IEEE COMMUNICATIONS SOCIETY  
OpCom  
4 – 5- October 2004  
Santa Clara, CA, USA  

MINUTES

Attendees at the meeting were:

**Officers (voting)**  
Siller, Curtis  
Desmond, Celia  
Cheung, Nim  
Freeman, Harvey  
Gelman, Alex  
Zuckerman, Doug  

**Members-at-Large (voting)**  
Bhargava, Vijay  
Blank, Howard  
LoCicero, Joe  
Moyer, Stan  

**Directors/CIO (non-voting)**  
Goyal, Shri  
Perra, Pierre  
Tranter, Bill  
Weinstein, Steve  

**IEEE Div. III Director (voting)**  
De Marca, Roberto  

**Invited Guests**  
Worthman, Bruce  

**Absent Recording Secretary**  
Swaim, Carole  

**Officers (non-voting)**  
Blank, Howard  
Howell, Jack  

1. **Opening Remarks – Curtis Siller** (Attachment 1 – Agenda, President Reports)

   Curtis called OpCom to order at 1:00 p.m., welcoming President-Elect, Nim Cheung, and officers to this meeting held at SECON’04, a new ComSoc conference. Agenda was approved with modifications.

   Nim expressed that it was a privilege and honor to serve as President-Elect; ComSoc is in “good shape” with products and volunteers; financial difficulties can be overcome; Nim looks forward to following his distinguished predecessors as president.

2. **Officer Reports and Issues**

   A. **Budget Process Review Committee — Celia Desmond** (Attachment 2)

      Recommendation for improving budget-setting process:

      • Share financial information 20 days prior to meetings with a “user friendly” format. Celia will prepare an “instruction page” and present the new budget format to BoG2; Curtis will place item on agenda. *(action 04:26, new)*

      • Convene financial meeting prior to each BoG (extending length of meetings) to present, discuss, take motions on the budget. *(see action 04:41)*

   B. **Finance – Howard Blank** (Attachment 3)

      Roberto recommended reducing staff infrastructure by $50K, rather than reducing programs further. Staff-related issues are handled by the Staff & Facilities Committee, which then brings recommendations to the BoG, as appropriate.

      2004 Forecast

      Bruce and Howard presented the latest forecast with a $1M deficit (approximate).

      Significant changes since June:

      • Newly imposed accounting process from IEEE requiring ComSoc to record/report 18 months of conferences in 2004 (only) rather than the traditional 12; this gives ComSoc $250K additional surplus this year.

      • Downgraded forecast for *Tutorials Now* which can not meet projected sales because new inventory will not be added till year end.
2005 Budget
After BoG1, TAB FinCom directed ComSoc to improve its 2005 budget by (nearly) $700K. Subsequent meetings with IEEE produced a tentative list of budget “improvements” for 2005. During the OpCom budget-reduction session, this list was analyzed and readjusted with the following improvements proposed:

1. Cancel Management Retreat - $24.5K
2. Cancel Global Chapter Chairs Congress - $150K
3. Seek funding for Certification Program via the “new initiatives process” - $30K
4. Reduce Society Relations travel - $6K
5. Shift editorial workflow for Communications Letters $30K
6. Reduce marketing expense - $20K
7. Reduce advertising expense - $20K
8. Eliminate budget for “unanticipated” Next Generation Web Project expense - $40K
9. Budget improvements for conferences (to be identified by Shri) - $250K.
   Suggestions included raising student fees to 75% of member fee, increasing registration fees by a small amount (i.e., under 10%), purchasing LCD projectors, and eliminating advance program mails and speaker breakfasts.
10. Staff reduction $62K
11. Additional headquarters reductions (to be identified) - $50K
13. Reduce “other” volunteer travel (non-BoG) 50% - $20.2K

Total proposed improvements - $787,700

Improved Budget Format
Bruce presented the ComSoc budget using a new format showing two perspectives:
- Statement of activities, revenue, expenses, and (a different perspective)
- Income statement by product, allowing analysis of net revenue by various “products”.

Howard will determine a more accurate way to allocate staff overhead (namely, dividing time by activities and charging to appropriate conferences) and bring his recommendation to BoG2. (action 04:27, new)

C. Operations Review Committee – Bill Tranter (Attachment 4)

Current members: Bill Tranter (chair), Tom Plevyak, Steve Weinstein, Trevor Clarkson, Alex Gelman. Howard Blank, Curtis Siller, Bruce Worthman, and Jack Howell are ex-officio.

Proposed recommendations:
- Conferences to be required to meet a 20% return on expenses rather than revenue; Bill and Bruce will evaluate this option and report to the BoG. (action 04:28, new)
- Need exists for a “conflict of interest” policy; Bill/committee will draft a COI statement and bring to the BoG. (action 04:29, new)
- Expand M&C Director position to a 4-year commitment (1 year apprentice, 2-years director, 1 year advisor). Expand Past President’s service on the BoG to 2 years.

Proposed motions:
- With OpCom’s concurrence, Bill withdrew a proposed motion that all travel on IEEE business be approved in advance—Jack for staff; Curtis (or designee) for volunteers. Bill, Roberto, and Shri will redraft this proposal/motion on approving ComSoc travel and bring it to BoG2. (action 04:30, new). Suggestions go to Jack/Bill.
A web-based approval form has been created; Jack will oversee the dropdown menus. (action 04:31, new)

- Bill moved “that Division III Director bring a motion to the IEEE BoD requiring all audits of IEEE events be done by IEEE.” (motion 04:14) All approved; 10 in favor.
- Bill moved “all post-event audits for events in which ComSoc has a 50% or greater financial interest be performed by IEEE.” (motion 04:15) All approved; 10 in favor.
- Bill moved “that ICC and GLOBECOM have separate steering committees and that GiCC ceases to exist.” (motion 04:16) Approved; 7 in favor: 1 opposed (Doug).
- Bill moved “that OpCom withdraw the proposed motion that M&C staff generally takes responsibility for hotel selection and contract negotiations. In those instances where there exists demonstrable, volunteer competence and experience, or a compelling need for volunteers to handle these functions, the Director of M&C will work with the VP-MS and M&C staff to make an expeditious decision. In keeping with IEEE policy, volunteers shall not sign contracts with suppliers to ComSoc.” (motion 04:17) All approved; 9 in favor.

Bill, Shri, and Roberto will rewrite the proposal for site selection and contract negotiations of conferences and bring it to BoG2. (action 04:32, new)

D. Society Governance & Structure Committee – Celia Desmond (Attachment 5)

Officers were instructed to communicate and enforce ComSoc structure and processes, maintain boundaries, and follow procedures.

Creating a Chief Operations Officer is not recommended at this time. Committee will evaluate reducing the number of Members-at-Large. (action 04:33, new)

The moderation function on the BoG alias was removed. (action 04:25, closed)

Celia moved “that OpCom approve a BoG restructure effective 1 January 2008 with 4 Vice Presidents (tentative titles) and their direct reports as follows and that the Bylaws reflect this change:
   VP - Technical Activities
       Director - Education
   VP - Membership Relations
       Director - Membership Programs Development
       Director - Sister & Related Societies
       Regional Directors (AP, EAME, LA, NA)
   VP Publications
       Director - Magazines
       Director - Journals
   VP Conferences
       Director - Conference Operations
       Director - Conference Development” (motion 04:18) All approved; 10 in favor (goes to BoG with 2/3 majority vote needed.)

Committee will determine whether a possible conference-services provision (selling outside services) is a viable service before 2008 when the new Director - Conference Development position becomes effective. (action 04:34, new)
Meetings & Conferences – Shri Goyal
Pierre moved “that ComSoc include CCNC and SECON to the list of conferences eligible for student travel grants.” (motion 04:19) All approved; 10 in favor. There will be no change in budget allocation.

A 10% increase in conference registrations is being implemented or alternate ways are being created.

Regarding the Student registration motion tabled at BoG1 (motion 04:09), Shri recommended that the conference General Chairs and Steering Committees be given flexibility to allow a student to register at the student rate.

Tabled Motion 04:09: Student Author Registration Fees 04:04 “that the current policy of requiring at least one full/limited registration per presented conference paper be replaced with the following: ‘For an IEEE ComSoc financially sponsored M&C event with a profit/loss investment of 50% or greater:

- Each accepted paper must have at least one registration at the full or limited registration rate even if all co-authors of that paper are students.
- One (full or limited) registration is sufficient for multiple accepted papers by one author (even if the papers have co-authors) as long as the (full or limited) registered author presents all the papers. If a co-author is to present the paper, the co-author must register at the full or limited rate.
- No author/co-author needs to register more than once.'”

Shri will check the ComSoc registration form to ensure that “country information” is corrected. Celia will check TAB registration form with dropdown menus for countries listing USA first in an alphabetical list. Jack will confirm for BoG2 which countries are on the conference website drop-down menus (i.e. Taiwan). (action 04:35, new)

Shri recommends that conferences organizers manage conferences using defined guidelines and that ComSoc set guidelines/requirements for poster sessions, allowing organizers to work out details.

Shri will investigate an occurrence at MILCOM of a non-USA individual being excluded from the organizing committee and report to the BoG. (action 04:36, new)

Joe Milizzo is handling in-house production of IEEE Communications Letters (as a trial instead of IEEE). Des asked Joe to continue the evaluation in production mode (starting January 2005). Jack will, subsequently, recommend whether ComSoc should go forward with this shift in the workflow.

Des drafted incubating procedures for developing new journals; a final proposal will be forthcoming. (action 04:21: continuing)

Education – Bill Tranter
The Tutorials Now program has 9 tutorials available and 28 signed contracts ready for implementation. John Pape recommends offering renewing members a free tutorial and reducing the cost of year-old tutorials.

F. Society Relations – Nim Cheung (Attachment 7)
Signal Processing Society requested ComSoc co-sponsorship of their proposed Transaction on Forensic Security. Steve will follow up regarding technical co-sponsorship; financial co-sponsorship would be risky.
The ComSoc Journals Board is proceeding with the Brazilian Sister Society’s (SBrT) approved proposal to publish a joint issue of the Brazilian Communications Journal.

Nim will investigate advantages of translating ComSoc publications into Chinese (or Hindu); namely, abstracts rather than full papers. (action 04:37, new)

Nim and John Pape proposed a trial subscription offer (3 issues of IEEE Communications Magazine) to 5000 selected sister society members in China.

SEEEI (Israel) signed a sister-society agreement with ComSoc in September. CIC, CIE, and IETE are expected to sign agreements shortly.

G. Technical Activities – Harvey Freeman (Attachment 8)

Emerging Technologies: Ad-Hoc & Sensor Networks committee is currently being nurtured under Emerging Technologies.

Standards: Upgrading Standards Committee from “ad hoc” to “standing” is premature; Raouf Boutaba has not garnered sufficient volunteer commitments to make this viable.

H. Membership Development – Alex Gelman (Attachment 9)

Alex (with Nim/Curtis) will proceed with further steps in building ComSoc’s presence in India. (action 04:38, new) Vijay offered to lecture in January on ComSoc’s behalf.

IT Outsourcing Project: A Russian software company has signed a letter of agreement with ComSoc; a candidate was selected to provide added support for our IT department.

Membership Programs Development Board – Pierre Perra
Certification Program: The launch of this program in 2005 is postponed. Pierre pursued the IEEE New Initiatives route; when he approached IEEE New Initiatives Committee for approval, Matt Loeb recommended not seeking approval at this time.

Dues Parity: Pierre will report to BoG2 on a ComSoc dues parity system following discussions at TAB; Curtis will put item on the agenda (action 04:39, new)

Chapters:
Funding: To qualify for 2005 funding, a chapter will be required to have a Membership Development officer.

2005 Chapter Achievement Awards will be restructured. An incentive program is planned to stimulate activities and increase membership. Annual Regional Congresses are eliminated; Global Congresses will be every two years.

Marketing – Steve Weinstein
Steve will recommend launching a new publication—Practical Applications of Communications Technology and Networking—to Andrzej Jajszczyk. A business plan is needed; the publication would be “incubated” within IEEE Communications Magazine. (action 04:23 continuing)

I. ComSoc 2005 Budget – Roberto de Marca

Roberto moved “OpCom recommend that the BoG approve the 2005 Communications Society budget as presented in this meeting.” (motion 04:20) All approved; 8 in favor.

J. Bylaws Committee – Doug Zuckerman (Attachment 10)
Doug moved “in response to the size, complexity and urgency, among other factors, associated with ComSoc financial management, that OpCom2 recommend the Communications Society Constitution be changed to appropriately reflect the already expanded role of Treasurer by changing the title ‘Treasurer’ to ‘Chief Financial Officer’ and that a motion be brought to BoG2 for approval.” (motion 04:21) All approved; 9 in favor.

Doug and Howard will follow up with IEEE regarding the use of CFO and bring a position description to BoG2. (action 04:40, new)

Doug moved “that OpCom2 approve the proposed revised bylaws as a baseline for further discussion and then consideration for approval by the full Board of Governors in December.” (motion 04:22) All approved; 9 in favor. Carole will send bylaws to the BoG with comments back by October 20. Doug, Celia, and Roberto will circulate the updated revision before the December BoG and bring a final version to BoG2 for consideration for approval. (action 04:16, continuing)

K. Strategic Planning Committee – Celia Desmond  (Attachment 11)

Curtis will direct officers to submit motions prior to Board meetings to guide in setting the agenda. (action 04:41, new)

Curtis and Celia will investigate going to a BoG-meeting format that includes “caucus plus meeting” (similar to IEEE) to present, discuss, and take motions on budget issues. (action 04:42, new) (Reference Section 2A)

Jack will prepare an e-mail for incoming BoG members to familiarize them with material on the BoG web site. Pierre will revisit existing information on the BoG site. (action 04:43, new)

L. Five-Year Society Review and Three-Year Publications review – Jack Howell and Curtis Siller

Our Five-Year Society Review is progressing with a first draft due mid-October; the actual “review” will be November 17.

3. New Business – Curtis Siller  (Attachments 12 and 13)

   Electronic (Virtual) Publications - Curtis Siller (Attachment 12)

With the movement to electronic products (such as IEEE Xplore) undermining the value of Society memberships, Curtis formed a committee to assess/evaluate ComSoc-sponsored virtual publications (electronic publications). Committee members: Steve Weinstein (chair), James Hong, Mark Karol, Andrzej Jajszczyk, Des Taylor, John Pape, David Alvarez. Steve will bring a proposal/recommendation for moving forward to the Board by OpCom1 2005. (action 04:44, new)

(Note: Although ComSoc’s Digital Library personalization tools and notification features are ready to implement, Curtis asked Jack to hold back the announcement until this committee completes its evaluation.)

   Meetings & Conferences – Doug Zuckerman

Shri and Jack will research possible ways to get a “return of value” from ComSoc’s non-financially (technically co-sponsored) conferences. Possibilities include introducing an electronic distribution fee or “application fee” similar to Computer Society. Roberto and
Jack will check IEEE on charging an electronic distribution fee. Shri will report to BoG2. (action 04:45, new)

**IEEE BoD Disney Proposal** – Roberto de Marca (Attachment 13)
Curtis will work with Roberto drafting a letter to the IEEE Board of Directors on behalf of ComSoc (which represents 15% of IEEE membership) objecting to the IEEE Disney proposal. (action 04:46, new)

**IEEE Information Technology Strategic Committee (ITSG)** – Howard Blank
ITSG proposes to revamp IEEE Information Technology and is taking input from Societies. Howard asked that ComSoc review any Requests for Proposals going out.

**IEEE Communications Magazine Article in Spanish** – Celia Desmond
Celia will follow up a request from Latin America to rewrite into Spanish an abstract of an article taken from *IEEE Communications Magazine*; Celia will check copyright issues with IEEE and bring a proposal for implementation to the Board. (action 04:47, new)

4. **Executive Session – Roberto de Marca**
Roberto requested an executive session of OpCom. Parliamentarian, Joe LoCicero, confirmed a quorum. Three motions were brought forward.

- Roberto moved and Alex seconded motion #1. *Motion 04:23*; approved; 5 in favor, 3 opposed. (Note: this motion was referred to IEEE’s Legal Counsel; Curtis has now been informed that the motion was out of order.)

- Roberto moved and Harvey seconded motion #2. *Motion failed*; 3 in favor, 4 opposed.

- Roberto moved and Pierre seconded motion #3. *Motion 04:24*; approved; 5 in favor, 3 opposed. Parliamentarian was not present for this part of the Session. (Note: the motion was referred to IEEE Human Resources; Mary Ward-Callan, Managing Director of IEEE Technical Activities, subsequently advised Curtis that the motion should have been ruled “out of order”.)

5. **Closing Remarks – Curtis Siller**
After a strenuous meeting lasting a total of 13 hours, Curtis moved that OpCom2 be adjourned. The meeting adjourned at 10:41 p.m.

6. **Future Meetings – Curtis Siller**
BoG-2 – Wednesday (p.m.) – Thursday (a.m.–p.m.), 1-2 December 2004 – Dallas, TX, Management Retreat – cancelled (tentative).
OpCom1 – dates and location to be determined.

Respectfully submitted,
Carole Swaim

**ATTACHMENTS**

| Attachment 1 | Agenda, President Reports |
| Attachment 2 | Budget Process Review Committee |
Attachment 3 Finance
Attachment 4 Operations Review Committee
Attachment 5 Society Structure & Governance Committee
Attachment 6 Membership Services – M&C, Journals, Magazines, Education
Attachment 7 Society Relations
Attachment 8 Technical Activities – Standards Committee
Attachment 9 Membership Development – Membership Programs Development, Marketing, AP, EAME, LA, NA Regions
Attachment 10 Bylaws Committee
Attachment 11 Strategic Planning Committee
Attachment 12 New Business – Electronic (Virtual) Publications
Attachment 13 New Business – IEEE BoD Disney Proposal

MOTIONS PASSED THIS MEETING

04:14 “that Division III Director bring a motion to the IEEE BoD requiring all audits of IEEE events be done by IEEE.”

04:15 “all post event audits for events in which ComSoc has a 50% or greater financial interest be performed by IEEE.”

04:16 “that ICC and GLOBECOM have separate steering committees and that GICC ceases to exist.”

04:17 “to withdraw the following motion: that the M&C staff generally takes responsibility for hotel selection and contract negotiations. In those instances where there exists demonstrable, volunteer competence and experience, or a compelling need for volunteers to handle these functions, the Director of M&C will work with the VP-MS and M&C staff to make an expeditious decision. In keeping with IEEE policy, volunteers shall not sign contracts with suppliers to ComSoc.”

04:18 “that the BoG restructure itself effective1 January 2008 with 4 Vice Presidents (tentative titles) and their direct reports as follows; and that the Bylaws reflect this change:

VP - Technical Activities
   Director - Education
VP - Membership Relations
   Director - Membership Programs Development
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   Regional Directors (AP, EAME, LA, NA)
VP Publications
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   Director - Conference Operations
   Director - Conference Development
“that ComSoc include CCNC and SECON in the list of conferences eligible for student travel grants.”

“that OpCom recommend approval by the BoG of the ComSoc budget for 2005 as presented in this meeting.”

“in response to the size, complexity and urgency, among other factors, associated with ComSoc financial management, that OpCom2 recommend the Communications Society Constitution be changed to appropriately reflect the already expanded role of Treasurer by changing the title ‘Treasurer’ to ‘Chief Financial Officer’ and that a motion be brought to the Board of Governors in December for approval.”

“that OpCom 2 approve the proposed revised bylaws as a baseline for further discussion and then consideration for approval by the full Board of Governors in December.”

Moved by Roberto and seconded by Alex. (Note: this motion was referred to IEEE’s Legal Counsel; Curtis has now been informed that the motion was out of order.)

Moved by Roberto moved and seconded by Pierre. Parliamentarian was not present for this part of the Session. (Note: the motion was referred to IEEE Human Resources; Mary Ward-Callan, Managing Director of IEEE Technical Activities, subsequently advised Curtis that the motion should have been ruled “out of order”.)

**ACTION ITEMS**

04:26 new: Celia will prepare an “instruction page” and present the new budget format to BoG2; (Curtis will place item on the agenda).

04:27 new: Howard will determine a more accurate way to allocate staff overhead and bring his recommendation to BoG2.

04:28 new: Bill and Bruce will evaluate the option of conferences meeting a 20% return on expenses and report to the BoG2.

04:29 new: Bill/ORC draft a “conflict of interest” statement and bring to the BoG.

04:30 new: Bill, Roberto, and Shri will redraft the motion on approving ComSoc travel and bring it to BoG2.

04:31 new: Jack will oversee dropdown menus for the web-based travel approval form.

04:32 new: Bill, Roberto and Shri will redraft the hotel negotiation motion and bring to BoG2.

04:33 new: Celia’ committee will evaluate whether it is expedient to reduce the number of Members-at-Large.

04:34 new: Celia/committee will determine whether a possible conference services provision (selling outside services) is a viable service before 2008 when the new Director - Conference Development position becomes effective.

04:35 new: Shri, Celia, Jack: Shri will check the ComSoc registration form to ensure that “country information” is corrected. Celia will check TAB registration form with dropdown menus for countries having USA listed first in an alphabetical list. Jack will confirm for BoG2 which countries are on the conference web site dropdown menus (i.e. Taiwan).
04:36 **new:** Shri will investigate an occurrence at MILCOM of a non-USA individual being prohibited from the organizing committee; he will report to the Board.

04:37 **new:** Nim will investigate advantages of translating ComSoc publications into Chinese (or Hindu); namely, abstracts rather than full papers.

04:38 **new:** Alex (with Nim/Curtis) will proceed with the further steps in building ComSoc presence in India.

04:39 **new:** Pierre will report to BoG2 on a ComSoc dues parity system following discussions at TAB; Curtis will put item on the agenda

04:40 **new:** Doug and Howard will follow up with IEEE regarding the use of CFO and bring a position description to BoG2.

04:41 **new:** Curtis will direct officers to submit motions prior to Board meetings to guide in setting the agenda.

04:42 **new:** Curtis/Celia will investigate going to a BoG-meeting format that includes “caucus plus meeting” (similar to IEEE) to present, discuss, and take motions on budget issues.

04:43 **new:** Jack/Pierre: Jack will prepare an e-mail for incoming Bog members to familiarize them with material on the BoG web site. Pierre will revisit existing information on the BoG site.

04:44 **new:** Steve (with committee studying virtual publications) will evaluate ComSoc-sponsored publications in light of the movement to electronic products and bring a proposal/recommendation for moving forward to the Board by OpCom1 2005.

04:45 **new:** Shri, Roberto, Jack: Roberto/Jack will check on IEEE constraints regarding any “return of value” from ComSoc non-financially sponsored conferences. Shri will evaluate from an M&C standpoint and investigate the possibility of conference author posting (Roberto will check IEEE issues). Shri will report to BoG2.

04:46 **new:** Curtis will work with Roberto drafting a letter to IEEE Board of Directors on behalf of ComSoc objecting to the Disney proposal.

04:47 **new:** Celia will follow up a request from Latin America to rewrite into Spanish an abstract of an article taken from *IEEE Communications Magazine*; Celia will check copyright issues with IEEE and bring a proposal for implementation to the Board.

03:13 **continuing:** Bill will bring a revised charter to the BoG reflecting the scope of the Technical Committee on High-Speed Networking. *(change to Harvey???)*

04:05 **continuing:** James will make sure users can view top levels of the CommOntology and inform clients of this availability.

04:06 **continuing:** James will report to the Board no later than the 2004 BoG-2 meeting with a recommendation on whether or not to continue the proposed new e-publication.

04:07 **continuing:** Doug will work with Des, Andrzej and James on a process/procedures for incubating and launching e-publications. *(see action 04:21)*

04:08 **continuing:** Celia, Harvey, James, Len, David, Pierre will select and implement DL programs on-line.

04:10 **continuing:** Bill will investigate IEEE efforts in the education area.
04:16 continuing: Doug, Celia, and Roberto will circulate the updated revision before the December BoG and bring a final version to BoG2 for consideration for approval.

04:19 continuing: Mark and Howard will develop a ComSoc business plan for an electronic On-line-Reprint/Best-of Series (and include reprint software/vendor) to implement within ComSoc.

04:20 continuing: Nim and Naohisa will ask IEEE to consider extending IEEE Financial Package to Sister Societies.

04:21 continuing: Des drafted incubating procedures for developing new journals; a final proposal will be forthcoming Doug will support Des/James/Bill who will prepare a draft for OpCom2 on a “print & electronic incubator publication process”. (see action 04:07)

04:23 continuing: Steve will recommend launching a new publication—Practical Applications of Communications Technology and Networking—to Andrzej Jajszczyk. A business plan is needed; the publication would be “incubated” within IEEE Communications Magazine. Steve/John will bring a proposal to the BoG on a new magazine on Practical Applications of Communications Technology & Networking.

04:24 continuing: Jack will investigate wireless network access for BoG meetings so reports can be presented directly from officers’ individual computers.

04:15 closed: Pierre will bring funding proposal for the Certification Program to the BoG.

04:18 closed: Jack will notify the BoG of their responsibilities in the IEEE five-year Society Review and the timetable.

04:22 closed: Doug will support Shri in resolving the issue of Student Author Registration Fees within the M&C Board and report to OpCom 2.

04:25 closed: The moderation utility on the BoG alias was removed. Celia will look at the feasibility of moderated/non-moderated mailing list for BoG 2004.

03:15 closed: Going forward, the new VP - Membership Development (Alex) and his Council will reassess which conferences should have STG assistance and revise the policies and procedures accordingly.

03:18 closed: Pierre will work with Brian Bigalke (staff) on a ComSoc Executive Round Table program to determine a topics, speakers, etc., reporting to the BoG in December.