IEEE-SA Standards Board Audit Committee (AudCom) Minutes

27 March 2012
8:30 am – 12:00 pm
Piscataway, NJ USA

Members:
Peter Balma
Clint Chaplin
Paul Houzé
Michael Janezic
Bruce Kraemer
Hung Ling
Ted Olsen, Chair
Ron Petersen
Gary Robinson
Mike Seavey
Yatin Trivedi
Howard Wolfman

Members Absent:
Rob Oshana

Guests:
Chuck Adams
Ted Burse
Rob Fish
Feng Hu
Jim Hughes
Rich Hulett
Bruce Kraemer
John Kulick
Will Lumpkins
Steve Mills
Bill Moncrief

Jim Odell [by phone for Item 4.1]
Jon Rosdahl
Adrian Stephens
Claire Topp

Staff:
Bill Ash
Kathryn Bennett
Matt Ceglia
Terry deCourcelle
Karen Evangelista
Tricia Gerdon
Krista Gluchoski
Mary Ellen Hanntz
Yvette Ho Sang
Noelle Humenick
Karen Kenney
Soo Kim
Mike Kipness
Karen McCabe
Mary Lynne Nielsen
Moira Patterson
Lisa Perry
Walter Pienciak
Dave Ringle
Erin Spiewak
Cherry Tom
Joan Woolery
Lisa Yacone, Administrator

[Unless otherwise noted, all votes are unanimous]

1. CALL TO ORDER
Chair Olsen called the meeting to order at 8:30 am Introductions were made around the room.

2. REVIEW AND APPROVAL OF THE AGENDA
Peter Balma asked to add an additional new business item – Corresponding Membership. The item as added as agenda item 6.2. A motion was made, and seconded, to approve the agenda as amended. Upon vote, the motion passed.

3. APPROVAL OF MINUTES OF THE 5 DECEMBER 2011 AUDCOM MEETING
A motion was made, and seconded, to approve the minutes of the 05 December 2011 meeting. Upon vote, the minutes were approved.

4. P&P REVIEW

4.1 Status of Continuing P&P Review

4.1.1 C/FIPA - Hung Ling, H Wolfman
Hung reported that he and Howard had reviewed the P&P submitted by C/FIPA. The P&P was generally in good shape but the number required for quorum had been lowered and was not acceptable. Jim O'Dell, the Sponsor Chair called in for this agenda item. He explained that membership in his group spanned the globe and it was difficult to reach quorum at meetings. AudCom members suggested using email ballots when quorum could not be reached. It was also suggested that participation requirements for voting members be defined more clearly in the P&P language and with the possibility of a penalty for not voting being added in. Jim said he would work on rewording the P&P and then resubmit the document.

This P&P will continue under review.

4.2 New P&P Review

4.2.1 C/EASC - Clint Chaplin, Paul Houzé
Clint reported that he, Joan Woolery (staff liaison to C/EASC) and Lisa Yacone had held a teleconference with Holly Elwood of C/EASC and Chuck Walrad (sponsor chair of C/SAB) in the week prior to the AudCom meeting to discuss concerns that he and Paul had while reviewing the revised P&P submitted by C/EASC. C/EASC would like to require balance in their committee even though it is only required at the sponsor ballot level. There was discussion regarding the difference between balance and dominance. While some progress was made in resolving some of the concerns, more work is needed. A follow up teleconference has been set for Monday, 16 April 2012 between Clint, Paul and the Sponsors.

This P&P will continue under review. C/EASC currently has approved P&P which are not due to expire until December, 2013.

4.2.2 C/IA - Yatin Trivedi, Ronald Petersen
Motion: To accept the C/IA P&P. Upon vote, the motion passed.

4.2.3 COM/PLC - Gary Robinson, Peter Balma
Motion: To accept the COM/PLC P&P. Upon vote, the motion passed.

During review of this P&P, AudCom agreed that Sponsors should be encouraged to remove current clause "9.0 Interpretations" from their P&P since, as of 1 January 2012, the IEEE no longer offers interpretations of its standards.

During review of this P&P, AudCom agreed that Sponsors working on new or revised P&P submittals should be encouraged to remove current clause "9.0 Interpretations" from their P&P since, as of 1 January 2012, the IEEE no longer offers interpretations of its standards. Sponsors who have current accepted P&Ps not yet due for review are not required to make this change until their P&Ps are due for normal review.

4.3 Working Group P&P Review

4.3.1 Status update - Lisa Yacone
Lisa reviewed the status of current WG P&P requests vs. submittals received.

4.3.2 EMB/SC - Clint Chaplin, Howard Wolfman
AudCom will report to the IEEE-SA Standards Board that no issues have been found with the EMB/SC WG P&P, contingent upon the P&P being approved by the Sponsor.

4.3.3 VT/RT - (Wael Diab), Peter Balma
AudCom will report to the IEEE-SA Standards Board that no issues have been found with the VT/RT WG P&P.

4.3.4 C/DA - Hung Ling, Ted Olsen
AudCom will report to the IEEE-SA Standards Board that no issues have been found with the C/DA WG P&P.

4.3.5 C/CCSC – Paul Houzé, Ron Petersen
AudCom will report to the IEEE-SA Standards Board that no issues have been found with the C/CCSC WG P&P.

5. OLD BUSINESS
5.1 Ad hoc for Electronic Business - Action - Mike Seavey
Mike Seavey presented an update on the ad hoc's work which included proposed text updates for Clause 6 of the Sponsor, SCC1 and SCC2 baseline P&P and Clause 10 of the WG Individual and Entity P&P. AudCom approved the updates and will include them in the revised baselines to be balloted by the IEEE-SASB. The ad hoc will continue work on the Guide to Electronic Business document.

5.2 ProCom Update – Co-sponsorship Ad Hoc - Action – Wael Diab
Wael Diab, chair of the ProCom Co-Sponsorship ad hoc, summarized a presentation he would be giving later in the day at the ProCom meeting. For AudCom, he focused on proposed changes to "2.1.2 Co-sponsor responsibility/accountability" from the baseline P&P. While AudCom was agreeable to the proposed text it was noted that the change could not be implemented until ProCom approved the proposed co-sponsorship text for the IEEE-SASB OpMan. No action was taken.

5.3 Annual updates to baseline documents - Action - Ted Olsen
The committee reviewed the current baseline updates and voted to finalize the documents as agreed upon during the meeting.

AI: Lisa and Peter will clean up/synch up the baseline documents. The documents will then be sent to the IEEE-SASB for a 30 day email ballot.

5.4 Ad hoc for instructional text for the baseline P&P documents - Action - Peter Balma
Discussion continued from earlier dialog regarding updates to the Treasurer text. After debate, it was decided that the Treasurer clause will no longer be optional but that a person may simultaneously hold the positions of Treasurer and another office, other than chair.

6. NEW BUSINESS

6.1 AudCom in myProject - Checklist - Discussion - Ted Olsen
Since the checklists will need to be updated to match the revised baselines, this item was deferred to the June meeting.

6.2 Corresponding Member – Peter Balma

Peter reported that he is currently working on P&P as part of the Power and Energy Society/Transformers Committee. He asked if a role which his committee calls a corresponding member [i.e. participant who is copied on all committee business but does not participate in votes] is allowed to be added to the P&P. The last time PE/TR had worked on their P&P, the addition of this role was frowned upon. AudCom agreed that additional roles were acceptable, when added as a subclause to membership, as long as the voting rights and expectations of the participants were clearly spelled out.

7. DATE OF NEXT MEETING
The next meeting of AudCom is scheduled for 06 June 2012 in Beijing, PRC.
A straw poll indicated that AudCom would have quorum in June.

8. ADJOURNMENT
There being no further business, the meeting was adjourned at 11:30 am