Attendees at the meeting were:

**Officers (voting)**
- Bhargava, Vijay
- Benedetto, Sergio
- Chan, Vincent
- Cimini, Len
- Fonseca, Nelson
- Gelman, Alex
- Jamalipour, Abbas

**Members-at-Large (voting)**
- Ansari, Nirwin
- Xiao, Chengshan

**Directors (non-voting)**
- Lu, Kevin
- Saracco, Roberto (via teleconf)

**Absent Officers**
- Fonseca, Nelson
- Lee, Byeong Gi
- Gelman, Alex
- Freeman, Harvey
- Jamalipour, Abbas

**IEEE Div. III Dir. (voting)**
- Zuckerman, Doug
- Freeman, Harvey

**Invited Guests**
- Fish, Rob
- Ting, Rulei

**Recording Secretary**
- Swaim, Carole

---

1. **Opening Remarks – Vijay Bhargava (Attachment – Agenda)**

   The Management Retreat collated with OpCom1 was convened for Sunday. The Retreat, co-chaired by Roberto Saracco (via teleconference) and Steve Weinstein, met in the morning. Vijay then called OpCom1 to order at 1 p.m. introducing invited guests, Mary Ward-Callan, Managing Director Technical Activities, Steve Weinstein, and Rulei Ting. Agenda was approved with modifications; there was no consent agenda.

   Jack announced that in consultation with Mary Ward-Callan and the IEEE Staff attorney’s office, Vijay had decided the best pathway forward would be to refer the ongoing differences between ComSoc volunteers to the TAB Conflict Resolution Committee.

   Vijay stated that the next step for the IEEE Life Sciences Committee is to move from committee to Technical Council. Doug moved “that ComSoc contribute $15k per year for 3 years starting in 2014 to ensure that Life Sciences Technical Committee/Council gets a solid start.” (motion 13:01) Approved.

   Steve Weinstein requested ComSoc restart a former initiative to create a Chinese interface on our Web site--having front pages in Chinese and back pages in English. (action 13:01, new)

2. **Officer Reports**

   **A. Division III – Doug Zuckerman (Attachment)**

   Doug moved “that the ComSoc P&Ps be revised to include the 4 entries below to clarify how the related bylaws shall be implemented. Harvey moved “that these motions be divided and voted on separately:"
   - “that Board of Governors meetings shall take place at ICC and GLOBECOM during the afternoon of the second technical papers day and continuing on the morning of the following day, starting with ICC 2013 in Budapest.” (motion 13:02) Approved.
• “that ComSoc OpComs shall be held as in-person meetings, with venues rotating as much as practical around the ComSoc regions, starting with OpCom2 2013.” (motion not approved) Failed
• “that ComSoc Management Retreat shall be held as an in-person meeting in either January or in early February by no more than one week before the IEEE Meeting Series takes place.” (motion 13:03) Approved
• ComSoc shall reimburse BoG members for travel expenses associated with participation at ICC and GLOBECOM events and meetings. (motion 13:04) Approved.

B. Technical Activities – Len Cimini (Attachment)

Awards: Paper awards were recently modified from a “publication specific” to “any journal financially sponsored or co-sponsored by the Communications Society” is eligible for a paper award. Len will bring motions to BoG1 reverting to the former procedure (having each paper award–Abraham, Rice, and Bennett–aligned to a specific journal or magazine). Len will also propose changing paper award requirements from “last 3 years” to “last 3-5 years.”

Policies & procedures will be revised to eliminate self-nominations and formalize Editorial Board/steering committee roles, and the committee will consider reversing the timing of the paper and career/service awards.

During BoG2 2012, the Board tabled a motion to create the position of ombudsman within ComSoc. It was approved subsequent to the BoG via e-mail vote as follows: “that BoG2 create an ombudsman position within ComSoc by adding the following text to ComSoc Bylaws Section 3.8 Operations:

3.8.10 Ombudsman: The Ombudsman shall be the first point of contact for reporting a dispute or complaint related to ComSoc activities and volunteers, and/or staff. The Ombudsman will investigate, provide direction to the appropriate IEEE resources if necessary, and/or otherwise help settle these disputes at an appropriate level within the Communications Society. Nominations & Elections Committee will nominate two candidates for the position of Ombudsman who are not currently on the Board and have not been on the Board for at least two years. The BoG will then select one of the two candidates to serve for a two-year term beginning the second year of the President’s term. The term of the first ComSoc Ombudsman shall begin 1/1/13.” (Term start period is not for bylaws.) (motion 12:15 – renamed from tabled BoG2 motion) When sent to IEEE for approval, IEEE recommended a minor revision to the motion from BoG2 2013 (see “crossed out”).


C. Conferences – Abbas Jamalipour (Attachment)

Rob Fish is Interim Chair of Industry Content & Exhibitions committee established to propose content for conferences; it now includes four special interest groups (SIGs). Khaled moved “that OpCom1 approve creating a Standing Committee on Industry Content & Exhibitions (ICEC) and that Section 7.3 of the bylaws be modified by adding the following and reflecting this in 7.1 of the bylaws as reporting to the president:
7.3.15 Industry Content & Exhibition – This committee is responsible for promoting the strategic vision and management of programs attractive to members from or with an interest in industry in the Society’s activities, including assuring high quality and value.” *(motion 13:06)* Approved; this will go to BoG1 on the consent agenda and then to IEEE for final approval.

**D. Publications Council – Vincent Chan (Attachment)**

Open access (OA) is now in all publications. Vincent’s Board is refining submissions so the OA option is blind to the editor and the reviewers.

Newly created guide lines for proper conduct of editors and reviewers will be enforced—publicizing clear rules, regulations and penalties on plagiarism and falsifying of data.

Vincent will prepare the transitioning to “online only” of journals/magazines and will work with Bruce to ascertain the financial impact and determine timing.

To re-engage and involve the industry community in publications, Vincent will actively recruit qualified associate editors from industry; and appoint co-EICs with industry background as needed.

**E. Member Relations – Nelson Fonseca (Attachment)**

An EMEA Regional Chapter Chairs Congress, scheduled for ICC in Budapest, remains in the budget for 2013 *(see Finance 2.G)*.

Nelson proposed a ComSoc Career Center (with revenue potential) to be located with conferences providing a “career fair” where employers would set up booths with materials about their companies. ComSoc’s web site would support this effort with a ComSoc Career Center section.

Mobilizing Content: To offer more content packaging options for our content and to enable more advertising opportunities, Stan Moyer has proposed that ComSoc select potential “existing IP” like tutorials, conference webcasts, or webinars and “mobilize” the content by editing and packaging the offerings into mobile-friendly formats and lengths. Stan has already coordinated a trial test for delivery of a recorded conference tutorial via a smartphone or tablet.

Regarding the WICE standing committee approved by the BoG2 last year *(motion 12:11)*, Doug moved “that the following statement of responsibilities be included in the Bylaws describing the functions of this new standing committee:

7.3.15 Women in Communications Engineering – This committee is responsible for encouraging the participation and membership of women communications engineers in the Society. The Chair is appointed by the President and reports to the Vice President - Member Relations. Members are appointed by the Chair to a three-year term upon approval of the Vice President Member Relations with one third of the members appointed each year. The committee will meet at least once year at ICC or GLOBECOM. It will provide an annual written report, which will be distributed to the Society President, Vice Presidents, and Technical Committee Chairs prior to each ICC. Bylaws 7.1 will be revised to include aligning WICE with the Vice President Member Relations reporting to the Vice President of Member Relations.” *(motion 13:07)* Approved. This will go to BoG1 in June for approval and then to IEEE for final approval.
F. Standards Activities – Alex Gelman (Attachment)

Standards Activities Council completed its first year of operation; policies and procedures were approved and CBDB P&Ps are approved by IEEE – SA. The new P&Ps include the CSDB financial model. As CSDB’s treasury gets filled with the revenue coming from its Working Groups and Standards Committees, ComSoc expenses for standards development governance will diminish, eventually to zero.

Our IEEE 1901 has been included by Smart Grid Interoperability Panel (SGIP) on their directory of recommended Smart Grid standards.

ComSoc’s scope regarding standards encompasses all our technical committees and emerging technical subcommittees. The Standards Development Board sponsors standards in communications and networking technologies and applications, and these include the technical domains and interests reflected in the scopes of our TCs.

CSPDB’s standing committee on Innovation & Standardization in Information & Communication Technologies (ISICT) has been approved as a subcommittee of the Emerging Technologies Committee. This feature of dual “jurisdiction” will allow ISICT to sponsor standards-related technical activities.

G. Finance – Khaled Letaief (Attachment)

Khaled reported preliminary results for 2012, a deficit of $1,244K from Operations. After receiving $929K in investment returns, other "non-operating" charges from IEEE and prior year adjustments will leave a reserve balance of nearly $6,250K plus another $475K sitting with the IEEE Foundation.

Khaled reported an initial forecast for 2013 showing an increased deficit (from budget) to nearly $750K. The contributing factors are:

1) OFC 2013’s projected surplus of $600K... $160K less than ComSoc budgeted
2) MILCOM 2013’s projected surplus (for ComSoc) of $250K... $250K less than budget
3) Advertising revenue $50K less than budget
4) Certification revenue $100K less than budget

In an effort to try to reduce the forecasted deficit for 2013, improvements were presented including:

1) $175K in cuts to the programs budgets
2) $100K savings from eliminating meals during committee meetings
3) Reducing in-person GIMS/GITC meetings from 2 to 1
4) Requesting an additional $100K in surplus from GLOBECOM 2013
5) $120K in savings from EIC funding, ComSoc Infrastructure, and Marketing

A straw poll was taken and only the following was acceptable to affect the 2013 budget:

1) Providing only sandwiches instead of full meals for the committee meetings. The hopeful savings will be between $50-100K
2) Reducing the travel support to GIMS/GITC members from $60K to $45K and allowing them to continue meeting in person twice this year
3) Reducing the EIC funding budget by $7.5K
4) Finding $100K more surplus from as many conferences as possible, not just from GLOBECOM 2013
In addition, Nelson has repositioned his area budget for 2013 resulting in an overall $50K less spending than originally planned.

Khaled then presented a very rough draft of the 2014 budget, targeting a balanced budget based on the following assumptions so far:

1) $2 increase in dues (to $28)
2) 2-4% increases in member/non member subscription prices
3) OFC and MILCOM 2014 conference surpluses at the 2013 forecast levels
4) Adding DySpan 2014
5) Assuming PIMRC 2014 as 100% financial sponsor
6) Significant reduction in IEEE Infrastructure due to change in algorithm
7) Reduction in committee meeting expenses
8) Expense increases due to inflation

Note: several key inputs to the ComSoc budget from IEEE, most importantly infrastructure will be presented to ComSoc in April.

Lastly, during the meeting the following items with financial implications were publicized....

1. Standards revenue raising project (via Alex Gelman) resulting in not needing the $20K for other volunteer travel, and $20K for Standards Program/legal fees in 2013 or in 2014.
2. A request for the 2014 budget, $15K more for relations support in order to cover the IEEE Life Sciences Technical Committee
3. Motion was passed requiring an in-person "retreat" resulting in additional money for volunteer/BoG travel in the 2014 budget (approx. $30K).

H. Conferences Standing/Steering Committees – Harvey Freeman

Harvey brought the following proposals to OpCom1 for discussion and vote:

Conference Committee Members: Harvey moved “that the Vice President of Conferences and Conferences Directors cannot add themselves to any new or existing Conference Standing/Steering Committees during their term of office as Vice President Conferences or Conferences Directors”. (motion:13:08) Approved.

Conference Committee Elections: Harvey moved “that Conference Standing/Steering Committee Chair elections will be held within the committees with results reported to the Vice President of Conferences.” In the discussion it was recommended that this policy change be submitted to the Steering Committee Chairs for comment as part of the overall review of the proposed template, as this policy would be included in each committee charter. Harvey withdrew the motion; Khaled moved the motion be tabled. (motion tabled)

Communications & Network Security Conference (CNS)
Harvey moved “that the current CNS organizing committee has the authority to run the first 3 CNS conferences including site selection and dates and committee appointments.” Friendly amendments were proposed, but a motion to table was passed. (motion tabled)

Executive Session: The IEEE ComSoc OpCom met in executive session, 18 March 2013, and resolved “that the CNS 2013 Conference Organizing Committee be authorized to proceed with the planning for the CNS 2014 event.”

3. Closing Remarks – Vijay Bhargava
Vijay thanked all officers and staff for their participation. Meeting adjourned 6:15 p.m.

4. Future Meetings for 2013 –Vijay Bhargava

- BoG1: Budapest, Hungary, 11 June (afternoon) – 12 June (morning) with ICC
- OpCom2: eMeeting, September  TBD
- BoG2: Atlanta, Georgia, December 11 (afternoon) - 12 December (morning) with GLOBECOM

Respectfully submitted,

Carole Swaim

ATTACHMENTS

See Agenda Tool and BoG 2013 Community Site

MOTIONS APPROVED THIS MEETING

Life Sciences Technical Committee/Council

13:01 “that ComSoc contribute $15k per year for 3 years starting in 2014 to ensure that Life Sciences Technical Committee/Council gets a solid start.”

BoG Meetings

13:02 “that Board of Governors meetings shall take place at ICC and GLOBECOM during the afternoon of the second technical papers day and continuing on the morning of the following day, starting with ICC 2013 in Budapest.”

Management Retreat meetings

13:03 “that ComSoc Management Retreat shall be held as an in-person meeting in either January or in early February by no more than one week before the IEEE Meeting Series takes place.”

Officer Travel Reimbursement

13:04 ComSoc shall reimburse BoG members for travel expenses associated with participation at ICC and GLOBECOM events and meetings.

Ombudsman

12:15 During BoG2 2012, the Board tabled a motion to create the position of ombudsman within ComSoc. It was approved subsequent to the BoG via e-mail vote as follows (motion 12:15): “that BoG2 create an ombudsman position within ComSoc by adding the following text to ComSoc Bylaws Section 3.8 Operations:

3.8.10 Ombudsman: The Ombudsman shall be the first point of contact for reporting a dispute or complaint related to ComSoc activities and volunteers, and/or staff. The Ombudsman will investigate, provide direction to the appropriate IEEE resources if necessary, and/or otherwise help settle these disputes at an appropriate level within the Communications Society. Nominations & Elections Committee will nominate two candidates for the position of Ombudsman who are not currently on the Board and have not been on the Board for at least two years. The BoG will then select one of the two candidates to serve for a two-year term beginning the second year of the
President’s term. The term of the first ComSoc Ombudsman shall begin 1/1/13.)”

**Ombudsman**

13:05 **OpCom1 approved Des Taylor to be ComSoc’s first Ombudsman.**

**ICEC Standing Committee**

13:06 “that OpCom1 approve creating a Standing Committee on Industry Content & Exhibitions (ICEC) and that Section 7.3 of the bylaws be modified by adding the following and reflecting this in 7.1 of the bylaws as reporting to the president:

7.3.15 Industry Content & Exhibition – This committee is responsible for promoting the strategic vision and management of programs attractive to members from or with an interest in industry in the Society’s activities, including assuring high quality and value.”

**WICE Standing Committee**

13:07 “that the following statement of responsibilities be included in the Bylaws describing the functions of this new standing committee:

7.3.15 Women in Communications Engineering – This committee is responsible for encouraging the participation and membership of women communications engineers in the Society. The Chair is appointed by the President and reports to the Vice President - Member Relations. Members are appointed by the Chair to a three-year term upon approval of the Vice President Member Relations with one third of the members appointed each year. The committee will meet at least once year at ICC or GLOBECOM. It will provide an annual written report, which will be distributed to the Society President, Vice Presidents, and Technical Committee Chairs prior to each ICC. Bylaws 7.1 will be revised to include aligning WICE with the Vice President Member Relations reporting to the Vice President of Member Relations.”

**Conference Committee Members:**

13:08 “that the Vice President of Conferences and Conferences Directors cannot add themselves to any new or existing Conference Standing/Steering Committees during their term of office as Vice President Conferences or Conferences Directors

**ACTION ITEMS**

13:01 **new:** Steve Weinstein requested that ComSoc restart a former initiative to create a Chinese interface on our Web site–having front pages in Chinese and back pages in English.

12:02 **continuing:** Jack will take the lead regarding an advertising strategy to include a market analysis and detailed comparison with other IEEE units and societies, along with an implementation plan being prepared for online/mobile” within 30 days. (Completed on 13 July 2012 as directed, however follow up reports will be expected so this item remains open.

12:03 **closed:** Vijay will assess the ad hoc committees as to their future status.

12:04 **continuing:** Sergio and the VPs will work with Governance Committee to review/update their individual council/boards policies/procedures as well as those for committees reporting to them.
12:05 _continuing_: Jack will share with OpCom1 a proposal for submission to the IEEE New Initiatives Committee for funding support to develop an online advertising strategy that may be used in ComSoc and other Societies.

12:06 _continuing_: Roberto proposed areas of focus for 2013, requesting Vice Presidents to address and work to implement the actions specific to their areas.