Attendees at the meeting were:

<table>
<thead>
<tr>
<th>Voting Officers</th>
<th>Non-Voting Officers</th>
<th>Members-at-Large</th>
<th>Directors</th>
</tr>
</thead>
<tbody>
<tr>
<td>De Marca, Roberto Plevyak, Tom Bessai, Horst Gelman, Alex Siller, Curtis Zuckerman, Doug</td>
<td>Armor, Dale Freeman, Harvey Howell, Jack</td>
<td>Cerchio, Laura Cohen, Roberta Hartmann, Paul</td>
<td>Clarkson, Trevor Kurose, Jim* Lee, Byeong* Saracco, Roberto Silvester, John</td>
</tr>
<tr>
<td>Invited BoG Members</td>
<td>Invited Guests</td>
<td>Division III</td>
<td>Recording Secretary</td>
</tr>
<tr>
<td>Robbie Cohen</td>
<td>Pape, John</td>
<td>Rowbothman, Tom</td>
<td>Swaim, Carole</td>
</tr>
</tbody>
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1. Opening Remarks - Roberto (Attachment 1)

Roberto called OpCom to order at 8:30 a.m. welcoming members and announcing results of ComSoc’s recent election. President-Elect is Celia Desmond; Members-at-Large (class of 2001-03) are Elizabeth Adams, Ross Anderson, Larry Bernstein, Harvey Freeman. Members, for the first time, had the option to vote electronically via the web. The meeting agenda was approved.

2. Reports and Issues

A. President – Roberto (Attachment 2)

Roberto summarized challenges/accomplishments/opportunities including:

- Increased support/interaction of chapters (regional/global Chapter Congresses, and expanded Distinguished Lecturers Program.
- Increased visibility via "Discover" initiative and upcoming 50th Anniversary.
- Improved web services to members through new portal initiatives.
B. ComSoc Portal - Laura (Attachment 3)

Three initiatives (including two pilot projects) are in progress: MindCrossing, Technical Content Center, and the Portal initiative (with Mainspring and Navidec proposals).

**MindCrossing:** A 90-day pilot project (web-based platform) is underway to evaluate: a) additional www site functionality for members and b) provide additional access (for industry) to ComSoc's Intellectual Property (IP). MindCrossing provides the platform, ComSoc provides the IP. The extension of this experiment will depend on the overall "web presence strategy" which should be available by November BoG. ComSoc technical papers on wireless (from 1999 to August 2000) are now available on line through MindCrossing as well as via links on www.comsoc.org. Curtis chairs the ad hoc "Content" team (Elvino Sousa, Mehmet Ulema, Jack Howell, John Pape, David Alvarez, and MindCrossing representatives) that determined and posted the content for each "mindstore" subfolder (subdivisions within "wireless").

**Technical Content Center:** In-house project headed by Joe Milizzo using available resources. TCC could become a gateway to a wide range of ComSoc technical articles highlighting current/upcoming papers on timely topics, and providing access to papers accepted for publications, but not yet appearing in print.

**ComSoc Portal Initiative:** Currently consists of two proposals – Mainspring (for defining the ComSoc Portal strategy document) and Navidec (for the portal technical development). Laura was asked to meet with her committee (Harvey, Dale, Horst, Roberto Saracco and Robbie) later that day and report back to OpCom (before adjournment) with updated goals and timelines.

Laura subsequently presented a 12-step timeline to approve a set of goals to be incorporated into a RFP (Request for Proposal) for an overall portal strategy recommendation to include "modernizing" our operational approach, business model and portal & web site architecture, integration and applications development. A final strategy document/proposal will be presented at the Management Retreat, with a prototype available by April OpCom. A first release of the portal is targeted for June BoG, 2001.

Roberto charged Curtis to revisit ComSoc's keywords initiative and bring a business plan/cost analysis to the BoG to revamp/revise the keywords. (action 00:18) Laura will contact Wei Chen, Chair of the Technical Information Committee, to involve the TIC in this portal initiative. Robbie moved "that OpCom accept the Portal report as presented." (motion 00:30) Approved.

C. Outsourcing Policy - Roberta - (Attachment 4)

Robbie presented the recommendations of her committee (Dale, Harvey, Alex, and Bill Robinson) for guiding ComSoc in determining the costs and benefits of outsourcing or using in-house resources.

Doug moved "that OpCom adopt and support the outsourcing guidelines as presented." (motion 00:31) Approved; guidelines will be applied against current and future projects.

D. Global Chapter Chairs Congress - Doug/Byeong--teleconference (Attachment 5)

After attending Power Engineering Society’s (PES) Global Congress in July,
Byeong proposed a ComSoc Global Chapter Chairs Congress in conjunction with Globecom 2001 (San Antonio).

Doug moved "that OpCom approve the GCCC 2001 as proposed, but evaluate whether the number of days can be reduced to 2 or 3." (motion 00:32) Approved. Byeong will negotiate with Ron Horn (proposed General Chair of GCCC) to shorten the length of the Congress (from five days).

E. Marketing Activities/Strategies - Roberto Saracco/John Pape (Attachment 6)

2000 Highlights:

- Current membership - 58,637.
- A Communications Letters special promotion gained 953 new subscribers. A promotion for another publication will be offered in 2001 if renewals increase.
- Response from ½ year membership campaign was 12.7% (down 3% from 1999).

2001 Goals:

- Target 50% renewal of all 2000 new members; reduce arrears.
- Increase member EPP subscriptions; launch a non-member EPP product for libraries.
- Launch affiliate member campaign.
- Challenge for Marketing is the Internet world; opportunities exist to leverage technical excellence, link with other companies (i.e., business), and reposition our market.

Upcoming Actions:

- Invitation letters mailed tuned to the Internet world.
- September Communications Magazine sent to CEO’s (via e-mail with URL). Stimulate technical committees’ involvement in visionary environments (i.e., appliances, etc.).

F. Educations Activities & Strategies - John Silvester (Attachment 7)

John will present a proposal to the BoG regarding ComSoc’s role in education. He is authorized to finance the resources needed to produce guidelines on whether or not ComSoc should pursue educational services (i.e., teaching/tutorial materials, learning modules, assessment certifications, access to primary resources, etc.) (action 00:19)

G. EAME Region Activities & Plans - Trevor (See Attachment 11a)

A Regional Chapter Chair Congress for Europe, Africa & the Middle-East (EAME) is scheduled in conjunction with ICC in Helsinki, Finland; estimated cost is $55K.

Trevor and Doug will evaluate member benefits derived from ComSoc’s use of the Brussels Regional Office and recommend to the BoG whether ComSoc should continue/discontinue using that IEEE office for member services. (action: 00:20)

H. Wireless Publications Strategic Issues - Horst Bessai (Attachment 8)
Magazines - After discussions of a proposed title change, Curtis moved "that OpCom approve renaming IEEE Personal Communications to IEEE Wireless Communications magazine as soon as possible." (motion 00:33) Approved.

Journals - Jim Kurose--teleconference
During ICC, the Journals Board unanimously concluded that a new wireless publication would severely harm existing journals and was not needed. However, with IEEE pressing for a publication on wireless; Roberto stressed that ComSoc must propose how we will proceed in this area.

With the preamble (from Jim Kurose) included below, Curtis moved:

"Having considered alternate options such as:

- a "virtual wireless transactions" (e.g., an on-line-only site indexing all ComSoc magazine/journal articles on wireless),
- subtitling the Transactions on Communications to include "wireless" in the subtitle,
- discussions with the IEEE Computer and IT societies on a new joint journal on mobility,
- it is the sense of OpCom that, because of customer demand and pressure from within IEEE, development of a new transactions in the area of wireless communications is warranted. Therefore, OpCom moves that, by 1 November 2000, a specific plan be put in place to transition JSAC-WCS to a Transactions on Wireless Communications, with the plan to include a transition schedule and an assessment of the impact of the proposed journal on existing ComSoc publications. Further, it will be noted that this Transactions will continue to ensure that the IEEE Communications Society maintains its leading role in the rapidly growing and changing field of communications." (motion 00:34) Approved.

Additionally, it is the sense of OpCom that replacing the "Wireless Communications Series" in JSAC with an Optical series will help maintain/retain the JSAC subscription levels. Roberto will invite Bill Tranter (EIC - JSAC) and Len Cimini (EIC - WCS) to report to the November BoG.

I. Executive – Jack (Attachment 9)

Discover Partnership - Jack moved "that OpCom approve ComSoc’s entering into an agreement with Discover Magazine to co-sponsor roundtables on ‘the future of wireless communications’ in 2001 and ‘the future of communications technology’ in 2002, held in conjunction with the Discover Magazine Science Innovation Awards. This agreement will contain provisions for our sponsorship fee to range from $0-$50K depending on the availability of additional sponsors." (motion 00:35) Approved. This partnership could be extended several years, but at no more than $50K/year.

50th Anniversary - Jack reviewed ten activities targeted for implementation. Roberto appointed a task force chaired by Jack (with Harvey, Curtis, Tom Plevyak and Jack McDonald) to work on the logistics. Jack will report the committee’s progress to the BoG. (action 00:21)

J. Financial - Harvey (Attachment 10)

Harvey will work with officers developing an effective reserve/spending strategy.

2000 Budget Actuals - With ComSoc’s 2000 net surplus targeted at $2.25M,
funding support may be readily approved for any/all initiatives considered by the BoG to be "in the Society’s best interests". Harvey moved "OpCom approve that ComSoc’s budgeting process be changed so that the following year’s budget is approved by the BoG at ICC." (motion 00:36) Approved. During "odd years" when a change in officers is pending, current officers will prepare budgets for the coming year, but allowing their successors time to review/modify. Harvey will present a 2001 budget and forecast to the BoG in November.

Harvey is working with Bruce to establish an electronic Conference Financial Program (Quick Books) to control/track conference budgets/actuals. Cost is $150 per conference.

K. Officer Operating Plans/Budgets/Progress Reports - Harvey (and Officers) (Attachments 11)

Membership Development - Doug – Attachment 11a

Doug moved "that OpCom approve the Membership Development budget of $1,419,800 as presented, which includes John Pape’s Marketing budget of $560,100." (motion 00:37) Approved. This reflects an increase in Student Travel Grants to $125K and a cost reduction in GCCC to accommodate a 4-day Congress.

Technical Activities - Curtis - Attachment 11b

Curtis moved "that OpCom approve the Technical Activities budget of $70,100 as presented." (motion 00:38) Approved.

Beginning next year, the food/beverage expense incurred by technical committees at ICC and Globecom will be charged to Technical Activities; funding for each technical committee was, therefore, increased to $1,500.

It is the sense of OpCom that ComSoc should not fund our representatives appointed to IEEE Councils (4 currently). Roberto proposed "beginning in 2001, that the Society not support ComSoc representatives’ travel to IEEE Council meetings, but continue yearly support contributions preset by IEEE." (motion 00:39) Approved. It is the sense of OpCom that technical committee meetings during ICC and Globecom should be listed in Advance Programs and that general invitations to attend these meetings be included in Final Programs (with time/contact information). Jack will follow up (action 00:22)

Ongoing activities: Curtis will complete TC policies and procedures (action 00:23) and transfer Optical Systems out of the Transmission Access & Optical Systems technical committee.

Information Services Development – Dale - Attachment 11c

Dale will review existing Information Systems (applying Robbie’s outsourcing/in-house guidelines) and prioritize IS projects across the four VP areas. Dale reviewed IEEE’s Oracle System now modified to include Business Objects; the decision has been reached that ComSoc will utilize IEEE’s database. Dale moved (prior to OpCom) "that the BoG approve purchasing capital equipment for the ComSoc IS center, totaling $48,500." (motion 00:40) Approved August 8 via e-mail by the BoG; 14 in favor, 1 opposed.

Robbie moved "that OpCom approve $25K in 2001 for a disaster recovery plan." (motion 00:41) Approved. Dale will define our needs and staff will outsource the project.
Dale moved "that OpCom approve the CIO budget for $42,300 as presented." (motion 00:42) Approved.

**Society Relations – Alex - Attachment 11d**

The BoG secure web site (initiated by Alex) is implemented and members are encouraged to place Board records on their web page: https://www.comsoc.org/bog2000.

Alex moved "that OpCom approve the BoG web policy as written and implementation begin immediately." (motion 00:43) Approved. When terms expire, officers will receive a CD of their web page.

Alex moved "that OpCom approve the Society Relations budget of $58,500 as presented." (motion 00:44) Approved.

**Sister Societies**

In July IEICE, KICS and ComSoc participated in the Yokohama Summit. KICS has offered to host a regional summit in Korea in 2001. IETE, REV, CIEE, and ComSoc met together at the Singapore regional summit.

Renewal agreements with AEI (Italy) on September 12 and SEE (France) on September 14 are being signed.

**Related Societies**

Alex reported on a ComSoc/Internet Society (ISOC) meeting held in July during INET in Yokohama; discussions included joint mailings of publications and cross subscriptions.

Alex moved “that OpCom allocate $60K for ComSoc to mail copies of ISOC’s magazine to ComSoc members." Not approved; 1 in favor; 9 opposed. Although not entertaining an exchange of magazines with ISOC, ComSoc will seek other ways of collaboration. Harvey recommended seeking IEEE advice on future ISOC collaborations, suggesting that OpCom "table" discussions until Globecom; approved.

**Office of President - Roberto - Attachment 11e**

Roberto realigned the Society budget to contain fewer cost centers (5), placing several areas under the Office of President: CIO, Treasurer, Members-at-Large, Division III, President-Elect or Past President, Nominations & Elections Chair, Strategic Planning Committee, and invited guests to Board meetings.

Roberto moved "that OpCom approve the Office of President budget, totaling $199,020 as presented." (motion 00:45) Approved. Roberto included the cost for a local, part-time Executive Assistant at $12K to assist the President.

**Membership Services – Horst - Attachment 11f**

Roberto charged Horst and Bill Robinson to present a final M&C travel policy to the BoG in November. (action 99:14).

Horst moved "that OpCom approve the Membership Services budget with modifications presented during the meeting, totaling $321,000". (motion 00:46) Approved. A $20K "marketing split" test (e-mail vs. Advance Program) was
dropped from the budget pending a project description; $16K for M&C travel by "other volunteers" is included pending further clarification from the M&C travel policy (being presented in November).

**Executive and Office - Jack - Attachment 11g**

Harvey recommends that a ComSoc representative/booth be provided at every major conference and will consider a proposal to the BoG.

Jack will report to the BoG in November on the $32K expense for a database server included in his Administration budget for the IS center. (action 00:24) Jack moved "that OpCom approve the Administration budget at $3,054,400 as presented. (motion 00:47) Approved.

3. Future Meetings - Roberto


Management Retreat, Thursday/Friday, 8 – 9 February 2001, Cancun, Mexico.

OpCom, Thursday/Friday, 19 – 20 April 2001, Banff, Canada (before INFOCOM).

BoG, Wednesday/Thursday, 13 – 14 June 2001 Helsinki, Finland (tentative).

4. Closing Remarks - Roberto

Roberto thanked officers and guests for their participation in this productive and informative meeting. OpCom adjourned at 1:00 p.m.

Respectfully submitted,

Carole Swaim