Attendees at the meeting were:

R.L. Pickholtz                  L.B. Milstein
T.A.C.M. Claasen               R.P. Skillen
P. E. Green, Jr.               S. Tashiro
J. Kugler                      C.M. Swaim, Recording Secretary
C. Lof

1. President's Remarks

Pickholtz opened the meeting at 9:55 a.m. EST. The reasons for calling this meeting were twofold:

- An option to rent space for the next three years on the 11th floor of 305 East 47th Street needs an immediate decision.
- How international affairs should be organized.

2. Facilities and Investments Discussion — Lof

Lof reviewed the space option that is now available to house the staff.

- 3000 square feet is available on the 11th floor, compared with 1750 square feet currently being occupied.
- Cost of the sublease should be close to what we are currently paying.
- This is appropriate as a headquarters for the Communications Society.
- Current space can probably be absorbed by IEEE.
- Current 11th floor tenant is leaving most furniture and fixtures so little construction will be needed and little additional equipment will have to be purchased.
- The most major items would be wiring for LAN and moving the phones from the 9th to the 11th floor (the tie line from UEC Headquarters).
- The option is for a sublease until April, 1994, after which we might hook into the leasing arrangements IEEE has with the 9th floor.

Pickholtz added that in the current space there is no room for improvement or expansion into desktop publishing or experimenting with archiving. The impact on the budget is estimated to be an increase from $53,000 to $84,000 for rent.

The committee on Facilities and Investments will continue to look into short term and future investment options. Where and how this will be accomplished is still open and will be discussed further at ICC. Some ideas are:

- Move into a facility that The Communications Society owns;
- Buy a facility next year but not occupy it;
- Endow a scholarship program
- Make special provision for membership access to publications.
Green motioned "that the OpCom make the decision that Lof be directed to go ahead with the move to the 11th floor." Skillen seconded and it was unanimously approved after discussion.

3. Financial Discussion -- Kugler

- Moving within the building reduces moving costs.
- TAB overhead charges are higher than expected. Having larger space would be helpful if we decide to move away from TAB.
- Reserves are at $1.8 million as of the end of 1990.
- Income is stronger this year than last year due to increased rates for some publications.
- At this time, we anticipate that year-end reserves will be $2.2 million.
- '92 budget is due May 15; surplus should be in the $400,000-or-over range for the next few years.
- The economy has not impacted us in member renewal but ICC in Denver will give us the first indication as to how conferences will be impacted.

Lof added:
- Advertising revenue for the first quarter is 42% over what we budgeted.
- Membership is growing.

Pickholtz charged Lof to proceed immediately regarding the space issue and to report at the Board of Governors.

4. International Affairs -- Claasen

Claasen reported that the Asian Pacific Committee feels that paper selection for ICC and Globecom is unfair. This was first discussed in Atlanta with discussions that papers from Region 10 be judged by the APC and allow APC to make ratings. Such rating would be taken into account by chairmen for final decision bypassing the technical committees. A root cause of this has been APC's insistence that it has the right to review papers for conferences.

- Claasen wants to change the constituency of APC and suggest new procedures.
- He has requested in writing that Dr. Noriyoshi Kuroyanagi and Secretary, Lester Gimpelson, withdraw from IAC.

Pickholtz expressed concern over the repercussions over such action. Milstein suggested searching for a technical solution and will bring this up at TAC as Kuroyagani requested. Milstein suggested having IAC representatives present at the TAC meeting and requested a list from Claasen of people he felt should be encouraged to attend.

Pickholtz feels that the objective should not be quotas but getting the best technical papers at conferences. That would be the core of any technical solution. Milstein and Claasen will work together.

5. Brussels Office serving Europe.

The Computer Society established this office to help its members. TAB now also makes use of this office. The Communications Society may also be represented by this office. Claasen will bring it up in Denver.

6. Meeting in Hungary for the Eastern European Community
The Eastern European Community has a major financial issue to address due to low salaries and currency export restrictions.

7. INTELEC

Pickholtz provided an update regarding INTELEC's request that Communications Society withdraw its support. Jaeger will meet with INTELEC representatives next week and has asked the Director of Meetings and Conferences and encouraged the Power Engineering Society to join them. Jaeger will report at the ICC Board of Governors.

The meeting was adjourned at 11:15 Eastern Standard Time.

MOTIONS AND ACTIONS

Green motioned "that the OpCom make the decision that Lof be directed to go ahead with the move to the 11th floor." Skillen seconded and it was unanimously approved.

LIST OF ACTION ITEMS

1. Lof charged to proceed immediately regarding space issue and to report at the Board of Governors.
2. Claasen to give Milstein list of people he wants to attend TAC.
3. Milstein and Claasen to work together regarding APC and TAC on international affairs.
4. Jaeger will report to the BOG in June regarding Intelec.

Respectfully submitted,

Carol Lof
Secretary