Attendees at the meeting were:

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

**Directors**
- Armor, Dale
- Bessai, Horst
- Clarkson, Trevor
- Desmond, Celia
- Glisic, Savo
- Lee, Byeong Gi
- Mouftah, Hussein

**Invited Guests**
- Cheung, Nim
- De Marca, Roberto
- Lee, Ching-Jiang (CIEE)
- Lee, Lin-shan
- Pape, John
- Wu, JingShown (CIEE)

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

**Absent**
- Bose, Ron
- Kurose, Jim
- Leeper, Dave
- Nguyen, Khoi
- Siller, Curtis
- Zitterbart, Martina
- Zuckerman, Doug

**Division III Director**
- Daut, David

**Recording Secretary**
- Swaim, Carole

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1. **Opening Remarks - Tom - (Attachment 1—Agenda, Attachment 2)**

Tom called the Board of Governors to order at 8:10 a.m., welcoming members, visitors, and delegates from CIEE, our Sister Society in Taiwan.

The Board approved the Board of Governors minutes of June 10, 1998, and the agenda order for this meeting.

Draft operating procedures for ComSoc’s Policies & Procedures Manual are required by year end. Vice Presidents were asked to work with their Directors, Regional Directors, and Standing Committee Chairs to provide their procedures as well.

2. **Reports and Issues**

A. **Strategic Planning Committee - Nim Cheung (Attachment 3)**

To evolve our Information Gateway, Nim moved “that the Board create a position of Chair, Technical Information, reporting to the Vice President - Technical Activities. The Chair will organize a Standing Committee on Technical Information that will set the technical direction of ComSoc’s online technical information references, including the related intellectual property issues, maintain a high standard of technical excellence, and work with ComSoc’s Information Services Department for its implementation.” (motion 98:42) All approved. This change will be reflected in the Bylaws, and Doug will report status to the Board at OpCom in April.

Nim will work with staff to populate search engines with ComSoc keywords and negotiate cooperative agreements with popular sites and major employers to obtain a prominent ComSoc presence on web sites.
Bill Tranter will recommend a Society position on intellectual property after David Daut reports the findings from IEEE’s TAB committee reviewing sources/protection of intellectual property within IEEE and its entities.

B. Society Relations - Tetsuya - (Attachment 4)
Renewed Sister Society agreements have been signed with CIC (China), CIE (China), IEICE (Japan), KICS (Korea), and CIEE (Taiwan).

Of particular importance, the CIC and CIE agreements will study Group Affiliate Membership in which a single annual Affiliate Membership fee can bring as many as ten Group Affiliate Members into ComSoc with the sharing of one copy of IEEE Communications Magazine. A separate side-letter will address Group Affiliate Membership. Technical co-sponsorship of conferences will be considered on a conference-by-conference basis.

Prof. JingShown Wu, Managing Director of CIEE, suggested strengthening Sister-Society relationships by inviting representatives to attend major conferences. Tom has recently initiated e-mail discussions among Sister-Society Presidents about inviting representatives to sit on one another’s Boards.

Tatsuya Suda reported for his VTS/ComSoc study team that follow-up discussions on collaboration will be arranged with their new President, Kent Johnson. Merger is not an option for VTS at this time.

Tetsuya moved “that the Board approve amending Bylaw Article 8 on Society Representatives as follows: Representatives are appointed by the President for a one or two-year term in consultation with the Vice President - Society Relations when appropriate. They represent the Society in other IEEE organizations such as IEEE-sponsored councils and committees, steering committees of inter-Society publications and conferences, and other non-IEEE Societies and organizations. The Vice President - Society Relations may yield consultative authority to the appropriate Vice President (Technical Activities, Membership Services, Membership Development) as the situation dictates.” (motion 98:43) All approved.

C. Membership Development - Ron Horn (Attachment 5)
Savo (Director - Membership Programs Development) will contact Board members, asking them to choose member programs in which they would like to participate.

Local member receptions will be regular functions at ICC/Globecom conferences; the local reception in Sydney drew an attendance of 150.

The Visiting Chapters Program, whereby ComSoc officers visit chapters in connection with travel to/from Globecom and ICC, will be implemented on a regular basis. During the trial in November, ten chapters (Beijing, Singapore, Hong Kong, New Zealand, and Australia) benefited from this outreach.

Ron and his Regional Development Boards will provide support to chapters through worthwhile local initiatives whenever possible, funding, free publications, etc.

Dale is developing a strategy for “routine” multicasting from major conferences. Plenary sessions were videotaped in Sydney. The goal is to get information back to the NY office and online with minimal delay.

Dale requested all Technical Committee chairs to nominate 1 or 2 members to participate on his Information Services Development Board.
Dale and David Alvarez are pursuing Y2K issues, examining all applications, including those we interact with or utilize from others. Tom will place Y2K on the agendas of each OpCom and BoG meeting in 1999.

D. Membership Services - Bill Tranter for Curtis (Attachment 6)
Bill will monitor JSAC-WCS throughout 1999 to insure a successful launch and to guide wireless issues of JSAC to become the “journal of choice” in the wireless communications arena. Submissions are currently exceeding expectations.

Tom suggested that Bill develop a plan to get IEEE Communications Letters to financially “break even” or better.

Hussein has completed operating procedures to handle “Interactive Magazine Papers”.

The Education Department’s first CD-ROM, “Network Management” by Manu Malek, was successfully recorded in October. Final production and marketing efforts will be key to a complete project. Opportunities for related education projects are being vigorously investigated.

Celia is working with Membership Development to prepare an Integrated Virtual Conferences Plan (IVCP).

Celia moved “that the Board approve (a) transferring $11,050 from the INFOCOM’99 budget to the 1998 M&C budget for development of Version 1 of a ComSoc Paper Processing Program during 1998; (b) to allocate $10,000 for 1999 to continue any development work on Version 1.0 and to undertake development on Version 2.0.” (motion 98:44) Approved. This internal ComSoc program will be carefully documented and monitored. The purpose is to make the software sufficiently powerful and easy to use so that future ComSoc conferences (that review 100 to 1000 papers) will voluntarily choose it for their paper processing.

Procedures for technical program organization of ComSoc conferences are being revised.

For resource reasons, the Society is moving toward a position of no technical co-sponsorship of conferences, except in specific circumstances (such as Sister-Society conferences or new chapter-sponsored conferences).

E. Technical Activities - Nim Cheung for Doug - (Attachment 7)
Doug is revamping the Technical Committee Recertification Committee structure for increased effectiveness.

The Technical Committee infrastructure is being evolved to focus on topics relevant to our Society’s market and strategic direction. A questionnaire will be sent to all Technical Committees in January. Results will be complied in March.

Lin-shan Lee, Awards Chair, reviewed ComSoc’s Awards Program for nominations/selection, noting the difficulties in not having enough good nominations, current operating rules, and the need for formal policies and procedures.

Lin-shan will expand the existing Awards Program with the establishment of prestigious awards such as a possible Communications Medal (with a $5K honorarium) which would be awarded annually to an individual who has worked in the field of communications for at least 20 years and made repeated contributions through research, technology, education, management, and regulation. Lin-shan requested input from the BoG.

Lin-shan will implement a better structure for award processing/nominations via a select team of three members focused only on the nomination/selection process.
F. Marketing - John Pape (Attachment 8)
The half-year marketing campaign brought our total membership to 51,000 (by 30 September). A total of 17,000 new and half-year free members joined in 1998.

Next year, publications marketing will launch our Electronic Periodicals Package (EPP), a complete product catalog, an IEEE-wide promotion for Network Magazine, and special ½-year subscription promotions to other IEEE members. (EPP offers members on-line only access to all optional ComSoc periodicals - $69/member, $40/student member.)

Membership marketing for 1999 will focus on recruiting new members (cooperating in IEEE’s membership campaign), repeating (a version of) the 1998 ½-year campaign, and continuing our recognition programs. An aspect being considered includes an extra welcome letter to new members from a well-known member, a member-retention cover wrap on IEEE Communications Magazine, and financial support for ComSoc chapters sponsoring a “new member event”.

G. Treasurer - Ross (Attachment 9)
ComSoc’s operating budget forecast for 1998 projects a surplus of $668K. Annual return on the ComSoc portfolio is still projected to be around 9% (or $617K) because of the late rally in the stock market.

Ross moved “that the BoG approve the 1999 budget as presented in the consent agenda.” (motion 98:45) Approved. The 1999 budget is projecting an operating surplus of $463K.

All outstanding 1998 travel expense reports must be submitted to ComSoc by year end.

I. Executive Director - Jack (Attachment 10)
Jack reviewed five product plans connected with ComSoc’s 50th Anniversary, receiving “conceptual approval” to put together a business plan for each. Included is a $38K proposal from the IEEE History Center. Jack McDonald, Chair of the Anniversary Program, will report to the BoG in June.

Jack moved “that the BoG approve the capital equipment budget for 1999 as presented (total $150K).” (motion 98:46) Approved; Bill Robinson abstained.

3. Consent Agenda - Tom
The BoG approved the Consent Agenda, consisting of the September 3-4 OpCom minutes/attachments plus the current meeting’s consent agenda (i.e., updated 1999 operating plans).

4. Future Meetings - Tom
Board of Governors, Vancouver, Canada, June 10, 1999.
OpCom, September - date and place (tbd).
Board of Governors, Rio de Janeiro, Brazil, December 8, 1999 (tentative).

5. Closing Remarks - Tom
Tom paid tribute to his fine team of Officers, thanking Board members for making his first year as President a very rewarding experience.

The meeting adjourned at 3:15 p.m.
Respectfully submitted,
Carole Swaim

ATTACHMENTS

Attachment 1  
Attachment 2  
Attachment 3  
Attachment 4a-d  
Attachment 5a-d  
Attachment 6a-e  
Attachment 7  
Attachment 8  
Attachment 9  
Attachment 10a-b

ATTACHMENTS

Attachment 1  
Attachment 2  
Attachment 3  
Attachment 4a-d  
Attachment 5a-d  
Attachment 6a-e  
Attachment 7  
Attachment 8  
Attachment 9  
Attachment 10a-b

MOTIONS PASSED

98:42 that the Board create a position of Chair, Technical Information reporting to the Vice President - Technical Activities. The Chair will organize a Standing Committee on Technical Information that will set the technical direction of ComSoc’s online technical information references, including the related intellectual property issues, maintain a high standard of technical excellence, and work with ComSoc’s Information Services Department for its implementation.

98:43 that the Board approve amending Bylaw Article 8 on Society Representatives as follows: Representatives are appointed by the President for a one or two-year term in consultation with the Vice President - Society Relations when appropriate. They represent the Society in other IEEE organizations such as IEEE-sponsored councils and committees, steering committees of inter-Society publications and conferences, and other non-IEEE Societies and organizations. The Vice President - Society Relations may yield consultative authority to the appropriate Vice President (Technical Activities, Membership Services, Membership Development) as the situation dictates.

98:44 that the Board approve (a) transferring of $11,050 from the INFOCOM’99 budget to the 1998 M&C budget for development of Version 1 of a ComSoc Paper Processing Program during 1998; (b) to allocate $10,000 for 1999 to continue any development work on Version 1.0 and to undertake development on Version 2.0.

98:45 that the BoG approve the 1999 budget as presented in the consent agenda.

98:46 that the BoG approve the capital equipment budget for 1999 as presented (total $150K).

ACTION ITEMS

98:11 continuing: Mehmet will add 1-3 initiatives to his 1999 Operating Plan.
98:9 continuing: Curtis, Celia, Ron Horn, Dale, and John Pape will work on simulcasts and post-conference use of recorded material; Curtis will bring a draft proposal, including a cost/benefit analysis (as appropriate), to the April OpCom.

98:7 continuing: Jack will investigate current funding of our awards (including IEEE) and bring a recommendation to OpCom.

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.

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

98:10 closed: Doug and Tetsuya will redraft the proposal for amending Bylaw Article 8 on Society Representatives for e-mail discussion by vice presidents before November BoG.

97:5 closed: 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.)