

APPROVED MINUTES

IEEE COMPUTER SOCIETY EXECUTIVE COMMITTEE

24 February 2000
Doubletree Hotel Mission Valley
San Diego, California, USA

1. Call to Order - *Pollock*

A meeting of the IEEE Computer Society Executive Committee was held at 4:00 p.m. on 24 February 2000 at the Doubletree Hotel Mission Valley, San Diego, California, USA. Guylaine M. Pollock, president, chaired, with Deborah K. Scherrer as secretary.

2. Roll Call/Proxies -*Scherrer*

A roll call was held as follows:

A. Franchised Members:

James H. Cross II, VP, Educational Activities, present
Stephen L. Diamond, second VP, Standards Activities, present
William W. Everett, VP, Chapters Activities, present
Michel Israel, VP, Technical Activities, present
Willis K. King, first VP, Conferences & Tutorials, present
Guylaine M. Pollock, president, present
Deborah K. Scherrer, secretary, present
Sallie V. Sheppard, VP, Publications, present
Leonard L. Tripp, past president, present
Benjamin W. Wah, president-elect, present
Thomas W. Williams, treasurer, present

B. Ex officio Members (without vote):

James H. Aylor, EIC, *Computer*, absent
Doris L. Carver, IEEE Division V Director, present
Barry W. Johnson, IEEE Division VIII Director, present
Daniel J. Senese, acting Executive Director, present

3. Introduction of Guests - *Pollock*

The following guests and staff were present:

Fiorenza C. Albert-Howard
Angela R. Burgess
Robert G. Care
Georgann Carter
Robert Desoff
Violet S. Doan
Robert Dwyer
Gerald Gordon
Lynne Harris
Ronald G. Hoelzeman
Iwao Hyakutake

James D. Isaak
Lowell G. Johnson
John C. Keaton
Anne Marie Kelly
Duncan H. Lawrie
Stephen Mattingly
David G. McKendry
Mary-Louise Piner
Charles Rosenthal
Christine Shum Lee
Ronald Waxman

4. Approval of Agenda - Pollock

Motion 4: Tripp moved, Wah seconded, "MOVED, that the revised agenda (attachment 4R) be approved with the following revisions:" Motion carried by voice vote.

Add Discussion Item 34: BoG Agenda

Discussion Item 34: Move to item 43, after the reports

5. BLANK**6. A. Approval of Minutes of the 18 November 1999 Meeting - Scherrer**

Motion 6A: Tripp moved, Israel seconded, "MOVED, that the minutes of the 19 November 1999 meeting be approved with the following housekeeping corrections:" Motion carried by voice vote with one abstention.

Item 25: Fix Typos in paragraphs A and C.

Item 47: Tripp moved, King seconded. "MOVED, that the Executive Committee of the IEEE Computer Society concur with the president's recommendation of the Chief Executive Officer's 2000 salary." Motion approved by acclamation.

B. Approval of Minutes of the 8 January 2000 meeting

This action item was deferred until the 25 February 2000 board meeting.

7. Report of the President - Pollock

Pollock gave an oral report.

8. Report of the Treasurer - Williams, T.

Williams gave the report of the treasurer (see pages 8-1 thru 8-32 of the *Agenda Book*).

9. Report of the acting Executive Director - Senese

Senese reported on recent activity in the society and the IEEE, including the ongoing IEL project (see pages 9-1 through 9-3 of the *Agenda Book*).

Action 9: VP, Pubs. Due: 06/00. EC 02/00. 9. Form an ad hoc committee to review/assess the IEL project.

10. Status of Action Items - Scherrer

The secretary reviewed the status of action items as of 31 January 2000 (see page 10-1). Items 4, 8 and 10 remain in process.

ACTION ITEMS**11. BLANK****12. BLANK**

13. Preliminary 2001, 2002, 2003 Budget Targets - Williams, T.

Motion 13: Williams 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 2001, 2002, and 2003, expressed in thousands of US\$, as follows (see attachment 13R):” Motion carried by voice vote with the provision that the Finance Committee work on updated 2003 numbers.

Program Area	2001	2002	2003
Transactions	3184.4	3304.2	3422.7
Magazines	644.0	672.9	678.5
Computer	-425.7	-514.5	-643.9
Advertising	423.7	527.7	579.7
CS Press	-247.0	-364.7	-457.0
Conferences	736.2	678.9	629.0
Technical Activities	-569.0	-582.5	-586.9
Standards	-154.9	-163.3	-173.2
Continuing Education	-111.2	19.5	105.7
CS Int’l Design Comp	-285.6	-300.1	-309.8
Chapters	-235.0	-244.3	-257.5
Membership	-1080.0	-1228.8	-1394.1
Education	-156.0	-159.6	-163.8
Awards	-273.1	-284.7	-297.9
General	-1452.8	-1366.3	-1259.0
Budget Target Totals	-2.0	-5.7	-127.5

14. 2000 Budget Amendments - Williams, T.

Motion 14A: Williams moved for the Finance Committee, “MOVED, that the Executive Committee of the IEEE Computer Society approves an amendment to the 2000 operating budget by establishing a \$100k budget for the Community Initiatives Seed activities.” Motion carried by voice vote.

Action 14A: Treasurer. Due ASAP. EC 02/00. 14A. Amend the budget to reflect the establishment of \$100,000 for the Community Initiatives Seed activities.

Motion 14B: Williams moved for the Finance Committee,” MOVED, that the Executive Committee of the IEEE Computer Society approves an amendment to the 2000 operating budget by establishing a \$6k budget for DVP funding in Region 9.” Motion carried by voice vote.

Action 14B: Treasurer. Due ASAP. EC 02/00.14B. Amend the budget to reflect the increase of \$6,000 for DVP funding in Region 9.

Motion 14C: Williams moved for the Finance Committee, “MOVED, that the Executive Committee of the IEEE Computer Society approves an amendment to the 2000 operating budget by establishing a \$20k budget for the Cyber Careers Project with the NW Center of Technologies in Seattle, Washington, USA.” Motion carried by voice vote.

Action 14C: Treasurer. Due ASAP. EC 02/00. 14C. Amend the budget to reflect the establishment of a \$20,000 budget for the Cyber Careers Project.

Motion 14D: Williams moved for the Finance Committee, “MOVED, that the Executive Committee of the IEEE Computer Society approves an amendment to the 2000 operating budget by establishing a \$60k budget for the special election to replace the IEEE director-elect vacancy in Division VIII.” Motion carried by voice vote.

Action 14D: Treasurer. Due ASAP. EC 02/00. 14D. Amend the budget to reflect the establishment of a \$60,000 budget for the IEEE Division VIII director-elect vacancy special election.

Motion 14E: Williams moved for the Finance Committee, “MOVED, that the Executive Committee of the IEEE Computer Society approves an amendment to the 2000 operating budget by establishing a \$15k budget for the Software Engineering Education Project (SWEEP), which is the society’s obligation towards the total \$30k funding (\$15k is funded by ACM).” Motion carried by voice vote.

Action 14E: Treasurer. Due ASAP. EC 02/00. 14E. Amend the budget to reflect the establishment of a \$15,000 budget for SWEEP.

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23. **Amendments to Society Bylaws - Wah**

A. Article IX, Section 3, EIC Appointments

Motion 23A: Wah moved for the Constitution and Bylaws Committee, “MOVED, that the Executive Committee of the IEEE Computer Society approves the following amendment to Bylaws Article IX, Publications, Section 3, Editor-in-chief appointments.” Motion carried.

ARTICLE IX- PUBLICATIONS

Section 3: Editor-in-Chief Appointments and Terms

1. There shall be an editor-in-chief appointed for each periodical publication. There shall be one or more editors-in-chief appointed for the Computer Society Press, as provided in the IEEE Computer Society Policies & Procedures Manual.
2. The Publications Board shall recommend to the president ~~two or more~~ candidates for each editor-in-chief position, as specified in the Policies & Procedures Manual, at various times as required.

3. The president, with the advice and consent of the Board of Governors, shall appoint each editor-in-chief for a term not to exceed two years. In the case of a new periodical, the initial appointment may be for a maximum of three years.
4. Editors-in-chief may serve a maximum of two consecutive terms in a given position.

24. Policies & Procedures Manual Revisions - Wah

A. Section 9, EIC Appointments

Motion 24A: Wah moved for the Constitution and Bylaws Committee, “ MOVED, that the Executive Committee of the IEEE Computer Society approve the following revisions to the *Policies & Procedures Manual* Section 9, Publications.” Motion carried.

Insert new paragraph 9.2.7 and renumber the remaining paragraphs.

9.2.7 Editor-in-Chief Appointments of All Journals Except *Computing in Science & Engineering*

1. For solely sponsored journals, the Publications Board shall recommend to the President two or more candidates for each editor-in-chief appointment.
2. For reappointments of solely sponsored journals, the Publications Board may recommend one candidate for consideration.
3. For jointly sponsored journals with steering committees, the Publications Board will recommend candidate(s) as brought forward by the steering committee for each editor-in-chief.

Insert new paragraph 9.2.9 and renumber the remaining paragraphs.

9.2.9 Editor-in-Chief Appointments of *Computing in Science & Engineering*

1. The search committee for the editor-in-chief of *Computing in Science & Engineering* will be appointed jointly by the Computer Society Publications Board and the American Institute of Physics (AIP).
2. The search committee will bring forward one candidate for appointment or reappointment. This recommendation will be communicated in advance to the AIP appointment officer before discussion at the Publications Board.
3. The Publications Board will recommend one candidate for joint appointment by the Computer Society and AIP presidents.

B. Section 16, Finances

Motion 24B: Wah moved for the Constitution and Bylaws Committee, “ MOVED, that the Executive Committee of the IEEE Computer Society approve the following revisions to the *Policies & Procedures Manual* Section 16, Finances.” Motion carried

SECTION 16 FINANCES

16.1.1 Budget Development

The committee is responsible for coordinating the budget development process.

1. Each year at the spring meetings week, the Finance Committee will provide each program board with a budgetary target (or targets) for the following year.

2. ~~Prior to the time of the second meeting of the year, at which periodical page budgets and prices and the member fee must be set~~ Five months prior to the IEEE deadline, each program board will submit to the treasurer a plan and budget that meets the assigned targets, whether it is a limit on the program subsidy or a surplus of a certain size. The plan and budget will be constructed in budget decision module form with the aim of facilitating endorsement or amendment at subsequent steps in the budget approval process. Plans which require initial investments in a multi-year context are permitted. All new unfunded initiatives and plans are due five months prior to the IEEE deadline.

3. Any board may submit an appeal of its assigned target(s) with its plan and draft budget, attempting to demonstrate to the Finance Committee, Executive Committee, and/or Board of Governors why it should be amended. However, such an appeal shall **not** relieve the board of its responsibility to construct a plan and budget that will meet the target as assigned, but that plan may be supplemented with arguments as to why the target is inappropriate.

4. At the second meeting of the year the Finance Committee will review the recommended plans and make its recommendations regarding page budgets and pricing to the Executive Committee and Board of Governors for ultimate review and approval. This action, taken in the context of

preliminary approval of all the other program budgets, largely establishes the income of the society for the following year.

5. At the second meeting of the year the Finance Committee will provide comments and suggestions, and possibly revised targets, for all program boards.

6. All program boards will submit to the treasurer final plans and budgets to meet their targets ~~at least 60 days~~ two months prior to the ~~IEEE deadline~~ third meeting of the year.

7. The Finance Committee will prepare a draft recommended budget for circulation ~~prior to the third meeting~~ 30 days prior to the IEEE deadline. ~~During that meetings week~~ The Finance Committee will consider any further information or appeals that any of the program boards wish to suggest, meeting in a formal hearing format.

8. The Finance Committee's final recommendations for the following year's budget will be presented to the Board of Governors for review, amendment, and approval ~~at the final meeting of the year~~ 15 days prior to the IEEE deadline.

9. The final approved budget by the Board of Governors will be sent to the IEEE by 1 September (IEEE deadline).

9. 10. After the first year cycle (1991) of this modified budgeting and planning process the Finance Committee will extend the planning horizon by providing budgetary targets for two years out at the first meeting of the year, and each plan and budget developed by the program boards will be required to include a second projected year budget in addition to the budget plan for the following year.

~~10.~~ 11. Beginning with the third year (1993) of implementation of this process, the budgetary planning horizon will be extended to three years.

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DISCUSSION ITEMS

34. **Board of Governors Agenda - *Pollock***

Pollock reviewed proposed revisions to the board agenda for the 25 February meeting.

35. **IEEE Relations – moved to item 43.**

36. **BLANK**

37. **BLANK**

38. **BLANK**

39. **BLANK**

REPORTS

40. **AD HOC COMMITTEES**

40A. **Central and Eastern European Initiative - *Israel***

No report.

40B. **China Initiative - *Chang***

No report.

40C. **Special Projects / CS International Design Competition - *Shriver***

No report.

40D. **Latin America Initiative - *Barbacci***

No report.

40E. **Oversight Committee for Software Engineering Competency Recognition Program - *Tripp***

(See pages 40-E-1 and 40-E-2 of the *Agenda Book*)

40F. **Steering Committee on Software Engineering as a Profession - *Tripp***

No report.

41. EXECUTIVE COMMITTEE MEMBERS**41A. President-Elect - *Wah***

No report.

41B. Vice President, Chapters Activities - *Everett*

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

41C. First Vice President, Conferences & Tutorials - *King*

(See pages 41C-1 through 41C-3 of the *Agenda Book*.)

41D. Vice President, Educational Activities - *Cross*

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

41E. Vice President, Publications - *Sheppard*

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

41F. Second Vice President, Standards Activities - *Diamond*

(See pages 41-F-1 through 41-F-4 of the *Agenda Book*.)

41G. Vice President, Technical Activities - *Israel*

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

41H. Secretary - *Scherrer*

No report.

41I. Past President - *Tripp*

No report.

41J. IEEE Division Directors - *Carver/Johnson, B.***42. STANDING COMMITTEES****42A. Audit - *Johnson, L.***

No report.

42B. Awards - *Liu*

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

42C. Constitution & Bylaws - *Wah*

No report.

42D. Elections - McKendry

No report.

42E. Electronic Products & Services - Lawrie

No report.

42F. Fellows - Johnson, B.

No report.

42G. Finance - Williams, T.

No report.

42H. History - Williams, M.

No report.

42I. Intersociety Cooperation - Tripp

No report.

42J. Membership - Tripp

No report.

Ombudsman/Member Services - Swigger

(See pages 42J-1 and 41J-2 of the Agenda Book.)

42K. Nominations - Tripp

No report.

42L. Personnel & Compensation - Wah

No report.

42M. Planning - Wah

No report.

42N. Professional Practices - Tripp

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

43. IEEE Relations - Pollock

Pollock announced that there would be a question and answer session at the 25 February board meeting. IEEE past president, Ken Laker and IEEE general counsel, Bob Dwyer, would both be available at that time to address the board and respond to questions.

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

50. NEXT MEETING:

The next meeting will be held at 4:00 p.m. on Thursday, 5 June 2000 at the Bonaventure Hotel in Montreal, Quebec, Canada.

51. ADJOURNMENT

The meeting adjourned at 6:00 p.m.

List of Attachments

Attachment 5R Revised Agenda

Attachment 13R Revised 2002-2003 Budget Targets