Attendees at the meeting were:
Note: attendees participating via teleconference do not vote.

**Officers** (voting)
- Zuckerman, Doug
- Benedetto, Sergio
- Jajszczyk, Andrzej
- Karol, Mark
- Lee, Byeong Gi (via teleconf)

**Members-at-Large** (voting)
- Bauer, Fred
- Fish, Rob

**Invited Guests**
- Modelski, Jozef
- Pach, Andrzej

**Officers** (non-voting)
- Freeman, Harvey (via teleconf)
- Howell, Jack
- Moyer, Stan

**Absent**
- De Marca, Roberto

**IEEE Div. III Director** (voting)
- Siller, Curtis

**Directors** (non-voting)
- Bouterba, Raouf
- Durrani, Tariq
- Gelman, Alex
- Goyal, Shri (via teleconf)
- Hartmann, Merrily
- Saracco, Roberto
- Shapiro, Bob (via teleconf)

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

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**1. Opening Remarks – Doug Zuckerman/ Byeong Gi Lee** (Attachment 1 – Agenda, President Reports)

Doug called OpCom2 to order at 8:30 a.m., welcoming officers and staff to Krakow and introducing invited guests, Josef Modelski, Andrez Pach, and (later) Andrea Penza.

Meeting agenda was approved with modifications. Rob Fish acted as Parliamentarian in Roberto de Marca’s absence.

Byeong presented his goals as President-Elect focusing on globalization, industry, and young leaders. Significant progress toward balanced globalization on the BoG is the objective of a recently approved MAL election process: the candidate vector is to be based on the number of new MALs per region needed to bring the post-election MAL class closest to equalizing regional representation.

Byeong will continue the current practice of seeking global diversity in his director/standing committee chair appointments and will provide career opportunities for young leaders in positions such as EiC and TC chairs. A teleconference with incoming vice presidents and the current president will discuss director appointments.

**2. Officer Reports**

**A. Division III/IEEE/TAB – Curtis Siller** (Attachment 2)

ComSoc has a significant representation on the 20 IEEE ad hoc committees established by John Vig. Five are evaluating IEEE conferences, noting that the net surplus for the 50 IEEE conferences surveyed is down $1.5M (approximately 15-20% from the previous year).

**IEEE President’s Ad hoc Committees**
At the June IEEE BoD meeting, Roberto de Marca presented two proposals from the ad hoc conference committee:

“All co-sponsored conferences must provide appropriate exhibit space, upon request, to the sponsoring IEEE organizations unit for membership and marketing purposes at no charge” in order to promote IEEE at co-sponsored conferences where IEEE is not the primary organizer.

“All MoUs (Financial and Technical Co-Sponsorships) must be submitted to IEEE Conference Services for review, final approval, and execution.”

Curtis will work with Merrily and Mark to draft a recommendation to Roberto modifying one additional conference-related motion from IEEE that is not feasible. (action 09:10, new)

B. Publications Council – Sergio Benedetto (Attachment 3)

The TAB PSPB Periodicals Review Advisory Committee (PRAC) will review 4 journals and 3 magazines in November.

One of 17 new features in Manuscript Central recommended by the Publications Council after consultation with EiCs is a set of policy statements taken from IEEE/ComSoc documents that submitting authors must now indicate they have read. (It has already been implemented.)

*IEEE Communications Letters* will launch a pilot program on “Reviewer Recognition” by year end, which will then be made available to EiCs of the other publications for possible introduction in their Editorial Board policies.

The MoU between CIC and ComSoc cosponsoring *China Communications Magazine* now includes a signed addendum limiting ComSoc’s financial contribution (up to $20K yearly for two years).

Journal policies will be reviewed and revised to bring more commonality/unity to all ComSoc journals, without limiting the autonomy of the various editorial boards.

The Publications Council recommends that the next publications team to discuss (and possibly implement if agreed) the following initiatives:

- Change the name of *IEEE Communications Letters* to *IEEE Communications & Networking Letters* to increase the number of submissions.
- Create *IEEE Transactions on Wireless Networks* (a new transaction spinning off from *IEEE Transactions on Wireless Communications*)
- Incubate potential new publications within JSAC: Ad-Hoc & Sensor Networks, Digital (Multimedia) Broadcasting, and/or Cognitive Radio
- Establish online monthly debates.

C. Technical Activities Council (TAC) – Andrzej Jajszczyk (Attachment 4)

Fellow Evaluation Committee

This year 21 candidates were ranked “exceptionally qualified” and 20 were “highly qualified.” Attempts by nominators to get their candidate selected by choosing an inappropriate Society for evaluation must be discouraged.
Communications History Committee

- Ten articles have been published in *IEEE Communications Magazine*.
- ComSoc donated $5K to Columbia’s Rare Book Library towards archiving the university’s collection of Edwin H. Armstrong papers.

Distinguished Lecturers Selection Committee:

The second round of candidates for 2010 – 2011 is in progress and efforts are continuing to vary the distribution and relevance of topics among lecturers.

Technical Committees Recertification Committee

The work of recertifying technical committees (required every 3 years) is proceeding with conclusions expected by GLOBECOM.

Standards Board - Alex Gelman

- Six technical committees selected liaisons to represent them on the Standards Board.
- DYSPAN is under IEEE-SA with ComSoc as the technical mentor (DYSPAN is in ComSoc’s domain).
- Broadband over Power Line - ComSoc Standards Board established an Oversight Committee to audit and modify this working group’s P&Ps and monitor performance.

D. Member Relations –Byeong Gi Lee/Roberto Saracco/Shri Goyal (Attachment 5)

Distinguished Speaker Program

This program (starting 2010) is being established to enable ComSoc officers and current/past distinguished lecturers to speak at chapters, etc. and, if necessary, be supported by a DSP grant (up to $500) to be used for publicity, etc.; incidental travel is not covered. The DSP program is meant to reach out to a wider community through volunteers who may give presentations as part of already existing travel (e.g., for ComSoc, for their work, and so on). It will augment the much more costly and constrained Distinguished Lecturers Program. The consensus of OpCom is to go forward with plans for this program (which is viable even with zero/minimal budgeted support).

Sister & Related Societies

The Singapore Computer Society (SCS) plans to sign an agreement with ComSoc in December.

The following new/renewal agreements with ComSoc are finalized:

- Communications & Information Society, Croatia (CCIS) – renewal
- The Electrotechnical Association of Slovenia (EZS) – renewal
- The South African Institute of Electrical Engineers (SAIEE) – new
- Société de l'Electricité, de l'Electronique et des Technologies de l'Information et de la Communication (SEE) - renewal
- Communications & Manufacturing Association of India (CMAI) - new

Sister Society Ceremony - FITCE

Andrea Penza, President of Federation of Telecommunications Engineers of the European Union Forum for European ICT professionals signed a sister Society agreement with ComSoc. FITCE is an international network of experts acting as a forum and advocate to influence thinking on industry developments.
With this agreement ComSoc gains nearly full coverage in Europe, including the following national associations: Austria, Belgium, Czech Republic, France, Germany, Greece, Ireland, Italy, Luxembourg, Poland, Romania, Spain, Netherlands, and UK.

The IEEE Technology Navigator Tool
This tool is now available and providing an intuitive way to access information on conferences, publications, and standards. It will soon be open to the general community.

E. Conference Council – Conference Issues Mark Karol (Attachment 6)

The Council’s emphasis is quality improvement for on-site conferences and conference publications.

Conferences in regional and technical areas are being developed, collaboration and sponsorships with specific outside organizations was cancelled, and the conference sponsorship process has been tightened up.

Conference tutorials are being recorded on-site for the TutorialsNow program.

IEEE No Show Policy: ComSoc has created procedures for managing the IEEE No Show Policy. Going forward, each of our portfolio events will have statements on all CFPs, conference websites, registration forms, paper processing systems, etc. that “conference organizers and attendees expect all accepted papers to be presented at the conference.” Included is IEEE’s policy: “IEEE reserves the right to exclude a paper from distribution after the conference; e.g. removal from IEEE Xplore, if the paper is not presented at the conference.”

The first conference to implement the policy was ICC 2009. The organizing committee established a list of “valid excuses” for no shows; letters were sent to no-show authors; authors entered their explanations in EDAS; Merrily, Mark and Peter Rost (ICC’09) made final decisions.

Acquisition Payments were originally established as fair compensation for acquiring content. IEEE has been paying the conferences on behalf of their Societies (OUs) and then charging back the OU. (OUs can decide to opt-in or opt out-in.)

Merrily moved “OpCom approve that ComSoc will no longer pay acquisition payments to any of our conferences.” (motion 09:28) Approved; 7 in favor. Thus, effective January 1, 2010, the Communications Society will discontinue acquisition payments to any of our sponsored events (financial sponsorships, financial co-sponsorships, and technical co-sponsorships). Starting immediately, the IEEE Conference Publications should remove all references to acquisition payments on correspondence and Letters of Acquisition regarding ComSoc sponsorships. ComSoc staff (Bruce) will follow up.

Conference/Event Applications
Currently, no processing fees are charged for conference applications until after the conference has been approved. Fred recommends that Meetings & Conferences charge a $350 non-refundable fee for all technically cosponsored conferences/events applying for approval – whether or not they are approved. The consensus of OpCom is for Conferences Council to move forward with this recommendation as they deem best for technically cosponsored events.
F. IEEE/ComSoc Coordinating Committee Update – Curtis Siller (Attachment 7)

Curtis presented a list of volunteers in IEEE positions, asking OpCom members to review and submit updates to provide a complete matrix. Byeong thanked Curtis for assuming the chair of this committee in his stead, following the revision to the Bylaws that removed the requirement that the VP-Member Relations automatically chair this committee.

G. Member Programs. Public Visibility A-H Committee – Shri Goyal (Attachment 8)

Chapter Funding Program is closed for this year with the $40K funding for the first time totally distributed among requesting chapters.

Distinguished Lecturer Program - Funding is still available for 2009. No tours will be approved this year for 2010 until at least the budget has been reviewed and approved by the BoG in December.

Ad Hoc Public Visibility Committee
The committee will define a process for identifying and vetting technical experts in regions, sections, and chapters and assist IEEE with developing a public visibility technical experts database across all IEEE Regions. Its scope, which is “public visibility” for ComSoc more generally (i.e., not just providing lists of names to IEEE), will be more clearly defined in subsequent months.

The committee recommends expanding the Marketing & Industry Relations Board to include public relations. Media publicity will include pre and post conference press releases. Doug asked Shri to work with Marketing Department and the volunteers to get content for press releases in a variety of areas. (action 09:12, new)

Industry Now - is being expanded to explore and develop customized packages for Latin America, China, Eastern Europe, and Asia Pacific.

H. Staff & Facilities – Jack Howell (Attachment 9)

ComSoc’s Society Five-Year Review is scheduled for February 2010.

IEEE required that all employee job descriptions be rewritten and to be fully compliant with state requirements (NY/NJ) to avoid legal issues. Three to four ComSoc staff will move from exempt to non-exempts status, which may have significant financial impact, e.g., overtime would have to be paid for staff working out of normal business hours at conferences.

Jack updated OpCom on the WCET. All program elements are in place, however, certification applications and income are only 30% of the original plan. New NIC funds were exhausted in June; even so, ComSoc has included the original plan in the 2009 forecast and is moving forward as originally planned. To meet overall budget needs, the program will be run at reduced expense during 2010, and a decision made by June 2010 on whether the business model is working.

I. Region 8 and Krakow Chapter presentations – Jozef Modelsk and Andrzej Pach (Attachment 10)
Jozef presented an overview of Region 8 covering the origin and early days of electrical engineering in the region, what’s happening today, how the region is managed, and finally its main activities. Region 8 hosts 300 conferences and has implemented a voluntary contribution fund to help those in low income countries attend conferences within their region. Jozef would like to see LATINCOM replicated in Region 8 and will discuss such regional involvement with Merrily and Tariq.

Andrzej Pach presented the history, formation and main activities of the Krakow Chapter—notably, this is the first ComSoc chapter established in Eastern Europe.

**J. CIO – Harvey Freemen via teleconference - (Attachment 11)**

Community Site – enhancements to profiles: Real names, location, contact information have been added to increase functionality along with restricted and unrestricted groups.

ComSoc members can utilize “GotoWebinar” as needed for ComSoc-related activities although ComSoc Board functions have priority.

The e-mail marketing vendor tool will be replaced to get improved service/lower cost.

ComSoc membership “bundle” for 2010 – ComMag digital delivery is the default choice for membership. (New/renewing members can add print for $23 additional.)

Virtual Conference Sessions will be offered for select sessions at GLOBECOM 2009, both live and recorded.

**K. Membership Trends, Recruiting and Retention – Jack Howell, Byeong Gi Lee, John Pape, Bob Shapiro (Attachment 12)**

By July end, membership was down 4% as opposed to 12% last July. To recover membership, ComSoc’s Marketing Department reverted to a manual process and extended ComSoc’s outreach by soliciting all IEEE members with no Society affiliation.

WCET certification program: Applications open; Fall exam scheduled for 12-31 October 2009.

**L. Finance Report – Stan Moyer, Bruce Worthman (Attachment 13)**

Stan reported that the 2009 forecast is still projecting a deficit of $1.7M from operations but could improve to a deficit of $1.5 million. (Another update will be provided at the BoG2.) If the positive outlook from IEEE’s investments continues through year end, the total negative effect on ComSoc's reserves may be minimal. There may also be a $200K improvement from unused volunteer travel and programs.

Stan presented the 2010 budget, which includes minor updates from the budget presented at the BoG1 in Dresden. The goal is still break-even. One item that could (or will) have 2010 budget consequences is the recommendation to charge a non-refundable $350 fee for technical co-sponsor applications to all qualified (those not exempt from the fee) applicants. (This would bring a possible $7K improvement to the budget.)

At BoG1 in Dresden a list of budget improvements was provided to close the budget gap. One item is to ask that 2010 financially sponsored conferences improve their bottom line by $200K. The proposed method of achieving this is as follows:
• no longer paying acquisition fees to conferences for their content to be sold in IEEE proceeding packages (amounts to $35K) but still requiring financially-sponsored conferences to achieve budgets equal to or greater than 20% of expense (amounts to $140K).
• remaining $25K to be saved - “TBD.”

Lastly, it was proposed that, if positive 2010 budgetary information becomes available after OpCom2, ComSoc would reinstate programs and other expenditures cut from the 2010 budget, in the following order:
• add back $20K for Distinguished Lecture Tours
• add back $20K for Chapter Funding
• add back $10K for Chapter Awards
• cancel the request for conferences to find the $25K additional surplus
• add back $25K for Student Travel Grants
• add back $30K in order to hold one RCCC

Stan and Bruce will continue to monitor forecasted revenues and expenses for 2010, adjusting the budget accordingly, and working with the Finance Committee identifying potential revenue-generating items.

Stan and Bruce will learn all the value added tax rules to budget for VAT more accurately going forward. ComSoc will manage the invoicing of over-length page charges to allow for earlier invoicing. Finally, ComSoc will introduce live conference broadcasts, with post-conference sale of recorded broadcasts, to generate supplemental conference-related revenue.

3. Closing Remarks – Doug Zuckerman

Doug thanked officers and staff for their participation and contributions and Jack and Carole for their work supporting the meeting. The OpCom-2 adjourned at 4:30 p.m.

4. Future Meetings – Doug Zuckerman

2009-BoG2  - Honolulu, HI – December 2 (p.m.) – December 3 (a.m.)
2010 Retreat – Atlanta, GA – 13 February (p.m.) – 14 February (a.m.) *
2010 BoG1 – May 25 (p.m.) – May 26 (a.m.)
2010 OpCom2 – TBD
2010- BoG2 – Miami FL, December 8 (p.m.) – December 9 (a.m.)

Note:  2-day format for BoG meetings--p.m. on second technical session day, and a.m. on third technical session day
*Note change to Saturday/Sunday

Respectfully submitted,

Carole Swaim

ATTACHMENTS

Attachment 1   Agenda, President Reports
Attachment 2 Division III/IEEE/TAB
Attachment 3 Publications Council
Attachment 4 Technical Activities Council
Attachment 5 Members Relations Council
Attachment 6 Conference Issues
Attachment 7 IEEE/ComSoc Coordination Committee
Attachment 8 Member Programs/Public Visibility
Attachment 9 Staff & Facilities
Attachment 10 Region 8 and Krakow Chapter
Attachment 11 CIO
Attachment 12 Marketing/Membership Trends
Attachment 13 Finance

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MOTIONS PASSED THIS MEETING

09:28 "OpCom approve that ComSoc will no longer pay acquisition payments to any of our conferences"

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ACTION ITEMS

09:10 new: Curtis will work with Merrily and Mark to draft a recommendation to Roberto to modify one additional conference-related motion from IEEE that is not feasible.

09:11 new: Bruce’s staff will follow-up with removing references to acquisition payments on correspondence and Letters of Acquisition regarding ComSoc sponsorships.

09:12 new: Shri will work with Marketing Department and the volunteers to get content for press releases in a variety of areas to increase public visibility.

09:09 continuing: Roberto de Marca will bring a recommendation to OpCom2 on if voting Board members who are participating BoG/OpCom meetings via teleconference should have their votes counted during such meetings.

09:01 continuing: Jack will follow-up with Mary Ward-Callan about the renewing members’ Society affiliations being shown on their renewal application forms.

09:04 continuing Shri will build a matrix outlining purposes, directions, process guidelines, accomplishments, etc. for the IndustryNow initiative and report back to the BoG.

09:05 continuing: Bob will evaluate the scope Comsoc lagging behind Societies for lapsed memberships, compare what we are doing with other Societies (noting their successes), and bring recommendations to BoG1.
08:17 continuing: Jack (for Celia) will bring proposal for additional certifications, based on the results of the 2009 Survey and the Spring 2009 WCET exam to the BoG in June 2010.

08:15 continuing: Finance Committee will assess whether offering $5 dues to members beginning in 2010 is viable.

07:06 continuing: Andrzej and Catherine Rosenberg will bring a proposal to the Board ensuring gender and geographic balance/diversity within standing committees.

09:03 closed: Roberto Saracco will report to BoG on the status of NavTech.

09:06 closed: Curtis will work with Jack on options and, if needed, will pursue action with the BoD in June to resolve funding issue for WCET from the New Initiatives Committee.