Attendees at the meeting were:

<table>
<thead>
<tr>
<th>Officers</th>
<th>Members-at-Large</th>
<th>Directors</th>
</tr>
</thead>
<tbody>
<tr>
<td>Plevyak, Tom</td>
<td>Ahmadi, Hamid</td>
<td>Bessai, Horst</td>
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<tr>
<td>de Marca, Roberto</td>
<td>Cerchio, Laura</td>
<td>Clarkson, Trevor</td>
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<tr>
<td>Horn, Ron</td>
<td>Cimini, Len</td>
<td>Desmond, Celia</td>
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<tr>
<td>Miki, Tetsuya</td>
<td>Cohen, Roberta</td>
<td>Glisic, Savo</td>
</tr>
<tr>
<td>Siller, Curtis</td>
<td>Hartmann, Paul</td>
<td>Kincaid, Mike</td>
</tr>
<tr>
<td>Zuckerman, Doug</td>
<td>Kincaid, Mike</td>
<td>Lee, Byeong Gi</td>
</tr>
<tr>
<td>Anderson, Ross</td>
<td>Robinson, Bill</td>
<td>Mouftah, Hussein</td>
</tr>
<tr>
<td>Howell, Jack</td>
<td>Sobol, Hal</td>
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<td>Taylor, Des</td>
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<table>
<thead>
<tr>
<th>Invited Guests</th>
<th>Division III</th>
<th>Absent</th>
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<tbody>
<tr>
<td>Cheung, Nim</td>
<td>Daut, David</td>
<td>Armor, Dale</td>
</tr>
<tr>
<td>Pape, John</td>
<td></td>
<td>Bose, Ron</td>
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<tr>
<td>Worthman, Bruce</td>
<td></td>
<td>Derby, Jeff</td>
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<tr>
<td>Yamanaka, Naoaki</td>
<td></td>
<td>Fettweis, Gerhard</td>
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</tbody>
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<thead>
<tr>
<th>Recording Secretary</th>
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<th></th>
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<tr>
<td>Swaim, Carole</td>
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1. Opening Remarks - Tom (Attachment 1 - Agenda)

Tom called the Board of Governors to order at 8:15 a.m., welcoming members and guests. He congratulated elected and appointed offices for having come full term in the Society’s new organizational structure instituted in 1998.

The minutes of the Board of Governors meeting held 9 June in Vancouver, BC, Canada, were approved. The agenda order for the day’s meeting was approved.

ComSoc now has comprehensive policies and procedures to guide the Society’s councils, boards, and committees; all are posted on the ComSoc web page and bound in a Communications Society Policies & Procedures Manual.

2. Reports and Issues
A. Strategic Planning Committee – Nim (Attachment 2)

Nim moved “that the Board allocate $10K for an electronic attendance experiment at INFOCOM 2000 and $5K for a wireless electronic experiment at NOMS 2000”. (motion 99:47) All approved. The CIO (to be determined) will present a long-range business plan and staff will implement. Results/effectiveness will be thoroughly evaluated.

Mark Karol recommends not pursuing the ACM electronic repository (a single repository where researchers from the computing field submit reports).

The SPC recommendations on conference volunteerism include proper recognition to volunteers, establishing a stable core program committee, recruiting junior paper reviewers, and assigning an experienced reviewer to each group to ensure quality reviews.

SPC recommends discontinuing INC (Industry News Cache) subscriptions. Mark (incoming Director – Magazines) will appoint a task force of officers to determine the effectiveness of INC and whether it should be discontinued, applying the resources to provide support for creating ComSoc news (under the supervision of an eNews editor).

SPC recommends that the Strategic Committee on Wireless develop an action plan for a premier wireless conference modeled after OFC (Optical Fiber Conference).

B. Overview of Society Budget – Bruce Worthman (Attachment 3)

All officers received year-to-date expense reports through 31 October 1999.

Bruce presented ComSoc’s financial picture over the last two years showing the increase in reserves and the intentional shifting of reserves from short-term to long-term investments. (ComSoc reserves increased $3 million in two years.)

The 1999 operating surplus is forecasted to be $1,009K. Major contributors to the surplus are OFC’99, a successful IEEE All Periodicals’ Package, and lower spending by the Board on travel/special projects. Our investment portfolio is projected to add between $1 and 1.5M in unrealized capital gains for 1999.

C. Executive Director - Jack - (Attachment 4)

Jack reported on staff changes in 1999 noting that twenty-one full-time staff positions have been maintained since 1997; but we are to the point where additional projects will require additional staff.

Jack recommended establishing a fund within the IEEE Foundation to carry out the broader purposes of the Society. Revenue would be transferred into the fund for designated programs.

Jack discussed Society’s reserves and moved “that the Board establish a reserve policy.” (motion 99:48) All approved. Jack will take a broader look at ComSoc reserves and our options and bring a recommendation to the Board. (action 99:19)

Roberto plans to establish an ad hoc Strategic Financial Planning Committee to evaluate financial options, reserves, etc.

Jack moved “that the ComSoc letterhead and magazine covers for years 2000 –
2002 (optionally) carry the 50th Anniversary logo and tag line: 'A 50-Year Foundation for the Future.'. (motion 99:49) All approved. This will be a temporary logo specifically connected to the fiftieth anniversary of the Society. Jack will ensure that the ComSoc 50th Anniversary logo is copyrighted. (action 99:20)

D. Marketing - John Pape (Attachment 5)

- ComSoc membership is up 9.4% at 55,887 members.
- Santa Clara Valley Chapter added 700+ members this year.
- Membership surveys indicate “print” as the preferred medium for most ComSoc publications and the primary reason for joining the Society.
- 43.2% of new members recruited through 1/2 year free campaign renewed 1999 membership.
- A Chapter Manual and Chapter Formation Kit are now available.
- Subscriptions to our Electronic Periodical Package (EPP) have reached 750.
- An e-mail welcome letter for new members is planned for 2000.

E. Membership Development – Ron (Attachment 6)

A growth of 15% per year is needed to achieve ComSoc’s strategic goal of doubling membership in five years. (While growth in 1998 met this target, we did not meet it in 1999; therefore, either the 5-year target should be modified or the annual target for the remaining 3 years adjusted.)

With the increase in student registration at ICCs and Globecoms from $35 to $100, Doug will evaluate whether the amount of an individual student travel grant should be increased. (action 99:21)

Jack will ask the Computer Society to help support travel grants for jointly-sponsored INFOCOM and inform OpCom of the results. (action 99:22)

To support the new Director - Marketing, Ron moved “that the BoG approve an amendment to the Bylaws as follows: ‘Marketing Board - This Board is responsible for assuring a comprehensive and effective marketing program of Society products and services, and is chaired by the Director – Marketing’". (motion 99: 50) All approved.

F. Membership Services - Curtis - (Attachment 7)

Curtis presented the Digital Archive business plan to produce and make available a fully searchable, comprehensive digital collection of all ComSoc archival publications coinciding with our 50th anniversary. Curtis moved "that the Board approve expenses incurred in the digital archive program for approximately $345K and that a means be subsequently identified to derive income from this resource." (motion 99:51) Approved.

Strategic Committee on Wireless

The Strategic Committee on Wireless has identified ways to make ComSoc more visible in the wireless communications area. Bill Tranter (via Curtis) presented ten recommendations to the BoG, asking members to prioritize their order of preference and reply directly to Bill.

Meetings & Conferences - Celia

Celia and the Awards Committee are finalizing an award to recognize volunteers
who have dedicated significant time/energy toward enhancing Society conferences.

ComSoc’s new travel policy does not cover volunteers involved with major conferences. Bill Robinson will continue working with M&C Steering Committee and GICB to establish policies/procedures to monitor, track, and account for travel expenses by volunteers, notably those handling the planning and logistical arrangements for conference events. Bill will bring a full report to OpCom in April. (action 99:14, continuing)

**G. Society Relations - Tetsuya (Attachment 8)**

In the third quarter sister-society agreements were concluded with VDE/ITG (Germany), AlEI (Israel), and REV (Vietnam) bringing the number of agreements to 14; final negotiations with TSA (Australia) and SEV (Switzerland) are underway.

Special sister-society arrangements include:

- Technical co-sponsorship for Journal (KICS)
- Paper Award in a conference: first APCC-APB Best Paper Award was awarded at the Asia Pacific Conference of Communications in October.
- Paper Award in Journal - Popov Society
- Mirror Web site – at IEICE Tokyo Office
- IT Center in Shanghai – Joint ComSoc/CS Branch Chapter
- The Group Affiliate Membership Program for CIC/CIE/REV and Dual Membership Program with IEICE-CS are implemented and publication agreements established.

**H. Technical Activities - Doug (Attachment 9)**

Curtis (incoming Vice President – Technical Activities) will continue to investigate TC clustering/layering and the recommendation to create "virtual/dynamic collaborations".

All technical committees (except Cable-Based Delivery & Access Systems) were re-certified in 1999. Doug moved "that the Cable-Based Delivery & Access Systems Technical Committee be dissolved and its technical focus and activities absorbed into the Transmission Access and Optical Systems TC." (motion 99:52) All approved. Curtis will inform TC Chair, Mike Rodriguez, of this decision.

**Standards Support - Doug (for Steve)**

In September OpCom initially approved elevating the position of Standards Chair to Director – Standards reporting to the Vice President – Technical Activities (see OpCom motion 99:26). Doug moved "that the Board formally approve the position of Director – Standards and that the Bylaws be amended accordingly to include a Standards Board chaired by the Director – Standards which would be responsible for encouraging, nurturing and guiding Society standards initiatives and resulting Working Groups, proactively advancing the visibility and influence of Society standards activities." Not approved - 8 in favor; 6 opposed (2/3 majority required).

**I. Treasurer - Ross (Attachment 10)**

Bruce presented the budget for 2000 including all supporting details. Ross moved "that the Board approve the Society budget as presented." (motion 99:53) All approved. A surplus of $400K is projected.
3. Consent Agenda - Tom

The BoG approved the consent agenda, consisting of the OpCom minutes of September 9, and Section 2 of this BoG Meeting Agenda (consent agenda) with this change - the Digital Archive proposal was removed from the meeting’s "consent agenda" and placed on the main agenda.

4. Future Meetings - Tom

Management Retreat, Marco Island, Florida 19 – 21 January 2000
OpCom, Honolulu, Hawaii 10 – 11 April 2000
Board of Governors, New Orleans, Louisiana 21 June 2000
Board of Governors, San Francisco, California 29 November 2000

5. Closing Remarks – Tom/Roberto

Tom expressed his appreciation to the Board (and guests) for their participation and cooperation during his two years as President. Earlier in the meeting, Tom took time to recognize and personally thank each outgoing officer for their contributions to the Communications Society in each of their various capacities. He concluded by extending his best wishes to the Board for continued success as the Society moves forward adding, "I will miss this job, but I know the Communications Society is in wonderful hands."

Roberto thanked Tom “for leading the Society for two excellent years - achieving extraordinary progress in membership growth, online publications, and expanded relations with Sister Societies.”