Attendees at the meeting were:

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

**Division III Director**
- Daut, David

**Directors**
- Armor, Dale
- Bessai, Horst
- Bose, Ron
- Desmond, Celia
- Suda, Tatsuya
- Tranter, Bill
- Absent
- Glisic, Savo
- Kurose, Jim
- Mouftah, Hussein

**Members-at-Large**
- Hartmann, Paul
- Sobol, Hal
- De Marca, Roberto
- Pape, John
- Senese, Dan
- Toy, Mehmet

**Invited Guests**
- Cheung, Nim
- De Marca, Roberto
- Pape, John
- Senese, Dan
- Toy, Mehmet

**Secretary**
- Swaim, Carole

1. **Opening Remarks – Tom Plevyak - (Attachment 1 – Agenda)**
   Tom called the meeting to order at 8:30 a.m., welcoming officers and guests to his first Operating Committee meeting as Society President.

   Tom informed attendees that Hussein Mouftah was in an auto accident enroute to the meeting. Hussein sustained left lung and rib injuries but will recover fully. Tom extended best wishes on behalf of all OpCom attendees for a speedy recovery. Flowers and card were sent on behalf of OpCom.

   The agenda was approved and meeting procedures for April OpComs were reviewed.

   Invited guests, IEEE Executive Director, Dan Senese, and Managing Director of IEEE Technical Activities, Mary Ward-Callan stressed their commitment to partner closely with all IEEE Societies.

2. **Operating Plan - Updates/Issues**
   **A. President - Tom (Attachment 2)**
   Tom emphasized two of his initiatives: a) leading ComSoc towards its Vision “To be the organization of choice for professionals in communications and related disciplines throughout the world” and, b) effectively overseeing day-to-day responsibilities as President.

   Tom proposed that Bylaws Article 3.2.4 (bullet three) be amended to read: “Absence or incapacity of Vice President or Member at Large - the vacancy will be filled by action of the BoG upon proposal by the President. Each person so appointed will be identified from the candidate group, in the sequence of votes received, and will serve the remainder of the elected term.” Tom will reword this Bylaw change to include procedures should an appointment not be accepted from the candidate group, before presenting a motion to the BoG in June. (action 98:1, new)
B. Strategic Planning - Nim Cheung (Attachment 3)
Nim reviewed strategic initiatives for 1998 recognizing that ComSoc has gone beyond “global” to becoming a “virtual community - of communications professionals linked together via an information gateway”.

C. Membership Development - Ron Horn - (Attachments 4)
Ron will request BoG approval (in June) of the rotational management approach for the International Activities Council (making director terms sequential) and a name change to International Development Board. (action 98:2, new)
ComSoc executive visibility will be promoted during ICC with President and BoG ribbons attached to name badges.
The Atlanta chapter will be invited to a local member reception at ICC in a trial/initiative to enable/encourage volunteers to meet local members during major conferences.
Ron will coordinate executive visits to chapters before and after Globecom 98; Tom will work with Ron to arrange specific visits to the Beijing chapter in October and the Victorian chapter (Australia) in November.
The Peru chapter requests $7K to rent space for students/professionals wishing to access ComSoc periodicals; Celia will work with the chapter and bring a plan to the BoG. (action 98:3, new)
At ICC Ron will ask technical committees to appoint 1 or 2 members each to the Information Services Development Board.

D. Membership Programs - Savo - (Attachment 5)
Operating Plan submitted.

E. EAME Region - Horst - (Attachment 6)
Horst addressed a need to increase conference attendance by European volunteers and will seek ways to overcome difficulties.
Jack will update the ComSoc viewgraph presentation by May; a lending library of copies will be maintained. (action 98:4, new)
Horst will work with Celia and Justin Chuang (PCTC Chair) to work on European Wireless conferences in Europe and the cosponsoring of EuroCom 2000 with AFCEA.

F. Information Services - Dale - (Attachment 7)
The New York data center is complete with website remodeled and database server installed (soon to be operational). Database will have ComSoc data by June download; if possible, Dale will provide a “live” demonstration at ICC.
Web-based multicasting will be offered at ICC with plans to purchase a PC for the video conversion and archiving.

G. Membership Services - Curtis - (Attachment 8)
Curtis will develop membership services currently in place during 1998, using electronic media to expand services via website, virtual meetings, multicasting, and CD-ROM formats.

H. Magazines - Curtis reporting for Hussein (Attachment 9)
Curtis moved “that OpCom approve increasing the IEEE Network Magazine editorial page allocation from 400 to 460 per year, effective in 1999.” (motion 98:1) Approved. This will allow the addition of feature topics and an “Enterprise Networking” series.

Curtis moved “that OpCom approve proceeding with IEEE ComSoc E-News, targeted for September, 1998 (in accord with a scope as articulated at the April OpCom meeting and consistent with IEEE Policy”). (motion 98:2) Approved - will be presented to the BoG in June. E-News would be a lightly-written, short, bimonthly electronic newsletter offered free to subscribers and membership (initially).

Bill proposed establishing—in cooperation with Circuits & Systems Society—a Circuits and Systems quarterly supplement in IEEE Communications Magazine entitled “Circuits for Communications”. Target launch is September 1998; the supplement is expected to increase advertising. This will be discussed further at ICC.

I. Journals - Bill - (Attachments 10)
Len Cimini was named Editor-in-Chief for JSAC’s Wireless Communications Series; the JSAC April editorial promoted wireless communications; calls for papers will be published in Communications Magazine and Personal Communications.

Bill, Curtis, and Hussein are evaluating “keywords” of communications-related words (compatible with an IEEE master list). The list will support the electronic indexing needs of our publications, providing an index for members searching our website for information.

The Integrated Online Publications Plan (IOPP) is updated reflecting current status of all online publications - including plans for subscriptions to online publications in 1999. OpCom members were asked to note changes dealing with electronic publishing and dissemination.

J. Meetings and Conferences - Celia - (Attachments 11)
Customer surveys will be distributed at conferences during 1998; results will help determine strategic direction for conferences.

Recognition of the time/efforts involved from conference volunteers will be initiated encouraging continued departmental participation.

Celia demonstrated a ComSoc promotional CD-ROM (during dinner) asking OpCom to provide more photo/video content. Tom authorized an additional $5K to complete this project, with an enhanced professional audio presentation and addition of “control” features. Anticipated production is 150 copies.

K. Education - Ron Bose (Attachments 12)
The web-course development project with University of Texas was abandoned; UT indicates money advanced will be returned to ComSoc; $13K of the allocated $14K budgeted for the project remains.

Ron proposed that Education pursue marketing alliances with commercial training providers rather than product development. Dan Senese offered assistance using IEEE matching funds.

Ron asked Meetings & Conferences to work with him developing a business plan to convert workshop/tutorial content into training materials (via commercial platforms).

Ron will use the $13K and matching IEEE funds to contract with a commercial company, select a well-known speaker, and produce a studio CD-ROM. OpCom members will recommend possible speakers. (action 98:5, new)
L. Marketing - John Pape - (Attachment 13)
Ron Horn moved “that OpCom support the ComSoc electronic periodical publication fulfillment plan - provide web/electronic address for member periodical-subscribers as an enhancement of the subscription benefit; offer an electronic-only access package of ComSoc optional periodicals; charge members $69 and students $40 (sister-society subscriber price for the electronic-only package withdrawn).” (motion 98:3) Approved.

Ron Horn moved “that OpCom approve a ComSoc periodical publication pricing strategy that considers market forces, competition, perceived value and economic factors, and non-member rates as appears in the attachment (13).” (motion 98:4) Approved - with the proviso that it go to the BoG in June.

Dues pricing focused on perceived value of ComSoc membership and recent enhanced benefits such as web subscription access and the rebate certificate; a $2 member dues increase was supported. Ron Horn moved “that OpCom support 1999 member subscription prices as presented here (see attachment 13).” (motion 98:5) Approved - with the proviso that it go to the BoG in June for discussion; 1 opposed.

M. Society Relations - Tetsuya - (Attachment 14)
IETE (India) signed a general agreement with ComSoc; CIC (China) signed the publications side-agreement.

Tom launched an e-mail group consisting of sister-society presidents (or designated representatives), thereby establishing international correspondence among top leaders of professional communications societies; discussions will identify/promote “one-voice issues” common to sister societies.

Tatsuya Suda was appointed to the Society Relations Council as Director - US and IEEE Societies. Subsequent to OpCom, Trevor Clarkson was named Director - International Societies.

N. Technical Activities - Doug - (Attachment 15)
Doug moved “that OpCom approve the following: to recognize conference attendees’ value to ComSoc, encourage membership, and stimulate increased attendance, the ComSoc Rewards Rebate shall be set at $30 per event, effective in 1999.” (motion 98:6) Approved - and will go on the BoG consent agenda in June; this amounts to a $5 increase.

ComSoc representatives on IEEE Councils and Committees should be evaluated as to appointments/purposes/logistics.

O. Staff - Jack - (Attachment 16)
Headquarters renovations are complete; staff turnover, as reviewed by the Staff and Facilities Committee, was determined acceptable in view of market conditions and changing requirements.

Plans to hire a database administrator are on hold; David Alvarez will use consultants with Oracle expertise in the interim.

Jack moved “that OpCom approve the ComSoc mailing list release policy (see attachment 15) with the proviso that it go to the BoG for discussion in June.” (motion 98:7) Approved.

P. Treasurer’s Report - Ross/Bruce (Attachment 17)
A graph was presented showing actual/budget net over the past 10 years; the actual 1998 budget will be larger due to the closing of 1997 conferences.

Ross moved “that OpCom approve (subject to confirmation of the BoG) transfer of one-third of the short-term reserve to long-term investment; this shall be done on a laddered basis at the beginning of each quarter in 1998.” (motion 98:8) Approved.

A motion (by Ross) that proposed expenditures or price changes likely to significantly impact expense (or revenue) should be justified by a business plan before submission to the BoG or OpCom for approval was tabled. Ross will rework his proposal and present it to the BoG in June.

Bruce presented financial results for 1997 along with the 1998 budget and 1999 preliminary budget; his presentation format was endorsed by OpCom.

Q. IEEE Division III - Daut - (Attachment 18)
   David’s Division III report was deferred to the BoG in June.

R. International Professional Activities Committee - Mehmet (Attachment 19)
   IPAC Committee meetings (first meeting to take place in June) will be held at ICC’s and Globecom’s; a booth to distribute literature on various IEEE professional activities will be set up.

   A survey aimed at identifying the “interest areas” of our members will be published in Communications Magazine and distributed during ICC ‘98.

   Tom allocated another $5K for additional committee expenditures, bringing Mehmet’s 1998 budget to $17K. (action 98:6, new)

S. Past President - Steve - (Attachment 20)
   Steve proposed that the Society recognize/coordinate ComSoc standards activities by establishing a Director of Standards and Standards Committee (under the Vice President - Technical Activities) for encouragement, support, and coordination of ComSoc standards development, in accord with the bylaws and procedures of the IEEE Standards Board. Steve will examine this proposal further with our technical committees.

3. Consent Agenda -- Tom
   Tom asked for approval of the Consent Agenda. Approved, as OpCom has had opportunity to raise issues and modify reports. (Consent Agenda consists of reports in 2A-2E and 2G-2S.)

4. Future Meetings -- Tom
   Board of Governors, Atlanta, Georgia, June 10, 1998
   OpCom, New York City, New York, September 3-4, 1998
   Board of Governors, Sydney, Australia, November 12, 1998 (tentative)

5. Closing Remarks - Tom
   Tom thanked everyone for the cooperative spirit demonstrated during this meeting and for everyone’s working to make his first OpCom as President a special experience.

The meeting adjourned at 5:00 p.m.

Respectfully submitted,
Carole Swaim

ATTACHMENTS
Attachment 1  Agenda
Attachment 2     President’s Report
Attachment 3a-c  Strategic Planning Report/Strategic Initiatives/Vision & Mission
Attachment 4a-b  Membership Development Report/Overview
Attachment 5      Membership Programs 1998 Operating Plan
Attachment 6      EAME Region Report
Attachment 7      Information Services Development Report
Attachment 8a-b   Membership Services Report/Overview
Attachment 9a-b   Magazine Report/Electronic Newsletter
Attachment 10a-c  Journals Report/Overview/Integrated Online Publications Plan
Attachment 11a-d  Meetings & Conferences Report/M&C Team/Analyses/Job Descriptions
Attachment 12a-b  Education Report/Overview
Attachment 13a-b  Marketing Proposals--Electronic Pubs Fulfillment/1999 Pricing
Attachment 14a-b  Society Relations Report/Overview
Attachment 15a-b  Technical Activities Report/Overview
Attachment 16a-b  Staff Report/Overview
Attachment 17a-d  Treasurer’s Report/Budget/10-Year Budget Comparison/Long-Range Investment and Cost Benefit Proposals
Attachment 18     IEEE Division III Report
Attachment 19a-c  IPAC Report/1998 Operating Plan/Professional Activities
Attachment 20a-b  Past President Report/Standards Activities

MOTIONS PASSED

98:1  “that OpCom approve increasing the IEEE Network Magazine editorial page allocation from 400 to 460 per year, effective in 1999.”

98:2  “that OpCom approve proceeding with IEEE ComSoc E-News, targeted for September, 1998 (in accord with a scope as articulated at the April OpCom meeting and consistent with IEEE Policy,” with the proviso that it go to the BoG in June.

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98:5  “that OpCom support 1999 member subscription prices as presented here (see attachment 13),” with the proviso that it go to the BoG in June

98:6  “that OpCom approve the following: to recognize conference attendees’ value to ComSoc, encourage membership, and stimulate increased attendance, the ComSoc Rewards Rebate shall be set at $30 per event, effective in 1999.”

98:7  “that OpCom approve the ComSoc mailing list release policy (see attachment 15) with the proviso that it go to the BoG for discussion in June.”
“that OpCom approve (subject to confirmation of the BoG) transfer of one-third of the short-term reserve to long-term investment; this shall be done on a laddered basis at the beginning of each quarter in 1998.”

**ACTION ITEMS**

98:1 **new:** Tom will reword his bylaw proposal to include procedures should an appointment not be accepted from the candidate group, before presenting a motion to the BoG in June.

98:2 **new:** Ron will request BoG approval (in June) of the rotational management approach for the International Activities Council (making director terms sequential) and a name change to International Development Board.

98:3 **new:** Celia will work with the Peru chapter evolving a means to access ComSoc periodicals and bring a plan to the BoG

98:4 **new:** Jack will update the ComSoc viewgraph presentation by May; a lending library of copies will be maintained.

98:5 **new:** Ron will use the $13K and matching IEEE funds to select a well-known speaker, contract with a commercial company, and produce a studio CD-ROM.

98:6 **new:** Tom allocated another $5K for additional committee expenditures, bringing Mehmet’s 1998 budget to $17K.

95:14 **continuing:** Officers and Directors will prepare policies and procedures for each of their Councils, Boards, and Committees.

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 Marketing Department on a promotional brochure for the Distinguished Lecturers Program, cataloging products and services, outlining our lectures and possibly providing speaker biographies/abstracts.

97:21 **continuing:** Tom will arrange a meeting between ComSoc (Steve, Tom, Doug, Curtis, and himself) and the President of Internet Society (ISOC), Don Heath.

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

97:28 **continuing:** Curtis will draft a publications side agreement for The Russian Popov Society.

97:36 **continuing:** Ron, Doug, and Nim will investigate ways to reuse conference tutorials, i.e., marketing via CD-ROM.