◆IEEE **IEEE Switzerland Chapter on Digital Communication Systems**

Minutes of General Assembly

23 August 2017

Location: ETH Zurich, Sternwartstrasse 7, 8092 Zürich, ETF D110
Date/Time: 23 August 2017, 17:00
Participants: Thomas Mittelholzer (Chapter Chair)
                Stefan Moser (Secretary/Treasurer)
                Hans-Andrea Loeliger
                Joseph Renes
Excused: Danilo Zanatta (Member at Large)
                Rüdiger Urbanke
Minutes: Stefan Moser

Agenda

1. Welcome

2. Approval of the agenda

3. Chapter activities 2016/2017

4. ZuSem Foundation

5. Financial report and budget

6. Discharge of the ExCom

7. Extension of the Chapter to include the Information Theory Society

8. New by-laws

9. ExCom elections for 2018/2019

10. Miscellaneous

1 Welcome

The Chapter chair Thomas Mittelholzer welcomes the participants and gives a short overview of today's most important matters to discuss and decide.

2 Approval of the Agenda

The agenda has been published on the Chapter's webpage. No objections are raised to the proposed agenda.

3 Chapter Activities 2016/2017

Thomas summarizes the activities of the Chapter. The main activity is the biennial conference *International Zurich Seminar*, last having taken place in March 2016. Some key figures:

- 91 registered attendees from Canada, Denmark, Finland, France, Germany, Israel, Italy, Singapore, Spain, Sweden, Switzerland, USA

- 5 invited sessions with totally 23 talks

- 5 normal sessions with totally 27 talks

- 3 keynote lectures

The IZS 2018 is under full preparation:

- Co-Chairs: Amos Lapidoth and Stefan Moser

- The IEEE IT Society has become technical sponsor (memorandum of understanding (MOU) signed by IT Society, Section, Chapter).

- The IZS has been renamed from *International Zurich Seminar on Communications* to *International Zurich Seminar on Information and Communication*.

4 ZuSem Foundation

Thomas reports about the status of the newly founded *ZuSem Foundation*. The main reasons for forming it (as discussed and decided at the last General Assembly, 18 November 2015) were as follows:

- Avoid to do expensive audits and tax declarations.

- Ensure long-term financial support of IZS (e.g., Swiss legal entity for contracts with credit card companies).

- Put financial status of Chapter on firm grounds by outsourcing the assets for the IZS into a Swiss foundation.

The mission of the foundation:

Organize and support scientific presentations, seminars, workshops, and conferences as well as activities and projects in further education in communications engineering or signal and information processing.

The foundation council consists of Hans-Andrea Loeliger (chair), Thomas Mittelholzer, and Rüdiger Urbanke.

Last year, the foundation was formed, received its assets, was listed in the Swiss Commercial Register, got tax exempted by the Kanton Zürich, and is now fully operational. It will provide financial support and responsibility for the IZS 2018.

5 Financial Report and Budget

Stefan Moser gives an overview of the financial status of the Chapter. The development of the assets are as follows:

- Per end of 2014: 254 kCHF + 105 kEUR (4 UBS Bank accounts)

- Per end of 2015: 251 kCHF + 105 kEUR

- Per end of 2016: 31 kCHF   (1 UBS Bank account)
  thereof provision ZuSem: 23 kCHF

- Per end of 2017 (budget): 8 kCHF

- Per end of 2018 (budget): 7–8 kCHF

Details on expenses and revenues:

		Expenses	Revenues
2013:	audit, banking fees, interests	1'407	405
2014:	IZS 2014 (net)		0
	audit, banking fees, interests	1'463	213
	loss fluctuations EUR	2'426	
2015:	audit, lawyer	3'084	
	banking fees, interests	783	37
	loss fluctuations EUR	12'067	
2016:	IZS 2016 (net)	1'313	
	lawyer	1'669	
	PKF Consulting (audit, ZuSem)	1'030	
	banking fees, interests	380	0
	ZuSem Foundation	330'426	

Stefan adds a few comments and explanations:

- The assets transfer to ZuSem Foundation will be finished by the end of 2017.

- The Chapter keeps 8 kCHF as its own assets.

- The financial responsibility of the IZS has been taken over by the ZuSem Foundation. The Chapter keeps the lead in the organization.

- The increase in lawyer and consulting fees are due to the founding of the ZuSem Foundation.

- The financial report 2015 and 2016 were audited by PKF Consulting AG. Because the financial responsibility of the IZS has been outsourced to the ZuSem Foundation and because the Chapter only keeps 8 kCHF as its own assets, no more future external audits are planned.

6 Discharge of the ExCom

The financial report 2015, the financial report 2016, the financial budget for 2017/2018, and the discharge of the ExCom for the current period (Nov. 2015 – Aug. 2017) is unanimously approved.

7 Extension of the Chapter to Include the Information Theory Society

Thomas reports on the process of extending the Chapter to include the Information Theory Society. The extension was originally suggested by Rüdiger Urbanke who serves currently as the president of the IT Society. It is motivated because

- the areas of information theory, communication, signal processing, and computing are closely interacting and partly merging; and because

- there is substantial support and engagement of the IT Society in the main activities of the Chapter (IZS, ExCom members).

The extension of the Chapter was decided at the ExCom meeting of 29 November 2016, was approved by the ExCom of the IEEE Switzerland Section on 25 January 2017, and became final by the approval from the IEEE Member and Geographic Activities Department on 21 June 2017.

8 New By-Laws

Thomas explains that the current by-laws, that date back from 7 November 1994, need to be updated because

- they are outdated,

- the IEEE Switzerland Section has updated its bylaws to adhere to IEEE policies, and because

- the inclusion of the IT Society in the Chapter needs to be reflected in the by-laws.

The new proposed by-laws, which have been published on the Chapter's website, were drafted by Stefan based on the new by-laws of the IEEE Switzerland Section and the Chapter's current by-laws. They have been pre-approved by the ExCom of the IEEE Switzerland Section.

An email ballot started on 10 July 2017 has brought a response of

<div align="center">agreed: 46   not agreed: 0</div>

No discussion is requested. A ballot is held and results in additional 4 votes in favor of the new by-laws.

Thus, the new by-laws are approved with 50 votes in favor and no votes against.

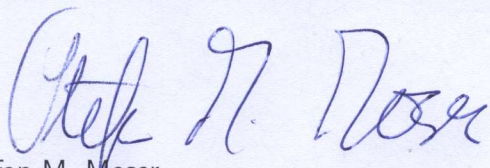## 9   ExCom Elections for 2018/2019

The chair Thomas Mittelholzer and the secretary and treasurer Stefan Moser are willing to serve for another two years. The member at large Danilo Zanatta steps down. As his replacement Rüdiger Urbanke had been nominated. It is unanimously decided to elect all three nominated candidates together. The election itself is unanimous and accompanied by applause.

10   Miscellaneous

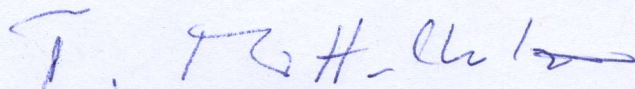Nobody asks for further items to be discussed.

Thomas closes the meeting at 17:40.

Zürich, 25 August 2017

Stefan M. Moser
Secretary and Treasurer, IEEE Chapter on Digital Communication Systems

Thomas Mittelholzer
Chair, IEEE Chapter on Digital Communication Systems