



MICROWAVE THEORY AND TECHNIQUES SOCIETY

DATE: 4 June 1997

TO: John T. Barr IV, Operations Chairman

FROM: R. A. Sparks, Administrator

SUBJECT: Administrators Report for June AdCom Meeting

This report includes all activities since the January AdCom Meeting held in Denver following the 1997 IMS TPC Meeting. The organization and format for this report is the same as previous submissions.

A summary of meetings and functions participated in during this report period include:

- a) attendance at the TAB FinCom Meeting at the Newark Airport Marriott Hotel on 3 February; a separate report was submitted on 19 February to the Budget Committee.
 - b) attendance at meetings of the TAB ITS AdHoc Committee and TAB ITSC 97 Steering Committee held in San Antonio, TX on 14 - 15 February in conjunction with the IEEE Board of Directors meeting series. A separate report was submitted on 6 March.
 - c) attendance as Committee Secretary/Finance Chairman at the 1997 Vancouver Wireless Symposium from 23 - 26 February held in conjunction with INTER COMM. An interim financial report has been prepared for the Budget Committee, together with a separate list of conclusions and recommendations for subsequent meetings.
 - d) attendance as Interim Treasurer at the 2000 IMS Steering Committee meeting held on 7 March in Chelmsford, MA.
 - e) attendance with AdCom Treasurer, Ed Rezek, at the TAB Finance Workshop on 11 April held at the IEEE Operations Center, Piscataway, NJ. A separate report was submitted on 12 April.
- 9 attendance at the Budget Committee Meeting in Denver on 7 June prior to the AdCom Meeting.

Task Activities

1. Support to the Budget Process

All current Financial Statements, Consolidation Reports and Asset Analysis/Net Worth Reports through April have been received and reviewed. Key punch errors and other unexplained entries are routinely followed up with IEEE staff to insure necessary corrections/revisions are incorporated into our records. Discrepancies between reports have been identified and issues resolved by phone and e-mail.

The TAB Finance Workshop held in April was documented in a separate report and addresses several areas that were reviewed with the Budget Committee during the June Meeting. Areas of interest to AdCom Committee Chairmen include,

- 1) the introduction of 'concentration banking' that may impact all conference activity.
- 2) the need for increased management attention to the impact of electronic products on Society/Council/Institute finances.
- 3) the gradual transition to a budgeting process that will project finances 3 - 5 years out.
- 4) the introduction by TAB Finance of quarterly forecasts to track Society/Council income and expenses.

2. Publication Page Charge Income/Expense and Page Budgets

Page charge and overlength page charge collections through April for the Transactions are ahead of budget, **\$88.9K** versus **\$62K**; for the Letters Journal the collections are **\$2.6K** **\$6.8K** budgeted. Collection expenses are **\$8.9K** versus **\$7.6K** budgeted for the Transactions **\$1.1K** versus **\$1.2K** budgeted for the Letters. The nine-year summary of Transactions page income versus cost has been updated through calendar 1996 and included as **Attachment 1**. The six-year summary for the Letters Journal has been compiled and included as **Attachment 2**. **Appendix XII.D**

Published pages versus total budgeted pages for the Transactions through May are **896/2800** or 32%; corresponding figures for the Microwave and Guided Wave Letters Journal are 1641580 or 28%. A summary of the monthly Production Reports is included as **Attachment 3**.

3. Support to Conference Financial/Audit Committee

As Secretary/Finance Chairman of the Vancouver Wireless Symposium, I have provided an Interim Financial Status Report to the Budget Committee which indicates a surplus of approximately **\$15K**. All major bills and invoices have been paid, and the net loan of \$7,500 has been repaid to MTT-S with a check for that amount having been mailed to IEEE Conference Services on 28 May. A reprinting of 200 copies of the Digest was required due to the fact that the 180 copies for the IEEE Book Broker program could not be accounted for following the Symposium. Horizon House has agreed to cover the cost for the reprints.

Representatives from the SBMO attending the Vancouver **Wireless** Symposium delivered signed copies of the MOU and final budget for the 1997 **SBMO/IEEE MTT-S** International Microwave and Optoelectronics conference. Copies were forwarded to the Treasurer, Ed Rezek, Meetings and Symposia Chairman, Fred Schindler, and IEEE Conference Services.

As noted in my last report (January 1997) I was asked to serve as Finance Co-Chairman of the 1997 Wireless Communication Conference together with Jim Drehle, President of **IMAPS**, the other cosponsor of the meeting. A revised budget (original budget had been submitted to **MTT-S** Budget Committee during September 1996 AdCom Meeting) was prepared over a period of several weeks, and subsequently accepted by Conference Chairman, Roger Marks, and submitted to IEEE. The MTT Society seed money share of **\$5K** was forwarded from IEEE to the **IMAPS office** in Virginia which will maintain the conference bank account.

As Interim Treasurer of IMS 2000 a conference account has been maintained. The major expenditure for hosting the September 1996 AdCom has been reconciled, and charges for two Steering Committee dinner meetings have been paid.

I have been asked to serve as conference Treasurer for the 1998 **MTT-S** European Topical Symposium on Technologies for Wireless Applications, and have provided support to the budget preparation and other organizational matters.

The most recent (April 10) delinquent conference financial status report was received and all outstanding meetings are being tracked. There are no current problem **issues of concern**.

4. Selected AdCom Information Items

At the Vancouver Wireless Symposium INTER COMM exhibition the IEEE booth was manned by Section Chairman Merrill **Wittman**, assisted by several students from the University of British Columbia. One of the students, Dmitry Rifkin, handed me his card indicating him to be the Chairman of the UBC **IEEE RF Society**. On further inquiry it was learned that the Society had been formed several years ago as an independent IEEE **entity** within the Student Branch Chapter, but interestingly never sought support from the **MTT Society** or any of the local members. A short history of the RF Society was solicited from **Rifkin** via e-mail following the Symposium which was edited and will appear in the next issue of the **MTT-S** Newsletter.

NINE YEAR SUMMARY OF MTT-S TRANSACTIONS - PAGE CHARGE INCOME VERSUS COST

YEAR	1988	1989	1990	1991	1992	1993	1994	1995	1996
TOTAL PAGES	1995	2170	2032	2242	2552	2469	2812	3236	2936
PG. CHG. BILL. RATE(\$/page)	110	110	110	110	110	110	110	110	110
TOTAL COST (\$K)	<u>219.4</u>	238.7	<u>223.5</u>	<u>246.6</u>	280.7	<u>271.6</u>	<u>309.3</u>	<u>356.0</u>	<u>323.0</u>
VOL. PG. CHG. INC. (\$K)	68.8	92.5	93.2	66.8	94.3	65.5	63.2	105.7	76.0
OVLGTH. PG. CHG. INC. (\$K)	68.7	71.3	102.6	93.3	143.0	114.6	113.7	141.7	135.8
TOTAL INCOME (\$K)	<u>137.5</u>	<u>163.8</u>	<u>195.8</u>	<u>160.1</u>	<u>237.3</u>	<u>180.1</u>	<u>176.9</u>	<u>247.4</u>	<u>211.8</u>
PC/OPC EXPENSE (\$K)		17.9	21.0	19.5	25.0	15.0	22.6	20.0	21.7
NET INCOME (\$K)		<u>145.9</u>	<u>174.8</u>	<u>140.6</u>	<u>212.3</u>	<u>165.1</u>	<u>154.3</u>	<u>227.4</u>	<u>190.1</u>

Note : Income received in a given year does not necessarily apply to pages published that year.

SUMMARY OF GUIDED WAVE LETTERS JOURNAL - PAGE CHARGE INCOME VERSUS COST

YEAR	1991	1992	1993	1994	1995	1996
TOTAL PAGES	440	561	511	524	572	572
PAGE CHG. BILLING RATE(\$/page)	110	110	110	110	110	110
<u>TOTAL COST (\$K)</u>	<u>48.4</u>	<u>61.7</u>	<u>56.2</u>	<u>57.6</u>	<u>62.9</u>	<u>62.9</u>
VOL. PG. CHG. INCOME (\$K)	13.3	23.5	18.2	15.5	19.3	11.3
VOL. PG. CHG. EXPENSE (\$K)	3.0	4.7	3.6	3.3	3.8	2.7
<u>NET INCOME (\$K)</u>	<u>10.3</u>	<u>18.8</u>	<u>14.6</u>	<u>12.2</u>	<u>15.5</u>	<u>8.6</u>

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TRANSACTIONS/JOURNALS 1997 PRODUCTION REPORT

* Special Sections/Issues

**Society Did Not Provide Estimates

28-May-97

*** Page Count Includes Covers

PUBLICATION	ISSUE	MAIL DATE	1996 PAGES/ISSUE	1997 PAGES/ISSUE	1997 PAPER MS PGS
Microwave & Guided Wave Letters	Jan	12/19	76	36	6
	Feb	1/27	48	28	6
	Mar	2/24	52	44	6
	Apr	3/24	32	28	5
	May	4/22	40	28	6
	Jun		28		
	Jul		28		
	Aug		36		
	Sep		48		
('96 Index Pgs 18)	Oct		48		
	Nov		40		
'97 TAB PAGE BUDGET 580	Dec		96		
TOTAL PAGES:			572	164	29

PUBLICATION	ISSUE	MAIL DATE	1996 PAGES/ISSUE	1997 PAGES/ISSUE	1997 PAPER MS PGS
Microwave Theory & Techniques	Jan	1/27	172	168	18
	Feb	3/3	192	160	33
	Mar	3/18	144	156	13
	Apr	4/2	148	104	25
	May	5/5	156	308	21
	Jun		204		
	Tul		408		
	Aug		132		
	Sep		104		
('96 Index Pgs 111)	Oct		364		
	Nov		156		
'97 TAB PAGE BUDGET 2800	Dec		756		
TOTAL PAGES:			2936	896	110

ADMINISTRATORS REPORT

ADCOM MEETING 7 - 8 JUNE 1997

- BUDGET COMMITTEE REVIEW PARTICIPATION

REVIEWED AND ANALYZED CONSOLIDATION REPORTS, FINANCIAL STATEMENTS AND ASSET ANALYSIS REPORTS RECEIVED THRU APRIL. NET WORTH ~ \$3.8M.

1997 PAIDS AND REPLACEMENTS CHARGES ARE \$4.1K/MO. EXCEED ACTUALS BY ~ \$1K/MO.

ISSUES FROM TAB FINANCE WORKSHOP ON 11 APRIL:

- CONCENTRATION BANKING ♦ ELECTRONIC PRODUCTS
- 3 - 5 YEAR BUDGETING ♦ QUARTERLY BUDGET FORECASTS

- PUBLICATION BUDGETS AND PAGE CHARGE/OPC INCOME AND EXPENSE

TRANSACTIONS PUBLISHED (THRU MAY) 896 PAGES (32%) VERSUS 2800 BUDGETED FOR 1997; LETTERS JOURNAL PUBLISHED 164 PAGES (28%) VERSUS 580 BUDGETED.

TRANSACTIONS PC/OPC INCOME THROUGH APRIL IS \$88.9K VERSUS \$62K BUDGETED; LETTERS JOURNAL PC INCOME IS \$2.6~ VERSUS \$6.8~ BUDGETED.

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BUDGET COMMITTEE DISCUSSION ITEMS

7 June 1997

1. Net Worth reported through December 1996 was \$3.1 M.
Net Worth reported through April 1997 is nearly \$3.8 M.
There are discrepancies in interest income posted on monthly Asset Analysis Reports and Financial Statements.
2. 1997 **Paid**s and Replacements Actual Costs for January - March 1997 were reviewed. \$4.1 K monthly allocation charges exceed **actuals** by \$1 K/mo.
3. TAB Finance Workshop for Society Treasurers attended on 11 April.
Impact Issues: Concentration Banking
 Electronic Products
 3 - 5 Year Budget Projections
 Quarterly Budget Forecasts
4. Outstanding Conference Financial Reports reduced to seven. Two from 1995 are being tracked (one has since been closed).
5. Conference Status Reports

1997 SBMO/MTT-S MOU and Budget signed off and submitted.

1997 Vancouver Wireless Symposium Interim Financial status report submitted. Loan repaid. Book Broker income is only outstanding receivable.

1997 IEEE ITS TPC will meet 26 June in Columbus; Steering Committee will meet on 27 June.

TAB ITS Ad Hoc Committee seeking Society inputs on transition to Council. Currently 16 Member Societies. Will meet on 28 June.

1997 Wireless Communications Conference revised budget submitted in April; cosponsored with IMAPS.

1998 European Wireless Topical Symposium will be held in conjunction with EuMC. Organization and Budget in preparation.