Attendees at the meeting were:

<table>
<thead>
<tr>
<th>Officers</th>
<th>Members-at-Large</th>
<th>Invited Guests</th>
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</thead>
<tbody>
<tr>
<td>Decina, Maurizio</td>
<td>Freeman, Harvey</td>
<td>Ray, Gordon</td>
</tr>
<tr>
<td>Weinstein, Steve</td>
<td>Lee, Lin-shan</td>
<td>Pelaez, Alex</td>
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<tr>
<td>De Marca, Roberto</td>
<td>LoCicero, Joe</td>
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<tr>
<td>Desmond, Celia</td>
<td>Plevyak, Tom</td>
<td></td>
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<tr>
<td>Anderson, Ross</td>
<td>Prasada, Birendra</td>
<td></td>
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<tr>
<td>Green, Jr., Paul</td>
<td>Zuckerman, Doug</td>
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<tr>
<td>Ledbetter, Allan</td>
<td>Division III Director</td>
<td></td>
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<td></td>
<td>Ryan, Jack</td>
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<tr>
<th>Directors</th>
<th>Absent</th>
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<tbody>
<tr>
<td>Plevyak, Tom</td>
<td>Aldridge, Anne</td>
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<tr>
<td>Skillen, Dick</td>
<td>Milstein, Larry</td>
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<tr>
<td>Miki, Tetsuya</td>
<td>El-Zarki, Magda</td>
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<td>Daigle, John</td>
<td>Rudin, Harry</td>
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<td></td>
<td>Tosco, Federico</td>
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<td></td>
<td>Snelling, Dick</td>
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</tbody>
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1. Opening Remarks -- Maurizio Decina *(Attachments 1a - Agenda, 1b)*

Maurizio called the meeting to order at 8:35 a.m., welcoming Board members and visitors.

- The day’s agenda was approved, and minutes of the Board of Governor’s meeting held June 21 and the OpCom on September 8 were approved by unanimous consent.
- Since ICC, several sister society agreements have been finalized; others are being negotiated. Allan will oversee ComSoc’s compliance with the terms. *(AI 95:15, continuing; 95:16, continuing; 95:17, closed)*

2. Financial Report -- Ross Anderson *(Attachments 2a, 2b, 2c)*

- Ross moved “that the 1996 budget for the Communications Society be approved.” *(motion 95:14)* Approved; Tom abstained.
- Ross will present capital budgeting procedures to OpCom in April. *(AI 95:10, continuing)*
- Reserves are increasing, creating an opportunity to better serve our membership with ventures involving a margin of risk.
- Ross will propose an algorithm for ComSoc reserves at the Management Retreat. *(AI 95:21 new)*

3. Operating Plans and Old Business

A. President -- Maurizio *(Attachments 3a, 3b, 3c)*

- Jack gave a verbal summary of a published article (attached) which states that, when conducting business as an American company in countries where bilateral tax treaties are in effect, profits are taxed under US laws, effectively giving the Institute not-for-profit status. Allan will prepare a statement for Jack
to present to IEEE’s audit committee on coverage for inadvertent violation of off shore tax laws. (AI 95:22, new)

- Steve adopted Maurizio’s long-range strategic goals. During the Management Retreat, he will appoint six volunteers to a two-year Strategic Planning Committee. The committee will report to the Board during GLOBECOMs ‘96 and ‘97. Its focus will be membership growth and services and will include analyzing the needs of both members and nonmembers. (AI 94:55, continuing)

- Maurizio will follow up with Dick Schwartz stating the Board’s assumption that IEEE will cover liability with regard to infringement of trademarks, since IEEE’s insurance does not include such protection. (AI 95:13, continuing)

B. Technical Affairs -- Steve (Attachment 4)

- For the present, Steve will accept Internet Society’s policy of free electronic dissemination until its effect on ComSoc products can be assessed.

- As incoming VP of Technical Affairs, Nim Cheung will advise the Board when a name/scope for our newly-merged Optical/Transmission and Access technical committee has been determined.

- Steve discussed the proposed new policy for linking technical committees into major meetings. The BoG’s consensus is that guidelines are needed to shepherd the TCs in their responsibility to provide sessions and organizers for all ICCs and GLOBECOMs. At the next BoG meeting Nim should report on the Technical Affairs Council (TAC) task force which is preparing a policy statement with voluntary guidelines. (AI 95:20, continuing)

- The issue of a “perceived weakness” in quality of conference papers will be discussed at the Management Retreat.

- ComSoc’s Fellow Evaluation Committee will increase to ten. Each Technical Committee should appoint a Fellow liaison to this committee. Another change: copies of the three most important documents supporting the nomination must be included with the Nomination Form.

C. International Affairs -- Roberto (Attachments 5a, 5b)

- Student travel grants have tripled in the last three years (54 in 1995).

- The Chairmen of APC and EAMEC Regional Committees have identified a total of 24 beneficiaries for our Free Subscription Program. These potential recipients are located in the following countries: China, India, Sri Lanka, Pakistan, Croatia, Slovenia, Turkey, Zambia, Zimbabwe, Senegal, Morocco, Algeria and Egypt. The ones in the EAMEC area have already been passed to Allan for implementation.

- Negotiations are still under way with sister societies SEE (France), VDE (Germany) and IEE (UK) concerning possible signature of agreements with ComSoc.

- Charters of the APC and EAMEC were approved by IAC in its meeting here in Singapore, conditioned to some amendments.

- The Asian ComSoc office (shared with IEEE) is open. An additional staff person and computer equipment are anticipated in early ‘96.

- A successful welcome reception (for first-time attendees and local chapters) was hosted in Singapore; awarding travel grants at the reception helped boost attendance.
D. Member Affairs -- Celia (Attachments 6a, 6b, 6c)

- ComSoc Database Status (AI 95:7, continuing)
  > Technologies have been selected, a plan is in place, and the Information
    Systems and Networking Manager, Alex Pelaez, has been hired.
  > Alex presented the database proposal, covering content, design, and tentative
    timing; a prototype will be ready mid-'96.
  > Celia, Steve, and Allan will present a status report on the database at the
    Dallas BoG meeting.

- Celia solicited the Board’s comments on draft copies of two brochures to be
  merged into a promotional brochure geared towards executives, sister societies,
  etc. (AI 95:18, continuing)

E. Restructuring proposal (AI 95:6, closed) -- Doug (Attachments 7a, 7b)

- Doug moved “whereas the IEEE Communications Society aims to:
  a) improve responsiveness to application of new information services
     and support of existing products and services,
  b) simplify management to enable growing the numbers and range of
     its activities and reaching out globally and to other societies,
  c) plan for growth through sharing more responsibilities and cultivating
     new leadership,
  it will hereby utilize the Communications Society organizational
  structure contained in the attachment, and implement it according to a
  transition schedule to be completed in 1998, accommodating the
  expiration of existing holders of positions.” (motion 95:15)
  Approved; Jack opposed.

F. Electronic Processes Study Group -- Tom, Ron Bose (Attachment 8)

- Ron will bring the proposal/business plan concerning a searchable on-line
  index of ComSoc publications on the World Wide Web (WWW) to the April
  OpCom.

G. Publications -- Tom (Attachments 9a, 9b, 9c, 9d)

- The Communications Publications Package (CPP) has been launched. Its first
  year, 1996, may be too soon to expect substantial sales.
- An on-line version of IEEE Communications Magazine is in early planning
  stages.
- Tom and Allan will assess the accuracy of IEEE statistics indicating that
  ComSoc journal subscriptions have dropped since 1990 and determine what
  steps should be taken.
- Tom moved “that the Board of Governors approve ‘IEEE Communications
  Surveys’ for implementation in 1996.” (motion 95:16) Approved. No special
  funding is needed and the workload can be assumed by the Staff Publications
  Department.
- Tom moved “that the Board approve launching ‘IEEE Communications
  Letters’ for implementation beginning January, 1997.” (motion 95:17)
  Approved. Status reports will be provided as implementation proceeds. The
  plan will initially provide monthly or bimonthly issues (25 pages per issue)
  beginning with paper print and evolving to paper/on-line availability. A
  special rate may be offered when it is bundled with another ComSoc journal.
H. Meetings and Conferences -- Dick  (Attachments 10a, 10b)
- Tosco, Lee, and Bhargava, representing the three geographic primes, agreed to three guiding principles: making meetings easy to organize, applying uniform fairness in site selections, and involving ‘partners’.
- All Sister Society attendees attending ComSoc conferences will be admitted at IEEE member rates.
- Directed growth conferences currently boast total attendance equal to half our major conference attendance.
- TIA/USTA Report -- Gordon Ray
  > With the addition of International Communications Association (ICA) in 1994, agreement was reached with TIA/USTA giving ComSoc final authority over the program; TIA/USTA agreed not to unilaterally add parties.
  > Gordon Ray reaffirmed TIA/USTA’s commitment to ICC’96 not to duplicate/overlap session content with the inclusion of International Engineering Consortium (IEC). IEC targets upper management and ICC traditionally emphasizes technical components.
  > Maurizio will write TIA/USTA stating that:
    a) ComSoc must control the overall program, including content and scheduling.
    b) TIA/USTA (or agents) may not add other parties/program content to SUPERCOMM ‘96 without written consent from ComSoc.
    c) TIA/USTA must agree to this in writing by December 20, 1995.
  > Following SUPERCOMM ‘96, Meetings & Conferences should evaluate the conference’s effectiveness before negotiating a SUPERCOMM ‘98 agreement.
- Student registration fees  (AI 95:19) - Ross
  Due to high student registration fees in Singapore, an additional $225 was added to GLOBECOM student travel awards. GICB will resume the policy of inexpensive conference registration fees to students.
- After over two years as Director of Meetings & Conferences and many years of service in other roles, Dick resigned from the Board and from the Society.

I. Education -- John  (Attachment 11)
- The Board approved a draft proposal for the IEEE ComSoc Video Tutorial series.  (AI 95:9, closed)

J. Chapters -- Tetsuya  (Attachment 12)
- Four chapters joined the Society in 1995. (A fifth was added in December.)
- The free subscription program to interested chapters will begin in 1996.

K. University library subscriptions (AI 95:11, closed; 95:12, continuing) - Birendra, Allan  (Attachment 13)
- Birendra moved “that the Board approve the following three packages for libraries in universities and colleges:
  a) All ComSoc Journals
  b) All ComSoc Magazines
  c) All ComSoc Publications
  (See details in the attached proposal to the TAB Products Council.) Packages A and B will be offered to universities at a 10% discount and
Package C at a 20% discount. Allan will coordinate securing TAB approval, so the packages can be implemented in 1997.” *(motion 95:18) Approved.*

- Providing subsidies to university libraries in 1996 will not be feasible since accurate lists of university libraries from IEEE are not obtainable at this time.

L. Staff -- Allan *(Attachments 14a 14b)*

- With the additions/promotions in the staff, ComSoc can now draw on in-house expertise, and the Society is well positioned for the challenges that lie ahead, especially in areas of electronic processes and marketing.
- Congratulations to Eric Levine, who led the Society into (and beyond) a million dollars in advertising sales for *IEEE Communications Magazine*.
- Regarding IEEE’s Organizational Improvement Plan, Allan updated the BoG on OpCom’s support of the Federation model.
- Allan offered staff assistance in editing and finalizing inputs for the Policies and Procedures manual. *(AI 95:14, continuing)*

3. Future Meetings

- Management Retreat, January 5-6, 1996, Tucson, Arizona (Hilton East Hotel), beginning with lunch at 1:00 p.m. on January 5, and concluding at 5:00 p.m. on January 6.
- OpCom, Tuesday, April 2, 1996, Las Vegas, Nevada. *(Attendance at Interop on April 3 is recommended.)*
- Board of Governors, Wednesday, June 26, 1996, Dallas, Texas.
- OpCom, Mbone Session, September 6, 1996.

The Board adjourned at 4:40 p.m. with Maurizio expressing his appreciation to the Board and the staff for their work and dedication on behalf of the “beloved Global Communications Society”.

**ATTACHMENTS**

Attachment 1a  Agenda  
Attachment 1b  Sister Society Report-Asia-Pacific Tour  
Attachment 2a  Treasurer’s Report  
Attachment 2b  1995 Budget Report  
Attachment 2c  1996 Budget Estimate  
Attachment 3a  President’s Report  
Attachment 3b  Tax Liabilities for Off Shore Conferences  
Attachment 3c  Volunteer Liability Protection  
Attachment 4  Technical Affairs Report  
Attachment 5a  International Affairs Report  
Attachment 5b  International Affairs Task Summary  
Attachment 6a  Member Affairs Report  
Attachment 6b  ComSoc Database Report  
Attachment 6c  ComSoc Database Overviews  
Attachment 7a  ComSoc Organization Structure  
Attachment 7b  ComSoc Organization Structure Overviews  
Attachment 8  Electronic Processes Study Group Report  
Attachment 9a  Publications Report
Respectfully submitted,

G. Allan Ledbetter
Secretary

MOTIONS PASSED

95:14 “that the 1996 budget for the Communications Society be approved.”

95:15 “whereas the IEEE Communications Society aims to:
   a) improve responsiveness to application of new information services and support
      of existing products and services,
   b) simplify management to enable growing the numbers and range of its
      activities and reaching out globally and to other societies,
   c) plan for growth through sharing more responsibilities and cultivating new
      leadership,
   it will hereby utilize the Communications Society organizational structure
   contained in the attachment, and implement it according to a transition schedule
   to be completed in 1998, accommodating the expiration of existing holders of
   positions.”

95:16 “that the Board of Governors approve ‘IEEE Communications Surveys’ for
    implementation in 1996.”

95:17 “that the Board approve the launching of ‘IEEE Communications Letters’ for
    implementation beginning January, 1997.”

95:18 “that the Board approve the following three packages for libraries in universities
    and colleges:
    a) All ComSoc Journals
    b) All ComSoc Magazines
    c) All ComSoc Publications
   (See details in the attached proposal to the TAB Products Council.) Packages A
   and B will be offered to universities at a 10% discount and Package C at a 20% discount. Allan will coordinate securing TAB approval, so the packages can be implemented in 1997.”

ACTION ITEMS
94:55 continuing: Steve will appoint six volunteers to a two-year Strategic Planning Committee. original: Maurizio will appoint a new representative from North America in the Strategic Planning Committee; a new chair and additional members will also be needed.

95:6 closed: Celia, Doug, and Roberto will oversee implementation of the ComSoc restructuring according to a transition schedule to be completed in 1998. original: Celia, Doug and Roberto will develop a proposal for restructuring the Communications Society (final proposal in November).

95:7 continuing: Celia, Steve, and Allan will present a status report on the database at the Dallas BoG meeting. original: Celia, Steve, Allan and Dick will provide Maurizio with a Communications Society database proposal by April 30 (final proposal in November).

95:9 closed: The Board approved a draft proposal for the IEEE ComSoc Tutorial series. original: John will provide a written report by April 30 on the video self-teaching tutorial program (implementation by year end).

95:10 continuing: Ross will present capital budgeting procedures to OpCom in April. original: Ross will develop capital budgeting procedures paralleling the Society’s financial budgeting procedures.

95:11 closed: Providing subsidies to libraries in 1996 will not be feasible since accurate lists of university libraries from IEEE are not obtainable at this time. original: Allan will look for a mechanism to offer university subscribers a subsidy in 1996 at an acceptable cost.

95:12 continuing: Allan will coordinate securing TAB approval for the three subscription packages for university libraries, so the packages can be implemented in 1997.” original: Birendra will head a task force including Steve, Roberto and Celia to establish a ComSoc policy for library subscription fees.

95:13 continuing: Maurizio will write Schwartz stating the BoG’s assumption that the IEEE will cover liability with regard to infringement of trademarks, since IEEE’s insurance does not include such protection. original: Maurizio will refer the matter of protection for IEEE organizers from financial and civil liability to Dick Schwartz, requesting an answer by August 31.

95:14 continuing: Allan offered staff assistance in editing and finalizing inputs for the Policies and Procedures manual. original: Officers and directors should prepare policies and procedures for each of their councils/departments and submit them to Allan before November’s Board meeting.

95:15 continuing: Roberto or Celia will pursue completion of sister societies “main agreements” with SEE, VDE and IEE. original: Maurizio will initiate follow up discussions with SEE Executive Director, Lucien Deschamp.

95:16 continuing: Tom will complete the letters on publications with all new sister societies. original: Tom Plevyak will work with SEE Executive Director, Lucien Deschamp, on the side letter.

95:17 closed: Doug will pursue conference collaborations with old and new sister societies. original: Dick Skillen will contact John Midwinter, IEE Chairman International Affairs Board, about co-sponsoring conferences in other European countries.
95:18 closed: **BoG members** should give Celia their comments/suggestions on draft copies of two executive brochures. *original: Celia will prepare an executive brochure.*

95:19 closed: GICB will resume a policy of inexpensive conference registration fees to students. *original: Ross will ask GICB to prepare a recommendation on student registration fees for conferences.*

95:20 continuing: **Nim** should report to the Board in June on the Technical Affairs Council (TAC) task force which is preparing a policy statement with voluntary guidelines. *original: Steve and Dick will bring a second draft on new procedures ensuring linkage of TCs into major meetings and conferences to TAC and Maurizio in October and subsequently to the Board for approval in November.*

95:21 new: **Ross** will propose an algorithm for ComSoc reserves at the Management Retreat.

95:22 new: **Allan** will prepare a statement for Jack to present at the IEEE audit committee on coverage for inadvertent violation of off shore tax laws.