APPROVED MINUTES

IEEE COMPUTER SOCIETY
EXECUTIVE COMMITTEE

25 May 2000
Hilton Montreal Bonaventure
Montreal, Quebec, Canada

1.   Call to Order - *Pollock*

A meeting of the IEEE Computer Society Executive Committee was held at 4:00 p.m. on 25 May 2000 at the Hilton Montreal Bonaventure, Montreal, Quebec, Canada. 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, absent
Benjamin W. Wah, president-elect, present
Thomas W. Williams, treasurer, present

B. Ex officio Members (without vote):
James H. Aylor, EIC, *Computer,* present
Doris L. Carver, IEEE Division V Director, present
Barry W. Johnson, IEEE Division VIII Director, present
Anne Marie Kelly, Acting Executive Director, present
Daniel J. Senese, IEEE Executive Director, present

3.   Introduction of Guests - *Pollock*

The following guests and staff were present:

Fiorenza C. Albert-Howard	Anne Marie Kelly
Angela R. Burgess	Ming T. (Mike) Liu
Robert Desoff	Stephen Mattingly
Violet S. Doan	Mary-Louise Piner
Lynne Harris	Mary-Kate Rada
Iwao Hyakutake	Karl Reed
James D. Isaak	Christine Shum Lee
Lowell G. Johnson	Ronald Waxman
John C. Keaton	

4.   Approval of Agenda - *Pollock*

Motion 4: Scherrer moved, Cross seconded, "MOVED, that the agenda be approved as is:" Motion carried by voice vote.

5.   BLANK

6.   Approval of Minutes of the 24 February 2000 Meeting - *Scherrer*

Motion 6: Carver moved, Israel seconded, "MOVED, that the minutes of the 24 February 2000 meeting be approved with the following housekeeping corrections:" Motion carried by voice.

Item 50:   Change the "next meeting date" to 25 May 2000 instead of 3 June 2000.

7.   Report of the President - *Pollock*

President Pollock gave an oral report.

8.   Report of the Treasurer - *Williams, T.*

Williams gave the report of the treasurer, which included the draft 1999 financial statement (see pages 8-1 thru 8-44 of the *Agenda Book*).

9.   Report of the acting Executive Director - *Kelly*

Kelly reported on recent activity in the society and the IEEE (see pages 9-1 through 9-3 of the *Agenda Book*) and also noted the executive staff reports in section 44.

10.   Status of Action Items - *Scherrer*

The secretary reviewed the status of action items as of 16 May 2000 (see pages 10-1 and 10-2). Items 2, 6 and 12 remain open.

ACTION ITEMS

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12.   BLANK

13.   2000 Periodical Page Budgets, Frequencies, Prices, and Digital Library Prices - *Williams, T.*

Motion 13: T. Williams moved for the Finance Committee, "MOVED, that the Executive Committee of the IEEE Computer Society approves the 2001 periodical page budgets, frequencies, prices, and digital library prices as recommended by the Treasurer, as amended (see attachment 13R)." Motion carried by voice vote.

Action: Treasurer. Due: ASAP. EC 5/00. 13. Bring forward to the board for approval at its 26 May 2000 meeting.

Title	Frqncy	Edtrl Pgs	Mbr Paper	Mbr Elctrnc	Mbr Combo	Stdnt	NM (paper)	OS (paper)	SS (paper)
TC	12	1,456	37	30	48	19	1,025	62	105
TSE	12	1,200	35	28	46	18	940	60	103
PAMI	12	1,456	39	31	51	20	950	64	107
TKDE	6	1,048	36	29	47	18	685	61	104
TPDS	12	1,392	37	30	48	19	775	62	105
TVLSI	6	794	24	—	—	12	450	24	41
TNET	6	960	39	—	—	20	305	39	63
TVCG	4	400	29	23	38	15	490	54	97
TM	4	544	32	—	—	16	375	57	100
Computer	12	1,224	—	—	—	—	855	—	101
CG&A	6	612	36	29	47	18	545	61	104
Micro	6	564	34	27	44	17	510	59	102
D&T	6	648	34	27	44	17	440	59	102
Software	6	644	40	32	52	20	555	65	108
Intellig Systms	6	564	34	27	44	17	510	59	102
Annals	4	376	28	22	36	14	330	53	96
CiSE	6	612	39	31	51	20	490	64	107
Multimedia	4	408	32	26	42	16	440	57	100
Internet Comp	6	594	36	29	47	18	510	61	104
IT Professionl	6	472	36	29	47	18	450	61	104

2001 Member and Nonmember Digital Library Prices

Member:
Member Digital Library Subscription (MDLS) $ 99
Student Member Digital Library Subscription $ 49

Nonmember:
Computer Society Library Subscription Plan (CSLSP)
CSLSP $ 7,595
CSLCP-*e* $ 9,795
Combo $ 13,395

IEL/APP Subscribers $ 7,595

14.   Member Fee for 2001 - *Williams, T.*

Motion 14: Williams moved for the Finance Committee, "MOVED, that the Executive Committee of   the IEEE Computer Society sets the society membership fee for 2001 at $33.00." Motion carried by voice vote.

Action: Treasurer. Due: ASAP. EC 05/00. 14. Bring forward to the board for approval at its 26 May 2000 meeting.

15.   Selection of Officer and Board Candidates for 2001 - *Tripp*

Motion 15: Tripp moved for the Nominations Committee**, "**MOVED, that the Board of Governors of the IEEE Computer Society approves the slate of candidates as recommended." Motion carried by voice vote.

2001 President-Elect (2002 President)

Stephen L. Diamond   Willis K. King

2001 First Vice President

Carl K. Chang   James H. Cross II

2001 Second Vice President

Lowell G. Johnson   Deborah K. Scherrer

2001-2003 Terms on the Board of Governors

Fiorenza C. Albert-Howard	*James W. Moore*
Manfred Broy	*Christian M. Schober*
Alan Clements	*Stephen B. Seidman*
George Cybenko	*Pradip K. Srimani*
Michael G. Hinchey	*Makato Takizama*
Richard A. Kemmerer	*Joseph E. Urban*
Ming T. (Mike) Liu	*Murali R. Varanasi*
Susan Mengel	*Yervant Zorian*

16.   BLANK

17.   2000 Budget Amendments - *Williams, T.*

None brought forward.

18.   Preliminary 2001 BOG Meetings and Election Schedule - *Wah/McKendry*

Each year the president-elect, in conjunction with the elections committee, recommends a meetings and election schedule for the following year to be approved by the Board of Governors. At the time of this printing, several hotel options were still under consideration for the spring and mid-year 2000 Board of Governors' meeting. A complete schedule is expected to be presented for the Board of Governors' approval at the 10 November meeting.

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23.   Amendments to the Society Bylaws - *Wah*

   A.   **Article XII, Standing Committees**

Motion 23A: Wah moved for the Constitution & Bylaws Committee, "MOVED, that the Executive Committee of the IEEE Computer Society approves the following amendment to Bylaws Article XII, Standing Committees." Motion carried.

ARTICLE XII - STANDING COMMITTEES

Standing Committee Organization

The Standing Committees shall include the following:

1. Audit Committee
2. Awards Committee
3. Computer Society International Design Competition
4. Constitution & Bylaws Committee
5. Elections Committee
6. Electronic Products & Services Committee
7. Fellows Committee
8. Finance Committee
9. History Committee
10. Intersociety Cooperation Committee
11. Membership Committee
12. Nominations Committee
13. Personnel and Compensation Committee
14. Planning Committee
15. Professional Practices Committee

Unless otherwise specified, each committee chairperson shall appoint the members of his/her committee and designate a member as vice chairperson who shall act for the chairperson at his/her request.

Insert new Section 3 and renumber the remaining sections.

Section 3. Computer Society International Design Competition (CSIDC) Committee

The CSIDC Committee shall be responsible for defining, planning and executing the annual design competition.

   B.   **Article III, Section 5, Use of Proxies**

Motion 23B: Wah moved for the Constitution & Bylaws Committee, "MOVED, that the Executive Committee of the IEEE Computer Society approves the following amendment to Bylaws Article III, Publications, Section 5, Proxies." Motion carried.

ARTICLE III

Section 5: Quorum

A roll call shall be taken at the beginning of each board meeting. The secretary shall record the names of those franchised members present and announce whether a quorum exists. If less than a quorum attends a duly called meeting, tentative actions may be taken which will become effective upon subsequent ratification, either at a future meeting, or by mail by a majority of all the franchised members of the board.

Minutes of such a meeting, with a separate ballot for each question to be ratified by mail balloting, shall be mailed by the secretary to each member of the board. Ballots must be returned within 30 days of mailing to be counted.

~~**Written proxies given to a franchised board member shall be permitted for the purpose of voting and shall be counted in the base for all votes. No more than two proxies may be held by an individual.**~~

24.   *Policies & Procedures Manual* **Revisions -** *Wah*

    A.   Section 6 Conferences & Tutorials, Cooperation

Motion 24A: Wah moved for the Constitution & Bylaws Committee, " MOVED, that the Executive Committee of the IEEE Computer Society approve the following revisions to the *Policies & Procedures Manual* Section 6, Conferences & Tutorials*."* Motion carried.

CURRENT WORDING	PROPOSED WORDING
SECTION 6 CONFERENCES & TUTORIALS	**SECTION 6 CONFERENCES & TUTORIALS**
6.6.3 Cooperation	**6.6.3. Cooperation**
The Computer Society participates in a meeting but accepts no financial or legal liability for the meeting. The use of the Computer Society cooperation with meetings sponsored by other organizations is essentially disallowed. Cooperation status may only be granted by the Conferences & Tutorials Vice President in exceptional circumstances where there are substantive benefits to the society. In cooperation status may not be conferred more than twice for any particular meeting. Exceptions to this policy may be requested by a society vice president or TC chair with the appropriate justification. The *Technical Meeting Handbook* shall contain guidelines on technical meeting cooperation.	The 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 cooperation is appropriate, and in those circumstances, allows requests for cooperation, but generally requires a closer relationship through sponsorship or co-sponsorship. Only the Conferences & Tutorials Vice President may grant cooperation, in consultation with the appropriate CS TC chair(s) or CS Vice President(s). Cooperation may be granted where there are significant benefits to the Society and its members. The *Technical Meeting Handbook* shall contain guidelines on technical meeting cooperation.

    B.   Section 6, Conferences Honorarium

Motion 24B: Wah moved for the Constitution & Bylaws Committee, " MOVED, that the Executive Committee of the IEEE Computer Society approve the following revisions to the *Policies & Procedures Manual* Section 6, Conferences & Tutorials." Motion carried.

CURRENT WORDING	PROPOSED WORDING
6.16 HONORARIUM	**6.16 HONORARIUM**
6.16.1 Conference Speaker Honorarium	**6.16.1 Conference Speaker Honorarium**
Honoraria are not paid for conference speakers, and, if deemed necessary, must be reflected and justified in the proposed budget for approval.	Honoraria are not normally paid for conference speakers. If honoraria are deemed necessary, they must be reflected and justified in the proposed budget for approval.

24C. Section 6, Conferences & Tutorials, Audits

Motion 24C: Wah moved for the Constitution and Bylaws Committee, "MOVED, that the Executive Committee of the IEEE Computer Society approves the following revisions to the *Policies & Procedural Manual*, Section 6, Conferences & Tutorials, Audits." Motion carried.

CURRENT WORDING	PROPOSED WORDING
6.14.4 Audits	**6.14.4 Audits**
The IEEE Computer Society may request an audit to be performed either informally by a small committee, perhaps a subset of the meeting committee, or a professional auditor. Technical meetings with at least 50% society sponsorship and having total revenues greater than $50,000 shall be audited on a periodic basis. Each year the society shall engage a professional auditor to perform at least three audits of meetings with at least 50% society sponsorship and total revenues of $50,000. Technical meetings which designate the appropriate volunteer services staff member as the treasurer and have revenues and expenses managed by the society shall be audited as part of the society's annual audit. Technical meetings having total expenses greater than 1.5% of the total Computer Society expense budget will be required to budget for audits. Other technical meetings may be required to budget for audits at the option of the Conferences & Tutorials Board. The Conferences & Tutorials Board Operations Committee shall provide guidelines for the external audits in the *Technical Meeting Handbook*.	The IEEE Computer Society may request an audit to be performed either informally by a small committee, perhaps a subset of the meeting committee, or a professional auditor. Technical meetings with at least 50% society sponsorship and having total revenues greater than $50,000 shall be audited on a periodic basis. Each year the society shall engage a professional auditor to perform at least three audits of meetings with at least 50% society sponsorship and total revenues of $50,000. Technical meetings which designate the appropriate volunteer services staff member as the treasurer and have revenues and expenses managed by the society shall be audited as part of the society's annual audit. Technical meetings having total expenses greater than 1.5% of the total Computer Society expense budget will be required to budget for audits. Other technical meetings may be required to budget for audits at the option of the Conferences & Tutorials Board. The Conferences & Tutorials Board Operations Committee shall provide guidelines for the external audits in the *Technical Meeting Handbook*.
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, etc.	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, etc.
The Conferences & Tutorials Board Operations Committee will conduct random technical audits of the paper review process based on the technical audit procedures approved by the Conferences & Tutorials Board.	The Conferences & Tutorials Board Operations Committee may conduct audits of the conference technical program and review process based on the technical audit procedures approved by the Conferences & Tutorials Board.

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33.   BLANK

34.   BLANK

DISCUSSION ITEMS

EXECUTIVE SESSION BEGINS

35.   IEEE Relationship - *Pollock*

President Pollock led an Executive Session discussion regarding the society's current relationship with the IEEE.

36.   Teaming Issues - *Pollock*

President Pollock led an Executive Session discussion regarding teaming efforts with the IEEE.

37.   MOU with IEEE - *Pollock*

President Pollock led an Executive Session discussion regarding the proposed MOU with the IEEE.

EXECUTIVE SESSION ENDS

38.   BLANK

39.   BLANK

REPORTS

40.   AD HOC COMMITTEES

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

(See page 40 of the *Agenda Book*.)

40B.   China Initiative - *Chang*

No report.

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

President Pollock will distribute a written report at the board meeting on Friday.

40D.   Latin America Initiative - *Barbacci*

No report.

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

No report.

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

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

(See page 41C-1 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-12 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.*

No report.

42.   STANDING COMMITTEES

42A.   Audit - *Johnson, L.*

No report.

42B.   **Awards - *Liu***

No report.

42C.   **Constitution & Bylaws - *Wah***

No report.

42D.   **Elections - *McKendry***

No report.

42E.   **Electronic Products & Services - *Diamond***

No report.

42F.   **Fellows - *Hoelzeman***

No report.

42G.   **Finance - *Williams, T.***

No report.

42H.   **History - *Williams, M.***

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

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 through 42-N-5 of the *Agenda Book*).

43.   **BLANK**

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, 9 November 2000 at the Adams Mark Hotel in Dallas, Texas, USA.

51.   **ADJOURNMENT**

The meeting adjourned at 6:00 p.m.