

GIMS (Voting Members) CONFERENCE CALL

Thursday
April 12, 2007

Attending:

Mike Kincaid, Chair
Richard Miller, Vice Chair
Rob Fish
Mark Karol
Doug Lattner
Merrily Hartmann
Bruce Worthman
June Leach-Barnaby
Gayle Weisman

Agenda (with notes from meeting inserted):

- With six GIMS voting members on the call, a quorum was present. Our ComSoc Staff coordinators were present as well and we welcomed Bruce to the group.
- It was moved and seconded to approve the minutes from the March 6, 2007 conference call. Discussion ensued regarding the second bullet under CONFERENCE ISSUES:

Globecom '07 - Nim Cheung is heading up the 50th anniversary planning and will get a budget for same from Jack. The MOUs with the three IEEE sections should be signed by now. June and Richard will work on the preliminary registration fees and will submit to GIMS for email vote.

The minutes should read:

Globecom '07 - Nim Cheung is heading up the 50th anniversary planning and will get a budget for same from Jack. The MOUs with the three IEEE sections should be signed by now. ~~June and Richard will work on the preliminary registration fees and will submit to GIMS for email vote.~~ The preliminary budget has been sent to GIMS by Bruce. Doug will review the registration fees and then recommend the budget for approval by GIMS. An email vote will be conducted.

With the above correction, the motion passed to approve the minutes.

- During the above discussion on the GC 07 budget, Bruce brought to our attention that the first draft of a budget for ICC 08 (Beijing) is currently in a deficit position. He has requested the Finance Chair to clarify some of the issues contributing to that deficit (e.g. no patronage included) and we will discuss again when he has that information.
- Follow-up item from the March 6th minutes: Bruce will pursue establishing the MOUs required for ICC '08 and ICC '09.
- Carryover items from the March 6th conference call:
 - Student Travel Grants (STG): There is a new process in place which requires the OCs to form a STG committee to manage student travel grants. The STG committee will need to seek funding from outside sources for these grants. This STG committee will also oversee the selection process and the awarding of the grants at the conference. We need to discuss this with Heiner to determine if GITC will provide oversight for this function or if it should reside with GIMS.
 - Helms Briscoe – overview of relationship with ComSoc and OCs and GIMS: Bruce explained that as conference venues are awarded, he will personally contact the OC to determine the best way to secure hotel/convention center space: ComSoc Staff, the OC, or Helms Briscoe/local tourism bureau.
 - Tutorials – did M&C meeting in S.F. discuss this? Status? Bruce summarized the S.F. discussions surrounding the “IEEE Expert Now” product line for ieee.org. The tutorials developed for society conferences are the resource for this product line. There is concern about the dwindling interest in

tutorial attendance at our conferences and the impact on IEEE Expert Now. The thought was that perhaps we need to bundle the tutorials with the conference registration fees. However, Globecom 2006 had great success with their tutorials in light of the expanded content offered with Expo. So, more data is required and we will wait to see how this year's conferences fare before making a decision on the bundling approach.

- GIMS Handbook – now at a separate place until totally updated: http://www.comsoc.org/committee_meetings/GIMS/template.html: Merrily will assign each section to a GIMS member for revision.
- GIMS website status: Merrily shared the new website with everyone and stated it will be ready to open up to all GIMS members soon. GIMS is included in the Eprise Content Management Tool trial which the IT department is running this year. Merrily now has the ability to change/add/delete content to this site using the tool. There are several outstanding issues being worked out on the tool but they should be resolved soon.
- Proposal for an expanded technical program for Globecom/Expo: GC 07 (Washington, D.C.) has revised its program so that technical sessions and Expo programming will run four days (Tuesday thru Friday) rather than the traditional three days. The expanded program is due to the additional Expo content and contention for meeting space. Tutorials and Workshops will be held Monday and Friday. There will be no extra expense for the meeting space; however, June will calculate the impact of an additional day for A/V expenses. The general feeling is that this is a positive change and should provide a wider audience for the individual sessions. Yet, there is some concern about creating a 5-day conference and if attendees will be willing/able to allocate that much time. As more outside programming is co-located with ICC and Globecom conferences (e.g. WTC, EMS, etc.), this issue will become the norm.
- New business
 - Site Selection: Rob summarized current status: Cape Town has been awarded ICC 2010. There has been no response from the Houston bid team so Staff is going to poll Southern-tier states to see if anyone is interested. If not, we may need to entertain two off shore conferences in 2010. He outlined his and Harvey Freeman's trip to Kyoto to meet with the bid team. Contrary to our initial impressions, Kyoto is a viable venue and they will make another presentation in Glasgow. IEICE, a sister society, will play a prominent role on their OC so an appropriate MOU will need to be developed. They have also requested they be able to run their own Expo (no financial impact on ICC) in conjunction with ICC.
 - OpCom - outcome on following issues
 - VAT recovery process - Bruce stated that ICC 07 has been successful in establishing a process to register their conference and a process which will allow attendees to recover their VAT fees. For future offshore conferences, IEEE is going to hire a VAT Recovery specialist to handle these issues for all conferences.
 - Complimentary registrations - discussions have begun regarding "Volunteer Gifts" which includes complimentary registrations. The M&C Board will make their recommendations on how to handle/manage.
 - GIMS/GITC Advisors - June will be sure to inform her OC coordinates of the GIMS and GITC Advisors assigned to their conference. The Advisors should be added to the OC email lists and should be a resource for the OCs as issues arise. Each Advisor should make contact with their respective OCs as well.
- The next GIMS conference call will be scheduled for sometime between May 14th and 22nd. The meeting was adjourned.

Respectfully submitted,

Merrily Hartmann

GIMS Operations Chair
April 18, 2007