

**IEEE COMMUNICATIONS SOCIETY
OpCom 1**

**15-16 April 2010
Seoul, Korea**

MINUTES

Attendees at the meeting were:

Officers (voting)

Lee, Byeong Gi
Zuckerman, Doug
Benedetto, Sergio
Cimini, Len
Karol, Mark
Letaief, Khaled

Members-at-Large (voting)

Bauer, Fred
Fish, Rob
Sasase, Iwao

Directors (non-voting)

Goyal, Shri
Hong, James
Jajszczyk, Andrezj
Siller, Curtis
Niu, Zhisheng

Officers (non-voting)

Freeman, Harvey
Gelman, Alex
Howell, Jack
Zuckerman, Doug

Invited Guests

Weinstein, Steve
Worthman, Bruce (teleconference)

Absent

de Marca, Roberto
Moyer, Stan
Ohta, Naohisa
Saracco, Roberto

Recording Secretary

Swaim, Carole

1. Opening Remarks –Byeong Gi Lee (Attachment 1 – Agenda, President Reports)

Byeong called OpCom1 to order at 8:40 a.m., welcoming officers and staff to his first meeting as President and also to Seoul, Korea. He called for a “moment of silence” to honor the Polish leaders killed in the airplane crash over Russia and in sympathy for their families.

The meeting agenda was approved. Byeong presented his goals as President for “ComSoc’s Golden Triangle - globalization, youth, and industry.

To help “rescue” ComSoc’s popular programs severely impacted by the economy, Byeong has had success implementing a Corporate Patron Program (CPP) and plans to expand the patron package globally, using a multi-dimensional links with industry via CPP, IndustryNow, and ad hoc committees soliciting membership, patronage, and funding.

2. Officer Reports

A. IEEE Division Director III – Nim Cheung (Attachment 2)

IEEE President Pedro Rey proposes to transform the structure of IEEE BoD; and though a motion on a new structure of BoD membership failed, President Rey continues with his effort on the transformation of the Board. ComSoc foresees a diminishing role for societies and regional sections. An IEEE Board Transformation Ad Hoc Committee (Nim is a member) is investigating alternate governance structures. The consensus of OpCom is that it cannot support the current proposals for a BoD transformation. Curtis moved “that OpCom approve drafting and sending a letter to our Division Director, Nim Cheung, no later than May 15 expressing the views of the OpCom participants.” (**motion 10:01**) All approved.

B. Conferences Council –Khaled Letaief (Attachment 3)

Management Retreat Action #7: Khaled said only those societies sponsoring a conference (with financial or technical interest) get the IEL distribution (not non-IEEE sponsored conferences). Computer Society has a service (Conference Publishing Service) to manage proceedings for non-IEEE conferences; its papers also appear in IEEE Xplore. Khaled proposed (in a conference call with Computer Society) that the Society not publish proceedings unless they are technical cosponsors of the event—or, that it be published in a special section set aside for “non-IEEE events.”

Ongoing concerns of author “no shows” and non-authors’ presenting papers (potentially unqualified to answer questions) will be monitored during GLOBECOM’10 with appropriate revisions made to the P&Ps. Khaled proposed including in our policies that papers not presented by the authors will not be included in Xplore, with exceptions to be allowed by the Technical Program Chairs. The consensus of OpCom1 was to proceed with this option. (Currently, IEEE reserves the right to exclude a paper from IEEE Xplore if it is not presented at the conference, but it is not clear on non-authors doing the presentations.)

The Council will conduct a thorough analysis of ComSoc’s “portfolio” conferences (i.e., financially sponsored or cosponsored) with appropriate status reported at each BoG meeting. Global conference development includes major regional conferences in China, Europe, and India (initially targeting China).

(Online) Conferences: The Council recommends ComSoc take the lead in initiating online conferences. Khaled will move forward with an online “Conference on Green Communications” in 2011 as this appears to be the consensus of OpCom and come back to the BoG with a proposal once issues (timelines, follow ups, acceptance rates, etc.) are resolved.

ComSoc is working with IEEE staff to blend our TCS process with their IEEE-wide applications process. An online TCS application should be ready for implementation toward the end of 2010.

C. Publications Council – Len Cimini (Attachment 4)

The Publications Council is working with Member Relations and Technical Activities to bring value-added publications/services to members such as “best readings,” recent advances in technical areas, community groups with monthly experts answering questions, etc.

The council is seeking ways to handle “content notification” to members – providing summaries of current publications (table of contents on the web page), “content gazettes” (hard or soft versions), and “immediate gratification e-mail notices.”

Establishing strict editor term limits for publications’ editors are under development with timetables to retire current editors; also a process to implement an “open call” for filling new editorial openings.

Len is working with staff to implement Rapid Posting– shortening the time from paper acceptance to public access while maintaining quality—with the goal of posting no later than 4 weeks after acceptance. The process is moving forward, and should be in place by the end of May at the latest. S&T has been uploaded and *Transactions on Wireless* will be used as a future test case. This has been difficult to manage due to financial

limitations, issues with Parity, and IEEE requiring entire issues (through the final XMI) before accepting into rapid post.

D. Technical Activities – Mark Karol (Attachment 5)

Awards Committee - Mark is working with Vince Poor and Len Cimini to revise the process of getting more best paper nominations from journal and magazine editors. All TC chairs were asked to publicize the awards (and deadlines) within their committees.

Emerging Technologies – Formation of a Vehicular Networks & Telematics Applications sub-committee has been proposed; charter/members should be ready by ICC.

Fellow Evaluation – Reviews/ evaluates all candidates identified as working in our fields of interest; 69 candidates are being reviewed this year.

Technical Committees Recertification - 19 technical committees were due to be recertified (or terminated) last December 2009. Decisions on these committees will be brought to BoG1 for approval at ICC.

Standards Board - Curtis reported that most technical committees now have liaisons on the Standards Board. (see Standards 2.I)

Technical Committees – Mark is seeking to get TC involvement on the ComSoc Community Site and to use the various online tools and services offered.

Smart Grid Communications (Ad Hoc) - created by Byeong with Stefano Galli as chair to further ComSoc's visibility and involvement in this area. Mark and Stefano requested members in every technical committee with interest in Smart Grid to become involved.

Fred Bauer (Governance Committee chair) will consider bringing a Bylaws amendment to BoG1 to better clarify who should properly create ad-hoc committees. **(action 01:01, new)** Parliamentarian Doug Zuckerman reported that the bylaws-defined approach of having the President create such committees was sufficient and that a bylaws change did not appear necessary.

E. Member Relations – Sergio Benedetto (Attachment 6)

Member Relations Council goals:

- Globalization - developing new chapters/members in Africa SE Asia, LA, and Eastern Europe; restoring funds for RCCC/Sister Society Summits in 2011.
- Increase membership/retention rate of new members – with a ComSoc GOLD committee preparing a recruitment/retention strategy.
- Strengthen relationship with industry- via CPP and the industry ad hoc committees.
- Attracting young professionals by bringing GOLD sessions to flagship conferences, and arranging joint programs for students with local chapters, etc.
- Groom ComSoc leaders of tomorrow by placing young members on editorial boards, standing committees, etc.
- Increase women volunteers in ComSoc via Heather Yu's ad hoc Women in Communications Engineering Committee.

Regions: Sergio moved “that OpCom approve creating a IEEE ComSoc EMEA Regional Young Professional Researcher Award to recognize ComSoc members in EMEA Region

for their research activities in the Field of Interest of the ComSoc. Award is a plaque and honorarium of up to \$400; maximum of 3 awards will be granted yearly.” (motion 10:02) All approved. Selection process is through nominations from EMEA chapters; and final selection by the EMEA Awards Committee.”

Sister & Related Societies

A suggestion was made that Roberto Saracco involve area chapters when Sister Societies make a bid for a conference.

F. Marketing & Industry Relations – Stan Moyer (Attachment 7)

Stan will provide a strategy for reaching more young engineers by OpCom2 (possibly giving 2nd year member reduced dues, etc.)

Corporate Patron Package – issues to be resolved:

- Allocation conference patronage revenue to conferences
- Budgeting patron revenues for conferences
- Sales force management

Corporate Patronage Packages and GC/ICC Patronage Packages differences

Eric has a Corporate Patron Package tied to advertising but that can also be sold as a stand-alone offering. Including conference patronage benefits in a CPP or keeping conference patronage separate is problematic as conferences may suffer if their organizing committees cannot independently seek patronage income (usually local and solicited years in advance). Conferences need the revenue and will not favor splitting the patronage.

Stan had proposed that the portion of Corporate Patron Package (CPP) revenue allocated to a conference—when the conference patronage is part of a CPP sold by ComSoc—will be equal to 80a% of the standard price of the equivalent conference patron package in order to cover ComSoc’s cost of sales. However, the consensus of OpCom was that this issue needed further consideration. (action 10:02, new)

G. Information Technology – Alex Gelman (Attachment 8)

Alex’s goal will be ensuring ComSoc’s ability to leverage IT technologies for all areas – supporting online products, publications, conference proceedings, post-conference material sales, groups/ communities’ activities, and mechanisms for recruiting, retention, and revenue.

Drupal sites (community and web) are being moved to the IEEE data center. ComSoc’s hardware servers have been moved to the IEEE Virtual Environment. Projects include:

- Leverage all services (e-mail, active directory, VPN, etc.) used by IEEE Operations Center in a phased approach.
- E-meeting mechanism for committees/ groups – develop a meeting service for ComSoc based on open source software.
- Virtual Conferences –decide on doing live or pre-recorded, etc.

H. Standards – Curtis Siller (Attachment 9)

Because of the major influence of standards on industry, Curtis and Alex moved “that OpCom1 recommend to BoG1 the creation of a VP Standards Activities position to be effective 2012. Reporting to the VP would be a Standards Council made up of as many as 3 Directors individually dealing with Standard Development, Standards Education, and Compliance Testing Programs. In keeping with existing ComSoc Bylaws it would be at the discretion of the President and the VP as to whether any or all of these director positions would actually be filled.” **(motion 10:03)** All approved.

Alex and Curtis will socialize this proposal via the BoG 2010 Community Site for discussion and then bring the motion to BoG1 for formal approval which will require a change in the bylaws.

The Council objectives/charter would be as follows:

- Formulate strategic directions for ComSoc Standards Activities
- Establish policies affecting ComSoc standards/standards-related activities
- Incubate various standards-related activities
- Cooperate with TAC to ensure liaisons between TAC and SAC activities
- Develop standards and standards-related products and services.

If approved, the Nominations & Elections Committee must then choose candidates to fill the new role of Vice President-Standards Activities.

I. Executive Director – WCET and Staffing – Jack Howell (Attachment 10)

Certification--WCET update:

- Marketing - All program elements are in place, but John Pape indicated ComSoc could use additional marketing resources.
- A 3-day WCET "Bootcamp" has been developed to fulfill continuing education requirements for many companies, Federal, State and local organizations.
- Booths may be provided for industry at ICC and GLOBECOM and courses conducted during those conferences
- An analysis is needed on why the certification program is (or is not) being successful, what needs to take place to make it successful.

Jack will bring a plan to BoG1 to capitalize on the WCET investment to date and end the subsidy in 2011. The plan will include “to continue” or “phase out” milestones. **(action 10:03 new)**

Staff & Facilities - Jack reviewed staff changes. An organizational design review will be conducted to determine whether the staff structure, lines of authority, allocations of staff resources, etc., meet ComSoc’s objectives for 2010 and beyond. Jack will present a plan to correct any anomalies to BoG1 with a report on staff use of time, so as to better direct staff resources as needed.

J. Strategic Planning – Steve Weinstein (Attachment 11)

Most action items from the Management Retreat are complete or “in process” and nearing completion.

In keeping with Byeong’s “ComSoc’s Golden Triangle” focus, Steve’s Strategic Planning Committee function is coordinating, packaging, and making available ideas generated by

officers, etc., to enhance (over the long term) ComSoc membership, services, operations, global presence, and finances.

K. Finance – Harvey Freeman, Bruch Worthman (Attachment 12)

Harvey reported the pre-audited 2009 results for ComSoc which shows a operations deficit of nearly (\$1,200K), however after \$1,740K in investment returns and other adjustments, the net increase to the reserves were nearly \$380K, and the ending balance of reserves for 2009 will be around \$6,575K. In addition Harvey reported that there is \$488K in the IEEE Foundation fund.

A first look at the 2010 forecast shows ComSoc projected to end with a deficit, worse-than-budget, in the range of \$400K - \$700K mainly as a result of lower than budgeted member and non-member subscription revenue. Conferences, the ComSoc Patron Program, and unspent budgeted expenses could bring the deficit to the lower (better) end of the range. The 2010 forecast includes increasing spending of the following programs:

- additional \$30K for Distinguished Lecture Tours, thus a total spending of \$50K
- additional \$45K for Student Travel Grants, thus a total spending of \$60K
- additional \$15K for Local Chapter Funding, thus a total spending of \$35K
- \$3,000 for the production of a ComSoc promotional video
- \$1,200 for granting the IEEE ComSoc EMEA Young Professional Researcher Award

This was proposed (see motion below) due to the projected success of the ComSoc Patron Program which so far has generated revenue around \$230K.:

After turning the chair of the meeting over to Doug Zuckerman, Byeong moved “that OpCom approve allocating additional funds for the following programs: \$30K to DLT, \$45K to STG, \$15K to Chapter Funding.” (**motion 10:04**) All approved. (This brings the 2010 totals for these programs as follows: DLT - \$50, CF - \$35K, STG - \$60K.)

Lastly, Harvey presented the first draft of the 2011 budget. Below are the most significant assumptions:

- Proposing a \$10 increase to \$58 for ComSoc Membership which includes a print version of *IEEE Communications Magazine*.
- Proposing no increase (remaining at \$25) for ComSoc Membership which includes a digitally delivered version of *IEEE Communications Magazine*.
- Continued migration of ComSoc members to digital delivery.
- Proposing price increases to all ComSoc publication "Print only" and "Combo" optional member subscriptions in the range of \$2-6.
- Proposing price increases to all ComSoc publication "Print only" and "Combo" optional non-member subscriptions in the range of \$30-95.
- Proposing to restore several program spending items toward pre-2010 levels (STG's, DLTs, RCCC's).
- Publication Page Counts.
- Addition of four conferences to the "portfolio."
- An increase in expenses for TAB Support and ComSoc Infrastructure.

As a result of the assumptions, the current 2011 ComSoc budget is showing a deficit of over \$900K. Harvey requested that officers attend the Finance meeting at ICC to get a full picture on how the budget was prepared, and to discuss contingency plans for lowering this deficit - which will include revenue generation and expense reductions. Key revenue generators are: WCET, conference webcasts, online conferences, corporate patronage, etc. Harvey suggested that our larger conferences try EDAS to prepare their proceedings, require conferences to only issue proceedings on CDs, and even to consider a web-based downloadable approach as a cost reduction idea.

Harvey also expressed concern over potential consequences of a (possible) IEEE initiative to offer free membership to a society or societies as part of their IEEE dues (not expected to occur until 2012 at the earliest).

In conclusion Harvey and Bruce will discuss with the IEEE Foundation whether the original \$500K could have a definitive lifespan that will allow an average reduction of the principal in order to subsidize awards and student travel grants.

L. Membership Development: IndustryNowProgram/DSP – Shri Goyal (Attachment 13)

IndustryNow has expanded and, though separate from the Corporate Patrons Program, may involve the same companies. Thirty companies were contacted via IN-India and offered 25-50 member packages. Gim Soon Wan and Yigang Cai are initiating the IN-China phase and have begun communications with initial contacts. Shri estimates that 6 companies will sign up for the package in 2010.

The Distinguished Lecturer Program had several changes due to Society financial constraints. DLT expenses are now subsidized by ComSoc up to \$1000. Also, a new program (Distinguished Speaker Program) using current/past distinguished lecturers and current BoG officers subsidizes single lecture tours up to \$500. Shri will work with Zhisheng Niu to broaden the Distinguished Lecturer Program. **(action 10:04, new)**

A Young Members Center is planned for our Community Web Site to better reach/engage/develop young members. In addition, Shri moved “that OpCom approve creating a short video that captures personal and positive experiences of volunteers for ComSoc promotion and allocate up to \$3K for the project. **(motion 10:05)** All approved. Shri will contact volunteers in advance to arrange interviews, etc., on how ComSoc has affected them in positive ways.

3. Closing Remarks – Byeong Gi Lee

Byeong thanked all for their participation and the meeting adjourned at 11:50 a.m.

4. Future Meetings – Byeong Gi Lee

2010 BoG1 – Cape Town, South Africa, 25 May (p.m.) – 26 May (a.m.)
2010 OpCom2 – Long Branch NJ, 13 September (all day) – 14 September (a.m.)
2010- BoG2 – Miami FL, 8 December (p.m.) –9 December (a.m.)

Note: 2-day format for BoG meetings--p.m. on second technical session day, and a.m. on third technical session day

Respectfully submitted,
Carole Swaim

ATTACHMENTS

Attachment 1	Agenda, President Reports
Attachment 2	Division III/IEEE/TAB/IEEE President
Attachment 3	Conferences Council
Attachment 4	Publications Council
Attachment 5	Technical Activities Council
Attachment 6	Member Relations Council
Attachment 7	Marketing & Industry
Attachment 8	CIO - Information Technology
Attachment 9	Standards
Attachment 10	Executive Director – WCET/Staff & Facilities
Attachment 11	Strategic Planning
Attachment 12	Finance
Attachments 13	IndustryNow Program

MOTIONS PASSED THIS MEETING

IEEE BoD Restructure

10:01 “that OpCom approve drafting and sending a letter to our Division Director, Nim Cheung, no later than May 15 expressing the views of the OpCom participants.”

EMEA Regional Award

10:02 “that OpCom approve creating a IEEE ComSoc EMEA Regional Young Professional Researcher Award to recognize ComSoc members in EMEA Region for their research activities in the Field of Interest of ComSoc. Award is a plaque and honorarium of up to \$400; maximum of 3 awards will be granted yearly.”

VP Standards Activities

10:03 “that OpCom1 recommend to BoG1 the creation of a new VP Standards Activities position to be effective 2012. Reporting to VP would be a Standards Council made up of as many as 3 Directors individually dealing with Standard Development, Standards Education and Compliance Testing Programs. In keeping with existing ComSoc Bylaws it would be at the discretion of the President and the VP as to whether any or all of these director positions would actually be filled.”

Finance – additional funding for programs

10:04 “that OpCom approve allocating additional funds for the following programs: \$30K to DLT, \$45K to STG, \$15K to Chapter Funding.”

ComSoc DVD

10:05 “that OpCom approve creating a short video that captures personal and positive experiences of volunteers for ComSoc promotion and allocate up to \$3K for the project.

ACTION ITEMS

- 01:01 new:** Fred Bauer (Governance Committee chair) may bring a Bylaws amendment to BoG1 to better clarify who should properly create ad-hoc committees.
- 10:02 new:** Stan proposed that the portion of Corporate Patron Package (CPP) revenue allocated to a conference—when the conference patronage is part of a CPP sold by ComSoc—will be equal to 80a% of the standard price of the equivalent conference patron package in order to cover ComSoc’s cost of sales. However, the consensus of OpCom was that this issue needed further consideration.
- 10:03 new:** Jack will bring a plan to BoG1 to capitalize on the WCET investment to date and end the subsidy in 2011. The plan will include “to continue” or “phase out” milestones.
- 10:04 new:** Shri will work with Zhisheng Niu to broaden the Distinguished Lecturer Program.
- 09:09 continuing:** Fred Bauer will bring a recommendation to 2010 OpCom1 on whether voting Board members who are participating BoG/OpCom meetings via teleconference should have their votes counted during such meetings. (Note: As Governance Committee Chair, Fred will carry forward this action item originally for Roberto de Marca.)
- 09:01 continuing:** Jack will follow-up with Mary Ward-Callan about the renewing members’ Society affiliations being shown on their renewal application forms.
- 09:04 continuing** Shri will build a matrix outlining purposes, directions, process guidelines, accomplishments, etc. for the IndustryNow initiative and report back to the BoG.
- 09:05 continuing:** Bob will evaluate the scope of ComSoc lagging behind Societies for lapsed memberships, compare what we are doing with other Societies (noting their successes), and bring recommendations to BoG1.
- 08:17 continuing:** Jack (for Celia) will bring proposal for additional certifications, based on the results of the 2009 Survey and the Spring 2009 WCET exam to the BoG in June 2010.
- 09:13 closed:** Alex will come back to the BoG with a proposal for creation of a Standards Council and a position of ComSoc VP-Standards.