Attendees at the meeting were:

R.L. Pickholtz        C. Lof
C. Desmond           J.C. McDonald
E.J. Glenner         L.B. Milstein
P.E. Green           D.L. Solomon
R.J. Jaeger          S.B. Weinstein
J.Kugler (for M. Friduss)  C.M. Swaim

1. **Opening Remarks and Approval of Minutes**

Pickholtz convened the meeting at 10:45 a.m., welcoming Lof officially as a member of OpCom. The minutes of the Second 1990 IEEE Communications Society OpCom meeting held July 17 were approved.

2. **New Format for Board of Governors Meeting (Attachment 1)**

   A. Consent Agenda--Items to be approved without further discussion
   B. An item must be on the agenda to be discussed as part of regular meeting
   C. Background information must be sent out before Board of Governors

   Slayton submitted policy and procedure changes for OpCom approval which will then be presented to the Board of Governors in December.
   • Consent agenda items must be submitted for consent to the ComSoc office by a designated date and with appropriate background information.
   • Late-breaking items requiring Board action to be written down and submitted under new business.

   Green will look into how much authority OpCom can have without going to the Board. (action)

   OpCom minutes should go to the Board of Governors for approval.
   • A motion was made by McDonald and unanimously approved to accept Slayton's proposal with the deletion of the word "full" in Article IV, Section 2, since a quorum only is needed.

3. **Operating Plan 1991 - Reports from Officers and Directors**
Pickholtz noted that reports from officers, directors, and chairs of the board committees should be submitted by November 5 to be included with the Board of Governors' agenda. (action)

4. **IEEE LCS Title - Weinstein**

• Eric Herz is pressing ComSoc to assume responsibility for some costs, although IEEE has been paying legal fees to date.
• McDonald moved that we make the statement: "we are willing to change the name of the magazine and we leave the details of the name change to the legal people and Weinstein." This was seconded by Desmond and unanimously approved.
• McDonald proposed a resolution that Weinstein go to the Publications Board suggesting that they approach IEEE regarding establishing trademarks for names of all IEEE identities, conferences, etc. This met with unanimous approval. (action)

5. Sister Societies - Lof

Lof suggested approaching other societies with regard to becoming affiliated with ComSoc as "sister" societies. Pickholtz suggested making a short list of possible sister societies. Lof will establish contact with these societies. (action)

6. ADVOS - Skillen (Attachment 2)

• The Secretary will conduct a mail ballot of the Board of Governors on the attached (as amended) resolution regarding Volunteer Restructure which Milstein will present to the IEEE Board of Directors.
• Milstein will present this statement of resolution for inclusion at the TAB President Council; we will also send the resolution separately to Carleton Bayless, President, IEEE.
• Green motioned that OpCom approve the ADVOS report with the deletion of the last sentence in item #5; Milstein seconded; all approved.
• A copy of Skillen's report will be faxed to all members of the Board for a vote and Milstein will report our Board's approval at TAB. (action)
• Milstein will represent ComSoc at IEEE Board meetings, San Diego, November 13-16. (action)

7. Desktop Publishing - Lof (Attachment 3)

• A consultant was hired to review the current mode (Miles Samuelson) of editing and typesetting our magazines and to compare it with ComSoc staff handling everything inhouse via desktop publishing and the IEEE proposal using Publication facilities and staff. In conclusion, ComSoc using desktop publishing would experience greater control, efficiency, and cost savings doing it inhouse.
• Lof went through cost comparisons: Miles Samuelson costs $111 per page, IEEE would cost $167 per page, while production inhouse (with one additional staff person) would run $101 per page.
• McDonald summarized our three alternatives: continuing status quo, going through IEEE, or going internal. He called this a "make-versus-buy" deal but expressed concern over what could happen if a recession occurred and membership dropped. Green felt we would be better off with our own Macintosh computers, especially in a downturn.
• Weinstein felt strongly that ComSoc should join the modern era--submitting and distributing information electronically--and immersing ourselves in this environment.
• Pickholtz stated he wanted us to receive papers via diskette or E-Mail. He felt the consensus of the Board was there are risks involved, but it is worth the risk.
• Green motioned that we approve desktop publishing but McDonald asked for an amendment to include a staff addition incorporated into the current floor space and an amount of $50,100 to handle all three magazines. Green amended the motion to "proceed with desktop publishing in the existing floor space with a $20,000 initial capital outlay for hardware and software equipment, plus $50,100 for one additional staff person, the use of a freelancer and service bureau for 1990-1991, totalling $70,100." The motion passed unanimously.

Lof reviewed the net ad revenues for the periodicals. In summary, *IEEE Network* is losing both advertising and subscriptions; *IEEE LCS* is weak from the viewpoint of advertising and subscriptions; and *IEEE Communications* is flourishing. OpCom will review this situation in six months.

8. **Office Space and Staff Expansion - Lof**

Pickholtz commented that the purpose for office space and staff expansion as an agenda item was that we be "more forward-looking regarding investments" (i.e., buying space outside New York City). This is a long term issue and we should not confuse this original objective with the desktop publishing/space issue.
• McDonald feels the NYC space is limited, leaving no room for expansion; therefore, the desktop and space issues are integral. Lof emphasized our ability to handle publishing inhouse through 1991 with one additional person (and a temporary freelance backup) and that the $101 figure (presented in the desktop report) encompassed all three magazines under her control.
• NYC office pays $39 per square foot each month for 1,850 square feet.
• McDonald clarified the two issues before the board: adding an additional person in the current space and being overcharged at $39 per square foot. Pickholtz appointed McDonald as a committee of one to check into this and report back. (action)

Pickholtz restated the original intent that ComSoc be located in an internationally known center. The strategic planning committee has been appointed to look into this, and Lof should continue to look for space with the intent to buy or lease in the not-to-distant future. (action)


Ed Glenner reviewed and evaluated the success of SUPERCOMM '90 and discussed the possibility of ICC '94 being held in New Orleans.
• Milstein emphasized that the technical committees would not continue to support future conferences unless provision was made for a wing of the facility to be entirely dedicated to IEEE. Skillen said this was possible in Chicago at McCormick Place--if the local committee agreed--and that the technical committee chairman should be part of the local committee. Milstein will report this to TAC. (action)
• Pickholtz asked for a resolution regarding a letter to New Orleans presenting the plan for a 1994 conference. This would be considered a "letter of intent," not a commitment on our part. (action)
• McDonald motioned that OpCom look favorably upon an ICC conference in New Orleans in 1994 and that this be taken up at the Board meeting. Glenner seconded the motion and it passed unanimously.
10. **Mini Conference - Milstein** (Attachment 5)

The Communication Theory technical committee proposes to run a mini-conference in parallel with various GLOBECOM and ICC conferences co-sponsored by URSI. After brief discussion, Green motioned this issue be tabled and brought up for discussion at TAC and GICB. No vote was taken.

11. **Financial Report - Kugler** (for Mike Friduss) (Attachment 6)

Kugler reviewed year-to-date information and 1989/90 comparisons.
- Pickholtz requested that "actuals of cash-in-hand" be provided by Solomon for OpCom use. Glenner will check with Allen Cherin as he has accurate and documented information regarding this for conferences. (action)

12. **New Ventures/New Opportunities - Pickholtz**

- Weinstein mentioned a monograph series that could be turned around quickly to reach the market with fast-breaking technology. Pickholtz said we already had tutorials--some of which are superb--and Weinstein should look into this area. (action)
- Lof will continue looking into warehousing. Green motioned that Lof be directed to bring a proposal for the Board of Governors regarding stockpiling. McDonald seconded the motion; there was no vote. (action)
- Pickholtz will work on a proposal to put the chapters directly under the control of the society; no vote was taken. (action)
- ComSoc enjoys a 5% yearly growth rate in membership reflecting a 15% increase and a 10% loss per year. Increasing membership services and doing additional work with individual chapters were touched upon.

**Final Comments:**

Lof encouraged OpCom members to support the chapter workshops at GLOBECOM. Pickholtz said Ucci should be invited so he could discuss scholarships and student chapters. Green requested $900 for the workshop luncheon; Solomon approved the allocation.

The meeting adjourned at 3:10 p.m.

**LIST OF ATTACHMENTS**

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LIST OF MOTIONS AND ACTIONS

1. **Policies and Procedures:**
   McDonald motioned to accept Slayton's proposal with the deletion of the word "full"; motion was seconded and passed.

2. **IEEE LCS Title:**
   McDonald motioned that we state that we are willing to change the name of the magazine and that we leave the details of the name change to the legal people and Weinstein; Desmond seconded; motion passed.

3. **ADVOS:**
   Green motioned that OpCom approve the ADVOS report with the deletion of the last sentence in item #5; Milstein seconded; motion passed.

4. **Desktop/Office Space/Staff Expansion:**
   Green motioned that we proceed with desktop publishing in the existing floor space with a $20,000 initial capital outlay of equipment, plus one additional staff person, the use of a freelancer and service bureau; Glenner seconded; motion passed.

5. **Report on SUPERCOM '90:**
   McDonald motioned that OpCom look favorably upon an ICC conference in New Orleans and that this be taken up at the Board meeting; Glenner seconded; motion passed.

6. **Mini-Conference:**
   Green motioned that the mini-conference issue go through TAC and GICB; McDonald seconded; no vote was taken.

7. **New Ventures/New Opportunities:**
   Green motioned that Lof be directed to bring to the BOG a proposal to do stockpiling; McDonald seconded; no vote was taken.

LIST OF ACTION ITEMS

1. **Green** will look into OpCom authority.

2. Reports from Board committees are due November 5. **(Committee Chairmen)**

3. **Weinstein**, and legal are to work on the name change for **IEEE LCS**.

4. **Weinstein** will go to Publications Board regarding IEEE trademarking all ComSoc properties; **Weinstein** will instruct IEEE to follow up on all matches in a trademark search; all titles should be registered.

5. **Lof** will draft a short list of possible sister societies and contact them.

6. **Lof** will handle vote on ADVOS recommendation by fax.

7. **Milstein** will represent us at TAB and tell TAB that ADVOS has been approved by our BOG.
8. **McDonald** is to check into the $39-per-square-foot charge for office space in NYC.
9. **Lof** will continue looking for office space to buy or lease.
10. The Technical Committee Chairman should meet with the local committee in Chicago.
13. **Weinstein** should look into a monographs series.
14. **Lof** is to look into warehousing and stockpiling and bring a proposal to the BOG.
15. **Pickholtz** will work on a proposal to put chapters directly under the control of 2ComSoc.

Respectfully submitted,

Carol Lof