

**IEEE-SA Standards Board Audit
Committee (AudCom)**

Meeting Minutes

14 June 2011

8:30 a.m. – 12:00 p.m. ET

Piscataway, NJ USA

Members:

Peter Balma
Clint Chaplin
Wael Diab
Paul Houzé
Hung Ling
Ted Olsen, Chair
Ron Petersen
Mike Seavey
Yatin Trivedi

Guests:

Bob Grow
Jim Hughes
Rich Hulett
Bruce Kraemer
John Kulick
David Law
Bill Long
Steve Mills
Jim Moore
Jon Rosdahl
Sam Sciacca
Claire Topp

Staff:

Bill Ash
Kathryn Bennett
Terry deCourcelle
Karen Evangelista
Tricia Gerdon
Rona Gertz
Mary Ellen Hanntz
Yvette HoSang
Mike Kipness
Bob LaBelle
Mary Lynne Nielsen
Moira Patterson
Walter Pienciak
Dave Ringle
Erin Spiewak
Cherry Tom
Sue Vogel
Jim Wendorf
Joan Woolery
Lisa Yacone, Administrator
Malia Zaman

Members Absent:

Gary Robinson
Howard Wolfman

[Unless otherwise noted, all votes are unanimous]

1. CALL TO ORDER

Chair Olsen called the meeting to order at 8:31 a.m. Introductions were made around the room.

2. REVIEW AND APPROVAL OF THE AGENDA

Mike Seavey made a request to add a new item under New Business. "6.1 Definition of terms" was added, time permitting, to the agenda. A motion was made, and seconded, to approve the agenda as amended. Upon vote, the motion passed.

3. APPROVAL OF MINUTES OF THE 29 MARCH 2011 AUDCOM MEETING

A motion was made, and seconded, to approve the minutes of the 29 March 2011 meeting. Upon vote, the minutes were approved.

4. P&P REVIEW

4.1 Status of Continuing P&P Review

4.1.1 AES/GA - Gary Robinson, Wael Diab

Lisa Yacone will be attending the next AES/GA meeting, 14-15 July 2011, to meet with the sponsor chair and assist him in addressing AudCom's concerns regarding defining membership and voting privileges and issues with quorum.

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

4.1.2 C/DA - Ronald Petersen, Paul Houze

Motion: To accept the C/DA P&Ps. Upon vote, the motion passed.

4.1.3 CES/SC - Wael Diab, Mike Seavey

Motion: To accept CES/SC P&Ps. Upon vote, the motion passed.

4.1.4 EMB/StdsCom - Clint Chaplin, H Wolfman

Motion: To accept EMB/StdsCom P&Ps. Upon vote, the motion passed.

4.1.5 EMC/SDCom - Gary Robinson, Ronald Petersen

AudCom is still waiting for revised P&Ps from the sponsor. They have been operating under "expired" P&Ps which have been extended since 2008.

AI: Lisa will draft an email, which Ted will send, stating that updated P&Ps using the new template shall be submitted and ready for acceptance in 2011.

These P&Ps will continue under review.

4.1.6 VT/RTSC - Wael Diab, Mike Seavey

Motion: To accept VT/RTSC P&Ps. Upon vote, the motion passed.

4.2 New P&P Review

4.2.1 EDU/SC – Ted Olsen, Hung Ling

Motion: To assign EDU/SC P&Ps the status of “Visibly Under Development”. Upon vote, the motion passed.

EDU/SC is now authorized to begin standards work.

AI: Ted and Hung will provide EDU/SC with suggested language for clauses that still need editing.

4.2.2 PE/SWG – Ron Petersen, Gary Robinson

There was discussion and editing of the PE/SWG P&Ps during the meeting, with the authorization of Bill Long, past PE/SWG chair.

Motion: To accept PE/SWG P&Ps. Upon vote, the motion passed.

4.2.3 SCC20 – Howard Wolfman, Peter Balma

Motion: To accept SCC20. Upon vote, the motion passed.

[Mike Seavey recused himself as SCC20 chair]

4.3 Working Group P&P Review

Ron reported that the C/LM Working Group procedures are in good order.

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

Mike Seavey presented a draft of the language that the ad hoc had come up with thus far. Numerous concerns were voiced regarding the language. The ad hoc will continue with Mike Seavey, Ron Petersen, Howard Wolfman, Mary Lynne Nielsen and Lisa Yacone.

AI: Lisa will send the draft text to all in attendance at the meeting, for a two week comment period. Mike Seavey will schedule a telecon in August. Lisa will also alert ProCom that discussion of electric business text is taking place so that ProCom can offer input as well.

5.2 Ad hoc – Use of should/shall in the baseline documents – Wael Diab

The ad hoc had not had a chance to meet. A telecon will be scheduled prior to the September meeting.

5.3 Improvement for AudCom process – Discussion – Ted Olsen

AudCom continued its discussion on improving the AudCom process.

An ad hoc was formed to work on instructional text for the baseline P&P documents. The ad hoc will include Peter Balma (chair), Ted Olsen, Ron Petersen, Mike Seavey, Wael Diab and Lisa Yacone.

An ad hoc was formed to review a list of potential AudCom process improvements and to review the AudCom conventions and make recommendations for updates. The ad hoc will include Clint Chaplin (chair), Ted Olsen, Peter Balma, Hung Ling and Lisa Yacone

AI: Ted and Lisa will work on fine tuning the “Accepted P&P” notification/request for WG P&Ps. The timeline for expected WG P&P submission will be included in the notification/request. The text will be sent to AudCom for comment.

6. NEW BUSINESS**6.1 Definition of terms – Mike Seavey**

Mike explained that he had spoken with Ron Petersen after the December 2010 AudCom meeting about definitions of some of the terms we use at the Standards Board meetings. He had drafted an initial set of terms and definitions and offered to lead an official ad hoc to complete the effort. His initial thought was not a complete IEEE Standards Dictionary per se, but something like a pocket sized pamphlet for reference.

AudCom decided that this would be a more appropriate task in ProCom.

AI: Lisa will request a spot on the ProCom agenda for Mike to speak to this.

7. DATE OF NEXT MEETING

The next meeting of AudCom will take place on Thursday, 8 September 2011, in Seoul, Korea.

8. ADJOURNMENT

There being no further business, Chair Olsen adjourned the meeting at 12:00 p.m.