IEEE-SA Standards Board Audit Committee (AudCom) Minutes

29 March 2011
2:00 p.m. – 5:30 p.m. ET
Piscataway, NJ USA

Members:	**Guests:**	**Staff:**
Peter Balma	Tom Coughlin	Kathryn Bennett
Clint Chaplin	Holly Elwood	Matthew Ceglia
Wael Diab	Bob Grow	Terry deCourcelle
Paul Houze	Jim Hughes	Tricia Gerdon
Hung Ling	Rich Hulett	Judy Gorman
Ted Olsen, Chair	Bruce Kraemer	Jodi Haasz
Gary Robinson	John Kulick	Mary Ellen Hanntz
Yatin Trivedi	Thomas Lee	Yvette HoSang
Howard Wolfman	Will Lumpkins	Noelle Humenick
	Steve Mills	Karen Kenney
	Glenn Parsons	Soo Kim
	Wayne Rifer	Mike Kipness
	Jon Rosdahl	Bob LaBelle
Members Absent:	Claire Topp	Mary Lynne Nielsen
Ron Petersen	Don Wright	Terrance Pires
Mike Seavey		Edward Rashba
		Dave Ringle
		Erin Spiewak
		Susan Tatiner
		Jim Wendorf
		Lisa Yacone, Administrator
		Malia Zaman

[Unless otherwise noted, all votes are unanimous]

1. CALL TO ORDER
Chair Olsen called the meeting to order at 2:00 p.m. Introductions were made around the room.

2. REVIEW AND APPROVAL OF THE AGENDA
Chair Olsen asked that 6.2 Discussion of AudCom Process be added to the agenda under New Business.

A motion was made, and seconded, to approve the agenda as amended. Upon vote, the motion passed.

3. APPROVAL OF MINUTES OF THE 6 DECEMBER 2010 AUDCOM MEETING

A motion was made, and seconded, to approve the minutes of the 6 December 2010 meeting. Upon vote, the minutes were approved.

For the benefit of new AudCom members, Chair Olsen and Lisa Yacone gave a quick tutorial of tools available on the AudCom website and within myProject.

4. P&P REVIEW

4.1 Status of Continuing P&P Review

4.1.1 AES/GA - Gary Robinson, Wael Diab
Gary reported that he, Wael, Soo Kim and Lisa had a teleconference to discuss these P&Ps with the Sponsor a week prior to this meeting. The Sponsor still needs to define membership and how voting privileges are gained or lost. This group consistently has difficulty reaching quorum and Gary wondered if it would be okay to lower the threshold. AudCom directed the reviewers to suggest to AES/GA that they lower their quorum requirement to 1/3. SA staff should educate the group on electronic balloting for when quorum is not met.

AI: Lisa will set up a follow up telecon with Gary, Wael and the Sponsor.

No action taken. These P&Ps will continue under review.

4.1.2 C/DA - Ronald Petersen, Paul Houze
There is nothing new to report. C/DA has revised draft P&Ps going out for vote.

No action taken. These P&Ps will continue under review.

4.1.3 CES/SC - Wael Diab, Mike Seavey
Wael and Mike will be uploading a second checklist shortly.

AI: Lisa will set up a telecon between Wael, Mike and the Sponsor.

No action taken. These P&Ps will continue under review.

4.1.4 EMB/Stds Com - Clint Chaplin, H Wolfman
Clint has been in contact with the Sponsor working on revisions and anticipates needing one final dialog to have the P&Ps ready for acceptance in June.

No action taken. These P&Ps will continue under review.

4.1.5 EMC/SDCom - Gary Robinson, Ronald Petersen
Updated P&Ps were received today. Lisa will upload the P&Ps into myProject as well as send them directly to Gary and Ron.

No action taken. These P&Ps will continue under review.

4.1.6 NPS/NI&D - Clint Chaplin
Motion: To accept NPS P&Ps conditionally upon the word "Sponsor" being replaced with "Nuclear and Plasma Sciences" so that the Sponsor is identified throughout the document. Upon vote, the motion passed.

4.1.7 SASB/SCC31 - Ronald Petersen
Motion: To accept SCC31 P&Ps. Upon vote, the motion passed

4.1.8 VT/RTSC - Wael Diab, Mike Seavey
Wael reported that the P&Ps are almost ready. The outstanding issues can probably be resolved in a dialog with the Sponsor.

AI: Lisa will set up a telecon with Wael, Mike and the Sponsor.

No action taken. These P&Ps will continue under review.

4.2 New P&P Review

4.2.1 CIS/CIS - Gary Robinson, H Wolfman
Motion: To accept CIS P&Ps conditionally upon the word "must" being changed to "shall" in the third paragraph of the introduction. Upon vote, the motion passed.

4.2.2 COMSoc DySPAN request
The Communications Society would like to add new subcommittees of standards sponsors within the ComSoc Society. The first sponsor to be added would be DySPAN and it would sponsor P1900.7 and other projects related to White Space Dynamic Spectrum. The new sponsors would operate under ComSoc's currently approved P&Ps until such time that new sponsor P&Ps were accepted by AudCom/SASB.

Motion: AudCom acknowledges ComSoc's establishment of a new sponsor and recommends acceptance of the previously approved ComSoc P&Ps as the P&Ps of this sponsor. They will be valid until December 2014. Upon vote, the motion passed.
[This item was removed from the consent agenda at the IEEE-SA Standards Board meeting on 31 March 2011. The following motion was reported out of Executive Session at the SASB meeting: **Move that consideration of the establishment of DYSPAN-SC as a Sponsor be deferred until the Standards Board is satisfied that the proposed Sponsor will operate in a fair and open manner and perform proper oversight of its projects.**]

4.3 Working Group P&P Review

C/LM submitted a revised WG P&P based on AudCom's initial review. A revised checklist will be created .

AI: Lisa will send a request for a set of Working Group P&Ps to all sponsors whose P&Ps are accepted today.

5. OLD BUSINESS

5.1 Ad hoc for Electronic Business – Update – Mike Seavey

In Mike Seavey's absence, Mary Lynne Nielsen gave a status update of the ad hoc and AudCom reviewed the ad hoc charge first given at the March 2010 meeting. The slides which Mike provided for the meeting will be emailed to the group to review the details. The ad hoc will continue with Mike Seavey, Ron Petersen, Howard Wolfman, Mary Lynne Nielsen and Lisa Yacone.

6. NEW BUSINESS

6.1 Ad hoc - Use of should/shall in the baseline documents

Wael Diab will chair this ad hoc which will include David Law, Peter Balma, Howard Wolfman, Lisa Yacone, and one yet to be determined editorial staff member.

6.2 Discussion of AudCom process – Ted Olsen

Ted led the committee in an open discussion of the AudCom process. Mention was made of how far AudCom has come in the past few years and yet it was noted that there is still a lot of room for improvement.

One of the biggest areas in which improvement can be made is in the instructions provided to the Sponsor for filling out the P&Ps. Some other possible improvements included:

- Hidden text with expanded direction
- Making teleconferences between the reviewers and sponsor the norm
- Setting a target timeline for the review
- Educating the staff liaisons and getting them more involved
- Adding additional information about draft version to the checklists
- Noting default options for new sponsors and working groups

Ted and Lisa will review the list of suggested improvements and report back to the committee for further discussion.

7. DATE OF NEXT MEETING

The next meeting of AudCom will take place on 14 June 2011 in Piscataway, New Jersey, USA.

8. ADJOURNMENT

There being no further business, Chair Olsen adjourned the meeting at 5:08 p.m.