**IEEE SA Standards Board Audit Committee (AudCom)**
**Meeting Minutes**
14 June 2022
8:00 a.m. - 11:30 a.m. ET (UTC-4)
Toronto, Canada and Teleconference

**Members:**
Edward Addy
Doug Edwards
Guido Hiertz
Thomas Koshy
Joseph Levy
Howard Li
Haiying Lu
Kevin Lu, Chair
Daleep Mohla
Mark Siira
Lei Wang
Keith Waters
Karl Weber
Howard Wolfman

**Members Absent:**
Andrew Myles
Daidi Zhong

**Guests:**
Evelyn Chen
Latonia Gordon
Gary Hoffman
Tyler Jaynes
Sengmeng Koo
John Kulick
David Law
Adam Ley
Xiaohui Liu
LinKai Ma
Ian McIntosh
Paul Nikolich
Robby Robson
Jon Rosdahl
Nassima Snedj
Dorothy Stanley
Claire Topp [legal counsel]

Zuno Verghese
Don Wright
Yu Yuan
Laredj Zerrouki

**IEEE Staff:**
Christy Bahn
Adrien Bastos
Jesse Benjamin
Matt Ceglia
Karen Evangelista
Jonathan Goldberg
Jodi Haasz
Yvette Ho Sang
Ron Hotchkiss
Konstantinos Karachalios
Soo Kim
Michael Kipness
Vanessa Lalitte
Kelly Lorne
Gregory Marchini
Karen McCabe
Erin Morales
Mary Lynne Nielsen
Elizabeth Okutuga
Christian Orlando
Moira Patterson
Dave Ringle
Jennifer Santulli
Tom Thompson
Lisa Weisser, Administrator
Malia Zaman
Meng Zhao

**[Unless otherwise noted, all votes are unanimous]**

**1. CALL TO ORDER AND INTRODUCTIONS**

Chair Lu called the meeting to order at 8:05 a.m. ET (UTC-4). There was a round of introductions.

**2. REVIEW AND APPROVAL OF THE AGENDA**

Following a review of the agenda, Chair Lu asked if there were any changes to the published agenda. There were no changes.

**A motion was made (Wolfman) and seconded (Koshy) to approve the 14 June 2022 AudCom meeting agenda. In the absence of objection, the motion was approved.**

**3. APPROVAL OF MINUTES OF THE 21 AND 22 MARCH 2022 AUDCOM MEETING**

**A motion was made (Mohla) and seconded (Waters) to approve the minutes of the 21 and 22 March 2022 AudCom meeting. In the absence of objection, the motion was approved.**

**4. P&P REVIEW**

**4.1 Status of Continuing Standards Committee P&P Review**

4.1.1 IEEE Aerospace and Electronic Systems Society/Gyro Accelerometer Panel (AES/GA)
Joseph Levy, Howard Wolfman

**Motion: AudCom recommends that the AES/GA Standards Committee P&P (Draft: Sponsor Policies and Procedures Draft D09c) be accepted by the SASB once the AudCom Administrator edits the P&P with the following changes:**
**- In subclause 4.10 to 1) be consistent with section 3.5.2 and indicate there is one Vice Chair, delete "[s]". 2) be consistent with section 3.5.6 and keep the Open Source Project Lead in the list. 3) delete the additional added text.**
**- In subclause 6.1, the quorum requirement shall be updated to 'majority' as in the baseline text.**

**Upon vote, the motion passed.**

4.1.2 IEEE Computer Society/Design Automation (C/DA)
Edward Addy, Lei Wang

There are items that require further discussion to resolve. The P&P will continue under review and move to the September 2022 AudCom agenda.

4.1.3 IEEE Computer Society/Test Technology (C/TT)
Doug Edwards, Andrew Myles

**Motion: To recommend acceptance of the C/TT P&P. Upon vote, the motion passed.**

**4.2 Status of New Standards Committee P&P Review**

4.2.1 IEEE Intelligent Transportation Systems Society/Standards Committee (ITSS/SC)
Daleep Mohla, Haiying Lu

There are open comments from the checklist, and the P&P will continue under review and move to the September 2022 AudCom agenda.

4.2.2 IEEE Magnetics Society/Magnetics Society Standards Committee (MS/MagSoc-SC)
Daidi Zhong, Keith Waters

**Motion: To recommend acceptance of the MS/MagSoc-SC P&P. Upon vote, the motion passed.**

Following the outcome of this review, AudCom discussed item 6.1.1 on the agenda.

4.2.3 IEEE Power and Energy Society/Power System Communications and Cybersecurity (PE/PSCC)
Karl Weber, Mark Siira

There are open comments from the checklist, and the P&P will continue under review and move to the September 2022 AudCom agenda.

4.2.4 IEEE Power and Energy Society/Power System Relaying and Control (PE/PSRCC)
Guido Hiertz, Daidi Zhong

There are open comments from the checklist, and the P&P will continue under review and move to the September 2022 AudCom agenda.

### 4.3 Status of Continuing Working Group P&P Review

There were no continuing Working Group P&P reviews.

### 4.4 Status of New Working Group P&P Review

4.4.1 IEEE Industrial Electronics Society/Industrial Electronics Society Standards Committee (IES/IES) - Common (all IES/IES Individual WGs)
Howard Li, Guido Hiertz

**Motion: To deem without issue the IES/IES - Common (all IES/IES Individual WGs) Working Group P&P. Upon vote, the motion passed.**

### 5. OLD BUSINESS

### 5.1 AudCom Baselines Update Ad Hoc Briefing

Thomas Koshy updated AudCom about the progress of the AudCom Baselines Update ad hoc. Following a discussion about several items within the officers clauses, it was agreed that Lisa Weisser would add the items to the list of comments list the ad hoc is reviewing.

**AI: Lisa Weisser to add the topics discussed at the meeting to the comments list of items for review by the AudCom Baselines ad hoc.**

*Note: This item is complete.*

### 5.2 Action Item Review - Lisa Weisser

Lisa Weisser reported on action items carried over from prior AudCom meetings:

| Action Item | Status | Update |
|---|---|---|
| Lisa Weisser will draft additional FAQs for the treatment of Open Source content in P&P documents. | In Progress *Note: now complete.* | The additional FAQs have been drafted and sent to AudCom for review. *Note: the updated document is now on the AudCom website.* |
| Lisa Weisser will see if additional permissions can be incorporated to the AudCom comment function in myProject to enable Chairs to have a dialog with the reviewers in the comment section for their submission. Additionally, Lisa will add another FAQ to explain that Chairs can currently work with their Program Managers to add information on their behalf through the comment section. | In Progress *Note: now complete.* | The additional FAQ has been drafted and sent to AudCom for review. *Note: the updated document is now on the AudCom website.* |
| Lisa Weisser to add an FAQ about Treasurer and Meeting Fees. | In Progress *Note: now complete.* | The additional FAQs have been drafted and sent to AudCom for review. *Note: the updated document is now on the AudCom website.* |
| Lisa Weisser to set a meeting with the AES/GA Standards Committee Chair, the AudCom Chair, the reviewers, and the Program Manager. | Complete | This meeting was held on 20 April 2022. |
| Lisa Weisser to upload the action items to the AudCom area in iMeet. | Complete | The action items are now in the AudCom space in iMeet. |

**5.3 Update on P&Ps Due in 2022**

Lisa Weisser displayed the list of Standards Committees with P&P that were recently accepted that have not yet submitted Working Group P&P for review by AudCom. It was noted that some of the Standards Committees do not currently have Working Groups. Lisa also displayed the list of all Standards Committees with P&P expiring at the end of 2022 that will need to submit an updated P&P document to AudCom.

**5.4 Committee Member Interactions/Comments RE: myProject**

Gregory Marchini presented an update about myProject accomplishments and the status of upcoming features of interest.

He provided information about the recently released IEEE Standards Tools Status Portal, which provides current and historic application status information, and lists upcoming application maintenance. The link to this new portal is in the myProject update presentation slides, which AudCom members can find in the AudCom area in iMeet.

Committee member interactions with myProject is a standing agenda item and if anyone has any feedback about their user experience with myProject, please let Lisa Weisser know.

**6. NEW BUSINESS**

**6.1 Requests for Standards Committee Recognition**

6.1.1 IEEE Magnetics Society/Magnetics Society Standards Committee (MS/MagSoc-SC)

This was discussed after agenda item 4.2.2.

**Motion: Recommend that the SASB recognize the Magnetics Society/Magnetics Society Standards Committee, to be abbreviated as MS/MagSoc-SC, as an official Standards Committee, in accordance with IEEE SASB Bylaws 5.2.2. Upon vote, the motion passed.**

**7. DATE OF NEXT MEETING**

The next meeting of AudCom will take place on 20 September 2022 by teleconference.

**8. ADJOURNMENT**

Chair Lu thanked the AudCom members and Lisa Weisser. There being no further business, the meeting adjourned at 11:04 a.m. ET (UTC-4).