1. **Call to order - Chang**

A meeting of the IEEE Computer Society Executive Committee was held via teleconference on 17 August 2004 at 9:00 p.m. EST. Carl K. Chang, president, chaired, with Oscar N. Garcia as secretary.

2. **Roll Call - Garcia**

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

**B. Ex officio Members (without vote):**
Doris L. Carver, Computer EIC, present
David W. Hennage, Executive Director, present
Gene F. Hoffnagle, IEEE Division V Director, absent
James D. Isaak, IEEE Division VIII Director, present

3. **Introduction of Guests - Chang**

The following guests and staff were present:
Angela R. Burgess
Robert C. Care
Desmona D. Harris
Anne Marie Kelly
Violet S. Doan
Richard J. Price

**ACTION ITEMS**

4. **Approval of Agenda - Garcia**

Motion 4: Engel moved, Diamond seconded, "MOVED, that the agenda be approved as is." Motion carried.

5. **Approval of 6 August 2004 Meeting Minutes – Garcia**

Motion 5: Engel moved, Zorian seconded, “MOVED, that the minutes of the 6 August 2004 Executive Committee meeting be approved with the following corrections:” Motion carried by voice.

- Item 4 Engel moved and Diamond seconded
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- Item 7  Delete the word “staff” from Motion 7
- Item 8  Next Executive Committee meeting is 1 November 2004

6. President’s Report on the IT Review Committee (ITRC) Report – Chang

President Chang gave an introduction of the process of the ITRC report and of the purpose of the current meeting to suggest an action plan and to seek ExCom and BoG approval. The discussion of the ITRC report led to a proposal for the formation of an IT Oversight Committee (ITOC).

Motion 5: Isaak moved, Kasturi seconded, "MOVED, that the Executive Committee of the IEEE Computer Society directs President Chang to form an IT Oversight Committee (ITOC) composed of five individuals, not all necessarily ExCom members, but all reporting to the ExCom.” Motion carried with one abstention (Garcia recorded).

Action: President Chang. Due: 4 Nov 2004. EC 08/17/04. 5. Form an IT Oversight Committee (ITOC) composed of five individuals, not all necessarily ExCom members, but all reporting to the ExCom. Status report due at the 4 November 2004 board meeting.

7. NEXT MEETING
The next meeting will be held at 8:30 a.m. on Monday, 1 November 2004.

8. ADJOURNMENT
Meeting adjourned at 10:40 pm EDT.