

**APPROVED MINUTES
IEEE COMPUTER SOCIETY
EXECUTIVE COMMITTEE MEETING**

11 June 2004

Westin Hotel

Long Beach, California USA

1. Call to Order - Chang

A meeting of the IEEE Computer Society Executive Committee was held at 4:00 p.m. on 11 June at the Westin, Long Beach, California USA. Carl K. Chang president, chaired, with Oscar N. Garcia serving as secretary.

2. Roll Call – Garcia

A roll call was held as follows:

A. Franchised Members

Carl K. Chang, President, present
Stephen L. Diamond, Past President, absent
Gerald L. Engel, President-elect, present
Oscar N. Garcia, Secretary, present
Lowell G. Johnson, First VP Electronic Products & Services, absent
Rangachar Kasturi, Treasurer, absent
Richard A. Kemmerer, Second VP Chapters Activities Board, present
James W. Moore, VP Standards Activities Board, present
Christina M. Schober, VP Conferences & Tutorials, present
Murali Varanasi, VP Educationa Activities, present
Michael R. Williams VP Publications, present
Yervant Zorian, VP Technical Activities Board, present

B. Ex officio Members (without vote):

Doris L. Carver, *Computer* EIC, present
David W. Hennage, Executive Director, present
James D. Isaak, IEEE Division VIII Director, present
Gene F. Hoffnagle, IEEE Division V Director, present

3. Introduction of Guests - Chang

The following guests and staff were present:

Angela R. Burgess	Iwao Hyakutake	Richard J. Price
Robert G. Care	John C. Keaton	Karl Reed
Georgann Carter	Anne Marie Kelly	John Reimer
Violet S. Doan	Mark Macoit	Thomas W. Williams
Desmona Harris	Roy Mangum	
Lynne Harris	Evelyn Mendoza	

4. Approval of Agenda - Chang

Motion 4: Zorian moved, Williams seconded, “MOVED, that the agenda be approved, as revised:” Motion carried by voice vote.

Add under item 26, PPM Revisions: A. Section 6.8
B. Section 16.6.1
C. Section 5.11
D. Housekeeping items

5. BLANK

6. Approval of Minutes of the 27 February 2004 Meeting – Garcia

Meeting Minutes were approved at the 8 June meeting.

7. Report of the President - Chang

President Chang gave an oral report in addition to his written report on pages 7-1 through 7-3.

8. Report of the Treasurer - Kasturi

(See pages 8-1 through 8-37 of the *Agenda Book*).

9. Report of the Executive Director - Hennage

Hennage reported on recent activities in the society (see pages 9-1 through 9-6 of the *Agenda Book*) and also noted the executive staff reports in section 44.

10. Status of Action Items - Garcia

The secretary reviewed the status of action items as of 17 May 2004 (see pages 10-1 and 10-2). Action Item 1 remains open.

ACTION ITEMS**11. BLANK****12. Periodical Page Budgets, Frequencies & Prices for 2005 - Kasturi**

Motion 12: Kasturi moved for the Finance Committee, "MOVED, that the Executive Committee of the IEEE Computer Society approves the 2005 periodical page budgets, frequencies and prices as recommended by the Treasurer". Motion carried by voice vote.

13. Member fee for 2005 - Kasturi.

Motion 13: Garcia moved for the Finance Committee, "MOVED, that the Executive Committee of the IEEE Computer Society sets the society membership fee for 2005 at \$44". Motion carried by voice vote.

14. Approval of 2005 Board of Governors Meetings & Election Schedule – Engel/Takizawa

Motion 14: Engel moved, "MOVED, that the Executive Committee of the IEEE Computer Society approves the 2005 Meetings & Elections Schedule". Motion carried by voice vote.

D R A F T*2005 Board of Governors Meetings and Election Schedule*

<u>EVENT</u>	<u>DATE</u>
1. Schedule and call for board/officer recommendations to Nominations Committee	<i>February issue</i>
2. First BOARD OF GOVERNORS MEETING (Portland, Oregon USA, Hilton)	<i>11 March</i>
3. Nominations Committee slate of officer and board candidates due to Board of Governors	<i>14 May</i>
4. Recommendations from membership for board/officer nominees mailed to Nominations Committee	<i>21 May</i>
5. Last day for board/officer petition candidates to be submitted to Board secretary	<i>1 June</i>
6. Periodical page budgets and prices and board/officer candidates approved at second BOARD OF GOVERNORS MEETING (Long Beach, California USA, Westin)	<i>11 June</i>
7. Last day for 2007 IEEE Division VIII Delegate-Director-Elect petition candidates to be submitted to IEEE	<i>10 June</i>
8. Board-selected candidate statements, biographies and pictures due in the Publications Office	<i>30 June</i>
9. Board-approved slate and call for petition candidates published in <i>Computer</i>	<i>July Issue</i>
10. Last day for members to submit board/officer petition candidates (with statements/biographies and pictures)	<i>31 July</i>
11. Schedule and call for 2008 IEEE Division V Delegate-Director-Elect Division recommendations to Nominations Committee published in <i>Computer</i>	<i>August Issue</i>
12. Ballots mailed	<i>8 August</i>
13. Candidate statements/biographies published in <i>Computer</i>	<i>September Issue</i>
14. Ballots returned and tabulated	<i>4 October</i>
15. Nominations Committee makes recommendations to Board of Governors for 2008 IEEE Division V Delegate-Director-Elect	<i>7 October</i>
16. 2008 IEEE Division V Delegate-Director-Elect slate approved at third BOARD OF GOVERNORS MEETING (Philadelphia, Pennsylvania USA, Sofitel)	<i>5 November</i>
17. Election results published in <i>Computer</i>	<i>December Issue</i>

15. MOU with Moscow - Engel

Motion 15: Engel moved for the Intersociety Cooperation Committee, “MOVED, that the Executive Committee of the IEEE Computer Society approves the renewal of the Moscow Center Agreement of Cooperation and Memorandum of Understanding with the Institute for Systems Programming of the Russian Academy of Science for a three year term beginning 1 January 2004 through 31 December 2007”. Motion carried by voice vote.

16. MOU with AIS – Engel

Motion 16: Engel moved for the Intersociety Cooperation Committee, “MOVED, that the Executive Committee of the IEEE Computer Society approves the Memorandum of Understanding with the Association for Information Systems (AIS) and recommends that the Board of Governors approve it for a 3-year term beginning immediately through 31 December 2007”. Motion carried by voice vote.

17. Approval of Special Student Offer in Region 9 – Engel

Motion 17: Engel moved for the Intersociety Cooperation Committee, “MOVED, that the Executive Committee of the IEEE Computer Society approves and recommends that the Board of Governors approves reinstating the Latin America special student offer through 31 Dec 2005; \$20 for student membership plus free digital library access”. Motion carried by voice vote.

18. 2004 Budget Amendments

None brought forward

19. Selection of Officers and Board of Governors candidates for 2004 Elections - Diamond

Motion 19: Diamond moved for the Nominations Committee, “MOVED, that the Executive Committee of the IEEE Computer Society approves the slate of candidates as proposed (amended)”. Motion carried by voice vote.

2005 President-Elect (2006 President)

Deborah M. Cooper
Yervant Zorian

2005 First Vice President

Rangachar Kasturi Michael R. Williams

2005 Second Vice President

James W. Moore *Murali R. Varanasi*

2005-2007 Terms on the Board of Governors

<i>Jean M. Bacon</i>	<i>Itaru Mimura</i>
<i>Donald J. Bagert</i>	<i>Brian M. O'Connell</i>
<i>George V. Cybenko</i>	<i>Sorel R. Reisman</i>
<i>Reiner W. Hartenstein</i>	<i>Christina M. Schober</i>
<i>James D. Isaak</i>	<i>Robert H. Sloan</i>
<i>Richard A. Kemmerer</i>	<i>Ronald J. Vetter</i>
<i>Susan K. Land</i>	

20. BLANK

21. BLANK

22. BLANK

23. BLANK

25. Amendments to the Society Bylaws - *Engel*

None brought forward.

26. Policies & Procedures Manual Revisions - Engel**A. Section 6, Conferences & Tutorials**

Motion 26A: Engel moved for the Constitution & Bylaw Committee, “MOVED, that the Executive Committee of the IEEE Computer Society approves the following revisions to Section 6 of the *Policies & Procedures Manual*”. Motion carried by voice vote.

6.8 APPROVAL OF TECHNICAL MEETINGS

All other meetings with or without expense budgets require the approval of the vice president for Conferences & Tutorials. The meeting expense budget is the total of all expenses of the meeting, as shown on the latest Technical Meeting Request Form; ~~multiplied by the percent financial commitment of the society.~~ The society’s annual budgeted expenses are the amount of the first expense budget approved by the Board of Governors for the current year.

B. Section 16, Finances

Motion 26B: Engel moved for the Constitution & Bylaw Committee, “MOVED, that the Executive Committee of the IEEE Computer Society approves the following revisions to Section 16 of the *Policies & Procedures Manual*”. Motion carried by voice vote.

SECTION 16 FINANCES**16.6 CONFERENCES AND OTHER TECHNICAL MEETINGS****16.6.1 Proposals for Conferences, Tutorials, and Workshops**

Proposals for conferences, tutorials, and workshops must be submitted on a (TMRF), as approved by the Conferences & Tutorials Board, to the appropriate volunteer services staff member. Budgets shall be shown in detail. Financial guidelines for approval of such meetings are documented in ~~another~~ section 6.8 of this manual and in the *Technical Meeting Handbook* published by the Conferences & Tutorials Board.

~~16.6.2 Approval Process~~

~~Meetings with total expense budgets less than or equal to 1% of the latest actual annual total expenditures of the society may be approved by the vice president for Conferences & Tutorials, and subsequently reported to the board. Meetings with total expense budgets between 1% and 2% of the latest actual annual total expenditures of the society may be approved by the Conferences & Tutorials Board. All meetings with expense budgets in excess of 2% of the latest actual annual total expenditures of the society must be approved by the Board of Governors.~~

C. Section 5.11

Motion 26C: Engel moved for the Constitution & Bylaw Committee, “MOVED, that the Executive Committee of the IEEE Computer Society approves the following revisions to Section 5 of the *Policies & Procedures Manual*”. Motion carried by voice vote.

5.11 VICE PRESIDENT FOR EDUCATIONAL ACTIVITIES

5.11.3 Position Responsibilities

9. Recommends candidates for ABET program evaluators ~~to CSAB/ABET through IEEE EAB Committee on Engineering Accreditation Activities.~~

D. Housekeeping Edits

Motion 26D: Engel moved for the Constitution & Bylaw Committee, “MOVED, that the Executive Committee of the IEEE Computer Society approves the following housekeeping edits to the *Policies & Procedures Manual*”. Motion carried by voice vote.

1. Section 5, Executive Committee

5.16.3.4

Coordinate ~~with the IEEE Computer Society~~ IEEE Division V or VIII Directors and Directors Elect ~~schedule with alternate Division Director~~ to ensure that at least one of them attends all IEEE ExCom meetings ~~are attended~~.

2. Section 6, C&T

6.23.2

Except as noted in 6.2123.1, IEEE Computer ~~Computer~~ Society sponsored technical meeting organizers are governed by the IEEE Policies and Procedures in regards to conflict of interest.

3. Section 10, SAB

10.3

As established in Section 1 of Article XI of the IEEE Computer Society Bylaws, the SAB is responsible for:

4. Section 11, TAB

11.2.2.1

1. The TAB OpCom will review proposed operating plans and budgets to assist TC chairs in defining adequate, substantive, and realistic technical programs and budgets. TC budget entitlements shall be computed according to the policies set forth in section ~~4211.10~~ 11.10. Once a plan is reviewed by the TAB OpCom, it will be forwarded for approval to TAB with a TAB OpCom recommendation for approval or amendment. The plan will become the official operating plan for the TC upon its approval by TAB.

5. Section 22, ICC

22.5.2 Organizational Memberships

- ~~Accreditation Board for Engineering and Technology~~
- Computer Museum
- Computing Research Association
- ~~Computing Sciences Accreditation Board~~ CSAB, Inc.
- National Council of Examiners for Engineering and Surveying
- International Federation for Information Processing (IFIP)

- International Association of Pattern Recognition
- Internet Society
- Neural Networks Council.

27. **BLANK**

28. **BLANK**

29. **BLANK**

30. **BLANK**

31. **BLANK**

32. **BLANK**

33. **ISO – *Moore***

Moore led a discussion on recent ISO/SC7 activities.

34. **IT Roundtable - *Seidman***

Seidman led a discussion on the upcoming IT Roundtable discussion at Snowbird, Utah.

35. **BLANK**

36. **BLANK**

37. **BLANK**

38. **BLANK**

39. **BLANK**

REPORTS

40. **AD HOC COMMITTEES – *No Reports***

41. **EXECUTIVE COMMITTEE MEMBERS**

41A. **President-Elect - *Engel***

No report.

41B. **Second Vice President, Chapters Activities - *Kemmerer***

(See pages 41-B-1 thru 41-B-3 of the *Agenda Book*.)

41C. **Vice President, Conferences & Tutorials - *Schober***

(See page 41-C-1 thru 41-C-4 of the *Agenda Book*.)

41D. **Vice President, Educational Activities - *Varanasi***

(See pages 41-D-1 thru 41-D-5 of the *Agenda Book*.)

41E. First Vice President, Electronic Products & Services - Johnson

(See pages 41-E-1 thru 41-D-3 of the *Agenda Book*.)

41F. Vice President, Publications - Williams

(See pages 41-F-1 of the *Agenda Book*.)

41G. Vice President, Standards Activities – Moore

(See in *Electronic Agenda Book*.)

41H. Vice President, Technical Activities - Zorian

No report.

41I. Secretary – Garcia

No report

41J. Past President - Diamond

No report.

41J. IEEE Division V/VIII Directors – Isaak/Hoffnagle

Isaak and Hoffnagle gave an oral report.

41K. Computer Editor-in-Chief - Carver

No report.

42. STANDING COMMITTEES**42A. Audit – Albert-Howard**

No Report

42B. Awards - Giloi

(See pages 42-B-1 and 42-B-2 of the *Agenda Book*.)

42C. Computer Society International Design Competition – Clements

(See pages 42-C-1 thru 42-C-3 of the *Agenda Book*.)

42D. Constitution & Bylaws – Engel

No report.

42E. Elections – Takizawa

No report.

42F. Fellows – Cain

No report.

42G. Finance – Kasturi

(See Treasurer's Report in section 8 of the *Agenda Book*.)

42H. History – Liu

No report.

42I. Intersociety Cooperation – Diamond

(See page 42-I-1 of the *Agenda Book*.)

IEEE Sensors Council Representative Report – Schober

(See page 42-I-3 of the *Agenda Book*.)

IEEE Publications Services & Products Board (IEE PSPB/TAB PUBS) – Williams

(See page 42-I-5 of the *Agenda Book*.)

IFIP/CITRON – Engel/Waxman

(See pages 42-I-7 thru 42-I-10 of the *Agenda Book*.)

42J. Membership – Diamond

(See pages 42-J-D-1 and 42-J-2 of the *Agenda Book*.)

Ombudsman/Member Services Report – Albert-Howard

(See pages 42-J-3 of the *Agenda Book*.)

42K. Nominations – Diamond

No report.

42L. Personnel and Compensation – Diamond

No report.

42M. Planning – Engel

No report.

42N. Professional Practices Committee – McConnell

(See page 42-N-1 of the *Agenda Book*.)

43. OTHER

None

44. STAFF**44A. Publisher - Burgess**

(See pages 44-A-1 thru 44-A-4 of the *Agenda Book*.)

44B. Director, Information Technology - Care

(See pages 44-B-1 thru 44B-3 of the *Agenda Book*.)

44C. Director, Administration – Doan

(See pages 44-C-1 and 44-C-2 of the *Agenda Book*.)

May 2004 Membership Report

(See pages 44-C-3 and 44-C-4 of the *Agenda Book*.)

Asia/Pacific Office Report

(See page 44-V-5 of the *Agenda Book*.)

Beijing Service Center Report

No Report

Moscow Service Center Report

No Report

44D. Director, Volunteer Services – Kelly

(See page 44-D-1 and 44-D-2 of the *Agenda Book*.)

Technical Meetings Final Reports Received Since Last Agenda Book

(See pages 44-D-3 thru 44-D-4 of the *Agenda Book*.)

Technical Meetings Approved Since Last Agenda Book

(See pages 44-D-5 thru 44-D-8 of the *Agenda Book*.)

Technical Meetings Final Reports Overdue

(See pages 44-D-9 thru 44-D-14 of the *Agenda Book*.)

Technical Meetings Schedule

(See pages 44-D-15 thru 44-D-39 of the *Agenda Book*.)

45. SPECIAL ORDERS

None.

46. UNFINISHED BUSINESS OR GENERAL ORDERS

None.

47. NEW BUSINESS

None.

48. GOOD OF THE ORDER

None

49. ANNOUNCEMENTS

None.

50. NEXT MEETING

The next meeting will be held at 8:30 a.m. on Monday, 1 November 2004 in New Orleans, Louisiana, USA

51. ADJOURNMENT

The meeting adjourned at 6:00 p.m.
