1. **Call to Order - Diamond**

A meeting of the IEEE Computer Society Board of Governors was held at 8:30 a.m. on 12 June at the Westin Hotel, Long Beach, California USA. Carl K. Chang, president, chaired, with Oscar N. Garcia serving as secretary.

2. **Roll Call/Proxies - Garcia**

A roll call was held as follows:

**A. Franchised Members**
- Jean M. Bacon, present
- Ricardo Baeza-Yates, present
- Carl K. Chang, President, present
- Mark J. Christensen, present
- Alan Clements, present
- Annie Combelles, absent, proxy to Christensen
- Deborah M. Cooper, present
- George V. Cybenko, present
- Stephen L. Diamond, Past President, present
- Gerald L. Engel, President-elect, absent
- Oscar N. Garcia, Secretary, present
- Ann Q. Gates, present
- Mark A. Grant, absent, no proxy
- Haruhisa Ichikawa, present
- Michel Israel, present
- Lowell G. Johnson, First VP Electronic Products & Services, present
- Richard A. Kemmerer, Second VP Chapters Activities, present
- Susan A. Mengel, absent
- James W. Moore, VP Standards Activities, present
- Bill N. Schilit, present
- Stephen B. Seidman, present
- Kathleen M. Swigger, absent, proxy to Schilit
- Makoto Takizawa, absent, proxy to Ichikawa
- Michael R. Williams VP Publications, present
- Thomas W. Williams, present

**B. Ex officio Members (without vote):**
- Rangachar Kasturi, Treasurer, absent
- Christina M. Schober, VP Conferences & Tutorials, present
- Doris L. Carver, *Computer* EIC, present
- David W. Hennage, Executive Director, present
- James D. Isaak, IEEE Division VIII Director, present
- Gene F. Hoffmagle, IEEE Division V Director, present
- Murali R. Varanasi, VP, Educational Activities Board, present
- Yervant Zorian, VP, Technical Activities Board, present
3. **Introduction of Guests - Chang**

The following guests and staff were present:

- Angela R. Burgess
- Robert G. Care
- Ram Chillarege
- Violet S. Doan
- Robert Dwyer
- Wolfgang Giloi
- Desmona Harris
- Lynne Harris
- Reiner Hartenstein
- Iwao Hyakutake
- John C. Keaton
- Anne Marie Kelly
- Roy Mangum
- Brian O’Connell
- Levant Onural
- Richard J. Price
- Karl Reed
- Pradip Srimani
- John Walz

4. **Approval of Agenda - Chang**

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

- Item 27 TCSC

5. **BLANK**

6. **Approval of Minutes of the 28 February 2004 Meeting - Garcia**

Motion 6: Garcia moved, “MOVED, that the minutes of the 28 February 2004 Meeting Board of Governors meeting be approved with minor typo corrections:” Motion carried by voice vote.

7. **Report of the President - Chang**

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

8. **Report of the Treasurer - Kasturi**

Kasturi gave the report of the Treasurer. (see pages 8-1 through 8-37 of the Agenda Book).

9. **Report of the Executive Director - Hennage**

Hennage reported on recent activity 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 of the Agenda Book). 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 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 Board of Governors 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 & Elections 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.

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**DRAFT**

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>
</tbody>
</table>
11. Schedule and call for 2008 IEEE Division V Delegate-Director-Elect Division recommendations to Nominations Committee published in Computer
   August Issue

12. Ballots mailed
   8 August

13. Candidate statements/biographies published in Computer
   September Issue

14. Ballots returned and tabulated
   4 October

15. Nominations Committee makes recommendations to Board of Governors for 2008 IEEE Division V Delegate-Director-Elect
   Four weeks prior to third BoG mtg.

16. 2008 IEEE Division V Delegate-Director-Elect slate approved at third BOARD OF GOVERNORS MEETING (Philadelphia, Pennsylvania USA, Sofitel)
   5 November

17. Election results published in Computer
   December Issue

15. BLANK

16. BLANK

17. BLANK

18. Intersociety Cooperation Committee Motions – Diamond

   A. MOU with Moscow

   Motion 18A: Engel moved for the Intersociety Cooperation Committee, “MOVED, that the Board of Governors 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.

   B. MOU with AIS

   Motion 18B: Engel moved for the Intersociety Cooperation Committee, “MOVED, that the Board of Governors 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.

   C. Latin America Student Offer

   Motion 18C: Engel moved for the Intersociety Cooperation Committee, “MOVED, that the Board of Governors 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.

19. Selection of Officers and Board of Governors candidates for 2004 Elections - Diamond
Motion 19: Diamond moved for the Nominations Committee, “MOVED, that the Board of Governors of the IEEE Computer Society approves the slate of candidates as proposed (amended)”. Motion carried by voice vote.

EXECUTIVE SESSION BEGINS

20. BLANK

21. Approval of Award Recipients - Giloi

None brought forward.

EXECUTIVE SESSION ENDS

23. 2004 Budget Amendments – Kasturi

None brought forward.

24. BLANK

25. Amendments to the Society Bylaws - Diamond

None brought forward.


A. Section 6, Conferences & Tutorials

Motion 26A: Engel moved for the Constitution & Bylaw Committee, “MOVED, that the Board of Governors 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 Board of Governors 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 Board of Governors 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 Board of Governors 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 6.24.23.1, 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 X4 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 121.10. 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. **Technical Committee on Scalable Computing - Zorian**

Motion 27: Zorian moved for the Technical Activities Board, “MOVED, that the IEEE Computer Society Board of Governors approve the merger of the Technical Committee on Supercomputing Applications (TCSC) and the Task Force on Cluster Computing (TFCC) into the Technical Committee on Scalable Computing (TCSC) with the two charters (including scope, activities and membership) merged.” Motion carried by voice vote.

28. BLANK

29. BLANK

30. BLANK

31. BLANK

32. BLANK

33. BLANK

**DISCUSSION ITEMS**
34. BLANK

35. ISO/SC7 Activities - Moore
Moore led a discussion on recent ISO/SC7 activities.

36. Online Agenda Book – Moore
Moore led a discussion on the online Agenda Book issue.

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

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 page 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 41-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
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
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 Friday, 5 November in New Orleans, Louisiana USA.

51. ADJOURNMENT

The meeting adjourned at 3:00 p.m.

ATTACHMENTS

IEEE Management Report