Attendees at the meeting were:

**Officers**
- Weinstein, Steve
- Plevyak, Tom
- Cheung, Nim
- Lee, Lin-shan
- De Marca, Roberto
- Desmond, Celia

**Directors:**
- Zuckerman, Doug
- Siller, Curtis
- Armor, Dale
- Bose, Ron

**Members-at-Large**
- Horn, Ron
- Plevyak, Tom
- Siller, Curtis

**Absent:**
- Lee, Lin-shan
- Bose, Ron
- Miki, Tetsuya
- Tranter, Bill

**Invited Guests**
- Anderson, Ross
- Choma, John
- Desmarais, Rui
- Huang, Yih-Fang
- Wehner, Barbara

**Secretary**
- Howell, Jack
- De Figueireda, Rui
- Swaim, Carole

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**April 3, 1997 - half-day pre-session/workshop**

1. **Opening Remarks – Steve (Attachment 1 - Agenda)**

   Steve welcomed IEEE Circuits and Systems Society’s President, President-Elect and Vice President of Administration to the ComSoc OpCom, expanded for the first time to 1 ½ days.

2. **CAS/ComSoc collaboration discussions -- Steve**

   - Doug, Nim and CAS will explore tutorials for 1998 CAS flagship conferences.  *(AI 97:14, new)*
   - Nim, Curtis and CAS will explore technical cosponsorship of publications.  *(AI 97:15, new)*
   - Nim and CAS will work towards collaboration between technical committees with mutual interests.  *(AI 97:16, new)*
   - Nim, Ron and CAS will explore short courses.  *(AI 97:17, new)*

3. **Financial Report and Workshop -- Ross (Attachment 2)**

   - The surplus for 1996 is $1.299M; the 1997 budget projects a surplus of $403K.
   - Ross will submit initial membership dues, publication fees, and page counts to the IEEE Technical Activities Board (TAB) May 16. Membership dues are expected to remain at $23; publication fees and schedules are being reviewed by Curtis and Bill.
   - Whether to retain/eliminate a $200K line item in the budget for “new initiatives” will be on the agenda in June.  *(AI 97:18, new)*
   - Vice Presidents and Directors will provide their 1998 projected travel and department budgets to Ross by May 15; these will be reviewed and approved at the BoG in June.  *(AI 97:19, new)*
   - Mike Sosa, Staff Director, IEEE Financial Services, will answer financial investment questions at a special Q&A session scheduled for Board members in Montreal the afternoon of June 10.
   - Unforeseen budget requiring Board action between meetings will be addressed via e-mail.

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**April 4 full-day session**
1. **Opening Remarks -- Steve**
   Steve called the OpCom to order at 8:40 a.m., welcoming everyone to the second session and warmly greeting newly appointed members.
   - Allan announced his decision not to be a candidate for ComSoc’s Executive Director position in June but to remain Senior Advisor for at least one additional year as proposed by the Staff, Facilities, and Investments Committee in November, 1996. Steve expressed OpCom’s approval that Allan continue on staff.

2. **Officer and Director Progress Reports**
   A. **President -- Steve (Attachment 3)**
      Steve’s initiatives and strategic focus for 1997 include:
      - Introduction of new volunteers into the nominations and elections process.
      - A membership retention program focusing on students.
      - ComSoc becoming a world leader in electronic services and systems.
      - Pursuing outside organization relationships and raising our public profile.

   B. **President-Elect - Tom (Attachment 4)**
      Informal discussions with Computer Society President and Executive Director covered:
      - Advising the Computer Society should they initiate a “signature conference” (such as ICC/Globecom).
      - Promoting joint involvement with China by utilizing contacts in Hong Kong.
      - Strong joint planning of the proposed new magazine, *Enterprise Networking and Computing*.
      - Joint planning of awards programs in each society to identify opportunities for existing or new joint awards.
      - Dale will follow up with the Computer Society’s offer to produce a CD-ROM jointly with ComSoc containing all publications for the year. *(AI 96:27, continuing)*

   C. **Technical Affairs – Nim (Attachments 5a, 5b)**
      - Nim, Tetsuya and Lin-shan are working on electronic broadcasting for Globecom ’97; Dale will bring his recommendation to Board in June regarding costs, manpower involved, and feasibility of owning and operating proper equipment. *(AI 97:20, new)*
      - Tom will arrange a meeting between ComSoc (Steve, Tom, Doug, Curtis, and himself) and the President of Internet Society (ISOC), Don Heath. *(AI 97:21, new)*
      - Tom, Steve, Nim, and Bill will pursue whether to create a new journal/letter on wireless communications or broaden and integrate the topic into existing publications. *(AI 97:22, new)*
      - Steve will approach Vehicular Technology Society President, Eric Schimmel, regarding joint publications and conference sponsorship, etc. *(AI 97:2, continuing)*
      - Nim and Doug will investigate changing the International Conference on Universal Personal Communications (ICUPC) to a broader-scope premier conference on “wireless communications” and inviting Vehicular Technology Society participation. *(AI 97:23, new)*

   D. **International Affairs -- Lin-shan (Attachments 6a, 6b)**
• In September Lin-shan will provide Steve with a list of candidates for the Regional Directors’ positions effective January, 1998.  *(AI 97:24, new)*

• Lin-shan will promote the availability of travel grants to attend major conferences.  

• Steve moved “that OpCom allocate $5K to implement a program for the development of membership/chapters in ‘difficult’ areas.” Approved.  *(motion 97:1)* Lin-shan will report to the Board in June; also, he will investigate the potential for new chapters in China.  

• Brussels regional office is scheduled for evaluation (after three years operation).  Lin-shan will confer with EAMEC and Jack will follow up with Bill Cook (IEEE) on effective ways to enhance services to Region 8 members via the Brussels office.  *(AI 97:25, new)* Steve will seek an opportunity to visit.  

• Sister Society Agreements  
  ◊ Curtis and Bill will investigate a uniform pricing structure for sister societies.  *(AI 97:26, new)*  
  ◊ Curtis and Bill will contact our sister societies to exchange articles for publication.  *(AI 97:27, new)*  
  ◊ Curtis will draft a publications side agreement for The Russian Popov Society.  *(AI 97:28, new)*  
  ◊ Nim will ask our Satellite and Space Communications technical committee to help Popov with their satellite conference.  *(AI 97:29, new)*  
  ◊ Future agreements should state that IEEE accepts the signatures of sister society members as endorsers for membership applicants.  Joint membership discounts will be considered when sister societies come up for renewal in 1998.  

E. Membership Affairs and Strategic Planning -- Roberto  *(Attachment 7)*  

• Letters will be sent to graduating students encouraging their continuance as active members of the ComSoc community.  

• Roberto, Jack and Clark are implementing a conference awards/rebate program for ICC’97—frequent flyer points amounting to $25 credited (as a line item) on their dues renewal invoice.  *(AI 97:30, new)* This test will be evaluated for possible expansion next year.  

• Roberto will bring a proposal to the Board in June crediting a student member’s fees towards regular member status after graduation.  *(AI 97:31, new)*  

• Tom asked Roberto’s Strategic Planning Committee to prepare a ComSoc vision statement.  

• Jack and Ross will investigate the feasibility of providing members who subscribe to three or more publications with a 15% or $15 flat discount; he will report to OpCom (via e-mail) before the Board meets in June.  *(AI 96:31, continuing)*  

F. Journals - Bill  *(Attachment 8)*  

• Curtis will inform Larry Milstein that JSAC still has the full page allotment for the year, 1997 will not be affected by the 1996 overrun.  

• Bill requested $15K to support IEEE’s electronic publication of Transactions on Networking, covering the cost of placing ToN manuscripts in the JOLLY system (IEEE’s Journals On-Line initiative); he will bring the breakdown to the Board; i.e., actual cost to put the journal on-line and what the 15K pays for.  *(AI 97:32, new)*  

• Dale will create a login for selected non-members to access online journals, etc. (when they reside on our server).  *(AI 97:33, new)*
G. Magazines - Curtis (Attachments 9a, 9b)

- Curtis will work with the Computer Society on whether to combine our proposed Enterprise Networking magazine with their Internet Computing magazine, making one publication with a 50-50 sponsorship. (AI 97:34, new)
- Curtis and Bill will bring a final integrated online publications plan to the Board in June. (AI 97:12, continuing)
- Curtis moved “that subscription rates for the Internet Society (ISOC) be set at sister society rates.” (motion 97:2) Approved.
- Steve moved “that student rates for 1998 be reduced from $12 to $10 for Communications Magazine, from $17 to $15 for Network Magazine, and from $19 to $15 for Personal Communications.” (motion 97:3) Approved. Curtis will talk to Bill regarding similar student discounts for journals.

H. Meetings and Conferences - Doug (Attachments 10a, 10b)

- Ross moved “that a proposal allocating $10K to M&C Department this year to finance a marketing test for Globecom’97 be placed on the Board’s consent agenda in June.” (motion 97:4) Approved. The goal is to determine whether “large” or “small” Advance Programs are more cost effective.
- The consensus of OpCom is that during Supercomm odd years either ComSoc/Computer Society host an Enterprise Networking and Computing Conference jointly or that ComSoc hosts an Enterprise Networking Conference alone. Doug will work with Bhumip Khasnabish (who is also preparing the proposal for Enterprise Networking and Computing Magazine).
- Doug will work with Terry Kero on implementing the mall of conferences by year 2000. Roberto will follow up with Mark K.

I. Information Services Development - Dale (Attachment 11)

- May 5 is Computer Society’s target date for delivery of their membership database enhancements.
- Jack will send an e-mail to ePresence outlining our requirements for completing Phase I of the Communications Interactive project. Joe Milizzo is preparing an RFP for Phase II to bring additional publications online. The final choice of vendor for future electronic publications work is not yet decided.

J. Education - Ron Bose (Attachment 12)

Ron will report to the Board on various costs and alternatives for developing web-based education training modules including: (AI 96:18, continuing)

- Using IEEE’s name and also making possible joint marketing agreements with corporations/universities; he will contact IEEE attorneys about contracts with “for profit” organizations.
- Using university resources to develop training modules; (Ron will contact Hal Sobol); checking public broadcasting networks for video suppliers; and considering development in-house (assisted by volunteers.

K. Chapters - Tetsuya (Attachment 13)

- Chapter funding request procedures are attached; $10K is available and chapters have been notified.
• The Regional Chapters Coordinator funding program has been announced to the RCCC’s. Maximum funding is $2K in Regions 1-6 and $3.5K for Regions 7-10.

L. Division III Report -- Celia (Attachments 14a, 14b, 14c, 14d, 14e)

• There has been a need for a generic sister society agreement between ComSoc and the Computer Society covering cosponsored activities. Subsequent to the OpCom, Computer Society sent ComSoc a letter of agreement mutually supporting sister-society agreements at our jointly sponsored conferences.

• IEEE has proposed that each Society place a young member “graduate of the last decade” (GOLD) on their Board. A “young members’ committee” with its chair participating on the Membership Affairs Council is under consideration.

• A job listing/resume posting service for members will be initiated by June.

• An IEEE study to determine which sections within regions 7, 9, and 10 would derive the greatest benefit from the formation of new chapters is attached. Regional Directors are involved and contacts have been approached to assist in this effort.

M. Staff report - Jack and Allan (Attachments 15a, 15b, 15c)

• Building management is preparing a proposal on lease arrangements for increased space in our headquarters facilities in NYC.

• Jack proposed that our Vice President of Membership Affairs be responsible for coordinating member and volunteer input to the marketing planning process. Roberto will work with Curtis and Clark coordinating Board requests for marketing projects to be implemented by marketing staff.

• Jack will bring a proposal to the Board in June on the Fiftieth Anniversary fundraising campaign. (AI 97:13, continued) Steve expressed his interest in an honors/awards endowment program.

• Jack presented authorization levels for a ‘new initiatives’ line item in the ComSoc budget.

3. Future Meetings

• Board of Governors, Montreal, Canada, Wednesday, June 11, 1997.

The Board adjourned at 6:20 p.m.

ATTACHMENTS

Attachment 1  Agenda
Attachment 2  Treasurers Report
Attachment 3  President’s Progress Report
Attachment 4  President-Elect Report
Attachment 5a  Technical Affairs Progress Report
Attachment 5b  TAC Strategic Directions for Wireless Communications
Attachment 6a  International Affairs Progress Report
Attachment 6b  International Affairs Overview
Attachment 7  Membership Affairs Progress Report
Attachment 8  Journals Progress Report
Attachment 9a  Magazines Progress Report
Attachment 9b  Integrated Online Publications Plan outline
Attachment 10a  Meetings & Conferences Progress Report
Attachment 10b  M&C Marketing Proposal for Globecom’97
Respectfully submitted,
John M. Howell

MOTIONS PASSED

97:1 “that OpCom allocate $5K to implement a program to form new chapters in ‘difficult’ areas.”

97:2 “that subscription rates for the Internet Society (ISOC) be set at sister society rates.”

97:3 “that student rates for 1998 be reduced from $12 to $10 for Communications Magazine, from $17 to $15 for Network Magazine, and from $19 to $15 for Personal Communications.”

97:4 “that a proposal allocating $10K to M&C Department this year to finance a marketing test for Globecom’97 be placed on the Board’s consent agenda in June.”

ACTION ITEMS

95:7 closed: Alex will present a prototype of the member database.

95:14 continuing: Officers and directors will prepare policies and procedures for each of their councils/departments.

95:15, 16 continuing: Officers and directors will pursue completion of sister-society main agreements and publications side agreements.

96:18 continuing: Ron will investigate various costs and means of developing web-based education training modules and report back to the Board. (original) Ron will submit a detailed plan for electronic tutorials outlining how this will be accomplished, identifying speakers, and including cost estimations.

96:19 continuing: Steve will write an editorial with Tetsuya and a student chapter member to stimulate member interest in local chapters and to point up the Board’s interest in promoting and encouraging chapters.

96:22 continuing: Ross and Celia will evaluate the IEEE SAC TechFund Proposal and bring their proposal to the Board.

96:26 continuing: Bill will bring a proposal to the Board for an Electronic Commerce Journal.

96:27 continuing: Dale will follow up with the Computer Society’s offer to produce a CD-ROM jointly with ComSoc containing all publications for the year. original: Curtis will bring a proposal offering members an annual CD-ROM of all publications to the Board.

96:30 continuing: Ross will report to the Board on procedures and costs involved for ComSoc to manage its own finances rather than relying on IEEE services.
96:31 continuing: Jack and Ross will investigate the feasibility of providing members who subscribe to three or more publications with a 15% or $15 flat discount; he will report to OpCom (via e-mail) before the Board meets in June. original: Jack will work with staff on developing a publications package discount for members.

96:32 continuing: Jack and Allan will work on job descriptions for staff positions.

96:33 continuing: Jack will begin formal negotiations on office space with building management.

96:37 closed: Jack and Steve will set up a program to systematically recognize member involvement in ComSoc activities (with letters and certificates).

96:40 continuing: Doug and the International Conference Policy Board (ICPB) will evaluate the proposal that the reviews submitted to our conference Technical Program Committee chairs be returned to authors; he will report to the Board in June on whether this should be an established policy.

96:41 continuing: Doug will work out the details regarding the virtual panels experiment in 1997.

97:1 continuing: Roberto and Allan will begin our Bylaws revision and report to OpCom in April; a draft will be presented in June with a final revision targeted for November.

97:2 continuing: Steve will approach Vehicular Technology Society President, Eric Schimmel, regarding joint publications and conference sponsorship, etc. original: Steve will appoint a committee to study the potential of merging with IEEE’s Vehicular Technology Society.

97:3 closed: Ross will recommend dollar amounts appropriate for authorization by presidents, vice presidents, and directors.

97:4 continuing: Roberto will investigate ways to obtain regional support for Latin American activities (e.g., shared support costs with other societies).

97:5 continuing: Roberto will work with Clark on a marketing brochure for the Distinguished Lecturers Program, cataloging products and services, outlining our lectures and possibly providing speaker biographies/abstracts.

97:6 continuing: Nim will consider name changes for certain technical committees, specifically considering a name change for the Personal Communications Technical Committee to incorporate wireless technologies.

97:7 continuing: Doug will investigate collaborating with the Computer Society on future Supercomm activities, the most likely model being that of the Computer Society taking the lead in odd-numbered years (i.e., we would not collocate ICC with Supercomm), and ComSoc taking the lead in even-numbered years.

97:8 continuing: Doug will encourage conference boards to publicize site selection opportunities and criteria, to promote diversity and fairness.

97:9 closed: Doug will propose approval of $10K for M&C in 1997 for marketing tests at a future ICC or Globecom of reduced-cost ways of making available advance program information.

97:10 continuing: Nim will provide Doug with a list of "hot technical topics" to ensure that ComSoc continues to provide timely and relevant conferences/workshops.

97:11 continuing: Celia will work with Ron and IEEE on producing an education video.

97:12 continuing: Curtis and Bill will bring the final integrated online publications plan to the Board in June. original: Roberto will work with Curtis and Bill on long-range publications strategies.
97:13 continuing: Jack will bring a proposal to the Board in June on the Fiftieth Anniversary fundraising campaign. original: Tom and Ross will discuss ComSoc’s Fiftieth Anniversary (2002) with Dan Senese and report to OpCom.

97:14, new: Doug, Nim and CAS will explore tutorials for CAS 1998 flagship conferences.

97:15, new: Nim, Curtis and CAS will explore technical co-sponsorship of publications.

97:16, new: Nim and CAS will work towards collaborations with technical committees having mutual interests.

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