Attendees at the meeting were:

- **Voting Officers**
  - de Marca, Roberto
  - Desmond, Celia
  - Bessai, Horst
  - Gelman, Alex
  - Siller, Curtis
  - Zuckerman, Doug

- **Non-Voting Officers**
  - Freeman, Harvey
  - Howell, Jack

- **Members-at-Large**
  - Adams, Beth
  - Cerchio, Laura
  - Lee, Byeong Gi

- **Directors**
  - Armor, Dale (via conference call)
  - Cheung, Nim
  - De Campos, Marcello
  - Karol, Mark
  - Robinso, Bill

- **Invited Guests**
  - Milstein, Larry
  - Paturi, Mohan
  - Rosen, Chris

- **Division III**
  - Rowbothman, Tom

- **Recording Secretary**
  - Swaim, Carole

- **Absent**
  - Kurose, Jim

1. **Opening Remarks - Roberto** *(Attachment 1)*

Roberto called the OpCom to order at 9:00 a.m. reviewing the agenda and noting a new procedure to approve the following year's budget in the second quarter of the current year.

He referenced two motions passed by the Board via e-mail during the first quarter 2001:

"That the Board of Governors create a new Director of On-Line Services position, reporting to VP Membership Services, together with the appertaining On-Line Services Board, with the following addition to the Bylaws: '6.x On-Line Services Board - This Board is responsible for the oversight of all on-line services of the Society and is chaired by the Director - On-Line Services. Responsibilities include, but are not limited to, administration of the Society’s Information Portal, management of keywords, identification of appropriate links to other URLs, and coordination with on-line service entities outside of ComSoc." *(motion 01:1)*

"That the BoG approve an Exchange of IEEE Network Magazine and ISOC OnTheInternet Magazine. *(motion 01:2)*
Roberto subsequently appointed Laura Cerchio as Director - On Line Services reporting to the Vice President - Membership Services.

2. Reports and Issues

A. Portal Project - Alex Gelman, Laura Cerchio, Harvey Freeman (Attachment 2)

Alex discussed potential vendors for phase 2 and outlined two approaches - either continuing with a 3-phase approach or combining phases 2 and 3. Roberto requested that Laura meet with her committee and bring a single proposal to OpCom the next morning.

B. Society Finances - Harvey Freeman - (Attachment 3)

Harvey reported on IEEE Finances and ComSoc's concerns over the $26.9M deficit incurred by IEEE in 2000. To help offset the loss, ComSoc was assessed $1.75M in 2001. With IEEE forecasting a $19M deficit in 2001, Harvey warned that ComSoc could expect a $2.8M assessment (based upon reserves).

Roberto may collaborate on a Presidents' Message with other large Societies voicing combined concerns. He sees the Institute policy of IEEE approving all projects over $25K as a step towards the diminishing of Society-entity control.

The consensus of OpCom is that Harvey, Beth, and Ross Anderson write a position statement to IEEE President, Joel Snyder, documenting our concerns.

C. Keyword Project - Curtis Siller - (Attachment 4)

Curtis proposed Parity Computing (who handled the digital archive project for IEEE publications) as vendors to manage the keyword-indexing project.

Jack moved "that OpCom approve up to $20K in 2001 to support the keywords initiative (with Parity Computing) and up to $30K in 2002 to continue the activity." (motion 01:3) All approved. This will be an essential feature of our online content delivery. Yearly maintenance will be about $10K. The cost in 2001 can be offset by increased revenues from the Optical Fiber Conference (OFC) surplus.

D. Digital Archive Project - Jack Howell (Attachment 5)

Jack gave background on strategy/pricing for distribution of the digital archives; the Board having approved the expense to compile a digital archive of some 17,000 papers; decisions regarding potential income from this portal project were deferred.

The consensus of OpCom is to investigate the inclusion of some (or all) available (major) conference Proceedings (going back to 1988) in the digital archive (DVD).

Jack moved "that DVD's be made available for sale in year 2002 at a discounted price of $50 at ComSoc events." All approved. (motion 01:4)

Jack moved "that the cost of a DVD to ComSoc members be set at $99." (motion 01:5) All approved.
Doug moved "that the cost of a DVD to IEEE (non-ComSoc) members and our Sister Society members be set at $199 and the cost to other non-member individuals set at $299." (motion 01:6) Approved. John Pape will analyze these figures and bring a recommendation to the BoG if needed.

Jack moved "that the cost of a DVD be set at $999 for (for-profit) institutions and $499 for academic organizations." (motion 01:7) Approved; Celia opposed.

**E. 2002 ComSoc Budget - Roberto de Marca/Harvey Freeman (Attachment 6)**

Advertising, publications to non-members (institutions), and Optical Fiber Conference (OFC), are our main sources of revenue (currently forecasting a $2.7M surplus in 2001).

Significant programs (over $50K) in the 2002 budget:
- Web Portal $500K
- Student Travel Grants $140K
- Chapter Funding $120K
- Lecture Programs $ 60K
- RCCC (4 per year) $120K
- Marketing Programs $730K

The BoG previously agreed to meet IEEE net revenue recommendations on non-member periodical pricing; Curtis, therefore, moved "that OpCom accept the non-member periodical pricing as presented." (motion 01:8) All approved; reference attachment 6a "Assumptions/Highlights-Non-Member Pricing"

Curtis moved "that OpCom accept the publications' page budgets as presented." (motion 01:9) All approved; reference attachment 6a "Assumptions/Highlights Page Budgets".

Curtis moved "that OpCom increase Member/Affiliate dues from $23 to $25 and Student/Other members from $10 to $12 in 2002." (motion 01:10) All approved.

Travel for all incoming Vice Presidents and Directors is being estimated. The following budgets were either not submitted or not presented for approval:
- Office of the President (which includes President, Past President, Members-at-Large, Division III Director, CIO, Treasurer, and Strategic Planning): 3 not submitted
- Journals, Education and On-Line Services (in Membership Services): not submitted
- Capital Budget (under CIO): not submitted
- Executive (Staff and Office expenses): not presented for approval

Roberto will e-mail these budgets to the Board for approval before ICC to ensure that the 2002 budget is approved in June.

**Technical Activities Budget/Report - Curtis Siller**

Curtis moved "that OpCom approve the Technical Activities budget for 2002 as presented and modified (with the reduction of each technical committee’s allocation from $1000 to $500)." (motion 01:11) All approved.

Technical Committees will go through the re-certification process in 2002; criteria will be established when TC Recertification Committee (TCRC) meets at ICC.
Curtis will seek Board approval to create a new Optical Networking Technical Committee.

**Society Relations Budget/Report - AlexGelman**

Doug moved "that OpCom approve the Society Relations budget for 2002 as presented." (motion 01:12) All approved.

Eliminating the Affiliated Membership option for sister societies is under consideration.

Alex reported on SR Council and summit meetings. A summit for EAME and Latin America is planned for June 12 in Helsinki. Sister Societies from Italy, Germany, France, Israel, Russia, and Brazil were invited to attend along with eleven guest societies. The purpose is to bring our sister societies and newcomers (new Eastern European societies) together.

**Membership Services Budget/Report - Horst Bessai/Mark Karol**

Horst moved "that OpCom approve the Membership Services budgets for Magazines and Meetings & Conferences as presented." (motion 01:13) Approved. (Further approval of his area was deferred.)

Steve Weinstein was appointed Editor-in-Chief of the IEEE Communications Magazine 13th issue for our Anniversary - publishing 10-15 "best articles" written over the years.

**Membership Development Budget/Report - Doug Zuckerman**

Tom moved "that OpCom approve the Membership Development budget as presented - without the Marketing Operations (John Pape) and 50th Anniversary budgets." (motion 01:14) Approved.

Doug and other vice presidents will confer with John Pape over the following Marketing Operations budget items; Doug subsequently e-mailed recommendations to Roberto for distribution to OpCom.

Curtis and Beth will bring a proposal to the Board for putting volunteer contact information (contained in the Volunteer Directory) on the web in a secure site.

**F. Information Portal Committee - Laura Cerchio**

Laura reported the conclusions from her ad hoc meeting earlier:

- Phases 2 and 3 should be merged; Joel Basco (staff IT Project Manager) will circulate a first draft April 24 (comments due back April 27).

- RFP for Phase 2-3 will be sent to selected vendors with responses due 3 weeks later (before May 25 conference call).

- Vendor to be selected and BoG approval obtained by ICC. Selected vendor will provide documentation by September OpCom; first release is targeted for November.

- Projected cost: $300K (2001), $500K (2002); BoG approval needed when finalized.

**G. Treasurer’s Report on IEEE Finances - Harvey Freeman (Attachment 7)**
Harvey summarized IEEE financial problems, recommending action as follows:
- Open dialog with other Societies
- Director - Division III appointed to IEEE ExCom
- IEEE budget information shared with Society financial officers
- Fair allocation of deficit (consider non-cash assets of Societies).
- Abilities/responsibilities of various Society staffs not replicated by IEEE staff.
- Restricted use of IEEE reserves for adverse years and affordable initiatives.
- Outside audit and management analysis by professional consulting firm.
- Budget for zero levies on IEEE reserves in 2002

**H. Meetings & Conferences Issues - Bill Robinson/Nim Cheung (Attachment 8)**

**Evolution of Globecom and ICC**
To revitalize ICC and Globecom and to get industry "back" to these conferences, a steering committee is investigating exhibit opportunities (Terry Kero - Chair). Bill will work with Eric Levine (staff Advertising Manager) identifying potential exhibitors.

Conferences selected for "trial" exhibits program: ICC '02 (NY), Globecom '03 (San Francisco), and Globecom '04 (Dallas); results will be evaluated and a plan determined.

Among collaborations with Internet Society (ISOC), a joint conference will be "trialed" (ICC/INET) in Paris in 2004. Effectiveness will determine whether or not to continue.

**Technical Co-Sponsorship**
Bill reviewed ComSoc sponsorships: financial, financial co-sponsorship, technical co-sponsorship, and cooperating. Currently, determinations are made conference-by-conference. Technical co-sponsorships may be eliminated in the future.

Bill, Curtis (Technical Committees), and Alex (Sister Societies) will develop a strategy for key technical areas and work out policies/objectives. (action 01:1).

**M&C Travel Policy**
Bill presented a final travel policy to monitor, track, and account for travel expenses by M&C volunteers. (action 99:14, closed). Doug moved "that OpCom approve the Meetings & Conferences travel policy as presented and amended." (motion 01:15) All approved; reference attachment 8c, "Approval Hierarchy" and "Approval Principle". GICC travel will not need BoG approval; funding will come from GICC surpluses.

**Future of OFC (Optical Fiber Conference)**
Nim reported on OFC attendance/financial trends and our financial share of surplus expanding from $.74M to $2.7M (since 1999).

- He proposed that ComSoc target the mass and financial medias (similar to OFC). Jack will investigate costs of Public Relations firms in NY and recommend to the BoG whether a PR firm is a viable option for promoting ComSoc. (action 01:2)

- Nim recommended that John Pape (staff Marketing Manager) begin promoting ComSoc to industry, using the 50 Anniversary as a marketing tool.
ComSoc “falls short” in the area of OFC tutorials. Bill will work with Curtis, Celia, and Nim to analyze and revitalize ComSoc contributions in this area. (action 01:3)

I. Membership Services - Journals: Submission-to-Publication Delays - Roberto de Marca/Horst Bessai (Attachment 9)

The continuing and extensive time delays between articles submitted and actual publication need resolution. Roberto appointed Horst (Chair), Larry, Len Cimini, Byeong, and Jim Kurose to examine the problem and propose a solution. (action 00:15, continuing) They will also determine whether a "reward program" for editors and reviewers would be beneficial.

J. Executive - Fiftieth Anniversary - Jack Howell (Attachment 10)

The first of two "50th grand reunions" takes place at ICC'02 (April, NYC). The BoG will meet later (at INFOCOM); thus, funding for BoG travel to ICC must be decided.

Projections for the 50th Anniversary budget: $375K revenue, $425K expenses, net loss $50K; budget was not approved pending revisions (i.e., BoG funding).

Tom proposed that the President's Industry Advisory Board solicit industry involvement in the celebration (i.e., CEO participation in panel discussions).

Any new/special awards planned for presentation at OFC next year must be approved at ICC. Roberto recommends scheduling an existing award for presentation at OFC.

K. Membership Development - Doug Zuckerman (Attachment 11)

Travel Grant Program (enhanced)
Doug proposed expanding our Student Travel Grant Program to include funding for students/young researchers not presenting papers to attend conferences (if financial need is determined and their attendance helps both their career growth and the conference).

The consensus of OpCom is not to create a new grant, but to investigate whether the PTG can be extended to cover such cases.

New Industry Membership Development - Ongoing
Invitations to join ComSoc were sent to the Internet community; Doug may ask Vint Cerf to endorse the Society in another letter to Internet members. Volunteers must convince companies that "IEEE membership saves companies' money".

Frequent Customer Program
A rebate program (offering $25 rebate certificates at major conferences) has ended; Doug suggests investigating an online version to follow up.

Doug, Mark, Marcello, Roberto Saracco and John Pape are looking at "frequent customer programs" and will bring a recommendation to the Board in June. (action 01:4)

Points for Industry - rewarding companies for supporting employee participation in ComSoc.
· Miles for Membership - using a major airline's "miles" as incentives; i.e., 1000 miles awarded for joining ComSoc, etc.

L. Society Relations and Strategic Planning - Future of Communications Society -- Alex Gelman/Nim Cheung/Larry Milstein- (Attachment 12)

Enhancing ComSoc’s Internet Presence - Alex/Nim
With ComSoc's vision to be "the organization of choice for communications and related professionals throughout the world", the challenge is to position ComSoc as the organization of choice to the Internet world.

Suggested actions: support high quality IP workshops at GICC conferences (building on the successful IPv6 workshop); participate in ISOC's Internet Education Program; revamp the Internet Technical Committee; move into Wireless Internet/Optical Internet areas. Nim (Deputy Chair - Internet Steering Committee) will report to the BoG in June on committee activities and recommendations. (action 01:05,)

Related Societies - Internet Society (ISOC - Nim)
ComSoc and ISOC have collaborated in sharing publications; joint mailings of OnTheInternet and IEEE Network Magazine will be continued (1-2 issues per year) for a limited time and distributed free to members.

Other collaborations: Interop Engineers conference, exchange of logos and web links, and providing member access to ComSoc e-News and ISOC Forum.

Strategic Planning Committee - Larry Milstein
Larry has proposed launching experimental projects for quick implementation. He will work with Jim, Nim, and Horst defining suitable areas (online magazine on wireless internet/optical internet) and bring a proposal to the BoG. (action 00:25, continuing)

Summary/Conclusion- Roberto de Marca
ComSoc has made progress arranging workshops in conjunction with existing conferences and also partnering with related societies. Improvements in marketing are needed; the ComSoc "organization" must be promoted; not only ComSoc products.

Roberto advised the Board to be prepared to vote for a Public Relations person in June. (action 01:06)

M. IEEE Corporate Relations Pilot Project - Celia Desmond

Bill Harrison is helping IEEE convince industry of IEEE's value and increase corporate support of employee participation. A Region 3 study showed that staff is needed to support local Sections/Chapters in their corporate relations activities.

Roberto requested Celia, Doug and Curtis to recommend a "ComSoc approach to industry" to the Board in June. (action 00:7)

Jack moved "that ComSoc's contribution to the Industry initiative be determined and processed through normal IEEE TAB (Technical Activities Board) channels, rather than directly through the Society." (motion 01:16) Approved.
3. New Business - Roberto de Marca

Doug moved "that GICC not schedule Globecom immediately after Thanksgiving weekend and that no activities be scheduled on that Sunday/Monday." Not approved.

4. Future Meetings - Roberto de Marca

BoG, Wednesday/Thursday, 13 - 14 June 2001, Helsinki, Finland.
OpCom, Thursday/Friday, 13 - 14 September 2001, Venice, Italy.

5. Closing Remarks - Roberto de Marca

Roberto commended OpCom for their active participation; meeting adjourned at 1:25 p.m.