Attendees at the meeting were:

**Officers**
- Decina, Maurizio
- Weinstein, Steve
- De Marca, Roberto
- Desmond, Celia
- Anderson, Ross
- Green, Paul
- Ledbetter, Allan

**Directors**
- Daigle, John
- Bose, Ron
- Chen, Tom
- Members-at-Large
  - Prasada, Birendra
- Snelling, Dick
- Zuckerman, Doug
- Absent
  - Dahl, Jonathan
  - Miki, Tetsuya
  - Plevyak, Tom

**Invited Guests**
- Weinstein, Steve
- Chen, Tom

**Members-at-Large**
- Dahl, Jonathan

**Absent**
- Green, Paul
- Zuckerman, Doug
- Plevyak, Tom
- Skillen, Dick

**Recording Secretary**
- Swaim, Carole

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1. **Opening Remarks -- Maurizio Decina** *(Attachment 1 - Agenda)*

   Maurizio welcomed members of OpCom at 9:00 outlining issues from the June Board meeting in need of resolution.

2. **Financial Report -- Ross Anderson** *(Attachment 2)*

   - ComSoc enjoys a healthy financial state, and we expect to meet or exceed 1995 surplus projections.
   - Ross will present capital budgeting procedures to the Board in November. *(action item 95:10 - continued)*

3. **Old Business**

   A. **Legal protection for IEEE volunteers** *(action item 95:13 - continued)* -- Maurizio *(Attachment 3)*

   - Maurizio presented Dick Schwartz’s response for discussion and he will follow up with Schwartz for clarification on the following unresolved issues:
     - liability protection to cover infringement of trademarks,
     - local tax laws for offshore conferences, and
     - sponsorship of conferences at less than 51%.

   B. **ComSoc Restructure Update -- Doug** *(Attachment 4)*

   - Doug presented the latest version of the plan. The importance of ensuring a proper balance between elected and appointed officers, preserving the prerogative of the president, and sharing the workload of the Society was stressed.
   - OpCom’s consensus is that ComSoc should proceed in this direction; the task force will bring its final proposal to the BoG in November. *(action item 95:6 - continued)*

   C. **ComSoc Database Update -- Celia** *(Attachments 5a, 5b)*

   - Allan reviewed an action plan for the membership/circulation database; the next step is preparing the initial menu of fields.
   - Technical consultant, Dale Armor, supports the plan and recommends finalizing our vision and specific requirements.
• Henry Shein, IEEE Director of Strategic Planning and Institutional Research, has developed a smaller database to interface with IEEE’s and has offered to work with us.
• Maurizio asked that Celia’s task force present its final database recommendation to the Board in November. (action item 95:7 - continued)

4. Operating Plans Progress Reports

A. President -- Maurizio (Attachments 6a, 6b)

• Sister Societies European tour update
  > The draft agreement for SEE (France) includes possible cross-publishing between the societies since SEE has no English publication on telecommunications. Maurizio will initiate follow up discussions with their Executive Director, Lucien Deschamp. (action item 95:15 - new) Tom Plevyak will work with Lucien on the side letter. (action item 95:16 - new)
  > VDE (Germany) President, Hans Schuessler, will review the Sister Society proposal.
  > IEE (England) is examining our Sister Society agreement and will respond with their proposal; they suggest ComSoc consider affiliate membership in EUREL (signifying ComSoc’s intent to be an international participant in the European community).
  > Dick Skillen will contact John Midwinter, IEE Chairman-International Affairs Board, about co-sponsoring conferences in other European countries. (action item 95:17 - new)
  > IEICE (Japan) anticipates signing our Sister Society agreement in November.

• Strategic Planning Committee
  > A short-term and broadly mandated ad hoc strategic planning committee (similar to the former Skillen Committee) was proposed to define ComSoc’s long-range goals and concerns.
  > Maurizio will provide the BoG with details for this committee at GLOBECOM’95. (action item 94:55 - continued)

B. Technical Affairs Report -- Steve (Attachment 7)

• With regard to the joint Internet Technical Committee, Internet Society (ISOC) has expressed reservations about individual electronic distribution of documents and interprets IEEE’s copyright policy as ruling out such distribution. Allan read the IEEE copyright clarifying that personal distribution by the author/company is acceptable; Steve will forward this information to ISOC.
• Steve submitted an updated draft charter for the Technical Committee on Information Infrastructure (formerly Technical Committee on Data Communications Systems).

C. International Affairs Report -- Roberto (Attachment 8)

• In July ComSoc opened its Singapore office with Fanny Su in charge at an initial cost of 10k for 1995.
• De Marca moved “that the remaining dollars budgeted in 1995 for professional grants be reallocated for student grants (only one professional grant was requested this year).” Approved by unanimous consent. (motion 95:12)
• De Marca moved “that up to 25 registration fees for student travel grantees to attend GLOBECOM’95 be subsidized by ComSoc from the International Affairs budget; needed money should be added to the International Affairs budget. A budget overrun will be authorized.” Approved by unanimous consent. (motion 95:13)
D. Member Affairs -- Celia *(Attachment 9)*

- ComSoc has planned to budget one membership drive for 1996, and Celia will determine the practicality of a second drive.
- Lecture tours are scheduled or potentially scheduled for Europe, South America, Asia, and Africa.
- Maurizio asked Celia to prepare a marketing brochure (discussed at ICC) aimed at corporate executives/sister societies and highlighting the benefits of ComSoc involvement. *(Secretary’s note: this item was not budgeted for 1995.)* *(action item 95:18 - new)*
- Roberto pointed out the need for a policy regarding student conference registration fees compared with member fees. Ross will ask GICB to prepare a recommendation on student registration fees for conferences. *(action item 95:19 - new)*

E. Publications Report -- Tom *(Attachment 10)*

- Data collected from the JSAC online trial should be ready for review by the BoG in Singapore.
- In November Tom will present the Board with a proposal on “IEEE Communications Letters” (a possible new ComSoc print journal).
- Joe LoCicero steps down as Editor-in-Chief of *IEEE Transactions on Communications* at year end; he will be replaced by Des Taylor of New Zealand January 1, 1996.

F. Meetings and Conferences -- Dick Skillen *(Attachment 11)*

- Dick and Steve presented their draft proposal directly linking TCs with the major conference technical program formation/review process. A second draft will go to the Technical Affairs Council (TAC) and Maurizio in October and subsequently to the Board for approval in November. *(action item 95:20 - new)*
- The TIA/USTA agreement for SUPERCOMM’96 is under review; Dick will keep the Board advised.

G. Education Department -- John *(Attachment 12)*

- Steve will work with John on a more detailed business plan for a tutorial video series. *(action item 95:9 - continued)*

H. Chapters Department -- Tetsuya *(Attachment 13)*

- The free subscription program approved by the Board during ICC will begin in September.

I. Staff Report -- Allan *(Attachments 14a, 14b)*

- Our new Manager of Information Systems and Networking (Alex Pelaez) has been hired.
- The computer upgrade for the ComSoc staff is 50% complete at this time.
- Officers and directors should prepare policies and procedures for each of their councils/departments and submit them to Allan before the November Board meeting. *(action item 95:14 - continued)*
- *IEEE Network* and *IEEE Personal Communications* magazines are being aggressively marketed via special mailing prior to IEEE’s renewal letters going out.

5. Information Items

A. IEEE Marketing -- Jonathan Dahl *(Attachment 15)*
• The importance of the IEEE/societies working together, specifically on our three “businesses”--membership, publishing, and conferences--was emphasized.
• IEEE’s Membership Development Programs (including direct mail, member-get-a-member, conferences/exhibits, telemarketing and affiliates) generate an increasingly large percentage of new members.
• An electronic library is envisioned for IEEE where customers focus on technical rather than society information and where society structures become less significant.

B. Electronic Processes Study Group (EPSG) Report -- Ron Bose (Attachment 16)
• Allan recommended the EPSG devise a means of getting feedback from the ICC’96 CD-ROM experiment (i.e., providing a reply card) to turn this into a useful learning tool.
• Ron proposed putting a searchable online index on the World Wide Web (WWW) offered free to members/non-members. The OpCom requested further definition of the scope and procedures.

6. New Business
A. ieee.communic@tions.online -- Tom Chen (Attachment 17)
• The goal in this electronic publications initiative is to establish an archival Communications Society survey journal on the WWW complementing ComSoc print journals and allowing members worldwide to retrieve ComSoc survey publications via WWW search engines.
• Steve suggested also putting the proposed IEEE Communications Letters online.
• The OpCom endorsed the concept, but more discussion is needed on the direction it should take, and a business case must be presented.

B. New guidelines for TC’s in major conference organizations -- Dick/Steve (Attachment 18)
• See Meetings and Conferences Report (4.F)

C. New procedures for Fellow evaluations -- Steve
• Bob Aaron has proposed some changes to the IEEE Fellow nomination procedures; i.e., three pieces of evidence will be required with each application, to ensure sufficient information on which to base a decision.

D. Library Subscription Subsidies
• Birendra’s task force will bring the library subscription policy/subsidy issue to the BoG in November. (action item 95:12 - continued)
• Allan will explore Steve’s suggestion that ComSoc offer a lower price to libraries using ComSoc as their subscription agent. (action item 95:11 - continued)

7. Future Meeting Plans
• Board of Governors, November 16, 1995, Singapore
• Management Retreat, January 5-6, 1996, Tucson, AZ

The Board adjourned at 3:00 p.m.

ATTACHMENTS
Attachment 1   Agenda
Attachment 2   Financial Report
Respectfully submitted,

G. Allan Ledbetter
Secretary

MOTIONS APPROVED

95:12 “that the remaining dollars budgeted in 1995 for professional grants be reallocated for student grants.”

95:13 “that up to 25 registration fees for student travel grantees to attend GLOBECOM’95 be subsidized by ComSoc from the International Affairs budget; needed money should be added to the International Affairs budget. A budget overrun will be authorized.”

ACTION ITEMS

94:55 continued: Maurizio will provide the BoG with details for an ad hoc committee to define ComSoc long-range goals/concerns by GLOBECOM’95. original: Maurizio will appoint a new representative from North America in the Strategic Planning Committee; a new chair and additional members will also be needed.

95:6 continued: Celia, Doug and Roberto will develop a proposal for restructuring the Communications Society (final proposal in November).

95:7 continued: Celia, Steve, Allan and Dick will present their recommendation for a ComSoc database to the Board in November. original: Celia, Steve, Allan and Dick will provide Maurizio with a Communications Society database proposal by April 30 (final proposal in November).
95:9 continued: Steve will work with John on a more detailed business plan for a tutorial video series. original: John will provide a written report by April 30 on the video self-teaching tutorial program (implementation by year end).

95:10 continued: Ross will present capital budgeting procedures paralleling the society’s financial budgeting procedures to the Board in November.

95:11 continued: Allan will explore a suggestion by Steve that ComSoc offer a lower price to libraries if they use ComSoc as their subscription agent. original: Allan will look for a mechanism to offer university subscribers a subsidy in 1996 at an acceptable cost.

95:12 continued: Birendra, Steve, Roberto and Celia will bring the library subscription policy/subsidy issue to the Board in November. original: Birendra will head a task force including Steve, Roberto and Celia to establish a ComSoc policy for library subscription fees.

95:13 continued: Maurizio will follow up with Dick Schwartz on the following unresolved issues: liability protection to cover infringement of trademarks, local tax laws for offshore conferences, and sponsorship of conferences at less than 51%. original: Maurizio will refer the matter of protection for IEEE organizers from financial and civil liability to Dick Schwartz, requesting an answer by August 31.

95:14 continued: Officers and directors should prepare policies and procedures for each of their councils/departments and submit them to Allan before November’s Board meeting.

95:15 new: Maurizio will initiate follow up discussions with SEE Executive Director, Lucien Deschamp.

95:16 new: Tom will work with SEE Executive Director, Lucien Deschamp, on the side letter.

95:17 new: Dick Skillen will contact John Midwinter, IEE Chairman International Affairs Board, about co-sponsoring conferences in other European countries.

95:18 new: Celia will prepare a marketing brochure (discussed at ICC) aimed at corporate executives/sister societies and highlighting the benefits of ComSoc involvement.

95:19 new: Ross will ask GICB to prepare a recommendation on student registration fees for conferences.

95:20 new: Steve and Dick will bring a second draft on new procedures ensuring linkage of TCs into major meetings and conferences to TAC and Maurizio in October and subsequently to the Board for approval in November.