Attendees at the meeting were:

**Board of Governors**

**Officers**
Decina, M.
Weinstein, S.B.
de Marca, JRB.
Desmond, C.L. (by Telecon)
Ledbetter, G.A.
Lof, C.

**Directors**
Plevyak, T.J.
Skillen, R.P. (via Telecon)
Daigle, J.N.

**Absent**
Green, Jr., P.E.
Laane, R.R.
Miki, T.
Prasada, B.

**Members-at-Large**
Snelling, R.K.

**Invited Guests**
Aspray, W.
Moore, F.
Stevenson, T.
Watanabe, K.

**Recording Secretary**
Swaim, C.M.

I. **WELCOMING REMARKS -- (Attachment 1-Agenda)**
President Decina called the meeting to order at 8:45 a.m. and gave an overview of issues to be covered.

II. **REPORTS -- Officers and Directors**

A. **President -- Decina (Attachment 2)**
Decina reviewed specific goals targeted at Communications Society management covering internationalization, improving leadership in hot technical/business areas, IEEE interaction, and Presidential travel expenses. Approval of the Management Retreat minutes and actions was requested.

B. **Treasurer -- Ledbetter (Attachment 3)**
Ledbetter reviewed the new budget reporting format.
- He recommended a fee structure for *IEEE Communications Magazine*, assigning 50% of dues to the magazine and 50% to administrative issues; currently, *IEEE Communications Magazine* receives 100%.
- The publications budget data needs to be better understood; Plevyak and Lof will produce numbers and work with Ledbetter. (action)
- Desmond requested an additional $12,700 to generate membership in 1994 increasing her budget for Member Affairs to $116,600.
- Daigle requested $10,000 for Education.
- Ledbetter asked that a vote from OpCom include an intent to stay with the 1994 budget as presented. With inclusion to the two additions to the budget, Snelling moved "that the Board manage to the executive summary of the Board of Governors 1994 budget of $333,200 as compared to $310,500." All approved.
Ledbetter's attachments have been revised to include the above.
C. Technical Affairs -- Weinstein
   • Weinstein will bring technical committee scopes to the Board of Governors for approval. (action)
   • To strengthen and broaden Society interest in optical fiber communication, a coordination group will be established within the Technical Affairs Council.

D. International Affairs -- de Marca (Attachments 4a, 4b)
   • De Marca reviewed the services he has mandated for the Communications Society to receive from the Brussels office.
   • Lof proposed that a strong membership development program be part of the Brussels office services.
   • A proposal for an IEEE Communications Society international newsletter was presented. An editor-in-chief and staff must be selected. (action)
   • The International Activities Council (IAC) has been restructured.

E. Member Affairs -- Desmond (Attachments 5a, 5b)
   Desmond reviewed the progress of her Operating Plan and Green's concerns about international membership growth and restructuring of the volunteer organization; careful monitoring of international activities (tracking revenue, costs, etc.) is needed.

F. Publications -- Plevyak (Attachment 6)
   Plevyak stated the Society's newest publication, IEEE Personal Communications Magazine, had a strong start and should be successful; he anticipates that magazine subscriptions could reach 10,000.

G. Meetings & Conferences -- Skillen
   • OFC will continue to share surplus with the Communications Society; this amounts to $30,000 per year and should increase in 1995.
   • Work will proceed on 200 track sessions for ICC 1994.
   • Skillen and de Marca will work on the Geographic Conference Boards.
   • Business primes have been selected for all sectors but Product and System Development.

H. Education -- Daigle
   • Daigle is talking to several people in an 'advisory capacity'.
   • E-mails were sent to distinguished lecturers requesting reports on their activities in the past year.
   • Requirements for distinguished lecturers need to be clearly defined.
   • Decina's tutorial is being reviewed and will be written up in the IEEE Communications Magazine.

I. Chapters -- Miki (Attachment 7)
   Decina instructed Desmond, Miki and de Marca to determine a time schedule for publishing the Chapters' Corner and international newsletter.

J. Executive Director -- Lof (Attachment 8)
   • Staff liaisons are being appointed for vice presidents and directors. (action)
• The scheduled date for the Communications Society office move is April 15.

II. REPORTS -- Committees -- Decina
Strategic Plan -- Watanabe (Attachment 9)
The committee's focus is internationalization with an essential strategy to establish a mechanism for global product creation, delivery and publicity. Watanabe recommended formation of a task force to conduct market survey, create a global human database, and deploy a global e-mail network.
• Watanabe will schedule a meeting with Decina, Tosco and Dodd during ICC to review this plan; results will be presented to the Board of Governors. (action)
• Watanabe will schedule a Strategic Planning Committee meeting for August 25 in Rio de Janeiro. (action)
• Watanabe will integrate a vision statement into the strategic plan. (action)

IV. OLD BUSINESS
Bylaws -- Decina (Attachment 10)
• Decina presented a rewritten draft of bylaws and asked that comments be submitted directly to him.
• Decina will bring an updated version of the bylaws to the Board for vote. (action)

V. NEW BUSINESS
A. IEEE Center for the History of Electrical Engineering -- Aspray (Attachment 11)
Aspray, Director of the Center, proposed a one-time contribution of $25,000 to the History Center's endowment fund. Snelling requested further information on deliverables; Decina will bring his request to the Board. (action)

B. IVHS -- Decina (Attachment 12)
Decina reported that the decision regarding Intelligent Vehicle Highway Systems is to pay the $500 annual fee for Charter expenses but not to participate in the Congress.

C. Neural Network Council -- Decina (Attachment 13)
Decina gave a budget update from R. Klafter on the Neural Network Council and 1994 WCCI (IEEE World Congress on Computational Intelligence).

D. TAB Products Council -- Decina (Attachment 14)
• Decina reported that F. Andrews has asked whether the IEEE Communications Society would consider offering a package of its periodicals in 1995 separate from APP (All Periodicals Package).
• Plevyak will look into this and report to Andrews by March 14. (action)

VI. NEXT MEETINGS -- (Attachment 15)
A. Board of Governors, Wednesday, May 4, New Orleans, Louisiana
• Each vice president and director will submit a progress report on their operating plan to the Board as part of the consent agenda. (action)
• The time of the meeting is 8:30 a.m. to 2:30 p.m.

B. OpCom, Thursday, August 25, Rio de Janeiro, Brazil
C. **Board of Governors**, Thursday, December 1, San Francisco, California

VI. **ADJOURNMENT**

Decina moved "that the meeting be adjourned." All approved. Meeting ended at 12:50 p.m.

**LIST OF ATTACHMENTS**

Attachment 1  Agenda
Attachment 2  Minutes of 1994 Management Retreat
Attachment 3  Treasurer's Budget Report
Attachment 4a  Mandate for Brussels Office
Attachment 4b International Newsletter Proposal
Attachment 5a  Vice President, Member Affairs Report (Progress Report, Membership Questions)
Attachment 5b  Membership Growth (P.E. Green, Jr. letter)
Attachment 6  Director of Publications' Progress Report
Attachment 7  Director of Chapters' Operating Plan--update
Attachment 8  Executive Director's Progress Report
Attachment 9  Strategic Planning Committee Report and overviews
Attachment 10 Draft of IEEE Communications Society Bylaws
Attachment 11 IEEE Center for the History of Electrical Engineering
Attachment 12 Intelligent Vehicle Highway Systems
Attachment 13 Neural Networks Council
Attachment 14 Periodicals Package
Attachment 15 IEEE Communications Society Administrative Calendar

**LIST OF MOTIONS WHICH PASSED**

94:1 "that the Board manage to the executive summary of the Board of Governors 1994 budget of $332.2K as compared to $310.5K."

**LIST OF ACTION ITEMS**

94:1 Plevyak and Lof will produce publications numbers and work with Ledbetter.
94:2 Plevyak will select editor-in-chief and staff for the international newsletter.
94:3 Lof will appoint staff liaisons for vice presidents and directors.
94:4 Weinstein will bring technical committee scopes to the Board of Governors for approval.
94:5 Watanabe will schedule a meeting with Decina, Tosco and Dodd during ICC to review this plan; results will be presented to the Board of Governors.
94:6 Watanabe will schedule a Strategic Planning Committee meeting for August 25 in Rio de Janeiro.
94:7 Watanabe will integrate a vision statement into the strategic plan.
94:8 Decina will bring an updated version of the bylaws to the Board for vote.
94:9 Decina will bring the History Center's request to the Board.
94:10  Plevyak will look into offering a package of IEEE Communications Society periodicals in 1995 separate from APP and report to Andrews by March 14.

94:11  Each vice president and director will submit a progress report on their operating plan to the Board on May 4 as part of the consent agenda.

Respectfully submitted,

Carol Lof
Secretary