

PACIFIC TELECOMMUNICATIONS COUNCIL
BOARD OF GOVERNORS MEETING OF THURSDAY, MARCH 10, 2005
12:00 PM Hawaiian Standard Time

Participants: Bruce Drake, Robert Walp, Tony Gardiner, Tom Cooper, Robert Mao, Rick Cho, Richard Nickelson, David Lassner

Regrets: Seiichi Tsugawa, Ken Zita, Kenji Saga, William Lin, Tim Shea

Guests: Stephen Tom, Sharon Nakama, Jay Gillette (AC Chair), Gregg Daffner (AC Vice Chair), Bob Bissell

Meeting Commenced at 12:03 PM

1. APPROVAL OF AGENDA

Agenda (revised version as per email from Stephen Tom dated March 10, 2005) approved with no amendment.

2. PAST MINUTES

2.1 BOARD MEETING - February 9, 2005

Revised draft minutes were distributed by email on March 9, 2005

2.2 APPROVAL of February 9, 2005 Minutes

Comments have been received and incorporated. Second version has not been distributed (to be done late today). Due to need for revisions and late distribution, approval is deferred until the next meeting.

Members will have two weeks to provide comment. Should no comments be received then the minutes will be posted to the website; if further discussion is required then the minutes will not be posted to the website until the minutes are discussed and approved.

2.3 STATUS OF OTHER PREVIOUSLY SUBMITTED MINUTES

- 2.3.1 Sept. 1 2004 - complete
- 2.3.2 Oct. 6, 2004 - complete
- 2.3.3 Nov. 3, 2004 - complete
- 2.3.4 Jan. 20, 2005 - final approval

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2.4 APPROVAL FOR POSTING TO PTC WEBSITE

Approved: Minutes for September 1, October 6 and November 3.

Approved: Minutes for the January 20, 2005 for posting to the PTC Website.

3. CURRENT MANAGERIAL ISSUES & DISCUSSION

3.1 MODUS OPERANDI-BG CONFERENCE CALLS

3.1.1 FEEDBACK ON NEW MEETING SCHEDULE

Stephen Tom requested confirmation of the timing of the meetings

Approved: The calls will occur at 12 Noon Hawaiian time on the second Thursday of each month.

Tom Cooper noted that a time adjustment will be affecting some members with the change to Daylight Saving Time. Stephen Tom noted that the State of Hawaii does not change.

ACTION: Stephen Tom indicated that all the local times would be in the meeting notices.

3.2 BOARD RESOLUTION AUTHORIZING CHANGE IN BANK SIGNATORIES

A letter from Linda Ristow indicated that there is a need to change the PTC bank signature list. Mark Hukill needs to be removed and Stephen Tom must be added. As well the bank needs the BG to pass a resolution affecting the required changes.

Resolution: Moved by Tony Gardiner that the bank signatories for the PTC are to be Linda Ristow, David Lassner, Tony Gardiner and Stephen Tom as per the email from Linda Ristow dated March 8, 2005. Seconded by David Lassner. Carried.

The bank also requires a signature from the PTC VP and Secretary, Seiichi Tsugawa.

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ACTION: The Secretariat will provide Seiichi with the necessary paperwork for signature and correspond as required with the bank.

3.3 OTHER

The members of the Board of Governors agreed that contracts and contractual information between the PTC and organizations or companies are confidential. Such documents and information may be reviewed by the Board of Governors and Secretariat and but are not available for disclosure to the AC or the PTC membership in general. Any member may however request scrutiny by the BG and the Secretariat of any contract into which the PTC enters

The BG also recommended that should a member have a concern in respect to continued tie of the PTC to Hawaii or concerns in respect to the accessibility of Hawaii by foreign nationals, the BG recommend that such issues be raised through the AC.

4. STATUS REPORTS

4.1 EXECUTIVE DIRECTOR REPORT - (Stephen Tom)

Bruce Drake indicated appreciation for the great job that Stephen Tom has done in a short amount of time.

4.1.1 Mid-year 2005 - Sept. 20-22, Los Angeles

Stephen Tom reported that he supporting the mid-year location as Los Angeles, California. He noted that the support system for the Los Angeles event is not yet clear. In reference to the proposed theme and dates he referred to a document dated March 7, 2005 he circulated electronically to BG members on March 7, 2005.

Stephen Tom indicated that he has been in discussions with Don Filmer of the Canada West Telecommunications Group about the formation of a Canada or West Canada Chapter of the PTC and the offering of a mid year conference either this year or the 2006 mid-year. Stephen indicated that Don reports there is preliminary financial support from various sources for the event in

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Vancouver. Stephen Tom indicates that Don Filmer is aware of the Los Angeles option.

BG discussions centered on the short period of time since the Mid-year was held in Whistler (2002). Concern was also expressed in respect to potentially having two North American events in consecutive years should Vancouver be delayed by one year. Financial concerns are important, as was participation from US companies and the US Government.

Gregg Daffner noted the interest of Hanover Fairs (the world's largest conference and exhibition company) in an association with the PTC.

The preference of the BG is to hold the mid-year in Los Angeles with the fall back location being Vancouver. If Los Angeles is feasible then a possibility is to hold next year's event in Vancouver.

ACTION: Stephen Tom indicated that he would encourage Don Filmer to seek confirmation of the funding sources for Vancouver and Stephen would do the same for Los Angeles. Stephen will share the concept document with committee members and LA sponsors. Should the BG decide on Los Angeles then Don Filmer would have the advantage of having explored the funding relations opportunities for a Vancouver event. Once the financing for each local event is established Stephen Tom will then report to the Executive Committee with a recommendation and request a decision.

4.1.2 PTC 2006 - Jan. 15-18, 2006 Honolulu

Stephen Tom on behalf of Ken Zita reported that the conference committee was making progress. He noted that development of the conference theme is slightly behind schedule.

4.1.3 Upcoming conferences & trade shows (* indicates SGT to attend)

Stephen Tom noted that the following was a partial list of potential events that PTC could be involved in by attending and/or exhibiting and or hosting recruiting events; essentially, marketing opportunities for PTC.

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ACTION: Stephen Tom requested input from the BG as to which event(s) he should attend, which ones he should attend with one or more of the BG, or that the PTC should attend by relying on a BG or AC member to represent PTC. Stephen requested some initial feedback during the meeting and indicated that he would send out a more extensive list by email asked for additional input following the meeting.

ACTION: Bruce Drake asked the BG to confirm (by email) as to whether or not the events noted by asterix are appropriate or would there be others more useful.

Robert Walp noted that there are several important IEEE meetings and he would discuss these with Stephen Tom off-line.

- 4.1.3.1 Satellite 2005* - March 23-25, Wash., DC
- 4.1.3.2 NAB* - April 17-21, Las Vegas
- 4.1.3.3 USTDA - U.S.-Southeast Asia Telecom Conf.-
April 27-29
- 4.1.3.4 GTM 2005 - May 23-27, Wash., DC
- 4.1.3.5 Broadband World Forum Asia - May 30-June
2, Tokyo, Japan
- 4.1.3.6 ISCe - May 31-June 2, Long Beach, CA
- 4.1.3.7 SuperComm - June 6-9, Chicago, IL

Richard Nickelson was noted that this event (Supercomm) is significant as it is the largest annual telecom event in US. The technical program is partly organized with the help of the IEEE and the responsibility of one of the PTC's strong partners, the International Engineering Consortium. Jay Gillette supported building extensively an existing PTC relationship with Supercomm.

- 4.1.3.8 Hawaii-China-Korea Trade Mission with Gov.
Lingle - June 8-17; Shanghai, Beijing,
Guangzhou, and Korea
- 4.1.3.9 ICF - Building the Broadband Economy -
June 13-14, New York City

Bruce Drake noted that he would represent the PTC at this event (ICF).

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4.1.3.10 CommunicAsia2005* - June 14-17, Singapore

Bruce Drake noted that CommunicAsia is a critical event.

4.1.3.11 IBC - Sept. 9-12, Amsterdam

4.1.3.12 APSCC - Sept. 26-28, Singapore

4.1.3.13 WSIS - Nov. 16-18, Tunis

It is expected that Seiichi Tsugawa will be on-site at the WSIS.

4.1.4 Building local relationships w/tech & government

Stephen Tom noted that he is working on building better relationships with local organizations with technology and government leaders. He noted the potential for accompanying the Governor on a trade mission. Rick Cho indicated he would assist as a local BG advisor.

4.1.5 Staff and systems orientation

Stephen Tom noted that the PTC office computer system is improperly set up and as a result the Secretariat is experiencing network periodic outages. There is a need to invest some dollars to make it function properly.

4.1.6 Media Partnerships (IDG, IEC, Space News)

Stephen Tom indicated that the Secretariat is exploring a number of media partnerships. Comments from the BG are welcome. Rick Cho indicated there was potential for working with a Beijing based trade show company.

ACTION: Stephen Tom will present to the BG on potential partnerships.

4.1.7 Marketing - Plans under development

4.1.7.1 Membership

4.1.7.2 Sponsors & underwriters

4.1.7.3 Exhibitions

4.1.7.4 Website upgrades

4.1.7.5 Public relations

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Stephen Tom noted with respect to the above list he is working on planning for all of these areas including using the website as more of a marketing tool.

4.1.8 Financial report

Stephen Tom reported that the PTC is in a good financial position at the moment with the budget tracking slightly ahead.

4.1.8.1 Summary comments - lower revenues; lower costs = larger net profit of \$37,760

4.1.8.2 Non-budgeted items

Stephen Tom noted that there are a number of small, non-budgeted (\$5K) items that are adding up such as the need to updating the computer system. Stephen will keep the BG posted on

4.1.8.3 Cash flow analysis

Stephen Tom noted that cash-flow analysis sheets have been re-implemented. Linda Ristow will prepare them.

Tony Gardiner indicated that the Executive Management Committee would find useful balance sheets that show three years at a time.

4.1.8.4 Financial controls

Stephen Tom noted that there is an internal oversight effort lead by Tony Gardiner and John Spence.

4.2 PTC'06 CONFERENCE - STEPHEN TOM FOR KEN ZITA

4.3 TASK FORCES, COMMITTEES, & REPORTS

4.3.1 SIG - DISASTER PLANNING & RECOVERY

Tony Gardiner indicated that he is having difficulty in signing up members on this SIG. It was suggested that the Mid-year could be used to crystallize the SIG. This item was put on a "back burner" for the time being.

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Stephen also indicated that he would like to utilize the website to gain cohesiveness.

4.3.2 RESEARCH COMMITTEE - REPORT/REQUEST

Stephen Tom indicated work is being done to get the essays program going again. There is 1500 dollars available with the possibility of raising 500 or more in contributions. The total cost of program with no cash prize is approximately 3200 to 3500 dollars. Stephen indicates that the money is not an issue.

The question as Stephen sees it is there sufficient leadership and can a timetable be maintained so that the call goes out, the evaluation happens over the summer and a decision is made by September 1. If that can be accomplished with the final paper in hand by November 1 the Secretariat can support the essays program. Tom Cooper and Richard Nickelsen indicated that they would be advocates for a disciplined timetable.

Bruce Drake indicated that it is very important that this program be continued. Jay Gillette indicated that a copy of the previous call for papers generated interest at Ball State University. He supports getting the process going.

Richard Nickelson indicated that Heather Hudson is putting together a call for papers and that it must get out quickly. Stephen Tom noted that in order for the Secretariat to assist, he must have the material by March 15, 2005. Jay Gillette noted that all of the past topics are still relevant so the existing framework could be used with little change. Robert indicated that he would work on locating additional money.

ACTION: Richard Nickelson was asked to contact Heather Hudson to determine the next steps for the program the Secretariat by March 15, 2005.

5. **ADVISORY COUNCIL** - (Jay Gillette / Gregg Daffner)

All the planned task forces are in the initial stages of launch. The MVP task force will work with Bruce Drake and Gregg Daffner will take the lead with Jay assisting.

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The sustainability task force leadership has been offered to Sugi Kasuda on a first-refusal basis. Mark Lopianowski will also be on the sustainability task force.

Jay requested 2 BG members participate in an ex-officio capacity on each of the task forces as receivers and interested parties. He suggested that the BG should decide as to who these people will be.

Task force 3 on PTC Bylaws will start after June.

Task Force 4, the Resource Map of the AC is underway. Jay Gillette indicates that he has a research group working on this in his institute. This group will be reporting in the 3rd quarter of 2005.

Jay Gillette also reported that he and Tom Cooper have been working on the AC "Appeals Committee". He proposed that as the PTC only has a skeleton set of ethics that the appeals committee responsibility could be enlarged to include ethics issues. As such the committee could be called the Professional Ethics and Appeals Committee. He sees this committee located in the AC and similar to the SPC. It is noted that Robert Walp has requested that Tom Cooper generate a code of ethics for the PTC.

- 6. OTHER**
- 7. NEXT BG MEETING - Thursday, April 14, 12:00 PM HT**
- 8. CLOSE REGULAR MEETING 1:20 PM**
- 9. IN - CAMERA SESSION**