference budgets; societies with executive directors and staffs should approve their own conferences.
• TAD is studying whether societies should be billed on a 'pay-as-you-go' basis.
• Charges to the Communications Society Executive Department will decrease significantly.

D. IEEE Communications Society Awards Issues -- John Limb
• Limb will send the Board of Governors a letter requesting suggestions and nominations for the Society's three career awards. (action)

7. Old Business

8. New Business
• De Marca proposed that the IEEE Communications Society allocate $2500 for the International Conference on Satellite Communications scheduled in Moscow in October, 1994. This will be matched by Region 8. Approved. The IEEE Communications Society's allocation will be split between the International Affairs and Meetings & Conferences budgets. (action) The issue of a central 'pot' of money for charitable or developmental purposes will be discussed during OpCom. (action)

9. Next Meetings (Attachment 19)
• A. OpCom, Thursday, August 25, Rio de Janeiro, Brazil
• B. Strategic Planning Retreat, August 25, Rio de Janeiro, Brazil
• C. Board of Governors, Thursday, December 1, San Francisco, California

10. Adjournment
• LoCicero moved "that the meeting be adjourned at 2:45 p.m." All approved.

LIST OF ATTACHMENTS
Attachment 1   Agenda
Attachment 2A  IEEE Communications Society Hierarchy
Attachment 2B  IEEE Communications Society Management Team
LIST OF MOTIONS PASSED

94:2 "that the agenda be adopted."

94:3 "that in the wording of Section 93:19 of the Board of Governors minutes for December 2, 1993, the word 'approved' be replaced by 'postponed approval of.'"

94:4 "that the Board of Governors minutes of December 2, 1993, as amended, the Board of Governors OpCom minutes of March 7, 1994, and the 1994 Operating Plans be approved."

94:5 "that the same page budget approved by the Board for 1994 be approved for 1995, including a 1900-page camera-ready print-off for IEEE Transactions on Communications; an exception is IEEE Personal Communications; it will require 120 additional pages to support an increase to six issues in 1995."

94:6 "that the Board approve the structure and responsibilities of a) the three Geographic Conference Boards, and b) the Directed Growth Meetings & Conferences Board (chaired by Ron Horn), as detailed in the attachment to the Board of Governors agenda dated March 31, 1994."

94:7 "that the Board of Governors approve the amended 1994 budget."

94:8 "that the the Board of Governors approve the proposed publication fees for 1995 as outlined in the Treasurer's Report."

94:9 "that the Board of Governors accept the IEEE Communications Society Bylaws and addendum as presented."
"that the Board of Governors approve a change in the name of the Multimedia Services and Terminals Committee to Multimedia Communications and the name of the Transmission Systems Committee to Transmission and Access Systems."

"that the Board approve recertification of the technical committee on Network Operations and Management; approve recertification of the technical committee on Multimedia Communications, contingent on an appropriately revised charter; and approve recertification of the technical committee on Communication Systems Engineering, contingent on appropriate changes of name and charter reflecting its current directions."

"that the Board of Governors approve a new Technical Committee on Enterprise Networking."

"that the Board of Governors reject the proposal of a one-time contribution of $25,000 to the History Center's endowment fund."

LIST OF ACTION ITEMS

De Marca will get updates from Tosco on the effectiveness of the office with regard to improved services and increased membership for Region 8.

De Marca will document the student Award Program giving specific criteria.

Desmond assigned Board members lists of lapsed members to survey by telephone to determine reasons for non-renewal; Ryan will present results to TAB in June.

Ledbetter is working on a five-year financial plan; Board members will be sent a form to complete giving their five-year projections.

Ledbetter will discuss in detail the 1995 budget at OpCom in August.

A budget request for "The Global Communications Newsletter" will be made at OpCom.

Decina will bring the $30-per-page charge for transactions to TAB in June and will propose that the effective date for offering all publications in electronic format be moved to January, 1996.

Decina will discuss the Computer Society Library Subscription Plan with TAB in June.

Weinstein, Desmond and Daigle will identify 20 lecturers by the end of May.

Daigle will prepare a business plan for the Education Department.

Lof will attach a final copy of the bylaws to the minutes.

Skillen will coordinate with the GICB when conferences are held offshore.

The OpCom will hold a "brainstorming meeting" August 25 in Rio de Janeiro; Lof will notify officers and directors of the Board.

Limb will send the Board of Governors a letter requesting suggestions and nominations for the Society's three career awards.

De Marca and Skillen allocate $2500 from International Affairs and Meetings & Conference budgets for the International Conference on Satellite Communications scheduled in Moscow in October, 1994.

OpCom will discuss the issue of a central 'pot' of money for charitable or developmental purposes.

Respectfully submitted,
Carol Lof
Secretary