1. **Call to Order – Walz**
   A meeting of the IEEE Computer Society Executive Committee was held at 8:00 a.m. Eastern Standard Time, on 2 February 2012 at the Renaissance Long Beach Hotel, Long Beach, California USA. John W. Walz, president, chaired and André Ivanov served as secretary.

2. **Roll Call – Ivanov**
   A roll call was held as follows:
   
   **A. Franchised Members**
   - Elizabeth L. Burd, VP, Educational Activities, present
   - Thomas M. Conte, 1st VP, Publications Activities, present
   - Paul R. Croll, VP, Technical & Conference Activities, present
   - David Alan Grier, President-Elect, present
   - André Ivanov, 2nd VP and Secretary, present
   - Paul K. Joannou, VP, Professional Activities, present
   - James W. Moore, Treasurer and Division V Director, present
   - Sorel Reisman, Past President, present
   - Sattupathu V. Sankaran, VP, Member and Geographic Activities, present
   - Charlene (Chuck) Walrad, VP, Standards Activities, present
   - John W. Walz, President, present

   **B. Ex officio Members (without vote)**
   - Angela R. Burgess, Executive Director, present
   - Roger U. Fujii, 2012 IEEE Division VIII Director-Elect, present
   - Susan K. (Kathy) Land, 2011-2012 IEEE Division VIII Director, present

3. **Introduction of Guests – Walz**
   The following guests and staff were present:
   - Michael Bennett
   - Pierre Bourque
   - Evan Butterfield
   - Vi Doan
   - David Ebert
   - Hakan Erdogmus
   - Dennis Frailey
   - Jean-Luc Gaudiot
   - Atsuhiro Goto
   - Susan Hayden
   - Chris Jensen
   - Ray Kahn
   - Gargi Keeni
   - Anne Marie Kelly
   - Luis Kun
   - Fabrizio Lombardi
   - John Miller
   - Dejan Milojicic
   - Paolo Montuschi
   - Arnold Pears
   - William (Bill) Pitts
4. Approval of Agenda – *Walz*
Motion 4: Conte moved, Burd seconded, “MOVED, that the revised agenda be approved with the following addition: agenda item 12 A: New Business - Policies and Procedures Manual Modification to Section 15.3 Travel Regulations (Moore).” Motion carried by voice vote.

5. Approval of Minutes – 13 November 2011 – *Walz*
Motion 5: Burd moved, Moore seconded, “MOVED, that the minutes of the 13 November 2011 meeting be approved as is.” Motion carried by voice vote.

6. Amendments to the Society Bylaws – *Grier*
1st Reading
Bylaws Article XII Standing Committees Section 11 EPSC
Motion 6: Grier moved on behalf of the Constitution and Bylaws Committee, “MOVED, that the IEEE Computer Society Executive Committee endorses the proposed amendments to Article XII Standing Committees Section 11 EPSC.” Motion passed by voice vote.

**ARTICLE XII – STANDING COMMITTEES**
Section 11: Electronic Products & Services Committee.
The *Emerging Electronic Products & Services Committee* shall oversee formulate matters of the policies and issues concerning emerging related to the creation, and packaging of all IEEE Computer Society electronic products and services for the IEEE Computer Society. The committee has the responsibility for the following related to new and existing products and services: reviewing and recommending changes in their scope; recommending and monitoring their quality; and coordinating and encouraging efforts to develop and provide new ones. It is the responsibility of the committee to evaluate and recommend new tools and technologies to facilitate the development or improve the production and delivery of existing and new products and services. Policies related to the intellectual property of emerging products shall be formulated by originating boards. The committee chair shall be appointed annually by the president. The chair shall appoint the members of the committee new electronic products and services, coordinating and encouraging efforts to provide electronic products and services, monitoring the quality of present electronic products, reviewing the scope of new and existing electronic products, recommending changes in the scope of electronic products and making budgetary recommendations. It is also the responsibility of the committee to acquire and develop electronic tools and technologies to facilitate the development of new products or improve the production of current products. The policies related to the intellectual property of electronic products shall be formulated by the originating board. The committee chair shall be appointed annually by the president. The chair shall appoint the members of the committee, including representatives of relevant program boards, as provided in the *IEEE Computer Society Policies & Procedures Manual*.

A. Section 6 Technical and Conference Activities Board 6.1. Membership
Motion 7A: Walz moved on behalf of the Constitution and Bylaws Committee, “MOVED, that the IEEE Computer Society Executive Committee approves the amendments to PPM Section 6 Technical and Conference Activities Board.” Motion passed by voice vote.

**SECTION 6 TECHNICAL AND CONFERENCE ACTIVITIES BOARD**
6.1. MEMBERSHIP
The Technical and Conference Activities (T&C) Board shall be chaired by the vice president for technical and conference activities as provided in the bylaws, and shall consist of the following members: four chairs of the T&C Board committees (who will also serve as vice chairs of the T&C Board), the secretary, the treasurer and at least six individuals representing a balance of both Technical Committee (TC) and conference volunteer leadership experience, appointed by the vice president for technical and conference activities. The most recent past vice president for technical and conference activities and a member of the Society’s professional staff appointed by the chief staff executive are non-voting members.
6.2. RESPONSIBILITIES

The T&C Board shall be responsible for setting policy for and the general oversight of the activities of the IEEE Computer Society’s TCs as well as for defining the Society’s role and policy for sponsored technical meetings (TM) in which the Society participates, whether defined as conferences, symposia, workshops or tutorials (excluding chapter tutorials). The TM is managed by the sponsoring TC, conference steering committee, and conference organizers. The T&C Board shall also be responsible for oversight of conference publishing products.

1. The T&C Board shall review and approve annual TC operating plans and operating budgets as proposed by the TCs and recommended by the Technical Activities Committee according to procedures established in the Technical and Conference Activities Board Handbook.

2. The T&C Board shall approve technical meetings with expense budgets between 1% and 2% of the Society’s annual budgeted expenses. The Technical Meeting Request Committee shall approve technical meetings with expense budgets under 1% of the Society’s annual budgeted expense according to procedures established in the Technical Meeting Handbook.

3. The T&C Board shall review and recommend to the Board of Governors approval of any technical meetings with expense budgets over 2% of the Society’s annual budgeted expenses.

4. The T&C Board shall establish an effective interface with other program boards and other activities of the IEEE Computer Society.

5. The T&C Board shall encourage discussion of issues related to technical meetings among TC chairs and technical meeting organizers and conference steering committees.

6. At least once every four years, the T&C Board shall evaluate each TC’s scope of activity, technical vitality, and financial health, and recommend appropriate action, i.e., creating new TCs and/or terminating or merging existing TCs. Minimum activity criteria shall be set forth in the Technical and Conference Activities Board Handbook.

6.3 COMMITTEES

6.3.1 Technical Activities Committee

6.3.1.1 Membership

The Technical Activities Committee (TAC) shall be chaired by a vice chair of the T&C Board appointed by the vice president for technical and conference activities and shall consist of all the chairs of the TCs, and at least four and no more than six at large members appointed by the vice chair with the concurrence of the Vice President. The vice chair of the Conference Activities Committee shall be an ex-officio member of this Committee. Subcommittees may be formed at the discretion of the chair.

6.3.1.2 Duties

The Technical Activities Committee (TAC) shall provide guidance for the technical activities and shall report such activities to the T&C Board.

1. The TAC shall review proposed operating plans and budgets to assist TC chairs in defining adequate, substantive, and realistic technical programs and budgets. Once a plan is reviewed by the TAC, it will be forwarded for approval to the T&C Board with a TAC recommendation for approval or amendment. The plan will become the official operating plan for the TC upon its approval by the T&C Board.


3. The TAC shall encourage TCs with common technical interests and overlapping scopes to sponsor joint technical activities (e.g., workshops, symposia, conferences, newsletters, etc.) and to explore and collaborate in areas of common interest. TAC shall encourage TCs to merge conferences in overlapping areas and develop new programs and activities in important disciplines where the CS does not already have such activities.

4. The TAC shall promote cooperation and joint technical activities between TCs and other IEEE Organizational Units, non-IEEE computer and technical professional bodies, and relevant national professional societies.

5. The TAC shall assist TC chairs in recognizing outstanding technical leaders and achievers, and submit the necessary documentation for nominating candidates for the various IEEE and IEEE Computer Society awards.
6. The TAC shall make recommendations for updating the Technical & Conference Activities Board Handbook, to be approved by the vice president for technical and conference activities.

7. The TAC shall provide an interface between the T&C Board and Society staff to explore administrative matters or procedures that could impact TC chairs (e.g., TC budgets, timely TC membership list updates, etc.).

6.3.2 Conference Activities Committee

6.3.2.1 Membership

The Conference Activities Committee (CAC) shall be chaired by a vice chair of the T&C Board appointed by the vice president for technical and conference activities and shall consist of the chairs of conference steering committees as ex-officio members and at least four and no more than six at-large members appointed by the vice chair with the concurrence of the Vice President. The members shall be drawn from past meeting chairs of small, medium, or large meetings. The vice chair of the TAC shall be an ex-officio member of this Committee. Subcommittees may be formed at the discretion of the chair.

6.3.2.2 Duties

The Conference Activities Committee (CAC) shall provide guidance for technical meeting activities of the Society and shall report such activities to the T&C Board.

1. The CAC shall review technical meeting steering committee charters, and their modifications, and makes recommendations to the T&C Board on meeting termination or sponsorship changes.

2. The CAC shall specify technical meeting vitality criteria, assessment techniques, measurements, and related matters for inclusion in the Technical Meetings Handbook.

3. The CAC shall assess the technical and financial viability of the TC technical meeting portfolio and provide guidance to TC Chairs.

4. The CAC shall assist technical meeting chairs in recognizing outstanding technical leaders and achievers and submit the necessary documentation for nominating candidates for the various IEEE and IEEE Computer Society awards.

5. The CAC shall make recommendations for updating the Technical Meeting Handbook, to be approved by the vice president for technical and conference activities.

6. The CAC shall provide an interface between the T&C Board and Society staff to explore administrative matters or procedures that could impact technical meeting chairs (e.g., meeting budgets, timely processing of Technical Meeting Request Forms (TMRFs), planning support, etc.).

7. The CAC may assist the Conference Publishing Services program by suggesting new products to offer and testing future product prototypes.

6.3.3 Technical Meeting Request Committee

6.3.3.1 Membership

The Technical Meeting Request Committee (TMRC) shall be chaired by a vice chair of the T&C Board appointed by the vice president for technical and conference activities and shall consist of at least four and no more than six at-large members appointed by the vice chair with the concurrence of the vice president. The committee shall be composed of individuals representing a balance of both TC and conference volunteer leadership experience. The vice chair of the Conference Activities Committee shall be an ex-officio member of this Committee. Subcommittees may be formed at the discretion of the chair.

6.3.3.2 Duties

The Technical Meeting Request Committee (TMRC) shall provide oversight of administrative tasks, guidance for technical meeting committees, and any necessary new methods, tools, and training programs to assist meeting organizers.

1. The TMRC shall review and either approve or reject technical meetings according to procedures established in the Technical Meeting Handbook.

2. The TMRC shall maintain the IEEE Computer Society’s Technical Meeting Handbook, with the assistance of the appropriate Society staff. The handbook shall include detailed procedures for the conduct of the technical meetings program.
3. The TMRC is responsible for reviewing and recommending either approval or rejection of technical meeting Memorandums of Understanding (MOUs) to the vice president for technical and conference activities.
4. The TMRC shall review and recommend either approval or rejection of financial sponsorship changes or Technical Co-Sponsorship requests to the vice president for technical and conference activities.
5. The TMRC shall work with TCs to identify and participate in promising technical meetings on emerging technologies either as candidates for TC Technical Co-Sponsorship and/or through CS proceedings publication.
6. The TMRC facilitates post-meeting analysis with technical meeting Chairs when a conference resulted in a deficit.

6.3.4 Conference Publications Committee

6.3.4.1 Membership
The Conference Publications Committee (CPC) shall be chaired by a vice chair of the T&C Board appointed by the vice president for technical and conference activities and shall consist of at least four and no more than six at large members appointed by the vice chair with the concurrence of the vice president. One at large member shall be a liaison to the Publications Board. Subcommittees may be formed at the discretion of the vice chair.

6.3.4.2 Duties
The Conference Publications Committee shall be responsible for oversight of all Computer Society conference publishing products. The Conference Publications Committee shall oversee program direction, overall program operations, intellectual property issues, pricing and revenue sharing. The committee may test prototype products for decisions on future activities.

B. PPM Section 15.3. Travel Regulations

Motion 7B: Grier moved on behalf of the Constitution and Bylaws Committee, “MOVED, that the IEEE Computer Society Executive Committee approves the amendments to PPM Section 15.3 Travel Regulations.” Motion passed by voice vote.

PPM Section 15.3. Travel Regulations

15.3.4 Travel Expense Accounting -- Procedure for Reimbursement
The request for reimbursement form submitted to the appropriate finance and accounting staff member must account for all monies expended on travel. If prior approval for travel has not been obtained, the reimbursement form must be approved the responsible vice president or other officer. Travel expense accounting shall be filed within 30-45 days of the completion of the travel. The appropriate finance and accounting staff member is responsible for assuring that travel expenses are within Society policy before authorizing reimbursement unless specific exceptions have been approved. The appropriate finance and accounting staff member is responsible for seeing that appropriate documentation of expenses is provided by travelers requesting reimbursement.

8. EXECUTIVE SESSION BEGINS – Burgess

9. EXECUTIVE SESSION ENDS – Walz

10. Special Orders – Walz

11. Unfinished Business or General Orders – Walz
None.

12. New Business – Walz

Motion12A: Moore moved, Joannou seconded, “MOVED, that the IEEE Computer Society Executive Committee approves the amendments to PPM Section 6 Technical and Conference Activities Board and PPM Section 15.3 Travel Regulations.” Conte moved, Kun seconded to modify the PPM current text from 30 days to 45 days. Motion to amend passed by voice vote. Amended motion passed by voice vote.

PPM Section 15.3 Travel Regulations

15.3.4 Travel Expense Accounting – Procedure for Reimbursement
The request for reimbursement form submitted to the appropriate finance and accounting staff member must account for all monies expended on travel. If prior approval for travel has not been obtained, the reimbursement form must be approved by the responsible vice president or other officer. Travel expense accounting shall be filed within 30-45 days of the completion of the travel. The appropriate finance and accounting staff member is responsible for assuring that travel expenses are within Society policy before authorizing reimbursement unless specific exceptions have been approved. The appropriate finance and accounting staff member is responsible for seeing that appropriate documentation of expenses is provided by travelers requesting reimbursement.

13. **Good of the Order – Walz**
None.

14. **Announcements – Walz**
None.

15. **Next Meeting – Walz**
The next meeting will be held on Thursday, 14 June 2012, Seattle, Washington USA.

16. **Adjournment – Walz**
The meeting adjourned at 9:05 a.m. EST.