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 Education 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:

<table>
<thead>
<tr>
<th>Name</th>
<th>Position</th>
<th>Name</th>
<th>Position</th>
</tr>
</thead>
<tbody>
<tr>
<td>Angela R. Burgess</td>
<td>Iwao Hyakutake</td>
<td>Richard J. Price</td>
<td></td>
</tr>
<tr>
<td>Robert G. Care</td>
<td>John C. Keaton</td>
<td>Karl Reed</td>
<td></td>
</tr>
<tr>
<td>Georgann Carter</td>
<td>Anne Marie Kelly</td>
<td>John Reimer</td>
<td></td>
</tr>
<tr>
<td>Violet S. Doan</td>
<td>Mark Macoit</td>
<td>Thomas W. Williams</td>
<td></td>
</tr>
<tr>
<td>Desmona Harris</td>
<td>Roy Mangum</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Lynne Harris</td>
<td>Evelyn Mendoza</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

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


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.


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.
## 2005 Board of Governors Meetings and Election Schedule

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

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

20. BLANK
21. BLANK
22. BLANK
23. BLANK
25. Amendments to the Society Bylaws - Engel

None brought forward.

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 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 6.24.3.1, IEEE 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 12.10. 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-4of 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 (IEEE 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.