1. **Call to Order – Williams, M.**

A meeting of the IEEE Computer Society Executive Committee was held at 3:30 Central time on 6 November 2007 at the Marriott Casa Magna, Cancun, Mexico. Michael R. Williams, President, chaired, with Christina M. Schober serving as Secretary.

2. **Roll Call – Schober**

A roll call was held as follows:

A. **Franchised Members**
   - Jean M. Bacon, absent, proxy to White
   - Deborah M. Cooper, past President, present
   - Michel Israel, Treasurer, present
   - Rangachar Kasturi, President-Elect, present
   - Susan K. (Kathy) Land, First VP, Conferences & Tutorials Board, present
   - Sorel Reisman, Second VP, Electronic Products & Services Board, present
   - Jon G. Rokne, VP, Publications Board, present
   - Stephen B. Seidman, VP, Educational Activities Board, present
   - Christina M. Schober, Secretary, present
   - John W. Walz, VP, Standards Activities Board, present
   - Stephanie M. White, VP, Technical Activities Board, present
   - Michael R. Williams, President, present

B. **Ex officio Members (without vote)**
   - Angela R. Burgess, Acting Co-Executive Director, present
   - Carl K. Chang, Computer EIC, present
   - Oscar N. Garcia, 2006-2007 IEEE Division V Director, present
   - Thomas W. Williams, 2007-2008 IEEE Division VIII Director, present

3. **Introduction of Guests – Williams, M.**

The following guests and staff were present:

   - Violet S. Doan
   - Lynne Harris
   - Susan Hayden
   - Iwao Hyakutake
   - Neal Linson
   - John G. Miller
   - Lindsay Ventimiglia
   - Corey Murphy
   - Dick J. Price
   - Evelyn Mendoza

4. **Approval of Agenda – Rokne**

Motion 4: Rokne moved, Land seconded, “MOVED, that the agenda be approved.” Motion carried.

5. **BLANK**

6. **A. Approval of Minutes of the 17 May 2007 Meeting**

Motion 6 A: Seidman moved, Kasturi seconded, “MOVED, that the minutes of the 17 May 2007 telecon be approved as is.” Motion carried.

   **B. Approval of Minutes of the 6 August 2007 Telecon – Schober**

Motion 6B: Seidman moved, Kasturi seconded, “MOVED, that the minutes of the 6 August 2007 telecon be approved as is.” Motion carried.

7. **Report of the President - Williams, M.**

President Williams gave an oral report and made note of his written report in the Agenda Book.
8. **Report of the Treasurer - Israel**
   Israel gave an oral report and made note of his written report in the *Agenda Book*.

9. **Report of the Executive Director - Burgess**
   Burgess provided an update of the staffing plan. The ED report is in the *Agenda Book*.

10. **Status of Action Items - Schober**
    Schober reviewed the status of action items as of 30 October 2007, which can be found in the *Agenda Book*. Items 1 and 2 remain open. Item 1 is scheduled to be closed December 31, 2007 and item 2 is due to be closed in February 2008.

**ACTION ITEMS**

11. BLANK

12. **Endorsement of Competitiveness Initiative Business Plan - Burgess**
    Motion 12: Williams moved, Kasturi seconded, “MOVED, that the Executive Committee of the IEEE Computer Society endorse the Competitiveness Initiative Business Plan.” Motion carried.

13. **Endorsement of Cancellation of DSO - Rokne**
    Motion 13: Rokne moved for the Publications Board, “MOVED, that the Executive Committee of the IEEE Computer Society endorse the cancellation of *Distributed Systems Online*.” Motion carried.

14. BLANK

15. BLANK

16. BLANK

17. BLANK

18. BLANK

19. BLANK

20. BLANK

21. **Approval of Final 2008 Board of Governors Meetings and Election Schedule – Kasturi/Grant**
    Motion 21: Kasturi moved for the Planning Committee, “MOVED, that the Executive Committee of the IEEE Computer Society approves the Final 2008 Board of Governors Meetings and Election Schedule.” Motion carried.

22. BLANK

23. **2007 Budget Amendments**

   A. **Capital Budget**
   None.

   B. **Operating Budget**
   None.

24. BLANK

25. **Amendments to the Society Bylaws – Kasturi**
    No amendments were proposed at this time.

A. Section 5.10, VP of T&C Position Description

Motion 26A: Kasturi moved for the Constitution and Bylaws Committee, “MOVED, that the Executive Committee of the IEEE Computer Society approves the revisions to Policies & Procedures Manual, section 5.10, VP of T&C Position Description.” Motion carried.

5.10 Vice President for Technical and Conference Activities

5.10.1 Position Function
Provides policy direction to the Technical and Conference Activities (T&C) Board. Provides leadership and direction for volunteers and society programs.

5.10.2 Contacts
Has wide contacts both internal and external to the society and to IEEE, including TC chairs, conference organizers, other co-sponsor organizations, newsletter editors, volunteers, and staff. The primary staff contact is appointed by the chief staff executive.

5.10.3 Position Responsibilities

1. Serves as a member ex officio of the Board of Governors and as a franchised member of the Executive Committee.
2. Chairs the Technical and Conference Activities Board, and ensures attention to major issues and purposes.
3. Assumes responsibility for T&C Board finances, operations, assessment, and planning.
4. Directs development of T&C Board objectives.
5. Informs the T&C Board members and subcommittees of board objectives and their expected individual contributions and responsibilities.
6. Directs the preparation of meeting agendas and distributes relevant information to all members prior to the meeting.
7. Reviews and approves meeting budgets up to 1% of total Computer Society expenditures.
8. Presents technical meeting budgets with expenses over 2% of total Computer Society expenditures to the Board of Governors for action.
9. Recommends to the Board of Governors proposals for new technical councils/committees and proposals for terminating existing technical committees/councils and task forces.
10. Monitors the election of technical committee/council and task force officers.
12. Appoints members of the T&C Board.
13. Prepares T&C Board status reports for the Board of Governors.
14. Recommends changes in T&C Board policy to the Board of Governors.
15. Encourages active participation by T&C Board members in Computer Society activities.
16. Appoints one member to the Membership Committee.
17. Assists the president in identifying potential leaders.
18. Works with the society representatives to the IEEE Conferences Committee to insure appropriate input/coverage/communications between the society and this IEEE Committee.
20. Maintains handbooks and ensures web currency.
21. Seeks out opportunities for cross-board and cross-society cooperation and collaboration.
22. Assists the president in setting and achieving overall society objectives.
23. Trains board members and encourages active participation by Board of Governors and members in Computer Society activities.
24. Performs other duties as assigned by the president or by the board.

B. Section 6, T&C
Motion 26B: Kasturi moved for the Constitution and Bylaws Committee, “MOVED, that the Executive Committee of the IEEE Computer Society approves the revisions to Policies & Procedures Manual, Section 6.10, Technical and Conference Activities Board.” Motion carried.

SECTION 6 TECHNICAL AND CONFERENCE ACTIVITIES BOARD

6.1. MEMBERSHIP

The Technical and Conference Activities (T&C) Board is 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 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 is responsible for the general oversight of and for setting policy for the activities of the Computer Society’s task forces, technical councils and technical committees (combined, TCs) as well as for defining the society’s role and policy for the meetings in which the society participates, whether defined as conferences, symposia, workshops or tutorials (excluding chapter tutorials).

1. The T&C Board will review and approve annual TC operating plans and operating budgets as proposed by the TCs and recommended by the Technical Activities Operations Committee.

2. The T&C Board will approve technical meetings with expense budgets between 1% and 2% of the society’s annual budgeted expenses. The Technical Meeting Request Committee will 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 will 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 will establish an effective interface between the T&C Board and the program boards and other activities of the Computer Society.

5. The T&C Board will encourage discussion of issues related to technical meetings among TC chairs and technical meeting organizers,

6. Periodically (at least once every four years) the T&C Board will 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 Activities Handbook.

6.3 COMMITTEES

6.3.1 Technical Activities Operations Committee

6.3.1.1 Membership
The Technical Activities Operations Committee (OpCom) 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 additional members appointed by the Vice President of Technical and Conference Activities. The vice chair of the Conference Activities Advisory Committee shall be an ex-officio member of this Committee.

6.3.1.2 Duties
The Technical Activities OpCom shall provide guidance for the technical activities and technical committees of the society and shall report such activities to the T&C Board.

1. The Technical Activities 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 6.10. Once a plan is reviewed by the Technical Activities OpCom, it will be forwarded for approval to the T&C Board with a Technical Activities OpCom recommendation for approval or amendment. The plan will become the official operating plan for the TC upon its approval by the T&C Board.

2. The Technical Activities OpCom will 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 interest. Technical Activities OpCom will encourage TCs to merge conferences in overlapping areas and to develop new programs and activities in important disciplines where the CS does not already have such activities.

3. The Technical Activities OpCom will promote cooperation and joint technical activities between TCs and other IEEE Organizational Units and with non-IEEE computer and technical professional bodies and relevant national professional societies.

4. The Technical Activities OpCom will assist TC chairs in recognizing outstanding technical leaders and achievers and assist the Vice President for Technical and Conference Activities in submitting the necessary documentation for nominating candidates for the various IEEE and Computer Society awards.

5. The Technical Activities OpCom will make recommendations for updating the Technical Activities Handbook, to be approved by the Vice President for Technical and Conference Activities.

6. The Technical Activities OpCom will 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 Advisory Committee

6.3.2.1 Membership
The Conference Activities Advisory Committee (AdCom) 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 six members appointed by the Vice President for Technical and Conference Activities. The members shall be drawn from past meeting chairs of small, medium, or large meetings. The vice chair of the Technical Activities OpCom shall be an ex-officio member of this Committee.

6.3.2.2 Duties
The Conference Activities AdCom shall provide guidance for meeting activities of the society and shall report such activities to the T&C Board.

1. The Conference Activities AdCom will assist meeting chairs in recognizing outstanding technical leaders and achievers and assist the Vice President for Technical and Conference Activities in submitting the necessary documentation for nominating candidates for the various IEEE and Computer Society awards.

2. The Conference Activities AdCom will make recommendations for updating the Technical Meeting Handbook, to be approved by the Vice President for Technical and Conference Activities.

3. The Conference Activities AdCom will provide an interface between the T&C Board and society staff to explore administrative matters or procedures that could impact meeting chairs (e.g., meeting budgets, timely processing of Technical Meeting Request Forms (TMRFs), planning support, etc.).

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 members appointed by the Vice President for Technical and Conference Activities. The committee shall be composed of individuals representing a balance of both TC and conference volunteer leadership experience. Subcommittees may be formed at the discretion of the chair.

6.3.3.2 Duties
The TMRC is responsible for oversight of the administrative tasks which support the meetings of the society. The TMRC provides guidance for the technical meeting committees of the society and establishes methods, tools, and training programs to assist meeting organizers. The TMRC will approve technical meetings according to procedures established in the Technical Meeting Handbook. The TMRC, with the assistance of the appropriate society staff member, maintains the IEEE Computer Society’s Technical Meeting Handbook. The handbook shall include detailed procedures for the conduct of the technical meetings program. Additionally, the TMRC is responsible for recommending approval of Memorandums of Understanding (MOUs) to the Vice President of Technical and Conference Activities. (6.4.3).

6.3.4 Assessment and Planning Committee

6.3.4.1 Membership
The Assessment and Planning Committee 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 members appointed by the Vice President for Technical and Conference Activities. The committee shall be composed of individuals representing a balance of both TC and conference volunteer leadership experience. Subcommittees may be formed at the discretion of the chair.

6.3.4.2 Duties
The Assessment and Planning Committee is responsible for the strategic planning and ongoing assessment of the meetings of the society. The Assessment and Planning Committee assesses the technical and financial viability of the T&C Board meeting portfolio and makes recommendations to the T&C Board regarding the management of this portfolio. The Assessment and Planning Committee also reviews steering committee charters for technical meetings, and their modifications, and makes recommendations to the T&C Board on meeting termination or sponsorship changes.

6.4 TECHNICAL MEETINGS

6.4.1 TECHNICAL MEETING REQUEST FORM (TMRF)
To seek the support of the IEEE Computer Society for a meeting, the chair of the meeting, or designee, and the finance chair, shall complete and sign the Technical Meeting Request Form (TMRF) and should submit it electronically at least twelve months prior to the meeting. The year lead time is necessary to obtain necessary endorsements and approvals, negotiation and approval of all contracts, and to allow time to advertise the meeting.

6.4.2 Types of IEEE Computer Society Participation

6.4.2.1 Sponsorship
The IEEE Computer Society is the sole sponsor of the meeting, accepting all financial and legal liability. All assets, tangible and intangible, shall be the property of the society.

6.4.2.2 Co-sponsorship
The IEEE Computer Society shares in the financial and legal liabilities according to the percentage of sponsorship as outlined in the MOU or steering committee charter. All assets, tangible and intangible, shall be the property of the sponsors in proportion to their respective share of meeting sponsorship. The Computer Society share shall be at least 50% for new meetings. The financial commitment must be stated
in the TMRF, since advance loans and any surplus or loss must be shared in proportion to the commitment.

6.4.2.3 Technical Cooperation

The IEEE Computer Society participates in a meeting but accepts no financial or legal liability for the meeting. The Computer Society understands that there are situations in which technical cooperation is appropriate, and in those circumstances, allows requests for technical cooperation, but generally requires a closer relationship through sponsorship or co-sponsorship. The Vice President for Technical and Conference Activities (or designee) may grant cooperation, in consultation with the appropriate CS TC chair(s). Cooperation may be granted where there are significant benefits to the Computer Society and its members.

6.4.2.4 Sponsoring and Cooperating Entities

The Computer Society participates in meetings sponsored by incorporated not-for-profit organizations, as opposed to those sponsored by individuals. The Computer Society may request evidence of incorporation and sufficient liability coverage by the sponsor(s).

6.4.3 Memorandum of Understanding (MOU)

A memorandum of understanding (MOU), sets forth the relationship and obligations of the involved parties. An MOU is required for all meetings in which two or more entities are co-sponsors. As a minimum, an MOU shall describe the following areas:

Financial sponsorship of each entity including both liability and surplus distribution.

Ownership of the intellectual property associated with the conference, including use of the conference name, slogan, copyright for publications, and logo ownership.

Assignment of conference management and other administrative responsibilities to the appropriate entities.

Provisions for dissolving the relationship.

6.4.4 Registration Rates

For all three cases, that is sponsorship, co-sponsorship or technical cooperation, all IEEE Computer Society members, and all IEEE members, must be entitled to register at the lowest registration rates established for the meeting (except for student rates and other special discounted rates).

Non-member registration fees should be 25% to 50% higher than fees for members of the sponsoring or cooperating organizations.

All complimentary registrations must be specifically described in the Technical Meeting Request Form.

6.4.5 Approval of Technical Meetings

Technical meetings with expense budgets exceeding 2% of IEEE Computer Society’s annual budgeted expenses require Board of Governors’ approval, and those with expense budgets between 1% and 2% of the society’s annual budgeted expenses require T&C Board approval. Each technical meeting to be sponsored or cosponsored by, or in technical cooperation with the Computer Society, must be approved by one or more appropriate task force or technical committee chairs, as determined by the Vice President for Technical and Conference Activities. The Vice President for Technical and Conference Activities may waive this requirement.

All meetings, with or without expense budgets, for which the TC Chair is the organizer require the approval of the Vice President for Technical and Conference Activities Board or designee. The meeting expense budget is the total of all expenses of the meeting, as shown on the latest TMRF. The Computer
Society’s annual budgeted expenses are the amount of the first expense budget approved by the Board of Governors for the current year.

The first approval of the TMRF implies that ownership of the conference name resides with the Computer Society and any cosponsors, or as designated in the conference steering committee charter, or in the conference MOU.

6.4.6 Use of IEEE Name and Logo

After receiving written approval of the TMRF, organizers of sponsored and cosponsored meetings must use the name and logo of the IEEE Computer Society and the logo of the IEEE on all meeting material including announcements, calls for papers, stationery, advance programs and final programs.

Before written TMRF approval is obtained, the name and logo may not be used in any fashion. However, annual technical meetings may, after the first year they are approved by the Computer Society, publish an advance announcement of the next meeting provided that they notify the appropriate society staff member at least 30 days prior to the date of the meeting announcement and no Computer Society objection is received.

6.4.7 Steering Committees and Charters

Periodic meetings (meetings held no more than two years apart) shall have a steering committee and a steering committee charter. The steering committee is responsible for the general oversight of and setting policy for a meeting. The steering committee membership and charter policies are specified in the Technical Meeting Handbook.

6.4.8 Meeting Finances

6.4.8.1 Administrative Fee

Each T&C meeting will require an associated administrative fee. The administrative fee supports services to conferences, TCs, the T&C Board and other IEEE Computer Society activities. The administrative fee policies are specified in the Technical Meeting Handbook.

6.4.8.2 Financial Accounts and Other Accounts

In all cases, the chief staff executive or his/her designee must have access to any financial account. This may be waived if an authorized executive of an equal or majority cosponsor has such access.

6.4.8.3 Final Report

The meeting chair is responsible for seeing that a complete final report is submitted within six months following the meeting. The final report includes a detailed final financial report, proof of the closing of the checking and other accounts, distribution of surplus funds, repayment of advance loans, performance of an audit, if requested, and reporting of capital equipment purchases. The report must be sent to the appropriate society staff member with a copy to cosponsors, if any. Society staff is responsible for approving the final report on behalf of the IEEE Computer Society.

6.4.8.4 Financial Audits

IEEE Computer Society meetings shall follow IEEE policies for conference audits. Technical meetings where IEEE has greater than a 50% financial responsibility and where the actual or budgeted income or expense is $100,000 or more shall be audited by a professional independent source and will be required to budget for such audits. Other technical meetings may be required to budget for audits at the option of the T&C Board.

The finance chair must retain all records for a period of at least three years for return receipt; this includes all canceled checks, account statements, registration forms, bills, receipts, account books, and so forth.
6.4.9 Meeting Contracts

6.4.9.1 Hotel or Facility Contract

The hotel or facility contract can be negotiated by the local arrangements chair, but must be signed either by the chief staff executive or designee, or the Computer Society may refuse to accept liability. The IEEE must execute all contracts valued at $25,000 or more for sponsored conferences. In the case of a meeting cosponsored by the Computer Society, the Computer Society will accept the signature of an appropriate executive of a cosponsor.

6.4.9.2 Other Contracts

For meetings sponsored by the IEEE Computer Society, any contract over $25,000 or any contract where the potential liability to the IEEE or IEEE Computer Society exceeds $25,000 (for example a bus or transportation contract) must be signed either by the chief staff executive or designee, and executed by the IEEE, or the society may refuse to accept liability. In the case of a meeting cosponsored by the society, the society may accept the authorized signature of an executive of a cosponsor. Agreements for incidental meeting expenses such as copier rental, audio-visual equipment or other small equipment rental will not require signature by the chief staff executive unless the contract is over $20,000.

6.5 TASK FORCES, TECHNICAL COMMITTEES AND TECHNICAL COUNCILS

The Computer Society shall sponsor task forces, technical committees and technical councils (together TCs) composed of individuals with shared interest in a subset or application of computer and information processing technology. The creation or dissolution of technical committees and technical councils must be approved by the Board of Governors, upon recommendation of the T&C Board.

6.5.1 Task Forces

The purpose of a task force is to foster new activities in a particular technical discipline and determine whether additional effort and a larger organization are appropriate. Task forces are approved by the Vice President for Technical and Conference Activities upon the recommendation of Technical Activities OpCom and the endorsement of the T&C Board. A task force must be approved for promotion to TC status by the T&C Board within three years, or terminated.

The Technical Activities Handbook shall specify the procedures for task force formation and operations.

6.5.2 Technical Committees

The purpose of a technical committee (TC) to provide leadership in organizing technical activities in its specialty area. Activities may include publishing a newsletter, conducting technical meetings, developing awards within the technical discipline and providing a forum for discussion of technical topics. Each TC chair shall be selected or elected by the membership of the TC in accordance with procedures established by the T&C Board, and shall report to the Vice President for Technical and Conference Activities. The T&C Board shall allow for appointment of TC chairs by the Vice President for Technical Activities for new TCs and in other special circumstances.

The Technical Activities Handbook shall specify the procedures for TC formation and operations.

6.5.3 Technical Councils

The Computer Society shall sponsor a technical council where member interest in a specialty area and a wide assortment of its individual sub-specialties justifies a larger organization with greater structure than a single technical committee. Councils operate under the same policies and procedures as technical committees, as specified in the Technical Activities Handbook.

A technical council shall serve three roles: unified committee, organizational parent, and coordinating entity.
a. Unified Committee. The council shall serve as a single interface (point of contact) for technical activities in its specialty area. The council shall participate in T&C Board as a single entity.

b. Organizational Parent. The council shall sponsor and manage topical committees for sub-specialties within its specialty area in the same manner that the T&C Board manages TCs. Procedures for such committees shall be specified in the Technical Activities Handbook.

c. Coordinating Entity. The council shall serve as a coordinating entity to promote sharing, integration, and cooperative planning among Computer Society activities, programs, and services within its specialty area, including standards, conferences, and publications. The council shall invite the chairs of the applicable society activities, or their designees, to be members of the executive committee of the council. The council shall be for coordination, not control, of non-T&C Board entities.

A technical council may be formed as the continued growth path of a large and very active TC, as a union of multiple TCs, or as otherwise agreed by the T&C Board.

6.5.4 Membership Requirements
Membership in a TC is open to all Computer Society members, subject to such additional requirements as may be established by individual technical committees. All such supplemental requirements must be approved by the relevant TC chair and the Vice President for Technical and Conference Activities. The requirements may be based on such criteria as participation, payment of a reasonable fee, or expressed or demonstrated interest in the technical field. A TC chair must be a member of the Computer Society. A TC may allow individuals who are not Computer Society members to participate in the committee's activities. Such individuals will be considered corresponding members and may be required to pay for the cost of newsletters and other services. The Technical Activities Handbook shall specify the maximum number of non-fee-requiring TCs an individual may join without cost. There is no limit on the number of fee-requiring TCs a person can join.

6.5.5 Membership Fees
If a TC decides to implement fees for membership, those fees must be approved by a review panel established for that purpose by the Vice President for Technical and Conference Activities. The responsibility of this panel is to ensure that the TC is offering a reasonable package of services to each of its members for the fees being charged.

a. There must be a difference between fees for regular members and corresponding members. The TC may choose to charge lower fees for IEEE student members.

b. All TC fees will be collected and accounted for through the Computer Society's staff operations.

c. The panel will annually review all proposed fees in relation to services provided. This will usually occur in conjunction with the review and approval of the next year's budget.

6.6 TECHNICAL ACTIVITIES HANDBOOK
The T&C Board shall create and be responsible for maintaining a Technical Activities Handbook, in which detailed procedures for the conduct of the technical activities program will be set forth. The Vice President for Technical and Conference Activities is responsible for annual updates to the handbook. The handbook will set forth the name and scope of each technical committee as approved by the Board of Governors. This handbook will be the primary means of ensuring appropriate quality and continuity in the operation of the technical committees. The T&C Board may modify its procedures without Board of Governors approval, provided that its procedures are consistent with these policies and procedures and with applicable policies and procedures of the IEEE. However, all changes to T&C Board procedures shall be published in the Agenda Book prepared for the next Board of Governor's meeting following the change. The Vice President for Technical and Conference Activities is responsible for seeing that a copy of the then-current handbook is distributed to each member of the T&C Board, and its committees, and the Board of Governors at the beginning of each calendar year.

6.7 WORKSHOPS, SEMINARS, TUTORIALS AND CONFERENCES
TCs are encouraged to hold workshops or other special meetings to complement the technical program at appropriate major Computer Society conferences. In addition, TCs are encouraged to establish and
operate conferences which provide a technical service to the members and the profession, justify operating funds for other TC activities, and generate surpluses which can support the society's non-revenue programs and services. To the extent practicable to do so, the names and logos of all such meetings will be service marked by the society in the name of the IEEE.

6.8 TC NEWSLETTERS
TCs are strongly encouraged to frequently prepare newsletters for their members. TC newsletters will be distributed free to Computer Society members and libraries. All other publications are distributed free to Computer Society members only.

6.9 TC VITALITY CRITERIA
The T&C Board is responsible for maintaining a high degree of technical excellence and organizational vitality among the TCs. Specific vitality criteria, assessment techniques, and related matters will be addressed in the Technical Activities Handbook prepared by the T&C Board and do not require Board of Governors approval or inclusion in this Policies & Procedures Manual.

The T&C Board should establish recommended and minimum levels of activity criteria for each TC. The leaders of a TC should hold at least one business and planning meeting per year and should submit a report in the standard form provided in the Technical Activities Handbook to the Vice President for Technical and Conference Activities each October. The report should assess the year's activities and set forth plans for the following year. These reports will be the basis on which T&C Board may judge the activity level of the TC.

6.10 TC BUDGETS

6.10.1 Operating Budget Entitlement
Each TC shall be entitled to an operating budget primarily based on its fiscal performance and contribution to the society in the prior year. TC budgets must be approved by the T&C Board. In some cases the budget will of necessity be based on estimates of prior year performance because actual data will not be available at the time the budget is set. The T&C Board and society treasurer will be responsible for seeing that appropriate adjustments are made in the following year budget.

6.10.2 Conference and Workshop Surplus Basis for Entitlement
Each technical committee and technical council will be entitled to an operating budget drawn from a portion of the administrative fees and net surplus from all conference, tutorials, workshop, and similar activities in the prior year. The policies for TC and Task Force entitlement fees shall be specified in the Technical Meeting Handbook and the Technical Activities Handbook. TCs which consistently fail to generate revenues sufficient to fund their costs of operation will be reviewed for vitality as provided herein.

EXECUTIVE SESSION BEGINS

30. Washington, D.C. Facility Update - Burgess

EXECUTIVE SESSION ENDS

DISCUSSION ITEMS

31. Computer Advisory Board - Chang

32. BLANK
33. BLANK
34. BLANK
35. BLANK
36. BLANK
37. BLANK
38. BLANK
39. BLANK
40. AD HOC COMMITTEES
41. EXECUTIVE COMMITTEE MEMBERS
41A. President-Elect - Kasturi
   No report.
41B. Vice President, Chapters Activities - Doria
   The CAB report is in the Agenda Book.
41C. First Vice President, Conferences & Tutorials - Land
   The C&T report is in the Agenda Book.
41D. Vice President, Educational Activities - Seidman
   The EAB report is in the Agenda Book.
41E. Second Vice President, Electronic Products & Services - Reisman
   The EPSB report is in the Agenda Book.
41F. Vice President, Publications - Rokne
   The Publications report is in the Agenda Book.
41G. Vice President, Standards Activities – Walz
   The SAB report is in the Agenda Book.
41H. Vice President, Technical Activities – White
   The TAB report is in the Agenda Book.
41I. Secretary – Schober
    Election Results Analysis - Doan
41J. Past President - Cooper
    No report.
41K. IEEE Division V/VIII Directors – Garcia/T. Williams
    Garcia and Williams reports are in the Agenda Book.
41L. Computer Editor-in-Chief – Chang
    No report.
42. STANDING COMMITTEES
42A. **Audit – O’Connell**  
No report.

42B. **Awards - Gates**  
The Awards Committee report is in the *Agenda Book*.

42C. **Computer Society International Design Competition – Clements**  
No report.

42D. **Constitution & Bylaws – Kasturi**  
No report.

42E. **Elections – Grant**  
No report.

42F. **Fellows – Kurdahi**  
No report.

42G. **Finance – Israel**  
No report.

42H. **History – King**  
No report.

42I. **Intersociety Cooperation – Cooper**  
The Intersociety Cooperation report is in the *Agenda Book*.

  *International Federation for Information Processing (IFIP) – Engel*  
The IFIP report is in the *Agenda Book*.

  *Latin America Initiatives - Barbacci*  
The Latin America Initiatives report is in the *Agenda Book*.

42J. **Membership – Cooper**  
No report.

  *Ombudsman - Clements*  
The Ombudsman report is in the *Agenda Book*.

42K. **Nominations – Cooper**  
No report.

42L. **Personnel and Compensation – Cooper**  
No report.

42M. **Planning – Kasturi**  
No report.

42N. **Professional Practices Committee – Moore**  
The PPC report is in the *Agenda Book*.

43. **OTHER**

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 on Thursday, 10 January 2008, Los Cabos, Mexico

51. ADJOURNMENT
The meeting adjourned at 5:00pm Central Time.