1. **Call to Order - Chang**

   A meeting of the IEEE Computer Society Executive Committee was held at 8:30 a.m. on 7 February at the Hyatt Savannah Riverfront, Savannah, Georgia 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:

   **Franchised Members:**
   - Carl K. Chang, VP, President-Elect, present
   - Stephen L. Diamond, Past President, present
   - Gerald L. Engel, President-elect, absent
   - Oscar N. Garcia, Secretary, present
   - Lowell G. Johnson, First VP, Electronic Products & Services, present
   - Rangachar Kasturi, Treasurer, present
   - Richard A. Kemmerer, Second VP, Chapters Activities, present
   - 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, EIC, *Computer*, present
   - David W. Hennage, Executive Director, present
   - Gene F. Hoffnagle, IEEE Division V Director, present
   - 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
   - Violet S. Doan
   - Desmona Harris
   - Lynne Harris
   - John C. Keaton
   - Evelyn Mendoza
   - Anne Marie Kelly
   - Richard A. Price
   - Karl Reed
   - John Reimer

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1 of 8
4. Approval of Agenda - Chang

Motion 4: Williams moved, Isaak seconded, “MOVED, that the agenda be approved with the following revisions:” Motion carried.

- Item 13 Removed from the agenda
- Add item 15 EPSB/Knowledge Net Funding Approval
- Add item 16 SP5 Approval
- Add item 20B SC2004 Budget Modification
- Add item 23A PPM Modification, Section 13: Awards
- Add item 32 ITC’2004 Budget

5. BLANK

6. A. Approval of Minutes of the 21 November 2003 Meeting - Garcia

Motion 6A: Garcia moved, Kemmerer seconded, “MOVED, that the minutes of the 21 November 2003 meeting be approved with the following typo:” Motion carried by voice.

- Item 2A. Add “Second VP for Finance” to Giloi’s title.

7. Report of the President - Chang

President Chang gave an oral report in addition to his written report on pages 7-1 and 7-2.

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 9-8 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 31 January 2003 (see pages 10-1). There are no open action items.

ACTION ITEMS

11. BLANK

Motion 12: Kasturi moved for the Finance Committee, “MOVED, that the Executive Committee of the IEEE Computer Society adopts the preliminary operating budget planning targets for society programs in 2005, 2006, and 2007, expressed in thousands of US$, as follows:” Motion carried by voice vote.

<table>
<thead>
<tr>
<th>A. Program Area</th>
<th>2005</th>
<th>2006</th>
<th>2007</th>
</tr>
</thead>
<tbody>
<tr>
<td>Transactions</td>
<td>3,775.3</td>
<td>3,883.4</td>
<td>2,779.6</td>
</tr>
<tr>
<td>Magazines</td>
<td>1,205.6</td>
<td>1,253.4</td>
<td>1,705.1</td>
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<tr>
<td>Computer</td>
<td>(926.0)</td>
<td>(1,037.8)</td>
<td>(1,174.3)</td>
</tr>
<tr>
<td>Advertising</td>
<td>517.4</td>
<td>621.9</td>
<td>739.1</td>
</tr>
<tr>
<td>CS Press</td>
<td>1,055.8</td>
<td>1,034.1</td>
<td>1,145.4</td>
</tr>
<tr>
<td>Conferences</td>
<td>693.5</td>
<td>571.6</td>
<td>688.9</td>
</tr>
<tr>
<td>Technical Activities</td>
<td>(498.7)</td>
<td>(505.5)</td>
<td>(550.6)</td>
</tr>
<tr>
<td>Standards</td>
<td>(75.3)</td>
<td>(63.1)</td>
<td>(65.0)</td>
</tr>
<tr>
<td>Continuing Education</td>
<td>(102.5)</td>
<td>3.1</td>
<td>(1.4)</td>
</tr>
<tr>
<td>CS Int’l Design Comp</td>
<td>1.2</td>
<td>1.7</td>
<td>0.4</td>
</tr>
<tr>
<td>Chapters</td>
<td>(296.5)</td>
<td>(301.5)</td>
<td>(309.6)</td>
</tr>
<tr>
<td>Membership</td>
<td>(1,194.0)</td>
<td>(1,248.3)</td>
<td>(1,270.8)</td>
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<tr>
<td>Education</td>
<td>(241.9)</td>
<td>(244.8)</td>
<td>(247.8)</td>
</tr>
<tr>
<td>Awards</td>
<td>(206.9)</td>
<td>(213.5)</td>
<td>(220.3)</td>
</tr>
<tr>
<td>“General”</td>
<td>(6,335.4)</td>
<td>(6,431.4)</td>
<td>(6,698.4)</td>
</tr>
<tr>
<td>Net</td>
<td>(2,628.4)</td>
<td>(2,399.4)</td>
<td>(2,909.8)</td>
</tr>
</tbody>
</table>

*Includes IEEE Infrastructure Charge

13. IT Accreditation and CSAB Funding - Varanasi

This item was removed from the agenda.


Motion 14: Moore moved for the Professional Practices Committee, “MOVED, that the Executive Committee of the IEEE Computer Society approves the 2004 Edition of the Guide to the Software Engineering Body of Knowledge (subject to final copy-editing) and authorizes the chair of the Professional Practices Committee to proceed with printing.” Motion carried by voice vote.

15. Approval of 2005 Budget Amendment for EPSB Funding - Kasturi

Motion 15: Kasturi moved for the Finance Committee, “MOVED, that the Executive Committee of the IEEE Computer Society approves the Finance Committee’s recommendation to approve the expenditure of $239,000 in the 2005 budget for the extension of the contract with Knowledge Net, who supplies our Distance Learning courses.” Motion carried by voice vote.

16. Approval of SP5 - Carver

Motion 16: Carver moved for the Planning Committee, “MOVED, that the Executive Committee of the IEEE Computer Society approves the draft 2004 Strategic Plan (SP-5) Draft 6 as proposed, with the understanding that the published document will be subjected to professional editing.” Motion carried by voice vote.

17. BLANK

18. BLANK

19. BLANK

20. 2004 Budget Amendments
A. Capital Budget
 None brought forward.

B. Operating Budget

Motion 20B: Kasturi moved for the Finance Committee, “MOVED, that the Executive Committee of the IEEE Computer Society approves, as recommended by the Finance Committee, the use of the IEEE-CS share of the verified average surplus for SC 2002 and SC 2003, in an amount not to exceed $85K, to fund the SC Education Program, and amends the 2004 budget to take this into account.” Motion carried by voice vote.

21. BLANK

22. Amendments to the Society Bylaws - Engel
 None brought forward.


A. Section 13, Awards

Motion 23A: Diamond moved for the Constitution & Bylaws Committee, “MOVED, that the Executive Committee of the IEEE Computer Society approves the revisions to the Policies & Procedures Manual Section 13, Awards, as follows:” Motion carried by voice vote.

13.5.8 Distinguished Contributions to Public Service in a Pre-College Environment

Contributions: To further the professional and technical goals of the IEEE Computer Society in a pre-college environment.

Eligibility: Open to all, with one award per year.

Nominator: Anyone may nominate. Nominations must include specific information on activities for at least five years and be accompanied by at least two endorsement letters.

Award: Award item will consist of a plaque.

Administration: Nominations will be presented to CAB the Awards Subcommittee. Recommendations will be forwarded to the Awards Committee for final approval.

Funding Source: Funding for the award will be an expense item in the approved CAB budget at the discretion of the President.

24. BLANK

25. BLANK

26. BLANK

27. BLANK

28. BLANK

29. BLANK

30. BLANK
31. BLANK

DISCUSSION ITEMS

32. ITC Budget – Schober

Schober lead a discussion regarding the approval authority for ITC budgets.

Motion 32: Schober moved, Isaak seconded, “MOVED, that the Executive Committee of the IEEE Computer Society review PPM Section 6.8 to determine that C&T was within its powers to approve the ITC2004 with a budget of two percent of IEEE Computer Society expenses.” Motion carried by voice vote.

Action: C&B Chair. Due: 12 June 2004. BOG 02/04. 32. C&B Committee to clarify PPM Section 6.8, Approval of Technical Meetings.

33. BLANK

34. BLANK

35. BLANK

39. BLANK

REPORTS

40. AD HOC COMMITTEES

40A. Online Agenda Book – Moore
No report.

41. EXECUTIVE COMMITTEE MEMBERS

41A. President-Elect - Chang
No report.

41B. Second Vice President, Chapters Activities - Kemmerer
(See pages 41B-1 thru 41B-3 of the Agenda Book.)

41C. Vice President, Conferences & Tutorials - Schober
(See page 41C-1 thru 41-C3 of the Agenda Book.)

41D. Vice President, Educational Activities - Varanasi
(See pages 41D-1 thru 41D-5 of the Agenda Book.)
41E. **First Vice President, Electronic Products & Services - Johnson**

No report

*Digital Library Committee – Hoelzeman*
No report

*Distance Learning Committee - Aylor*
No report

*Web Redesign Committee – Swigger*
No report

41F. **Vice President, Publications - Williams**

(See pages 41F-1 and 41F-2 of the *Agenda Book*.)

41G. **Vice President, Standards Activities – Moore**

(See pages 41G-1 thru 41G-6 of the *Agenda Book*.)

Motion 41G: Moore moved for the Standards Activities Board, “MOVED, that the Executive Committee of the IEEE Computer Society encourages the IEEE-CS representative to IFIP to propose a relationship between the TCs and WGs of IFIP and appropriate boards, committees and other organizations of the IEEE Computer Society.” Motion carried by voice vote.

Action: CS representative to IFIP. Due: 12 June 2004. BOG 02/04. 41G. Propose a relationship between the TCs and WGs of IFIP and appropriate boards, committees and other organizations of the IEEE Computer Society.

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**

(See pages 42A-1 thru 42A-6 of the *Agenda Book.* )
42B. Awards - Giloi

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

42C. Computer Society International Design Competition – Clements

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

IEEE Sensors Council Representative Report – Schober

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

42J. Membership – Diamond

Ombudsman/Member Services Report – Albert-Howard

(See attachment 42J 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 pages 42N-1 and 42N-2 of the Agenda Book.)

CSDP Report – Bagert

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

43. OTHER

None

44. BLANK

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 Tuesday, 8 June 2004 in Long Beach, California USA.

51. ADJOURNMENT

The meeting adjourned at 6:00 p.m.

List of Attachments

Attachment 42J Ombudsman Report