

**IEEE
TECHNICAL ACTIVITIES BOARD
MINUTES**

**12 February 2000
New Orleans, Louisiana**

The first meeting of the 2000 IEEE Technical Activities Board was held on 12 February 2000 at the Inter-Continental New Orleans, New Orleans, Louisiana. Robert A. Dent, Chair of the IEEE Technical Activities Board, called the meeting to order at 1:00pm. Chair Dent reviewed the guidelines for conduct at meetings, which he noted were developed to aid members of TAB in the proper conduct of business during the meeting, and to facilitate efficiency. He also reviewed the Parliamentary Rules, and Robert's Rules of Order. A list of attendees is attached (**Appendix TAB 1**).

NOTE: *Minutes 3 through 33 were approved as part of the TAB Consent Agenda. These items are shown individually for easy reference.*

- 1. Review and Adoption of Agenda.** The agenda was adopted as amended at the meeting.
- 2. Approval of TAB Minutes.** The Minutes of the 13 November 1999 IEEE Technical Activities Board were approved with one amendment. Minutes were amended to indicate that the IEEE Communications Society did not give a Society President's Report in November 1999.
- 3. Acceptance of TAB Management Committee Actions.** The actions taken by the TAB Management Committee at its 22 January 2000 meeting were accepted as follows (**Appendix TAB 2**):
 - A. Endorsement of Revisions to TAB Bylaw T-204 – TAB Chair-Elect, TAB Bylaw T-204.1 – Election of TAB Chair-Elect and TAB Bylaw T-204.3 – TAB Approval of Candidates.** In order to comply with IEEE Bylaws, revisions to TAB Bylaw T-204 – TAB Chair-Elect, T-204.1 – Election of TAB Chair-Elect and T-204.3 – TAB Approval of Candidates were necessary to reflect the proper title change from TAB Chair-Elect to Vice President-Elect of Technical Activities, and a **Motion was made that:**

**TAB endorse revisions to IEEE Bylaw T-204 –
TAB Chair-Elect, TAB Bylaw T-204.1 – Election
of TAB Chair-Elect and TAB Bylaw T-204.3 –
TAB Approval of Candidates for**

recommendation of approval by the IEEE Board of Directors.

Financial implications to TAB: none

The Motion passed.

- B. Endorsement of Revisions to TAB Bylaw T-204.2 – Duties of TAB Chair.** In order to comply with IEEE Bylaws, revisions to TAB Bylaw T-204.2 – Duties of TAB Chair were necessary to reflect the title change from TAB Chair-Elect to Vice President-Elect. A revision was also needed to remove the statement that the Vice President – Technical Activities is a member of the IEEE Assembly, which is inconsistent with IEEE Bylaws, and a **Motion was made that:**

TAB endorse revisions to IEEE Bylaw T-204.2 – Duties of TAB Chair, for recommendation of approval by the IEEE Board of Directors.

Financial implications to TAB: none

The Motion passed.

- 4. Approval of Revisions to the IEEE Nuclear and Plasma Sciences Society Medical Imaging Scientist Award.** The TAB Awards and Recognition Committee submitted a proposal for revisions to the IEEE Nuclear and Plasma Sciences Society Medical Imaging Scientist Award, recognizing outstanding technical contributions to the field of medical imaging science, and a **Motion was made that:**

TAB approve the revisions to the IEEE Nuclear and Plasma Sciences Society Medical Imaging Scientist Award, increasing cash prize from \$1.5K to \$2K, effective 2000.

Financial implications to TAB: none

The Motion passed (Appendix TAB 3).

- 5. Approval of Revisions to IEEE Control Systems Society Technology Award.** The TAB Awards and Recognition Committee submitted a proposal for revisions to the IEEE Control Systems Technology Award, recognizing outstanding contributions to control systems technology either in design and implementation or project management, and a **Motion was made that:**

TAB approve the revisions to the IEEE Control Systems Society Technology Award, increasing cash prize from \$1K to \$2K, effective 2000.

Financial implications to TAB: none

The Motion passed (Appendix TAB 4).

- 6. Approval of Revisions to IEEE Control Systems Society Hendrick W. Bode Lecture Prize Award.** The TAB Awards and Recognition Committee submitted a proposal for revisions to the IEEE Control Systems Society Hendrick W. Bode Lecture Prize Award, recognizing distinguished contributions to control systems science or engineering, and a **Motion was made that:**

TAB approve the revisions to the IEEE Control Systems Society Hendrick W. Bode Lecture Prize Award, increasing cash prize from \$1K to \$2K, effective 2000.

Financial implications to TAB: none

The Motion passed (Appendix TAB 5).

- 7. Approval of Revisions to IEEE Electromagnetic Compatibility Society Transactions Prize Paper Award.** The TAB Awards and Recognition Committee submitted a proposal for revisions to the IEEE Electromagnetic Compatibility Society Transactions Prize Paper Award, recognizing an outstanding paper published in the IEEE Transactions on Electromagnetic Compatibility, and a **Motion was made that:**

TAB approve the revisions to the IEEE Electromagnetic Compatibility Society Transactions Prize Paper Award, increasing cash prize from \$50 to \$1K, effective 2000.

Financial implications to TAB: none

The Motion passed (Appendix TAB 6).

- 8. Approval of Establishment of IEEE Electromagnetic Compatibility Society Most Improved Chapter Award.** The TAB Awards and Recognition Committee submitted a proposal for establishment of the IEEE Electromagnetic Compatibility Society Most Improved Chapter Award, recognizing the Chapter demonstrating the greatest improvement over the past year in serving its members and in establishing goodwill for the Society, and a **Motion was made that:**

TAB approve the establishment of the IEEE Electromagnetic Compatibility Society Most Improved Chapter Award, to be given annually, consisting of a Certificate. The award will be funded by the IEEE Electromagnetic Compatibility Society, effective 2000.

Financial implications to TAB: none

The Motion passed (Appendix TAB 7).

- 9. Approval of Establishment of IEEE Electromagnetic Compatibility Society Student Paper Award.** The TAB Awards and Recognition Committee submitted a proposal for establishment of the IEEE Electromagnetic Compatibility Society Student Paper Award, recognizing superior work of undergraduate and graduate university students presenting papers at the annual IEEE EMC Society Symposium, and a **Motion was made that:**

TAB approve the establishment of the IEEE Electromagnetic Compatibility Society Student Paper Award, to be given annually, consisting of a first place cash prize of \$900 and certificate, plus reasonable travel expenses (not to exceed \$2.1K) for the recipient to attend the symposium and present the winning paper; a second place prize will also be awarded for \$500, and a Certificate. The award will be funded by the IEEE Electromagnetic Society, effective 2000.

Financial implications to TAB: none

The Motion passed (Appendix TAB 8).

- 10. Approval of Establishment of IEEE Communications Society and IEEE Information Theory Society ComSoc/IT Joint Paper Award.** The TAB Awards and Recognition Committee submitted a proposal for establishment of the IEEE Communications Society and IEEE Information Theory Society ComSoc/IT Joint Paper Award, recognizing outstanding papers published in any publication of the IEEE Communications or Information Theory Societies in the previous three years, and a **Motion was made that:**

TAB approve the establishment of the IEEE Communications Society and IEEE Information Theory Society ComSoc/IT Joint Paper Award, to be given annually, consisting of a cash prize of \$500 for each author (total cost not to exceed \$1K for each paper), and a plaque. The award will be funded jointly by the

IEEE Communications Society and IEEE Information Theory Society, effective 2000.

Financial implications to TAB: none

The Motion passed (Appendix TAB 9).

- 11. Approval of Establishment of IEEE Neural Networks Council Fuzzy Systems Pioneer Award.** The TAB Awards and Recognition Committee submitted a proposal for establishment of the IEEE Neural Networks Council Fuzzy Systems Pioneer Award, recognizing significant contributions to early concepts and developments in the field of fuzzy systems, and a **Motion was made that:**

TAB approve the establishment of IEEE Neural Networks Council Fuzzy Systems Pioneer Award, to be given annually, consisting of a medallion and a travel grant for the honoree and companion to attend awards ceremony. Travel grant not a fixed amount, since some recipients live near presentation sites while others must travel overseas; amount to be capped based on individual needs, IEEE guidelines and annual budget allocation by IEEE NNC. Up to (2) awards made annually. The award will be funded by the IEEE Neural Networks Council, effective 2000.

Financial implications to TAB: none

The Motion passed (Appendix TAB 10).

- 12. Approval of Establishment of IEEE Neural Networks Council Meritorious Service Award.** The TAB Awards and Recognition Committee submitted a proposal for establishment of the IEEE Neural Networks Council Meritorious Service Award, recognizing meritorious service to the IEEE Neural Networks Council, and a **Motion was made that:**

TAB approve the establishment of IEEE Neural Networks Council Meritorious Service Award, to be given annually, consisting of a cash prize of \$500 and certificate; up to (2) awards made annually. The award will be funded by the IEEE Neural Networks Council, effective 2000.

Financial implications to TAB: none

The Motion passed (Appendix TAB 11).

13. **Approval of Establishment of IEEE Lasers and Electro-Optics Society Aron Kressel LEOS Award.** The TAB Awards and Recognition Committee submitted a proposal for establishment of the IEEE Lasers and Electro-Optics Society Aron Kressel LEOS Award, recognizing outstanding achievements in Opto-Electronic Device Technology, and a **Motion was made that:**

TAB approve the establishment of IEEE Lasers and Electro-Optics Society Aron Kressel LEOS Award, to be given annually to an individual or group up to three in number, consisting of a cash prize of \$1K and a certificate (in the case of co-recipients, each recipient will receive a certificate and a prorata share of the honorarium). The award will be funded by an endowment provided by the Henry Kressel, managed by IEEE LEOS, effective 2000.

Financial implications to TAB: none

The Motion passed (Appendix TAB 12).

14. **Approval to Consider “Waivers” to All Society Periodicals Package (ASPP) Page Count Penalty Policy.** The TAB Finance Committee submitted a request to consider “Waivers” to All Society Periodicals Package (ASPP) Page Count Penalty Policy. This will allow the publication to be exempt from the penalty but would reduce the funds from participating in the ASPP program. The requests must be submitted by 1 October of the year in question, and a **Motion was made that:**

TAB approve the consideration of “Waivers” to ASPP Page Count Penalty Policy. Requests must be submitted by 1 October of the year in question. The TAB Finance Committee will review/recommend to TAB, that TAB will approve/reject requests at the last meeting of the year.

Financial implications to TAB: none - Undetermined impact to S/Cs.

The Motion passed.

15. **Approval of Normal Financial Operations.** In response to the withholding of interest of dividends in the 1999 financials, the TAB Finance Committee submitted a request that normal financial operations shall be continued, i.e.,

distribution of interest and dividends from the Investment Fund, until IEEE Policies are reviewed. Therefore, a **Motion was made that:**

TAB approve that normal financial operations shall be continued, i.e., distribution of interest and dividends from the Investment Fund, until the IEEE Policy and Procedures are reviewed, interpreted, and all interpretations are approved by the IEEE Board of Directors and IEEE Executive Committee.

Financial implications to TAB: Investment Funds will be distributed to IEEE Entities.

The Motion passed.

- 16. Approval of IEEE Broadcast Technology Society 1999 Page Count Modification.** The TAB Finance Committee submitted a proposal to permit the IEEE Broadcast Technology Society to reduce its 1999 Page Count Budget for IEEE Transactions on Broadcasting, and a **Motion was made that:**

TAB approve permitting the IEEE Broadcast Technology Society to reduce its 1999 page count budget for IEEE Transactions on Broadcasting to 423 pages.

Financial implications to TAB: No impact to TAB; Other ASPP Publications will forego their respective share of approximately \$8K "Penalty" otherwise charged to BT, which is already reflected in financial statements.

The Motion passed.

- 17. Approval of Interest Free Loan to IEEE Sensors Council.** The TAB Finance Committee submitted a proposal to extend an interest free loan to the IEEE Sensors Council, for the IEEE Sensors Journal. It was agreed that the loan be paid back within six years following the first publication of the IEEE Sensors Journal, and a **Motion was made that:**

TAB approve to extend an interest free loan of \$100K to the IEEE Sensors Council. The loan will be paid back within six years following the first publication of the IEEE Sensors Journal (May, 2001).

Financial implications to TAB: \$100K

The Motion passed.

- 18. Approval of Funds for Revenue Producing Initiatives.** The TAB Finance Committee submitted a request that as a guideline, TAB entertain requests for start-up funds for revenue producing initiatives from entities who have inadequate reserves, and a **Motion was made that:**

TAB approve that as a guideline, TAB entertain requests for start-up funds for revenue producing initiatives from entities who have inadequate reserves, on a pay back basis.

Financial implications to TAB: Unknown

The Motion passed.

- 19. Acceptance of TAB Periodicals Review Committee Reports.** The TAB Periodicals Committee submitted a proposal to accept the IEEE Aerospace and Electronic Systems, IEEE Oceanic Engineering and the IEEE Signal Processing Societies Periodicals Review Committee reports. Therefore, a **Motion was made that:**

TAB approve accepting the TAB Periodicals Review Committee Reports on the Division IX Entities as submitted.

Financial implications to TAB: none

The Motion passed (Appendix TAB 13).

- 20. Approval of IEEE Transactions on Device and Material Reliability.** The TAB Periodicals Committee submitted a proposal for IEEE Transactions on Device and Material Reliability. This periodical will be jointly sponsored by the IEEE Electron Devices Society and IEEE Reliability Society, with distribution being almost entirely electronic. Print copies will be available for ASPP print subscribers only, and a **Motion was made that:**

TAB approve the IEEE Transactions on Device and Material Reliability.

Financial implications to TAB: none

The Motion passed (Appendix TAB 14).

21. **Approval of IEEE Sensors Journal.** The TAB Periodicals Committee submitted a proposal for approval of the IEEE Sensors Journal, and a **Motion was made that:**

TAB approve the IEEE Sensors Journal.

Financial implications to TAB: \$100K loan to be repaid by the sixth year after the first issue.

The Motion passed (Appendix TAB 15).

22. **Approval of Title Change for IEEE Microwave Theory and Techniques Society Publication.** The TAB Periodicals Committee submitted a proposal for a title change for IEEE Microwave Theory and Techniques Society publication IEEE Microwave and Guided Wave Letters to IEEE Microwave and Wireless Components Letters, and a **Motion was made that:**

TAB approve a title change for the IEEE Microwave Theory and Techniques Society publication IEEE Microwave and Guided Wave Letters to IEEE Microwave and Wireless Components Letters.

Financial implications to TAB: none

The Motion passed (Appendix TAB 16).

23. **Approval of Terminating Discussion Regarding Elsevier's Offer.** The TAB Periodicals Committee submitted a recommendation to terminate the discussion regarding Elsevier's offer of two of their titles at discount prices to IEEE Sensors Council's associated members, and a **Motion was made that:**

TAB approve the recommendation to terminate discussions regarding Elsevier's offer of two of their titles at discount prices to IEEE Sensors Councils' associated members. The Committee recommends staff seek legal counsel before replying to Elsevier's offer. The Committee also recommends the Publications Activities Board consider the broader issue of entering into contracts with commercial publishers.

Financial implications to TAB: none

The Motion passed.

- 24. Approval of Renaming TAB Book Broker Committee.** The TAB Products Committee submitted a proposal to rename the TAB Book Broker Committee to the Conference Publications Committee. The new name better reflects what the Committee has oversight for, rather than continuing to use the vague “Book Broker” term. The new name also recognizes the fact that the Committee deals with more than just TAB conference proceedings, and a **Motion was made that:**

TAB approve renaming the TAB Book Broker Committee to the Conference Publications Committee.

Financial implications to TAB: none

The Motion passed.

- 25. Endorsement of IEEE to Fund a Start-Up Loan to Publishers International Linking Association.** The TAB Products Committee submitted recommendations on behalf of the PAB/TAB Electronic Products Committee, that IEEE fund a one-time start-up loan in the amount of \$150K to help launch the CrossRef initiative. This initiative is a new joint effort underway to allow member organizations to cross-link their information. This would allow users of this service to be able to access material published by another member organization, and a **Motion was made that:**

TAB endorse the recommendation that IEEE fund a one-time start-up loan in the amount of \$150K to Publishers International Linking Association, Inc., to help launch the CrossRef initiative, for recommendation of approval by the IEEE Board of Directors.

Financial implications to TAB: loan of \$150K/with potential revenue generator for TAB in the future.

The Motion passed.

- 26. Acceptance of TAB Society Review Committee Reports.** The TAB Strategic Planning and Review Committee submitted a proposal for TAB to accept the TAB Society Review Committee reports of the IEEE Broadcast Technology; IEEE Electron Devices; IEEE Lasers and Electro-Optics; IEEE Power Engineering and IEEE Systems, Man and Cybernetics Societies, and a **Motion was made that:**

TAB approve accepting the TAB Society Review Committee Reports as submitted.

Financial implications to TAB: none

The Motion passed (Appendix TAB 17).

Also included are TAB Society Review Committee reports approved by TAB in November 1999, which were omitted from the November 1999 Minutes. The approved reports are for the IEEE Antennas and Propagation; IEEE Circuits and Systems; IEEE Components, Packaging & Manufacturing Technology; IEEE Control Systems; IEEE Microwave Theory and Techniques; IEEE Nuclear and Plasma Sciences; IEEE Oceanic Engineering and IEEE Solid-State Circuits Societies (**Appendix TAB 18**).

- 27. Endorsement of Web Search Engine Initiative.** The TAB Strategic Planning and Review Committee submitted a proposal for a Web Search Engine Initiative. The Web Search Engine will create an Internet portal, which will attract students, engineers and researchers to an IEEE web site as a starting point in doing research and gathering information within the scope of IEEE Societies. The site will also provide a valuable service for IEEE Members in gathering information related to the scope of IEEE Societies by returning web links and files that contain only technical information within the scope of the IEEE.

The development of the business plan to access the feasibility and costs of maintaining a technical subject web search engine will be phase (1). Following approval of the business plan in June 2000, TAB will be requested to authorize additional funding for development of a trial system, which will be phase (2). Therefore, a **Motion was made that:**

TAB endorse the Web Search Engine Initiative, for recommendation of approval by the IEEE Board of Directors.

Financial implications to TAB: \$200K (Phase 1: \$50K), (Phase 2: \$150K) (Phase 3 will be requested as an initiative for 2001).

The Motion passed (Appendix TAB 19).

- 28. Endorsement of Electronic Distinguished Lecturers Program Initiative.** The TAB Strategic Planning and Review Committee submitted a proposal for an Electronic Distinguished Lecturers Program Initiative. This program will determine the value of offering an Electronic Distinguished Lecturers Program, which will be used by Society Chapters and members, particularly those located in Regions 8-10, to supplement the current in-person form of the program. Due to the lack of availability of speakers to travel to Regions 8-10, the current Distinguished Lecturers program does not always meet the needs of our Chapters.

This program will create a template for Societies to provide improved Distinguished Lecturers program support and a **Motion was made that:**

TAB endorse the Electronic Distinguished Lecturers Program Initiative, for recommendation of approval by the IEEE Board of Directors.

Financial implications to TAB: \$20K (Ongoing support will be part of Society budgets). The initiative will consider the possibility of providing a Distinguished Lecturer in Spanish to assess the feasibility.

The Motion passed (Appendix TAB 20).

- 29. Approval that IEEE Admission & Advancement Admit Applicants to Full IEEE Membership.** The TAB Strategic Planning and Review Committee submitted a recommendation to ask the IEEE Board of Directors to assure that IEEE Admission & Advancement admit any applicant with a degree in an Information Technology (IT) area or three or more years experience in the IT Industry to full membership, and a **Motion was made that:**

TAB approve recommending to the IEEE Board of Directors, that IEEE Admission & Advancement admit any applicant with a degree in an Information Technology (IT) area or three or more years experience in the IT Industry to full membership.

Financial implications to TAB: none

The Motion passed.

- 30. Approval of Workshop for Society Vice Presidents of Conferences.** The IEEE Meetings and Services Committee submitted a proposal to organize a workshop for Society Vice Presidents of Conferences, to share best practices and review IEEE requirements. The Committee suggested that this be open to all IEEE entities involved in holding conferences. Feedback will be sought from all entities to evaluate the interest in this type of workshop, and a **Motion was made that:**

TAB approve organizing a workshop for Society Vice Presidents of Conferences.

Financial implications to TAB: \$5K

The Motion passed.

- 31. Approval of Additional IEEE Meetings and Services Committee Meeting.** The IEEE Meetings and Services Committee submitted a request to restore the number of meetings the Committee will have from two to three times per year, and a **Motion was made that:**

TAB approve that the number of IEEE Meetings and Services Committee meetings is restored from two to three times per year.

Financial implications to TAB: \$2K

The Motion passed.

- 32. Approval of a TAB Strategic Planning Retreat.** Mr. Terman presented information for a request to hold a TAB Strategic Planning Retreat. The goal of the retreat will be discussion of areas, which are strategic to TAB, the S/C's and IEEE, looking 5-10 years ahead. The retreat will be planned for the August/September 2000 timeframe. A plan will be presented to TAB at the June TAB meetings and a **Motion was made that:**

TAB approve in concept to hold a TAB Strategic Planning Retreat.

Financial implications to TAB: none

The Motion passed.

- 33. Endorsement of Revisions to TAB Bylaw T-803.1 – RAB/TAB Transnational Committee.** Due to revisions to the RAB/TAB Transnational Committee Charter in November 1999, TAB Bylaw T-803.1 – RAB/TAB Transnational Committee needed to be revised to reflect this change. The Committee is now jointly appointed by the Regional Activities Board (RAB), the Technical Activities Board (TAB), the Publications Activities Board (PAB), the Educational Activities Board (EAB), and the Standards Association (SA), and a **Motion was made that:**

TAB endorse revisions to TAB Bylaw T-803.1 – RAB/TAB Transnational Committee, for recommendation of approval by the IEEE Board of Directors.

Financial implications to TAB: none

The Motion passed.

- 34. Endorsement of Student Paper Awards Initiative.** Mr. Steven Kosnocky, Chair of the TAB Strategic Planning and Review Committee “Student Young Member” Focus Group, presented a proposal for a Student Paper Awards Initiative. He noted that the objective is to increase students’ interest in the IEEE and the technical areas covered by the IEEE. This will increase student membership and activity and later feed new members into postgraduate membership and chapter activities. The increased prize amounts and travel grants are expected to increase the prestige of the existing awards, provide more value to the students and will provide the incentive to increase student participation. Therefore, a **Motion was made that:**

TAB approve the Student Paper Awards Initiative.

The Motion Failed.

After further discussions a **Motion was made to:**

Withdraw this item from the Agenda.

The Motion to Withdraw passed (TAB Appendix 21).

- 35. Items Pulled from the TAB Consent Agenda.**

- A. Endorsement of Industry Plan Development Initiative.** Al MacRae, Chair of the TAB Strategic Planning and Review Committee (SPARC) “Attracting Industrial Members” Focus Group, presented background information regarding the Industry Plan Development initiative at the TAB Caucus on 11 February 2000. He noted that the objective of this initiative is to increase membership in Societies and IEEE by reaching out to industry and employees, and to also build stronger relationships with industry. He presented details on the plan including a project cost and benefits analysis, and a **Motion was made that:**

TAB endorse the Industry Plan Development Initiative, for recommendation of approval by the IEEE Board of Directors.

Financial implications to TAB: **\$40K – 2000**
 \$30K – 2001
 \$30K – 2002

During discussions, concerns were expressed that IEEE has had past activities in this area, therefore, more details were needed as to how this initiative was different from past efforts.

The Motion failed (Appendix TAB 22).

To exercise his fiduciary responsibility, Chair Dent expressed his concerns regarding this initiative, and advised TAB Members that he did not intend to remove the original proposal for the Industry Plan Development Initiative from the IEEE Board of Directors agenda. He noted that he will bring this proposal forth as planned with funding amounting to \$100K for a three year period. TAB Members want to make sure that their comments are conveyed to the IEEE BoD, as to why the original proposal failed, noting that a more detailed plan is needed. It was requested that the process for TAB items going forth to the IEEE BoD be reviewed.

Discussions ensued, and it was the consensus of the group that since multiple Societies are interested in this plan, perhaps an initial definition of a plan can be determined. Therefore, a **Substitute Motion was made that:**

TAB approve to allocate funding for definition of Industry Relations Initiative for \$100K to be spent, \$30K for 2000, \$35K for 2001 and \$35K for 2002. However, before more than \$20K is spent, TAB will review the results and approve remaining expenditures.

Financial implications to TAB: \$100K as noted above.

The Substitute Motion passed.

- B. Approval of Information Technology Workshop.** Mark Haselkorn, Member of the TAB Strategic Planning and Review Committee, discussed a proposal to hold an Information Technology Workshop. He noted that the purpose of the workshop is to learn from the IT industry how to serve the IT industry with a strategy to merge IEEE's resources with IT employees interest and needs, and a **Motion was made that:**

TAB approve an Information Technology Industry Workshop.

Financial implications to TAB: \$50K

Discussions ensued, and a **Substitute Motion was made that:**

TAB approve the organization of an IT Technology Workshop with funding to be provided by Industry.

Financial implications: to be provided by Industry

TAB Members had concerns regarding the Substitute Motion. It was consensus that quick action is required, so IEEE can work towards being better organized in this area.

The Substitute Motion failed.

The original Motion for an IT Industry Workshop, with funding of \$50K to be provided by TAB, passed (Appendix TAB 23).

36. **Approval of Merging TAB Management Committee with TAB Strategic Planning and Review Committee (SPARC).** Lewis Terman, TAB Vice Chair and Chair of the TAB Strategic Planning and Review Committee, presented a proposal to merge the TAB Management Committee with the TAB Strategic Planning and Review Committee. He stated that the merge would eliminate numerous redundant presentations for the two Committees and reduce the number of people involved. He reviewed the composition of the new Committee and noted the new title would be the "TAB Management and Planning Committee," and a **Motion was made that:**

TAB approve the merger of the TAB Management Committee with the TAB Strategic Planning and Review Committee.

Financial implications to TAB: none

The Motion failed.

It was consensus that each committee has its own functions, which need to be preserved. The TAB Management Committee acts as the Executive Committee of TAB between TAB meetings. The TAB Strategic Planning and Review Committee needs to focus on strategic planning. It was consensus that the activities of each will be reviewed, so that the meetings run more efficiently in the future.

37. **TAB Caucus Report.** The following items were presented at the TAB Caucus on Friday, 11 February and Saturday 12 February 2000:
- A. **President's Remarks.** Bruce Eisenstein, IEEE President, discussed details of a special meeting of the IEEE BoD held in January 2000.
 - B. **Legal Orientation.** Robert J. Dwyer, Jr., Esq., of Dorsey & Whitney, discussed fiduciary duties and responsibilities of officers, directors, and volunteers in general. Dwyer indicated that proxy voting should not be

allowed. This will require a change in TAB Operating Procedures (**TAB Appendix 24**).

- C. New Financial Model.** Michael Masten, TAB Treasurer, discussed key aspects of the New Financial Model including past events, present developments and future actions. He explained the necessity for a new model and defined its goals, which include developing better business practices that can increase revenues and/or reduce expenses, and defining a methodology for redistributing infrastructure expenses. He provided details on the better business practices that were developed from the sunsetting exercises, the actions identified by the IEEE Blue Ribbon Infrastructure Committee, the 3% improvement efforts for 2000 budgets, and several new opportunities. Mr. Masten provided an overview of what resulted from the November 1999 Board Series, the Motions that went forward from TAB and the outcomes. He also discussed Infrastructure cost coverage for 2000, New Financial Model concepts and the 2001 budgets (**Appendix TAB 25**).
- D. Streamlining and Decision-Making.** Claude Brancart, Chair of the TAB Ad Hoc Committee on Streamlining and Decision-Making, reviewed background information on several streamlining activities. He discussed major issues and perceptions including representation of TAB societies, the names of IEEE-USA and IEEE-Canada, and the position statements review/approval process. Mr. Brancart also discussed IEEE-USA optional membership and reviewed some of their major activities. He also presented several recommendations for consideration (**Appendix TAB 26**).
- E. Update on IEEE Investment Fund.** Thomas Lynch, Director of IEEE Treasury & Risk, provided an update on the IEEE Investment Fund. He provided an overview of the composition of the 2000 IEEE Investment Committee and briefly reviewed their responsibilities, which include determining specific needs, developing strategic assets allocation to meet those needs, selecting managers, monitoring the manager performance process and making revisions as necessary. He also discussed the preliminary (i.e. pre-audit) performance for 1999, and the Fund's asset allocation at 31 December 1999. The update also included a summary of the IEEE's various investment managers.

John Vig, President of the IEEE Sensors Council, asked about the management fees charged to participants in the Fund. Mr. Lynch replied that IEEE's investment performance measurement consultant, Callan Associates, Inc., was preparing a report to compare the IEEE's investment management fees to fees charged by funds of similar size in Callan's database of institutional plan sponsors. Callan was to complete the report

and present it at the Investment Committee meeting scheduled for 2-3 March 2000. Mr. Lynch indicated that he would share that report at the June TAB meeting (**Appendix TAB 27**).

- F. IEEE-USA - Development of Position Statements/Papers.** Paul Kostek, President of the IEEE Aerospace and Electronic Systems Society, presented details on how positions are developed through committees and the review process from Council, IEEE-USA OpCom and the IEEE-USA BoD. He discussed TAB's role and the opportunity for TAB in developing Technical Information Statements for IEEE-USA position statements. He also provided details on how positions are used and how distribution is determined (**TAB Appendix 28**).
- G. Membership Development Status.** Michael Garretson, Chair of the IEEE Membership Development Committee, presented membership status by Society for 1999 including a summary of activities and basic comparative demographics. Chair Dent called a straw vote to determine interest in receiving detailed information on electronic membership. The Board unanimously affirmed and information will be provided at a later date (**TAB Appendix 29**).
- H. TAB Treasurer Report.** Masten presented 1999 preliminary results and actuals for TAB and Societies. He discussed the 2000 Institute and Society/Council budgets. He reviewed the initiative approval process and discussed the ASPP distribution policy. Masten also presented several TAB Finance Committee motions. The motions passed and were placed on the TAB Consent Agenda (**TAB Appendix 30**).
- I. TAB Management Committee.** Mary Ward-Callan, Managing Director of IEEE Technical Activities, presented motions for revision to various TAB Bylaws, which changed the name of the TAB Chair-Elect, to the proper name of Vice President-Elect, needed in order to comply with IEEE Bylaws. The motions were passed and placed on the TAB Consent Agenda.
- J. Transnational Committee.** David Green, Chair of the Transnational Committee, reported on the activities of the Committee. He noted the recent changes in the charter to incorporate a broader representation from all of the IEEE Boards. He also discussed the activities of a working session conducted during the meeting in which several working groups were formed to address the following areas: Multilingual Services, Definition and Measurement of Globalization, Non-Electronic Services and Funding, Legal Registration Issues in Different Countries, and Regional Offices (**TAB Appendix 31**).

- K. RAB/TAB Section/Chapter Support Committee.** Arthur Van Gelder, Chair of the RAB/TAB Section/Chapter Support Committee, discussed several recommendations that resulted from the IEEE 1999 Sections Congress and reviewed items that were assigned to the Committee. He stated that workgroups had been formed to address specific issues. He also noted that volunteers are being sought to participate in Committee Activities (**Appendix TAB 32**).
- L. TAB Strategic Planning and Review Committee.** Lewis Terman, Chair of the TAB Strategic Planning and Review Committee, provided an overview of the functions of the Committee, which he noted are to develop and recommend strategic and long-range plans and goals for TAB and performing a critical review of each TAB Society/Council and TAB Committee. He also gave a summary of Committee activities during the TAB Caucus on Friday, 11 February 2000. He presented the status of TAB SPARC Focus Groups. He also presented several motions regarding 2000 initiatives for TAB, and a possible merger of TAB SPARC with TAB Management Committee (**Appendix TAB 33**).
- M. IEEE Branding.** Adler reviewed the IEEE Board of Directors motions that were passed regarding Branding, which included approving the IEEE positioning statement, approving the new IEEE master brand as the kite logo followed by “IEEE”, allowing the use of society logos and full name of IEEE as long as they do not compete with the master brand. He also discussed Committee recommendations and noted that seven working groups will be formed, each will develop a logo and identity usage specifications for their respective area. He also noted the related issues for each of the groups and the timeline involved (**Appendix TAB 34**).
- N. IEEE Meetings and Services Committee.** Mr. Reuben Hackam, Chair of the IEEE Meetings and Services Committee, reported on the activities of the Committee including the development of the web-based On-line Peer Review system. He presented a motion approving the organization of a workshop for Society VPs of Conferences, and a motion for restoring the number of Committee meetings to three times per year. The motions passed and were placed on the TAB Consent Agenda (**Appendix TAB 35**).
- O. TAB Periodicals Committee.** Leah Jamieson, Chair of the TAB Periodicals Committee, reported on the activities of the Committee including several follow-up actions from its November 1999 meeting. She also presented several motions endorsed by the Committee. The motions passed and were placed on the TAB Consent Agenda (**Appendix TAB 36**).

- P. TAB Products Committee.** Michael Lightner, Chair of the TAB Products Committee, provided an overview of the charge of the Committee. He presented information on 1999 product revenue growth and details on product framework, marketing and sales support. He also reviewed pricing philosophy and strategy and several motions endorsed by the Committee. The motions passed and were placed on the TAB Consent Agenda (**Appendix TAB 37**).
- Q. PAB/TAB Electronic Products Committee.** Roger Pollard, Chair of the PAB/TAB Electronic Products Committee, presented a summary of activities. He reviewed the proposal for an electronic membership pilot, the present operation of conference proceedings, where conference proceedings need to go in the future, and the status of IEEE Xplore. He also reviewed IEEE Spectrum Online, electronic peer review status and reference linking (**Appendix TAB 38**).
- R. Publications and Streamlining.** Adler discussed the competition of IEEE Explore, which he stated is intense and rapidly changing. He noted the strength of the non-traditional competitors and presented examples of their web pages. Adler also discussed priorities and areas for development (**Appendix TAB 39**).
- S. Contracting.** Dwyer provided an overview of contracting and risk management. He also discussed tax and intellectual property issues (**Appendix TAB 40**).
- T. 1999-Year End Review.** Daniel Senese, Executive Director, IEEE, provided an overview of significant IEEE activities regarding staff, membership, volunteer efforts, and several accomplishments achieved during 1999 (**Appendix TAB 41**).
- U. Foundation Report.** Emerson Pugh, Chair of the IEEE Foundation, reported on the recent activities of the Foundation. He stated that the mission of the foundation is to acquire and manage resources to further the education and scientific goals of IEEE, and supports activities in awards, education, history & special initiatives. He also reported on the commitments for 2000 (**Appendix TAB 42**).
- 38. Secretary's Report.** Ward-Callan discussed contract management and encouraged all to have contracts reviewed before negotiations. Ms. Ward-Callan recommended that the contracts be forwarded to her office for review. There is no fee for contract reviews and timeframes can be accommodated. She discussed digital archives, and noted that many Societies are going in this direction. Ms. Callan also noted that any contract amount over \$250K will need to be approved by IEEE ExCom (**Appendix TAB 43**).

- A. **IEEE Staffing Report.** Mr. Matt Loeb, Staff Director of IEEE Institute Projects and Research, presented IEEE Staffing Analysis information from 1990-1999. He noted that a request for this information came out of the November 1999 TAB meeting in Snowbird, Utah.

Loeb reviewed the methodology for obtaining this information, which included utilizing payroll records to determine staffing levels as of year-end for temporary, regular and part-time employees. He noted that Contractors are also included in the analysis. Prior to 1995, IEEE had no contractors. Following 1995, IEEE had trouble with IT systems and utilized contractors to assist with Y2K efforts. Also, IEEE needed to be more responsive to IT needs in order to do business electronically and this need was reflected in increases in IT staff over the past few years. Another increase in staff was in the Pub area, which reflects the increase in the number of pubs and page counts. However, the largest increase in staff was in the Society Executive offices.

Loeb also reviewed the growth in the IEEE Marketing staff, noting that the staff needed to expand for promotional efforts to support membership and TAB products (**Appendix TAB 44**).

- B. **Revisions to S/C Constitution and Bylaws.** Ward-Callan presented revisions to Society/Council Constitutions and Bylaws as follows:
- **IEEE Computer Society (Bylaws).** To transfer Press Activities policies and procedures from a separate entity to the Publications Activities Board.
 - **IEEE Electromagnetic Compatibility Society (Bylaws).** General administrative changes which include: modifications to AdCom Nominations and Elections process; composition of Standing Committees; provision for President to be ex-officio member on Society committees; and modifications to Society awards honoraria and administration.
 - **IEEE Information Theory Society (Constitution and Bylaws).** General administrative changes which include: modifications to AdCom Nominations and Elections process; composition of Standing Committees; provision for President to be ex-officio member on Society committees; and modifications to Society awards honoraria and administration.
 - **IEEE Microwave Theory and Techniques Society (Constitution and Bylaws).** General administrative changes, which include: modification of AdCom election process and composition; provision for a Society magazine; modification to

Constitution amendment process; provision for electronic communications; and provision for ex-officio members.

- **IEEE Signal Processing Society (Bylaws).** General administrative changes, which include: modifications to the notice and location of Board meetings; and the expansion of the composition of the Society's Technical Directions Committee.

39. TAB Chair. Chair Dent reviewed the following:

- A. Position of TAB Items Referred to IEEE ExCom/ BoD.** Chair Dent submitted a written status report of items referred to the IEEE Executive Committee and Board of Directors as of November 1999 (**Appendix TAB 45**).
- B. 2000/2001 Meeting Schedule.** Chair Dent reviewed the 2000 and 20001 TAB Meetings Schedule (**Appendix TAB 46**).

40. TAB Nominations and Appointments Committee. Michael Adler, Chair of the TAB Nominations and Appointments Committee, reported that the Committee had its first meeting of 2000 the previous day. Adler then presented the following:

- A. Slate for 2001 IEEE Meetings and Services Committee Chair.** Adler presented a slate of candidates for the position of 2001 IEEE Meetings and Services Committee Chair. He asked for nominations from the floor and noted that TAB could select more than one candidate if they choose. **A Motion was made that:**

TAB approve having one (1) candidate on the slate for 2001 IEEE Meetings and Services Committee Chair.

Financial implications to TAB: none

The Motion passed.

A slate was provided and nominations were then taken from the floor. A vote was taken. Adler noted that Vijay K. Bhargava was elected as the candidate that will be submitted to the IEEE Nominations and Appointments Committee for review. It will then be forwarded to the IEEE Board of Directors who will make the final appointment.

41. Society Presidents' Forum. Terman reviewed agenda items for discussion. A brief report was given on the Society Chapter Coordinators' Retreat held in New Orleans, attracting industrial members, and a Strategic Planning Retreat.

- 42. Division Directors' Forum.** Chair Dent noted that a Division Directors' meeting will be held later in the day.
- 43. Society/Council Presidents' Reports.** The Presidents of the following Societies presented a brief overview of their Society Activities: IEEE Communications, IEEE Education and IEEE Engineering Management.
- 44. Update on Financial Impact of TAB Actions Resulting from Meeting.** Masten summarized the financial impact of TAB actions resulting from the meeting as follows:
- Request TAB VP to move continuation and distribution of unallocated investment return (**Distribution of \$15M to TAB and S/C**)
 - Permit TAB to reduce its 1999 Page Count Budget (**TAB: \$0 – S/C Forgo distribution of \$8K**)
 - Consider Waivers of ASPP Page Count Penalty Policy (**TAB\$0 – S/C: unknown**)
 - Provide an interest Free \$100K Loan to Sensors Council (**TAB: forfeiture of Interest of \$100K**)
 - Entertain request for start up funds for revenue producing initiatives (**TAB: unknown**)
 - Web Search Initiative (2000)* (**TAB: \$50K until June**)
 - IT Industry Initiative (**TAB: Up to 50K**)
 - Electronic Distinguished Lecture Initiative* (**TAB: \$30K**)
 - One day VP Conferences Workshop (**TAB: \$5K - from existing budget**)
 - Meetings & Services Committee 3 Meetings per year (**TAB: \$2K**)
 - Industry Plan Development Initiative * (**TAB: \$100K; no more than \$20K by June**)

* To be voted by IEEE Board of Directors on Sunday, 13 February 2000

45. New Business.

- A. Creation of New S/Cs and Inclusion in ASPP.** After discussions regarding inclusions in the ASPP, a **Motion was made that:**

TAB approve that upon the creation of a new Society/Council, TAB will permit the immediate inclusion, with full distributions, of one journal, transactions, or magazine in the ASPP. This Motion will be retroactive effective as of 1/1/99.

Financial implications to TAB: ASPP distributions will be allocated across the new set of pubs. Distributions will be slightly less than without the new pub.

The Motion passed.

- B. **TAB Activities & Initiatives Not in the Annual Budget.** Mr. Clifford Lau, President of the IEEE Neural Networks Council, discussed support for TAB activities and initiatives that are not in the annual budget, and a **Motion was made that:**

TAB approve that any out-of-cycle budget and requests to support TAB activities and initiatives that are not in the approved annual budget shall be submitted to TAB FinCom 60 days prior to the next TAB meeting for evaluation and recommendation to TAB for approval/disapproval.

Whereas: TAB Treasurer, assisted by the TAB Finance Committee, has oversight responsibility for the preparation of TAB S/C budgets and for the continual monitoring of expenditures;

Whereas: Throughout the year, there are TAB activities and initiatives that require financial support that is not in the approved annual budget; and

Whereas: The financial impact of these out-of-cycle budget requests need to be assessed and evaluated knowledgeably

Be it so moved, that out-of-cycle budget requests be submitted to the TAB FinCom for evaluation and recommendation

The Motion failed.

- 46. Next Meeting.** The next meeting of the IEEE Technical Activities Board will be held 24 June 2000 in Vancouver, British Columbia, Canada.
- 47. Adjournment.** Chair Dent adjourned the meeting at 5:00pm.

**Mary Ward-Callan
TAB Secretary**

**Issued on 8 May 2000
Subject to Confirmation**