

IEEE COMMUNICATIONS SOCIETY
OpCom 2
21-22 September 2011
Venice, Italy

MINUTES

Attendees at the meeting were:

Officers (voting)

Lee, Byeong Gi
Bhargava, Vijay
Cimini, Len
Karol, Mark
Letaief, Khaled

IEEE Div III Dir/D-E (voting)

Zuckerman, Doug (via teleconf)

Officers (non-voting)

Freeman, Harvey
Gelman, Alex
Howell, Jack

Members-at-Large (voting)

Fish, Rob
Fettweis, Gerhard

Directors (non-voting)

Bregni, Stefano
Durrani, Tariq
Goyal, Shri
Greenstein, Larry
Jajszczyk, Andrzej
Moyer, Stan
Saracco, Roberto
Siller, Curtis
Stuttgart, Heinrich

Invited Guests

De Marca, Roberto
Galli, Stefano
Pape, John
Weinstein, Steve
Zorzi, Michele

Absent Officers

Benedetto, Sergio
Cheung, Nim
Sasase, Iwao

Recording Secretary

Carole Swaim

1. Opening Remarks –Byeong Gi Lee (Attachment – Agenda, President’s Reports)

Byeong called OpCom2 to order at 8:30 a.m., greeting officers/staff, and invited guests. Meeting agenda was approved with modifications; quorum of voting members confirmed. Byeong and Vijay deferred their reports to BoG2.

With ComSoc activities/horizons expanding, Byeong recommends implementing an ethics policy for BoG officers beginning in 2012-- signing an IEEE Conflict of Interest statement.

2 Officer Reports

A. Conferences – Khaled Letaief (Attachment)

Fully-sponsored conferences now have charters allowing up to two 3-year terms and 2012 chairs will be appointed by the VP-Conferences upon recommendation of the steering committee before the end of this year.

No Shows: Proceedings must be submitted to IEEE within 30 days; thus, procedures to manage and improve post-conference processing time are under development.

Khaled suggested a need for conferences to utilize social media in efforts to increase visibility/attendance. The consensus of OpCom is that he should move forward with this.

Bruce/Merrily are evaluating whether ComSoc should utilize IEEE Conference Exchange (ICX) for the technical co-sponsorship consideration/approval process..

B. Publications Council – Len Cimini (Attachment)

Wireless Communications Letters (Phase II approved by TAB in June) —WCL is scheduled to publish January 2012 (4 page limit per paper); cosponsors are Signal Processing, and Vehicular Technology Societies.

China Communications—ChinaCom is on the November TAB Publications Committee agenda. Significant changes were made to the original MoU; and the revised MoU was not providing for equal co-sponsorship. Byeong asked Len (together with Steve, Nim, and Andrzej) to examine the two MoUs and bring a recommendation to BoG2.

However, Nim has been working with the Chinese to resolve this and to re-work the MOU to ComSoc's satisfaction. Len is confident that Steve, with Jack and Nim's support, will be making the presentation at the TAB meeting in November, thus, further action by the committee will not be necessary at the moment. **(action 11:10: closed)**

Publications Council is assessing either to move *Wireless Communications* and *Network* magazines to online only or to retain the print and add on-line features including "tags."

Journal over-length page charges will start with the 9th page (rather than page 8) in 2012 in order to compete for authors. This may have a significant negative financial impact which may be partially offset by the added IEL "page" income.

C. Technical Activities – Mark Karol (Attachment)

Awards:

Number/quality of nominations improved in 2011 with our new eligibility requirements. Recently, IEEE also approved basing our prize papers on topics rather than on specific journals. Vince is working to enrich nominations for career/service awards.

Emerging Technologies: Special issues of JSAC in 2012-13 will focus on eight emerging technology areas selected from our TCs and technical subcommittees.

Members with specific interests in an emerging technology are encouraged to form subcommittees under ETC.

Fellows Evaluation: 83 nominations were evaluated/ranked by the committee for 2012.

Distinguished Lecturers Selection: The new set of lecturers will be announced the week of GLOBECOM. After terms expire, lecturers can continue lecturing under the Distinguished Speakers Program.

Communications History: The history session held at GLOBECOM may be cancelled.

Technical Committees Recertification: Cognitive Networks is being evaluated for recertification.

Technical Committees: Mark recommended redesigning the TC web site to reflect ComSoc's entire range of technical interests and work. **(action 11:11, new)**

Standards Board: The board continually seeks to engage industry participation in ComSoc via standards; and is seeking to give technical committees a greater role in standards activities.

Education Board: - Reference Section 2.M. in minutes

D. Member Relations – Stan Moyer (for Sergio Benedetto), Shri Goyal, Roberto Saracco, Tariq Durrani (Attachment)

ComSoc total membership by year end may reach 51,000 (including 1300 Affiliates from conference promotions).

Marketing & Industry Relations:

Six participants in the Corporate Patron Program will be contacted to renew agreements; business associated with technical content in conferences is a critical factor for renewals.

Social Media must be developed/utilized/promoted as a marketing/sales concept.

Wireless Training Program continues strong with 288 registrants in 8 courses as of September; with 6 courses and two Metro Area Workshops remaining in 2011.

Sister & Related Societies:

Roberto is working with 10 sister societies on renewal agreements; contracts will include specific action plans.

Roberto recommends an AP Sister Societies Summit be held with Vietnam Sister Society's (REV) 60th anniversary. Yearly Summits should coincide with area RCCC's.

Chapters and Membership Programs Development:

Chapter Awards: Four Chapter Achievement Awards are presented to the "best" chapter in each Region (\$1K each). Of those four, one is selected Chapter of the Year (\$2K). Shri is considering an added award – for exceptional achievement over the long-term.

EMEA Region

Tariq moved "that OpCom approve that the EMEA Region Director explore the possibility of a joint conference (or 'track') in an IEEE Region 8 conference devoted to emerging topics in communications or practitioner-related subjects to provide support for IEEE members in industry; financial implications—none for investigation process."

(motion 11:07) Approved. This will go to the BoG2 consent agenda.

Tariq moved "that OpCom approve the establishment of an annual Volunteer Award Recognition given to an IEEE ComSoc Member in EMEA Region for excellence in volunteer services in support of membership growth; financial implications--plaque and \$400 honorarium." **(motion 11:08)** Approved. This will go to the BoG2 consent agenda.

E. CIO – Alex Gelman (Attachment)

Digital ComMag: staff created a process turning PDF to Flipbook for desktop and mobile online viewing. Staff will integrate into existing magazines and journals. Plans are to create an iPad app as well.

Community Site: There is little demand for Blogging and the Forums feature is not utilized, while Groups are highly utilized. ComSoc will migrate to the Drupal Tool called Open Atrium. (Open Atrium is setup on test site.) IT is investigating the enhancement of Groups with Skype, web conferencing integration, and other features.

IT staff plans to replace the commercial CMS tool Eprise with a multi-domain, self-serve version of Drupal. This requires significant custom programming and migrating of our Eprise legacy data over to the Drupal tool.

Digital Library –Byeong called for a small committee (Alex, Bruce, Stan, John, James Hong) to evaluate the Digital Library product with an objective to reduce costs, build revenue, and find new ways to build products. If the recommendation is to replace Parity, alternatives, including doing it in-house, will be investigated and assessed; the committee will report to the BoG2 with a recommendation. **(action 11:7, continuing)**

F. Nominations & Elections (Attachment)

NEC is on schedule and progressing with finalizing potential candidates for the 2012 ballot for Member at Large and President Elect. Biographies and position statement for the candidates for President Elect will be sent to the BoG2 prior to its meeting.

Nominations & Elections Process Committee:

Larry moved “that OpCom approve the ‘de Marca plan’ for creating the MAL ballot be instituted (deleting the phrase ‘not being allowed to vote for 0’) as stated here:

Starting with the election of 2012, all members get the same ballot, which contains two slates: one composed of 6 candidates from NA and one with 6 candidates from the other three regions. All voting members may select up to 2 from each slate. The top 2 vote-getters from each slate are elected Member-at-Large.”

(motion 11:09) Approved. This guarantees that, after 3 election cycles, the NA contingent in the MAL class will reach a permanent size of 6.

To level the electoral playing field for President-Elect, Larry moved “that the Nominations & Elections Policies & Procedures be revised to reflect the following process for President-Elect, effective with the 2014 election cycle:

- The N&E Committee does *not* create a P-E ballot or “Short List” to present at BoG2.
- The N&E Committee *does* encourage, through announcements in magazines and on websites, and through direct contacts, qualified and interested ComSoc members to run as petition candidates.
- If, and only if, there are not at least two successful petitioners by January 31 of the election year (the date by which petition candidates are identified), the N&E Committee goes into action and selects enough candidates to bring the total to two. It cannot, however, select a failed petition candidate; and it must complete this work by the time the election ballot is to be published and distributed.

(motion 11:10) Approved. This ensures that ComSoc offers at least two P-E candidates and solves the problem NEC-selected and petition candidates.

The Bylaws state that the Division III Director / Director-Elect are voting members of OpCom (3.7.1) but not expected to participate in OpCom meetings (3.7.4). To resolve this inconsistency in the Bylaws, Mark Karol moved “that the bullet, “IEEE Division III Director/Director-Elect” be deleted from Bylaw 3.7.4, as indicated in “red” in the following:

3.7.4 All OpCom members are expected to participate in OpCom meetings with the following exceptions:

- **IEEE Division III Director/Director-Elect] ←DELETE**
- Directors
- Chief Information Officer

These members may participate as determined by the President for each meeting.”

(motion 11:11) Approved this will go to the BoG2 consent agenda.

G. Standards – Curtis Siller, Alex Gelman, Stefano Galli (Attachment)

DySPAN remains under both SASB and CSSB oversight, though it is hoped this situation will be remedied; however, this is not on the fall CSSB meeting agenda, nor is there documented evidence to show that oversight is no longer warranted.

Since BoG1, 5 news PARs have been submitted and approved by IEEE SA NesCom, two standards have been completed. It is likely that 6 or 7 new PARs will be accepted at the December IEEE SASB/NesCom meetings.

An Appeal has been lodged against CSSB by the same Appellants that earlier challenged a procedural issue associated with the P1905.1 Chair. Curtis has worked with IEEE SA legal counsel and delivered an Appellate Appeal Brief for the 5 December Panel Hearing in NJ. Recently, the Appellants have issued a complaint and requested CSSB judgment on a separate procedural issue.

Curtis and Alex reviewed discussions on ensuring meaningful and appropriate technical committee involvement in standards activities for the CSSB bylaws.

Stefano moved “that priority to serve on the Standards Development and Standardization Programs Development Boards shall be given to active members of the ComSoc Technical Committees and ComSoc volunteers. (motion 11:12) Approved.

Stefano moved “that the Directors of Standards (Standards Development and Standardization Programs Development) shall take into account the recommendations made by the VP-Technical Activities and technical committees when appointing voting members of the standards boards (Standards Development and Standardization Programs Development).” (motion 11:13) Approved.

Stefano moved “that the Past VP-Standards Activities and Past Directors of standards boards (Standards Development and Standardization Programs Development) cannot serve as voting members on ComSoc standard boards (Standards Development Board and Standardization Program Development Board), but can serve as advisors for purpose of continuity of experience.” (motion 11:14) Approved.

Stefano moved “that the Director of Standards Development Board and Director of Standardization Programs Development Board shall serve a term of two years and no more than two terms. Other voting members of standard boards (Standards Development and Standardization Programs Development) shall serve a term of two years and no more than two terms. (motion 11:15) Approved.

H. Strategic Planning – Steve Weinstein (Attachment)

Steve reviewed the status of Management Retreat Action Items (see updated Retreat Action Items on BoG 2011 Community Site). Byeong required that our Board officers complete all open items by BoG2--with none carried into 2012. (action 11:12, new)

I. Finance – Harvey Freeman (Attachment)

Harvey presented his 2011 forecast to OpCom—with ComSoc ending the year with a \$380K surplus.

Contributing factors include:

- \$200K additional surplus from conferences—more than budgeted
- \$100K less expense from ComSoc Infrastructure (due in part to staff reduction)
- More revenue from page charges and advertising than budgeted
- MILCOM, GLOBECOM, PIMRC, and SMARTGRID should perform within budget

Changes in 2012 budget since BoG1 (currently budgeting an \$182K deficit)

- Additional \$100K surplus added to OFC
- \$60K expense to cover ComSoc’s 60th Anniversary
- Plans to schedule OpCom2 2012 as a “virtual” meeting.

Harvey anticipates consecutive years of healthy surpluses and achieving a surplus budget. If IEEE/ComSoc Infrastructure charges are not lowered in 2013, ComSoc may be forced to offset the charges by seeking additional revenue.

The Finance Committee meets at GLOBECOM and will review the Multi-Society Comparative Financial Analysis as well as the Product Profitability analyzing as many as four consecutive years. Jack will check other Societies policies regarding numbers of meetings and attendance.

J. Industry Relations in Convergence Era – Roberto Saracco, Stan Moyer (Attachment)

Roberto presented an in-depth overview of the Convergent ICT Industry (called “convergent,” but in reality it is not):

- Telecoms are shrinking (in developed countries) in persons and in revenues
- Connectivity is expanding
- Computer and device areas are embedding telecommunications
- Telecommunications need to extend termination points.
- The potential market is growing for ComSoc and Telcos (although ComSoc currently targets only 15% of the industry) and there are already entrenched players and competition is played with different rules.

Byeong requested Roberto’s presentation be circulated among the OpCom members and posted on the Board of Governors 2011 Community Site.

K. 60th Anniversary – Vijay Bhargava

Within a \$60K budget, Vijay listed options for celebrating ComSoc’s 60th anniversary: special issue of *Communications Magazine*, president’s page on the anniversary, hosting a grand reception at ICC or GLOBECOM; updating “A Brief History of Communications,” publishing the ComSoc 2020 Vision, creating a special ComSoc logo, doing press releases and having a social media contest.

Vijay will create an implementation committee once he hears suggestions from OpCom; he solicited officer feedback within two weeks of OpCom2. (action 11:13, new)

L. Conference Portfolio Analysis –Khaled Letaief, Heinrich Stuetzgen (Attachment)

Khaled and Heiner reviewed the status and key elements of ComSoc’s conference portfolio analysis/plan and overall goals. Open discussion points were presented about suggested conference “class” requirements (each “class” having a specific objective/focus with different rules; i.e. surplus requirements).

- 1) Incubators
New conferences will be called incubators for the first 2 conferences and will be allowed to budget a 10% surplus; following that incubators will be "upgraded" to another class and meet the regular (20%) surplus requirement.
- 2) Small Conferences and Workshops
Small conferences and workshops (less than 100 attendees) should now be allowed to budget a 10% surplus as the amount of overhead required is lower than larger conferences.
- 3) Meetings (e.g., "Women in Engineering, chapter chairs meetings, etc.)

These do not fall under the "Conference" category; they do not deliver surplus to ComSoc, nor does M&C have related cost/losses.

Heiner requested feedback on the above items as these may go for consideration to either the Conferences Council and/or BoG2 in December. A request was made to review the financial impact of possible lower surplus requirements; and concern was raised to be careful not to have motions openly conflicting with IEEE guidelines. Both points shall be considered in the final motions for Houston. Byeong asked Heiner to bring all discussion items to the Conference Council. (**action 11:14, new**)

M. Education Programs – Stefano Bregni (Attachment)

Stefano outlined major achievements, highlighting some open issues, and presenting selected tasks and action plan of the work group on new education products aimed at industry members:

Major achievements:

- Work group on industry-oriented new education products
- Training programs on wireless engineering
- Coordination with GITC about tutorial policies
- Improving communications engineering awareness among young people
- Enriching the tutorials now program with live and recorded tutorials
- Standard evaluation scheme for tutorials in ICC/GLOBECOM
- Workgroup on next-generation education programs
- Communication and marketing
- Work group on telecommunication engineering education in the USA

Open issues:

- Need to energetically pursue activity on new education products for industry energy for the long term.
- Tasks that have been selected must be activated and implemented soon.
- New virtual courses should be added to the training program.
- Recommends considering on-site training; not limiting our scope to virtual courses.

Working Group on New Education Products aimed at industry members released its second report for OpCom2-2011 which lists selected tasks for higher priority and immediate action. Task Leaders have been identified, initial activities were reported.

N. Executive Session Byeong called for an Executive Session.

O. ComSoc 2020 Vision – Roberto Saracco (Attachment)

Roberto presented the committee's document reporting on accomplishments to date in evaluating potential directions and identifying specific actions (all targeted to ensure the Society's primary place for communications in the future world).

ComSoc's Mission: Currently our mission emphasizes valid components of our Society's goals, but dramatic changes occurring (and ongoing) in the global ecosystem (academia, industry, government, public) will profoundly redefine our mission in 2020.

The consensus of OpCom was that OpCom members should provide comments on the present draft by October 31. Based on those comments, Roberto will revise the document and prepare the Executive Summary (front piece in the document) finalizing the document in time for BoG2. (**action 10:20, continuing**)

P. Ad Hoc Committees – Byeong Gi Lee (Attachment

After reviewing all ad hoc committees, the consensus of OpCom is that the first six committees should be terminated year end with the remaining six continuing into 2012:

ComSoc 2020 Vision – under President – to be terminated

Nominations & Election Process – under President – to be terminated

Resource Review – under President – to be terminated

SmartPhonomics – under CIO – to be terminated

Business Development – under VPMR – to be terminated

Industry Services – under VPMR – to be terminated

Industry Promotion – under VPMR – to be continued

Women in Communications Engineering – under VPMR – to be continued

Cloud Communications & Networking – under VPTA – to be continued

Communications Certification - under VPTA – to be continued

Humanitarian Communications Technologies – under VPTA – to be continued

Smart Grid Communications – under VPTA – to be continued

3. Closing Remarks – Byeong Gi Lee

Byeong thanked everyone for coming to Venice noting all that was accomplished in the meeting on Standards—its importance to Industry and for providing the opportunity for TC involvement. This has been a “learning/growing period” for standards; and he expressed his expectation that the new VP position will be very successful, while acknowledging the need for strong support.

Vijay thanked Byeong for presiding over OpCom, Roberto Saracco for hosting the meeting, and for staff’s logistical involvement. OpCom adjourned at 12:15 p.m., followed by lunch.

4. Future Meetings – Byeong Gi Lee

- 2011 BoG-2: Houston, December 7 (afternoon) -8 (morning) (Wednesday/Thursday)
- 2012 Management Retreat: New York City, Monday, 23 January
- 2012 OpCom-1: Paris, Collocated with WCNC (1-4 April)
- 2012 BoG-1: Ottawa, Collocated with ICC (10-15 June)
- 2012 OpCom-2: Location TBD, 21-22 September
- 2012 BoG-2: Anaheim, Collocated with GLOBECOM (3-7 December)

Note: 2-day format for BoG meetings—p.m. on second technical session day, and a.m. on third technical session day

Respectfully submitted,

Carole Swaim

ATTACHMENTS

Attachment 1	Agenda, President Report
Attachment 2A	Conferences
Attachment 2B	Publications

Attachment 2C	Technical Activities Council
Attachment 2D	Member Relations Council
Attachment 2E	CIO
Attachment 2F	Nominations & Elections
Attachment 2G	Standards
Attachment 2H	Strategic Planning
Attachment 2I	Finance
Attachment 2J	Industry Relations in Convergence
Attachment 2L	Conference Portfolio Analysis
Attachment 2M	Education Programs
Attachment 2O	ComSoc 2020 Vision
Attachment 2P	Ad Hoc Committees

Note: Attachments above show #/lettering to reflect section in the minutes. Actual attachments are located on the Board of Governors 2011 Community Site and listed in *alpha order by last name of the reporting officer* (rather than by number).

MOTIONS PASSED THIS MEETING

EMEA Region

11:07 “that OpCom approve that the IEEE ComSoc EMEA Region Director explore the possibility of a joint conference (or ‘track’) in an IEEE Region 8 conference devoted to emerging topics in communications or practitioner-related subjects to provide support for IEEE members in industry; financial implications--none.”

EMEA Award

11:08 “that OpCom approve the establishment of an annual Volunteer Award Recognition given to an IEEE ComSoc Member in the EMEA Region for excellence in volunteer services in support of membership growth; financial implications--plaque and \$400 honorarium.”

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however, select a failed petition candidate; and it must complete this work by the time the election ballot is to be published and distributed.

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Standards Boards

11:15 “that the Director of Standards Development Board and Director of Standardization Programs Development Board shall serve a term of two years and no more than two terms. Other voting members of standard boards (Standards Development and Standardization Programs Development) shall serve a term of two years and no more than two terms.”

ACTION ITEMS

11:10 new/closed: A task force led by Len and including Steve, Nim, and Andrzej will examine the 2 *China Communications* MoUs and bring a recommendation to BoG2.

11:11 new: Mark will work with staff to redesign the TC web site to reflect the entire range of ComSoc’s technical interests and work.

11:12 new: Board officers will complete all open items on Management Retreat Action Items by BoG2 (see revised items on Community Site).

11:13 new: Officers will bring suggestions on ComSoc’s 60th anniversary to Vijay following OpCom2, Vijay will create an implementation committee.

11:14 new: Heiner will bring portfolio discussion items to the Conference Council. OpCom will give feedback on 3 items (see 2L) as these may go to BoG2 as motions.

- 11:04 continuing:** Regarding Stefano Bregni working group “New Education Products Aimed at Industry Members” report, Byeong requested Mark to discuss implementation and any financial implications with TAC and bring a motion to the BoG2 on implementing some of the ideas.
- 11:07 continuing:** Alex, Bruce, Stan, John, James Hong will evaluate the Digital Library product . They will report to BoG2 with a recommendation. *Alex will come back to the BoG with options regarding the Digital Library and Parity and Byeong requested further discussion of the Digital Library and Parity at OpCom2.*
- 10:20 continuing:** OpCom members should provide comments on the present draft by October 31. Based on those comments, Roberto will revise the document and prepare the Executive Summary (front piece in the document) finalizing the document in time for BoG2. He originally targeted the final draft by OpCom2 and approval at BoG2 with revisions at the Management Retreat.
- 10:17 continuing:** Steve will work with his Advertising Evolution Committee to propose a strategy and/or solutions to the advertising evolution.
- 10:08 continuing:** Roberto will bring a proposal to leverage the sister/related societies’ membership market.
- 10: 18 closed:** Larry Greenstein will submit a proposal to OpCom1 to address the remote prospect that all candidates go the petition route and all, or all but one, fail to get the needed signatures.
- 11:05 closed:** Larry will review with the tabled motion on the President-Elect ballot candidates (reversing the sequencing of 3f and 3g) with his Process Committee, and, if appropriate, the motion will be taken off the table at OpCom2 for further discussion.
- 11:06 closed:** Doug will bring the tabled proposal to make regional directors voting members of the Board of Governors, elected by the voting members of each ComSoc Region to the Governance Committee for review and then to OpCom2 for further discussion.
- 11:08 closed:** The Standards Activities tabled motions A and B will be brought to OpCom2 for further discussion on how best to ensure meaningful and appropriate technical committee involvement.
- 11:09 closed:** Byeong requested that Khaled post the Conference Portfolio Analysis on the main web site to ensure that we are transparent to all members. He requested that future marketing analyses, education reports and financial reports be placed on the **main web** pages so members have opportunity to comments and blog.
- 10:19 closed:** Rob Fish and GIMS will look into these scheduling overlaps of the IEEE BoD Series and ComSoc Board meetings will report back to OpCom1.
- 10:20 closed:** Alex will report to BoG2 on Smart Grid Communications Vision project.”