1. **Call to Order.** President Decina called the meeting to order at 8:50 a.m. Attendance was taken, and a quorum was declared.

### Participants
- M. Decina
- S.B. Weinstein
- JRB de Marca
- C.L. Desmond
- R.P. Skillen
- J. Daigle
- C. Lof

### Absent
- G.A. Ledbetter
- T.J. Plevyak
- T. Miki
- R.R. Laane
- B. Prasada
- R.K. Snelling

### Invited Guests
- K. Watanabe

### Observers
- B.S. Vianna

2. **Agenda and Operating Plan Progress Reports.** The planned agendas for the two meetings are given in Attachment #1, while the Progress Reports on the officers' Operating Plans are given in Attachment #2. The two meetings were de facto combined in a single session with discussions focused on the following Reports:
   - 3 - President
   - 4 - Treasurer
   - 5 - Technical Affairs
   - 6 - International Affairs
   - 7 - Member Affairs
   - 8 - Publications
   - 9 - Meetings and Conferences.

   Items 8 and 9 were debated at length in view of the globalization strategy of the Communications Society.

3. **President's Report.**
   A. President Decina introduced Part 2 of his Progress Report on the Communications Society involvement in the International Information Infrastructure (III).

   The ad hoc Working Group on III chaired by Past President Jack McDonald is preparing a position paper to be presented to the Board of Governors at the December 1, 1994 meeting.

   This Group has the mandate to suggest the Communications Society position on the matter of III, in view of the proposed IEEE Task Force on the III.
The Task Force has the mandate of defining the IEEE role in the development of the International aspects of the Information Infrastructure (see Attachment #3).

B. Neural Networks Council (NNC) - Dr. Kesh Bakhru, Communications Society representative to the NNC, provided a written report (Attachment #4). Highlights of his report were that the NNC's 1994 WCCI Conference had a projected net surplus of $120K, and the NNC itself had 1993 year-end reserves of $223K. He reported that the recommended merger with the IEEE Society on Systems, Man and Cybernetics (SMC) [see President Progress Report Part 1] is the subject of several joint NNC/SMC committees.

C. Fellow Evaluation Committee - Maurizio Decina reported the need to proceed to the appointment of new members of the Fellow Evaluation Committee: he will report to the Board of Governors for review and approval. (action)

4. Treasurer's Report
A. Treasurer Allan Ledbetter was unable to attend the meeting, but provided current budget information for 1994, and a revised Financial Plan 1995-1999, for distribution at the meeting (Attachment #5). The Treasurer has been asked to prepare an analysis of why 1994 budget projections and actuals are so different, and report back to the Board of Governors. (action) Tom Plevyak and Carol Lof will work closely with the Treasurer to clarify in particular the 1994 Publications Department budget. Moreover, Tom Plevyak and Carol Lof will prepare a preliminary analysis of the budgetary impact of electronic publishing in the 1995-1999 Financial Plan. (action)

B. Travel Reimbursement of Volunteers - At the request of the responsible Society officer, discretionary travel funds may be included in a department's annual budget. Travel must be approved in writing, with a copy to Carol Lof. Expense reimbursement in amounts up to $1500 may be approved by the officer (provided there are sufficient funds in the department budget); amounts in excess of $1500 must be approved by the President. Written procedures for travel reimbursement will be distributed. (see Attachment #6) (action)

5. Technical Affairs' Report
Vice President Steve Weinstein reported on the following items.
A. A new Technical Committee on Enterprise Networking has been formed.

B. The Technical Affairs Council has initiated an e-mail bulletin.

C. Negotiations are under way to merge the ACM and IEEE Multimedia Conference. Dick Skillen and Jeff Derby will work together to establish an algorithm for use in determining expense and revenue sharing. (action)
D. E-mail and World Wide Web Servers for the Communications Society - Steve Weinstein confirmed the plan for establishing an e-mail server in the New York offices of the Communications Society, with 56 kbit/s leased connection to the IEEE server, by the end of September 1994. Steve Weinstein will explore the costs involved in establishing a World Wide Web server with higher speed direct access to Internet, and report back to the Board of Governors. (action)

E. Mbone Multicasting - Steve Weinstein arranged for an Mbone Multicast from the ITS Conference in Rio to the U.S., where there was an audience of approximately 60 people. Steve will prepare a comprehensive report for distribution to the Board of Governors and publication in the IEEE Communications Magazine. (action)

F. The Data Networks Software & Protocols Committee needs a clear redefinition of mission and scope; recommended focus is on the Internet. Steve Weinstein and John Daigle will prepare this redefinition for discussion within the Technical Affairs Council. (action)

G. Technical Committee Recertification Committee (TCRC) - Dick Skillen will make a motion to the Board of Governors to disband the TCRC and return the recertification function to the Technical Affairs Council. (action)

6. International Affairs' Report
A. Brussels Office - Jacques Kevers, Manager of the Communications Society Brussels office, is recommended to be proactive. He will be added to the distribution list for the Global Communications Newsletter and the TAC bulletin, which he will disseminate electronically to appropriate individuals in Region 8. Carol Lof will follow up to ensure that Mr. Kevers is receiving from IEEE Headquarters the Communications Society membership files, which will be used for promotion of Society activities and membership development within the Region. (action)

B. Singapore Office - The Asia Pacific Committee has recommended that the Communications Society establish an office in Singapore as of January 1, 1995. Carol Lof will look into the tax implications of a Singapore office, as Dick Skillen indicated that there is a 15% tax on all revenues in Singapore. When this information has been compiled, Carol will report to the Board of Governors via e-mail. (action)

C. Grants - ICUPC and NOMS will be added to the conferences now included in the Society grant program (GLOBECOM, ICC, INFOCOM, MILCOM). Modifications to the program were discussed, and, while no change can be made to the 1994 budget, Vice President International Affairs Roberto de Marca will prepare a comprehensive proposal on travel and registration grants and distribute to the Board of Governors by e-mail for comment. (action)
Student Travel Grants - Eligibility criteria will be revised as follows: the applicant must be a student member of the Society; the applicant must be author of an accepted paper at the conference; authors are eligible for no more than one grant every two years; if a large number of applications are received for the same conference, paper review scores and other criteria (e.g. number of paper authors, geographic regions/institutions balance) will be used to determine the recipients.

Professional Travel Grants - There was no provision in the 1994 budget for these grants, but it was proposed to add them in 1995. Eligibility criteria will include: the applicant must be a member of the Society; applicants are eligible for no more than one grant every two years; the applicant must have a paper accepted at the conference, be invited to chair a session, or be a Chapter chair.

Conference Registration Grants - It was proposed that some free registrations (which do not include any meals) to each conference be presented. Vice President de Marca will include recommended criteria in his report.

D. IEEE Eastern European Libraries Program - Attachment #7 shows the request from Paul Cheung, chair of the IEEE TAB Transnational Committee, to sponsor such a program. Attachment #8 reproduces the proposed reply as suggested by Tom Plevyak and Roberto de Marca. The program consists in providing a three-year subscriptions to all Society publications and ten years of back issues (on microfiche) to twenty selected libraries in Eastern Europe. The Operating Committee agreed to join this program with three publications: Transactions on Communications, JSAC, and the Communications Magazine, for an estimated total cost of $6155 distributed over the next three years' budgets. (action)

E. Communications Society Free Subscriptions in Eastern Europe - The existing Society program provides for 37 subscriptions to all Society publications to selected individuals in Eastern Europe, at a cost of $3182 annually. In view of the deliberation in point D. above, Roberto de Marca will redesign this program for 1995 to exclude Eastern Europe, and include other Regions; he will e-mail his proposal to the Board of Governors for approval. (action)

7. Member Affairs' Report
A. Member get a member program - A special ad will be printed in the Communications Magazine, beginning in September 1994.

B. Distinguished Lecturers Tours - No tours have been organized recently, due to a lack of lecturers. Technical Committees were asked to provide names of speakers willing to participate in the program, and any replies that were sent to John Daigle will be forwarded to Celia Desmond.
Steve Weinstein is going to urge replies from the Technical Committees.  *(action)*

C.  Results of membership survey - A number of problems were mentioned during the survey, including significant problems with the IEEE renewal process last year, and the inaccuracy of information in the IEEE database.  *(Attachment #9)*

D.  Student Scholarships - A motion was discussed to revive the Scholarship program; the motion was postponed until Celia Desmond examines the issue, in particular from an international viewpoint.  *(Attachment #10) (action)*

8.  Publications Report

   Director of Publications Tom Plevyak was unable to attend the meeting, but his report was introduced by Carol Lof. The following items were discussed.

A.  Global Communications Newsletter - A motion was introduced to provide funding for the Global Communications Newsletter for 1995 *(see Attachment #11)*. Discussion resulted in a decision not to take action on the motion, since the meeting should not decide on the 1995 budget, but to instruct the Treasurer to add $20K to the proposed 1995 Publications Department budget to cover the cost of the newsletter.  Plevyak will bring this to the Board in December for discussion and approval.  *(action)*

B.  Publications Marketing - A motion was introduced to provide a rolling fund in the 1995 Publications Department budget for marketing *(see Attachment #12)*. As for item A. above, discussion resulted in a decision not to take action on the motion, but to instruct the Treasurer to add $50K to the proposed budget for this purpose.  Plevyak will bring this to the Board in December for discussion and approval.  *(action)*

C.  Communications Society Publications Library Package - A motion was made to create a Communications Society publications package which would offer subscriptions to non-members (libraries, universities, corporations, etc.), at a price between the amount charged to individual subscribers and that offered to non-member subscribers to all IEEE publications. The consensus of the group was to hold an e-mail discussion on this issue subsequent to the meeting. Carol Lof will initiate the discussion by sending the material on the related marketing analysis.  *(action)*

D.  Sister Society Publications Pricing Structure

   *(Attachment #13)* reproduces a motion discussed at the meeting, and comprises: a pricing proposal by Carol Lof, and the text of a draft Cooperation Agreement with the Sister Society, following the example circulated at last IEEE TAB meeting. This text includes both conditions on conference registration fees, and on publications subscriptions. Part of the deal will be the option for Sister Societies to offer Communications Society publications to their membership at a price that reflects our actual costs
plus 15%, and we will suggest that air mail delivery be included in the package. After long debate, the suggested prices (normal mail) are as follows:

<table>
<thead>
<tr>
<th>Publication</th>
<th>Price</th>
</tr>
</thead>
<tbody>
<tr>
<td>Communications Magazine</td>
<td>$40</td>
</tr>
<tr>
<td>Network Magazine</td>
<td>$50</td>
</tr>
<tr>
<td>Personal Communications</td>
<td>$50</td>
</tr>
<tr>
<td>Transactions on Communications</td>
<td>$60</td>
</tr>
<tr>
<td>JSAC</td>
<td>$60.</td>
</tr>
</tbody>
</table>

The text of the draft Agreement given in Attachment #13 proposes also that registration fees at Communications Society conferences be set for Sister Society members at 15% over Communications Society member rates.

9. Meetings & Conferences' Report
   A. Director of the Meetings & Conferences Department Dick Skillen presented an updated version of the 1995-1999 financial projections of the Society Conference Program according to current conference globalization plans (Attachment #14). Lower returns from off-shore conferences are anticipated by the projections, while conference surplus generation in all Regions is possible.
   
   B. More flexible off-shore conference pricing and regional distribution of conference surplus, including sharing surpluses with local societies, are some key aspects mentioned for conference globalization. Understanding of local cultural and environmental factors are other important factors for a successful partnership in managing off-shore conferences.
   
   C. International Conference Policy Board (ICPB) - The ICPB role includes making conference site selection decisions, with consideration given to recommendations from IAC (LAC, EAMEC and APC).
   
   D. The meeting agreed that essential to a successful conference globalization plan is Communications Society establishing Sister Society relationships with national societies in many countries. President Decina will begin the process of reaching out to other national societies, and will report back to the Board of Governors on the result of his efforts. (action) Steve Weinstein, Roberto de Marca and Dick Skillen will help President Decina in developing a plan of contacts with national societies for 1994 and 1995. (action)

10. Scheduled Meetings in 1994 and 1995
    • The Board of Governors will meet on Thursday, December 1, 1994, in San Francisco, California, in conjunction with GLOBECOM.
    • The Management Retreat will meet Thursday through Saturday, January 12-14, 1995, in Arizona.
• The Operating Committee will meet via teleconference Tuesday, April 4, 1995, and also Friday, September 8, 1995, in New York City.

11. **Adjournment**. The meeting was adjourned at 9:30 p.m.

12. **Attachments**

   Attachment 1  Agenda
   Attachment 2A-2J Officers Progress Report
   Attachment 3  Draft Charter of IEEE Task Force on III
   Attachment 4  Neural Networks Council AdCom Meeting
   Attachment 5  Treasurer's Report
   Attachment 6  Expense Reimbursement Procedures
   Attachment 7  Eastern European Libraries
   Attachment 8  Libraries for Eastern Europe
   Attachment 9  Membership Survey
   Attachment 10 Student Scholarship Proposal
   Attachment 11 Global Communications Newsletter Proposal
   Attachment 12 Marketing Plan Proposal
   Attachment 13 Sister Society Publications Pricing Structure Proposal
   Attachment 14 Conference Projections

13. **Motions Passed -- None**

14. **Action Items.**

   ---94:28 Decina will bring to the Board for approval a list of new members for the Fellow Evaluation Committee.
   ---94:29 Ledbetter will prepare an analysis of why 1994 budget projections and actuals are so different, and report back to the Board of Governors.
   ---94:31 Ledbetter will distribute written procedures for travel reimbursement.
   ---94:32 Skillen and J. Derby will work together to establish an algorithm for use in determining expense and revenue sharing.
   ---94:33 Weinstein will explore the costs involved in establishing a World Wide Web server with higher speed direct access to Internet, and report back to the Board of Governors.
   ---94:34 Weinstein will prepare a comprehensive report on the Mbone experiment for distribution to the Board of Governors and publication in the *IEEE Communications Magazine*.
   ---94:35 Weinstein and Daigle will redefine the mission and scope of the Data Networks Software & Protocols Committee for discussion within the Technical Affairs Council.
   ---94:36 Skillen will bring a motion to the Board of Governors to disband the TCRC and return the recertification function to the Technical Affairs Council.
---94:37  Lof will follow up to ensure that J. Kevers is receiving the Communications Society membership files from IEEE Headquarters.
---94:38  Lof will look into the tax implications of a Singapore office and report to the Board of Governors via e-mail.
---94:39  De Marca will prepare a comprehensive proposal on travel and registration grants and distribute to the Board of Governors by e-mail for comment.
---94:40  Ledbetter will include an estimated total of $6155 to be distributed in the Communications Society's next three years' budgets for the IEEE Eastern European Libraries Program.
---94:41  De Marca will redesign the Free Subscriptions Program for 1995 to exclude Eastern Europe, and include other Regions; he will e-mail his proposal to the Board of Governors for approval.
---94:42  Weinstein will request suggestions from the Technical Committees of possible distinguished speakers.
---94:43  Desmond will review the Scholarship program from an international viewpoint and report to the Board.
---94:44  Ledbetter will add $20K to the proposed 1995 Publications Department budget to cover the cost of the newsletter. Plevyak will bring this to the Board in December for discussion and approval.
---94:45  Ledbetter will add $50K to the proposed 1995 Publications Department budget for marketing. Plevyak will bring this to the Board in December for discussion and approval.
---94:46  Regarding the Communications Society Library Publications Package, Lof will send marketing analysis information to the Board for discussion.
---94:47  Decina will begin the process of reaching out to other national societies, and report back to the Board of Governors on the result of his efforts.
---94:48  Weinstein, de Marca and Skillen will help Decina develop a plan of contacts with national societies for 1994 and 1995.

Respectfully submitted,

Carol Lof
Secretary