IEEE COMMUNICATIONS SOCIETY OPCOM
Friday, September 6, 1996
Amherst MA and by MBone
MINUTES

- Session 1: 6:00 a.m. to 10 a.m.
- Session 2: 7:00 p.m. to 11 p.m.

Attendees (on-site and off-site) were:

**Officers**
- Weinstein, Steve
- Decina, Maurizio
- Cheung, Nim
- Lee, Lin-shan
- de Marca, Roberto
- Anderson, Ross
- Ledbetter, Allan
- Stewart, Charlie

**Directors**
- Plevyak, Tom
- Zuckerman, Doug
- Daigle, John
- Miki, Tetsuya

**Members-at-Large**
- Kurose, Jim
- Zuckerman, Doug

**Division III Director**
- Desmond, Celia

**Absent**
- Snelling, Dick

**Invited Guests**
- Bose, Ron
- Pelaez, Alex
- Ed Schloemer

**Recording Secretary**
- Swaim, Carole

1. Opening Remarks -- Steve Weinstein *(Attachments 1a, 1b)*

Steve called the meeting to order at 6:30 a.m. welcoming members and guests to this unique OpCom-via-MBone meeting. He thanked Jim Kurose for all his time and efforts arranging and coordinating this experimental session.

* Summary/Objective of MBone Session

> The OpCom meeting was carried both by MBone (the Internet Multicast Backbone) and POTS (telephone) teleconferencing for the purpose of introducing OpCom members to the MBone--its technologies and current limitations.

> MBone remote participants were outside continental US and included Lin-shan from Taiwan and Tetsuya from Japan; Maurizio was connected by voice from Italy, participating only in the MBone experiments leading up to the meeting.

> The experiment was inconclusive because of particularly unfavorable communications conditions with the Far East.

* Executive Director Update

> Charlie will assume new responsibilities at IEEE as Staff Director, Corporate Activities, effective January 1, and will begin a transition period starting December 1; he will continue his responsibilities as ComSoc’s Acting Executive Director part-time through year end.

> Allan will provide the Board’s staff committee with a medical update.

* Sister Society Update *(AI 95:15 and 95:16, continuing)*

> Lin-shan, as Vice President of International Affairs, will coordinate sister society issues, delegating to other officers as appropriate; Clark DesSoye will be our staff liaison.

> Sister Society publications’ side agreements with KICS in Korea and CIC in China are proceeding.

> Tom noted that initial general-agreement discussions with potential sister societies should include discussions on publications whenever possible.
Steve is actively negotiating with Popov (Russia) on a general sister-society agreement. He and Tetsuya are arranging an October visit with sister societies, CIC and CIE, in China.

- **BoG Operation under Restructured ComSoc Organization**

  - Steve will appoint a Board member to plan how best to expedite Board meetings under ComSoc’s new structure; Tom and Doug will act as consultants. *(AI 96:29, new)*

- **Draft 1997 Operating Plans**

  - The draft Operating Plans of our officers/directors have been submitted and will be reviewed later.

2. **Financial Report - Ross Anderson** *(Attachments 2a, 2b, 2c, 2d 2e, 2f, 2g, 2h, 2i)*

   - **1996 ComSoc Budget Status and Forecast**

     - Surplus and investments continue to exceed budget projections for the year.
     - Ross will direct funds into a less conservative investment mix and move more short-term/cash investments into long-term.

   - **Projections on Conference Income/Expenses and Status on Delinquent Conference Financial Reports** *(AI 96:11, 96:13, closed)*

     - Ross will work with Tom Stevenson and IEEE to streamline conference financial/closing procedures.
     - ComSoc’s method of accounting for conferences will change in 1997 to reflect generally accepted accounting practices and to more closely parallel methods used by other societies.

   - **"Financial Autonomy" Study**

     - Steve moved “that Ross report to the Board on procedures and costs involved for ComSoc to manage its own finances rather than relying on IEEE services.” *(motion 96:18)* All approved. *(AI 96:30)*

   - **Returning Money to Members**

     - Roberto moved “that the Director of Publications work with staff on a proposal offering package discounts starting in 1998 for members subscribing to multiple publications, and that he bring it to the Board for approval before the June TAB meetings.” *(motion 96:19)* Approved. *(AI 96:31, new)*

   - **Control/Approval of Committee-Related Expenses at Conferences**

     - Ross moved “that conference expenses (meeting rooms, food and beverage, and audio visual) be handled in accordance with the intent of the attached proposal (Attachment 2d); two signatures will be required (staff and committee representative).” Ross amended that “this apply to Globecom and ICC.” *(motion 96:20)* All approved. This motion will go on the consent agenda in November.

   - **Travel Reimbursement Policy (revised)**

     - Ross proposed modifying section 9 in the Travel Policy (Attachment 2g) to read as follows: All travel expenses “of Communications Society officers” must be submitted on the official IEEE travel expense form and must be approved by the Executive Director or the President of ComSoc.
     - Ross moved “that OpCom approve the Communications Society Travel Policy with its proposed changes, contingent upon final approval in November after Roberto’s review of
the original and revised policy.” (motion 96:21) 9 approved, 1 against, 1 abstained. This policy will go on the consent agenda of the Board meeting in November.

> The understanding is that persons other than officers should still use the official IEEE Expense form, even though their travel is approved by someone other than the Executive Director or President.

• Steve thanked Allan and Charlie for their substantial support working with Ross on the September ComSoc Budget Report.

3. Progress on Operating Plans and Old Business

A. Staff -- Charlie (Attachments 3a, 3b, 3c, 3d)

• The 1300 square-foot office expansion and modifications have been completed.
• Society Assistant/Receptionist, Giorgie Millamena, joined our staff in August.
• Projected Staff Growth
  > Ross moved “that Charlie bring recommendations for three new staff positions--managing editor, systems analyst, and staff accountant--to the Board in November.” (motion 96:22) All approved.
  > Charlie will work with the Staff, Facilities & Investments Committee defining these job functions; he will prepare projected staff charts with responsibilities describing each position (existing and proposed). (AI 96:32, new)
  > Allan noted that these proposed staff additions should be “carefully built” and balanced with a proper understanding of how present staff positions will be affected.
• ComSoc Office Space and Five-Year Lease (AI 96:33, new)
  > Charlie will contact building management (Pembrook Management, Inc.), advise them that ComSoc is interested in a new lease for their existing space (plus some to-be-determined additional space), and begin formal negotiations.
• Staff Performance Evaluation/Career Development
  > A formal review process will begin in October; staff will provide supervisors with job performance evaluations for 1996 and also their goals, objectives and development plans for 1997; supervisors will draft preliminary evaluations and all these materials will be shared with the Staff Facilities & Investments Committee.
  > Allan pointed out that staff compensation must be included as part of these evaluations; Allan will participate in the process.
• Tax Liabilities for Offshore Conferences and Liability Protection for Volunteers
  > Globecom 96 (London) has established a reserve account.
  > IEEE’s insurance includes indemnification for volunteers; this should be sufficient to satisfy Globecom’98 officials (Australia).
• Charlie will research the IEEE/ComSoc Bylaws, etc. and report to the Board on OpCom’s authority to make decisions. (AI 96:34 new)
• IEEE Electronic Initiatives
  > IEEE invited several societies, including ComSoc, to participate in a 1997 electronic dissemination initiative to put society journals online; the start-up cost is $15K and the ongoing yearly cost is $13K.
> Ross moved “that the Board approve a $10K contribution from ComSoc’s Publications budget towards the IEEE electronic initiative, offering technical support but without further ComSoc participation.” *(motion 96:23) All approved.*

**B. Publications Report -- Tom** *(Attachments 4a, 4b 4c, 4d)*

Tom will step down as Director of Publications effective December 31 to assume his role as President-Elect. Since late 1993, the Society’s publications program has grown from seven major initiatives to nineteen, including paper-print, online/interactive, sister-society publications’ side agreements and others *(see attachment 4b).*

- Subscription growth is occurring across all ComSoc publications. Projections to year end could be as high as 17% average across all publications. Tom noted that in 1996 ComSoc will print 100(M) pages, not including conference Proceedings.

- Restructure of Publications Department
  > With the current level of activity and its demands upon an individual director, Tom moved “that OpCom approve restructuring ComSoc’s Publications Department under two directors: an appointed Director of Archival Publications (journals) and an appointed Director of Tutorial Publications (magazines) effective January 1, 1997; and that the current Director of Publications’ position terminate concurrently.” It was amended that “this will be placed on the regular agenda in November for final approval.” *(motion 96:24) All approved.* (Actual titles for these positions will be decided later.) This action will be distributed to the BoG for discussion after OpCom. *(AI 96:35, new)*

> Tom proposed that these Directors report to the President in 1997 with possible side assistance/advice from the President-Elect. In 1998 they will report to the new Vice President of Member Services. He recommends making these appointments quickly (contingent upon the Board’s final approval) as the transition period should begin immediately.

**C. Electronic Initiatives** *(Attachments 5 and 6)*

- EPSG/Online Publications - Ron Bose/Ed Schloemer *(Attachment 5)*

Members of OpCom were appalled by an apparent lack of progress to report on actual implementation of online multimedia content. There were later assurances that progress was being made.

> Targeted launch date for the pilot program of *Communications Magazine Interactive (CMI)* remains October 1.

> Joe Milizzo will post a prototype of *CMI* on the web as a preview.

> ePresence, an internet/web-site design consulting company in Red Bank, New Jersey, has been retained as our vendor for consulting, development and training services following analysis of other outside service consultant bids. *(It has since been learned that IEEE retained ePresence for *Spectrum* online/interactive development.)*

> Ed Schloemer is EPSG’s (Electronic Processes Study Group) volunteer team leader on *Communications Interactive* working with Ron.

> Our T1 line will be operational mid-September; the selection of a search engine will be made shortly.

> Articles scheduled for October publication are being reviewed by interactive technical editors for multimedia enhancements.

> Subscriber access will initially be managed by an automated name-and-member-number system restricting access to the private areas (as currently in use by *IEEE*
when we evolve towards more online sophistication, the added security of passwords will be considered.

• Database Initiatives -- Celia/Alex (AI 95:7, continuing) (Attachment 6)
  > Agreement has been reached with the Computer Society to utilize Developer 2000 as the front end of the member database.
  > A prototype of our database will be ready at Globecom’96.
  > Alex proposed Project Janus - his three-year plan to upgrade technology in the New York office; current Macintosh computers will be migrated to PC’s, creating more networking/security options for remote access and telecommuting.
  > Steve summarized the sense of the BoG: the Board of Governors strongly supports initiatives to create high quality infrastructure for staff and members. Celia, Jim and John will review Alex’s proposal and work with him on a revised (concise) proposal with total cost/benefits for presentation to the Board in November. (AI 96:36, new)

D. Membership Affairs Report -- Roberto (Attachments 7a, 7b, 7c)
  • From the 1,000 member surveys sent out last Spring, 500 responses were returned; five winners (three from overseas) will receive travel money prizes.
  • A distinguished lecture tour to Toronto/Ottawa/North Jersey chapters will take place this Fall; tours to Australia and Hong Kong/Malaysia/Singapore are being planned.
  • Steve and Roberto are investigating ways to approach/convince executives on the benefits derived if employees become ComSoc members.
  • Staff is currently developing a special recognition package (certificate, letter, pin) to be sent to all 10+ year ComSoc members.
  • Charlie and Steve will set up a program to systematically recognize member involvement in ComSoc activities (with letters and certificates). (AI 96:37, new)

E. Technical Affairs Report -- Nim (Attachments 8a, 8b)
  • Proposal for TAC's "Information Gateway" (AI 96:9, closed)
    > Edmundo de Silva and his assistants will work with Alex to reorganize the 20 technical committee web sites and evolve these sites to become information gateways; a budget line item of $3,500 is included in the 1997 budget for this purpose.
  • TAC Policy Statement and Volunteer Guidelines (AI 95:20, closed)
    > Nim is working towards developing strong technical committee roles in shaping the technical programs at our major conferences.
  • The Transmission, Access & Optical Systems charter has been revised to reflect optical activity. (AI 96:24 closed)
  • Tactical Communications Revised Charter (AI 96:25, continuing)
    Minor changes were made to the charter by the OpCom; Nim will bring this revision to the Technical Activities Council (TAC) and attach the final revised copy in his progress report to the Board of Governors in November.
  • Nim will report to the Board in November on the recommendations of his Technical Committees Recertification Committee.

F. International Affairs Report -- Lin-shan (Attachment 9)
• The new EAMEC chair succeeding Federico Tosco will be elected this Fall. (NOTE: subsequent to the OpCom meeting, Professor Horst Bessai of Germany was announced chair of EAMEC effective October 1.)

• Proposal for Travel Grants within Regions where Conferences are held. (AI 96:4, closed)

The new procedure allowing exceptions to the travel grant policy for students wishing to attend conferences within their regions will be sent to all conference organizers and announced in October’s issue of IEEE Communications Magazine.

• Additional recipients (13) have been added to the complimentary subscription program bringing the total to approximately 30. Charlie will check with IEEE as to whether these recipients are properly coded in their computer. (AI 96:38, new)

• Lin-shan will promote additional activities/services for Singapore and Brussels offices (such as the Asia/Pacific newsletter currently produced by Fanny Su).

• International Student Membership Award

> The new program approved at ICC’96 will be announced in Global Communications Newsletter and will begin in 1997. Initial progress is expected to be slow since it will be initiated by the chapters in each country.

• Steve will notify Nominations and Elections Chair, Paul Green, of the new election procedures voted on by the Board at ICC. (AI 96:39, new)

G. The following written reports are attached to the minutes; verbal reports are deferred to the Board of Governors in November (Attachments 10-13).

• Meetings and Conferences -- Doug (Attachments 10a, 10b)

• Education Report -- John (Attachments 11a, 11b)

• Chapters Report -- Tetsuya (Attachments 12a, 12b)

• Division III -- Celia (Attachments 13a, 13b)

3. Future Meetings

• Board of Governors, November 21, 1996, London, UK

• Management Retreat, January 15, 16, 1997, Miami Florida

Steve adjourned the OpCom at 11:45 p.m. thanking everyone for participating in this MBone experiment and with special thanks to Tetsuya and Lin-shan for remaining in contact via Mbone throughout the meeting.

ATTACHMENTS

Attachment 1a   Agenda
Attachment 1b   Presidents Report and 1997 Travel Budget
Attachment 1c   President’s ‘97 Operating Plan/Budget (draft)
Attachment 2a   Treasurer’s Report
Attachment 2b   Treasurer’s Operating Plan (draft)
Attachment 2c   Treasurer’s 97 Travel Budget
Attachment 2d   Conference Meeting Expenses Overview
Attachment 2e   Conference Meeting Expenses Motion
Attachment 2f   Capital Budget Procedures
Attachment 2g   ComSoc Travel Policy
Attachment 2h   ComSoc Disaster Scenario
Respectfully submitted,

Charles F. Stewart

MOTIONS PASSED

96:18 “that Ross report to the Board on procedures and costs involved for ComSoc to manage its own finances rather than relying on IEEE services.”

96:19 “that the Director of Publications work with staff on a proposal offering package discounts starting in 1998 for members subscribing to multiple publications, and that he bring it to the Board for approval before the June TAB meetings.”

96:20 “that conference expenses incurred at Globecom and ICC (meeting rooms, food and beverage, and audio visuals) be handled in accordance with the intent of the attached proposal (Attachment 2d); two signatures will be required (staff and committee representative).”

96:21 “that OpCom approve the Communications Society Travel Policy (Attachment 2g) with its proposed changes, contingent upon final approval in November after Roberto’s review of the original and revised policy.”

96:22 “that Charlie bring recommendations for three new staff positions--managing editor, systems analyst, and staff accountant--to the Board in November.”

96:23 “that the Board approve a $10K contribution from ComSoc’s publications budget towards the IEEE electronic initiative, offering technical support but without further ComSoc participation.”
that OpCom approve restructuring ComSoc’s Publications Department under two directors: an appointed Director of Archival Publications (journals) and an appointed Director of Tutorial Publications (magazines) effective January 1, 1997; and that the current Director of Publications’ position terminate concurrently; this will be placed on the regular agenda in November for final approval.” All approved. (Actual titles for these positions will be decided later.) This action will be distributed to the BoG for discussion after OpCom.

ACTION ITEMS

95:14 continuing: Officers and directors should prepare policies and procedures for each of their councils/departments and submit them to Allan.

95:15 continuing: Roberto or Celia will pursue completion of sister-societies main agreements.

95:16 continuing: Tom will complete the letters on publications with all new sister societies.

95:20 closed: Nim will report to the Board in June on the Technical Affairs Council (TAC) task force which is preparing a policy statement with volunteer guidelines.

95:7 continuing: Alex will present a prototype of the member database at Globecom. previous: Celia, Steve, and Allan will present a status report on the database at the Dallas BoG meeting.

96:4 closed: Lin-shan will prepare a plan to present at OpCom to award travel grants for people traveling long distances to attend a conference within their region.

96:8 closed: Charlie will put together a ComSoc informational presentation package for Board members to use during visits to chapters. original: Miki will prepare a plan to present at OpCom that will make it possible for Board members to visit every Chapter within three years.

96:9 closed: Nim should prepare a proposal for OpCom providing easy access to selected information.

96:11 closed: Ross will bring projections to the Board in June pinpointing conference revenue; he will convert conference accounts to cash flow and begin tracking the success rates of individual conferences.

96:13 closed: Tom and Doug will work with Ross to determine projected year-end figures for Publications and Meetings & Conferences based upon the first two months.

96:14 continuing: Steve and Ross will do an joint editorial in August on the financial “state of the Society” and vision.

96:17 closed: Nim will ask our technical committees to contribute suggestions for the distinguished speaker list.

96:18 continuing: John will submit a detailed plan for electronic tutorials by OpCom, outlining how this will be accomplished, identifying speakers, and including cost estimations. original: Steve will work with the staff (John participating) and prepare a business proposal to bring to the Board in June for two high-quality video tutorials and two online tutorials.

96:19 continuing: Steve will write an editorial with Tetsuya and a student chapter member to stimulate member interest in local chapters and to point up the Board’s interest in promoting and encouraging chapters.
96:22 continuing: **Ross and Celia** will evaluate the IEEE SAC TechFund Proposal and bring their proposal to the Board in June.

96:24 closed: **Nim** will bring the revised charter for the Transmission, Access, and Optical Systems technical committee to OpCom in September.

96:25 continuing: **Nim** will bring the current revision of the Tactical Communications technical committee charter to the Technical Activities Council (TAC) and attach the final revised copy in his progress report to the Board of Governors in November. **original**: *Nim will bring the revised charter for the Technical Committee on Tactical Communications to OpCom in September.*

96:26 continuing: **Tom** will bring a proposal to the Board in November for an Electronic Commerce Journal.

96:27 continuing: **Tom** will bring a proposal offering members an annual CD-ROM of all publications to the Board in November.


96:29 new: **Steve** will appoint a Board member to plan how best to expedite Board meetings under ComSoc’s new structure.

96:30 new: **Ross** will report to the Board on procedures and costs involved for ComSoc to manage its own finances rather than relying on IEEE services.

96:31 new: **Tom** will bring a proposal offering package discounts starting in 1998 to the Board for approval before the June TAB meetings.

96:32 new: **Charlie** will work with the Staff, Facilities & Investments Committee defining job functions for a managing editor, systems analyst, and staff accountant.; he will prepare projected staffing charts with responsibilities describing each position (existing and proposed).

96:33 new: **Charlie** will contact building management (Pembrook Management, Inc.), advise them that ComSoc is interested in a new lease for their existing space, plus some yet-to-be-determined additional space, and begin formal negotiations.

96:34 new: **Charlie** will research the IEEE/ComSoc Bylaws, etc. and report to the Board on OpCom’s authority to make decisions.

96:35 new: **Tom** will circulate the Publications Restructure proposal (motion) to the Board for discussion after OpCom.

96:36 new: **Celia, Jim and John** will review Alex’s proposal and work with him on a revised (concise) proposal with total cost/benefits for presentation to the Board in November.

96:37 new: **Charlie and Steve** will set up a program to systematically recognize member involvement in ComSoc activities (with letters and certificates).

96:38 new: **Charlie** will check with IEEE as to whether recipients of the complimentary subscription program have been properly coded into IEEE’s computer.

96:39 new: **Steve** will notify Nominations & Elections Chair, Paul Green, of the new election procedures voted on by the Board at ICC.