Attendees at the meeting were:

**Officers**
- Green, Jr., P.E.
- Frisch, I.T.
- Personick, S.D.
- Rowbotham, T.R.
- Friduss, M.J.
- Lof, C.

**Directors**
- Desmond, C.L.
- Glenner, E.J.
- Laane, R.R.
- Weinstein, S.B.

**Members at Large**
- Acampora, A.S.
- Skillen, R.P.
- Absent
- Decina, M.
- Pickholtz, R.L.
- Tashiro, S.
- Ucci, D.R.

**Invited Guests**
- Engelson, I.
- Kugler, J.

**Recording Secretary**
- Shippee, D.
- Stevenson, T.

**1. President's Remarks -- Green**

Green convened the OpCom at 9:10 a.m.
- Frisch to "stand in" as acting president in November.
- Skillen to work with Lof on strategic plan.
- Green appointed J.O. Limb as Chairman of the Awards Board replacing B. Prasada.
- Green appointed B. Prasada as Chairman of the External Awards Committee, a new committee to promote outstanding communications professionals for awards outside the Communications Society.
- Past Presidents, beginning with Pickholtz, will create and update a Talent Bank.
- Communication linkages between volunteers, staff and IEEE have been formalized; biweekly conference calls have been established with the President, President-Elect, Past President and Executive Director; monthly meetings have commenced between the Staff Director, Technical Activities, and the Society's Executive Director.
- The results of the Board of Governors election are as follows:
  - President-Elect (One-year term beginning January 1, 1993)--Maurizio Decina.
  - Members-at-Large (Three-year terms beginning January 1, 1993)--Laurence B. Milstein, Birendra Prasada, Anne Aldridge Robrock, Harry Rudin.
- Decina will attend the Sections Congress in July, 1993.
- Revised constitution will be sent to the Board of Governors for mail ballot before GLOBECOM '92.  **(action)**
- A committee consisting of Slayton, Green, Dodd and Lof will rewrite and complete the bylaws and policies and procedures manual; constitution will not become effective until bylaws are finished.  **(action)**
- The Operating Committee (OpCom) will meet twice a year, the first Monday in October and the first Monday in March.

**2. International Affairs Report -- Rowbotham**

A. Travel Grants
- Rowbotham requested that the budget for travel grants remain the same for 1993--$20,000 for students, $10,000 for other members (not voted upon).
• Regional chairmen are working on policies that should be applied to travel grants; Rowbotham will bring these policies to the Board in December. (action)
• Friduss authorized Rowbotham to approve expenditures up to $1,000 per person for budgeted conference travel grants. (action) Rowbotham will send his authorizations to Society headquarters for approval by the Executive Director who will forward them to IEEE; Friduss will be notified of all approvals.

B. Support for Regional Committees
• Green stated that budget approval processes for regional committee support, etc., will be laid out in the bylaws.

C. The International Activities Council (IAC) is looking into ways to nominate more candidates for IEEE Awards outside North America.
• Green suggested choosing a representative from each geographic area on IAC and integrating them into the awards process.

D. Conference "welcome meetings"
• IAC suggested establishing procedures to welcome new overseas registrants to conferences.
• IAC chairman would oversee arrangements.

E. European/Tokyo Office
• The possibility of an Asian/Pacific Communications Society office is being actively pursued by the Asian & Pacific Committee.
• Lof and Rowbotham will travel to Japan in October to explore this potential and determine whether revenue to support such a venture could be generated in Japan.
• Lof and Green are currently in contact with the Computer Society which is interested in working jointly with the Communications Society.
• Tokyo office to serve as a model for other areas which may want representation in the future.
• Lof will report back to the Board of Governors in December with a business plan. (action)

F. Regionalization of Ballots
• Rowbotham suggested that the Board consider regionalizing selected Board of Governor posts.
• IAC will work with the Nominations Committee, and Rowbotham will report back to the Board. (action)

G. Dues' rebate for members of national societies
• E. Sumner has negotiated with other organizations a 10% reduction in IEEE dues as part of a reciprocal sister-society package. Lof suggested that the Communications Society participate in this agreement. Personick will check results of Sumner's research and report back to the Board. (action)

• As of July 31, the Society has $1,878,000 cash; the Society's net worth is $2,480,000.
• Friduss will investigate higher yields for cash reserves with Engelson. (action)
• There has been significant growth in costs in the New York office, together with a significant increase in services. As the usage curve of staff grows, Green suggested establishing a means to measure increasing effectiveness.
• Conference fees must increase.
4. Member Affairs Report -- Personick (Attachment 4)

- Completed a targeted mass new membership mailing to 50,000 non-IEEE members; 30,000 pieces were mailed offering full IEEE/Communications Society membership for $120 and 20,000 offering Communication Society affiliate membership for $51. Personick will report results to the Board at GLOBECOM. (action)
- There has been a 5.7% increase over last year, bringing membership to 33,000 as of September 1992.
- The goal of 40,000 in 40 years is targeted for December, 1993.
- Personick suggested that staff handle video tapes as volunteers are overloaded.
- After attending the PACE meeting in Phoenix, Personick suggested that:
  a. as a possible news item of importance to Communications Society members, the *IEEE Communications Magazine* should consider publishing synopses of the legislative agendas and policy positions of the US Activities Board (USAB), whether or not the Society agrees with USAB's position;
  b. the Board of Governors should consider whether the Communications Society should be more pro-active in bringing issues related to career development and professionalism before the membership;
  c. upon request, the Communications Society should provide technical experts to explain objective technical issues in regulatory and legislative proceedings.

- As companies downsize, Society magazines and conferences must provide a format to guide engineers and help them come to terms with a new working environment.
- Personick, Andrews, and Green will meet by the end of the year to discuss professional activities and technical policy activities and report on their findings to OpCom members. (action)

5. Meetings and Conferences -- Laane (Attachments 5a and 5b)

Laane announced his retirement in December, 1992, and outlined his objectives for the department:

A. Internationalizing Communications Society conferences.
   - Electronic Access
   - A task force for site selection, fees, and a conference support infrastructure.

B. Assessing opportunities and initiating new miniconferences

C. Technical program quality: improved session and paper review process; more global participation.

D. Planning and administrative procedures
   - Laane commended T. Stevenson on implementing workable and orderly procedures.
   - Stevenson is reviewing several new registration systems and will bring a recommendation to the Board in December. (action).
   - Laane will welcome input from the Board of Governors in the financials and database areas.
   - The Society's Conference Manual has been updated and revised by Stevenson; it will continue to be updated periodically.

E. Managing finances to produce a net surplus
   - Attendance at conferences remains "flat" for ICC and GLOBECOM.
   - ICUPC and NOMS are healthy; growth is noted in areas of conference workshops and tutorials.
• Meetings and Conferences has established an Advisory Board for policy decisions. Green congratulated Laane on an outstanding job, expressing regret at his resignation as Director of Meetings and Conferences.

6. Technical Affairs Report -- Frisch (Attachment 6)
• Four new technical committees were approved and are in the process of being organized:
  a. Gigabit per Second Networks to be chaired by Richard P. Skillen of Northern Telecom Ltd.;
  b. Data Communications Software and Protocols to be chaired by Stuart Wecker of Northeastern University;
  c. Cable Television will be chaired by Alex Futro of Cable Television Laboratories, Inc.;
  d. Personal Communication Services to be chaired by Henry Bertoni of Polytechnic University.
• Personick will take over the administration of the distinguished lecturers program.
• Frisch will request statements from the technical committees outlining potential uses for discretionary funds up to $1,000 per committee and report back to the Board. (action)
• Budgeting procedures will be outlined in the bylaws.
• The Society's budget will be expanded to include line items with approved funding when Friduss brings 1993 budget to Board in June. (action)
• Committees must plan for funding a year in advance so these monies get into budget in a timely manner.
• It was suggested that Frisch be given a budget and authorized to distribute at his discretion.
• Skillen proposed assigning individual Board members to each new technical committee to ensure these committees succeed.

7. Publications Report -- Weinstein (Attachment 7)
• Publications prices have been increased to market pricing and are on a sound footing.
• Weinstein, Kugler, and Engelson commented on excessive delays in IEEE's paying bills.
• There is currently a 15-18 month submission-to-publications delay in IEEE Transactions on Communications.
• Weinstein discussed page increases for IEEE Transactions on Communications; after deliberation, OpCom deferred action.
• Kugler suggested marketing non-member subscriptions to JSAC.
• No additional monies have been allocated to cover production of IEEE/ACM Transactions on Networking other than the original $15,000 each for 1992 and an estimated $15,000 each for 1993 from the Computer Society, Communications Society and ACM. Kugler noted that additional funds should not be allocated until it is determined which organization has responsibility for budgeting. Weinstein will check into this and the question of a cash advance for production costs. (action)
• D. Shippee is handling the new transactions' advertising promotion and direct mailings.
• The final issue for IEEE LTS is November, 1992.
• J. Kurose has resigned as Editor-in-Chief of IEEE Transactions on Communications to take over as Editor-in-Chief of IEEE/ACM Transactions on Networking; J. LoCicero, Professor at the Illinois Institute of Technology and Chairman of the Communications
Theory technical committee, was appointed to replace him as Editor-in-Chief of *IEEE Transactions on Communications*.

- Weinstein asked the Board to recommend test users for the Electronics Information Services trial, a joint project with Computer Society and AT&T, beginning in January, 1993.
- Weinstein will explore the possibilities of publishing a CD-ROM on PCS and bring his proposal to the Board in December. **(action)**
- Personick suggested that some of the "hot" technical committees publish a column in Society magazines on vital topics. Weinstein will speak to T. Plevyak, Editor-in-Chief of *IEEE Communications Magazine*, and H. Bertoni, Chairman of the Technical Committee on Personal Communications Services. **(action)**

8. **Chapters Report -- Desmond**

- Conference Proceedings and used publications from retired Communications Society members are available for distribution overseas.
- Currently forty institutions in Eastern Europe receive Communications Society magazines and transactions. Lof suggested that they also receive major conference publications, but that the Society should not seek one-time recipients for conference record overruns.

9. **Intersociety Relations Report -- Glenner (Attachments 8a and 8b)**

The Board was updated on Intersociety Activities and Glenner's representation of the Communications Society at various conferences/committees.

Frisch motioned to adjourn the meeting at 2:10 p.m.; Green seconded.

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**NO MOTIONS PASSED**

**LIST OF ACTION ITEMS**

92:35  Lof will send the revised constitution to the Board of Governors for mail ballot before GLOBECOM '92.

92:36  Slayton, Green, Dodd and Lof will rewrite and complete the bylaws.

92:37  Rowbotham will bring policies on travel grants to the Board in December.
Friduss authorized Rowbotham to approve expenditures up to $1,000 per person for conference travel grants.

Lof will bring a business plan and report to the Board in December on an Asian/Pacific Communications Society office.

Rowbotham will report back to the Board on regionalization of ballots.

Personick will report back to the Board on results of Sumner's research on dues' rebate.

Friduss and Engelson will investigate higher yields for cash reserves.

Personick will report the results of the mass new membership mailing to the Board in December.

Green, Personick, and Andrews will meet by the end of the year to discuss professional activities and technical policy activities and report back to OpCom members.

Stevenson is reviewing several new registration systems and will bring a recommendation to the Board in December.

Frisch will request statements from technical committees outlining uses for discretionary funds up to $1,000 per committee and report back to the Board.

Friduss will expand the Society's budget to include line items with approved funding.

Weinstein will check into which organization has responsibility for budgeting the new transactions and the question of a cash advance for production costs.

Weinstein will explore the possibilities of publishing a CD-ROM on PCS and bring his proposal to the Board in December.

Weinstein will speak to T. Plevyak and H. Bertoni, Chairman of the Technical Committee on Personal Communications Services, about publishing a column in IEEE Communications Magazine.

Respectfully submitted,

Carol Lof
Secretary