

AudCom Minutes

15 September 2016

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

15 September 2016

10:00 a.m. - 12:00 p.m. ET

Teleconference

Members:

Doug Edwards
Travis Griffith
Ron Hotchkiss
Michael Janezic, Chair
Ron Petersen
Annette Reilly
Gary Robinson
Adrian Stephens
Mehmet Ulema
Howard Wolfman

IEEE Staff:

Natasha Alvarado
Christy Bahn
Karen Evangelista
Soo Kim
Mike Kipness
Dave Ringle
Pat Roder
Erin Spiewak
Lisa Weisser, Administrator
Malia Zaman

Members Absent:

Yingli Wen

[Unless otherwise noted, all votes are unanimous]**1. CALL TO ORDER AND INTRODUCTIONS**

Chair Janezic called the meeting to order at 10:00 a.m. and there was a round of introductions by all present.

2. REVIEW AND APPROVAL OF THE AGENDA

Chair Janezic asked if there were any additions, deletions, or alterations to the published agenda. There was a motion to approve the agenda. The motion was approved, as there was no objection to unanimous consent.

3. APPROVAL OF MINUTES FROM THE 28 JUNE 2016 AUDCOM MEETING

There was a motion to approve the minutes from the 28 June 2016 AudCom meeting. The motion was approved, as there was no objection to unanimous consent.

4. P&P REVIEW**4.1 Status of Continuing Sponsor P&P Review**

4.1.1 IAS/ESafeC - Travis Griffith, Douglas Edwards

There are still open comments from the checklist that have not been addressed and the P&P will continue under review and move to the December agenda.

4.1.2 IES/IES - Ronald Petersen, Mehmet Ulema

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

4.1.3 PE/TEM - Annette Reilly, Adrian Stephens

There are still open comments from the checklist that have not been addressed and the P&P will continue under review and move to the December agenda.

4.1.4 RS/SC - Howard Wolfman, Mehmet Ulema

Motion: To recommend acceptance of the RS/SC P&P. Upon vote, the motion passed.

4.2 Status of New Sponsor P&P Review

4.2.1 AES/GA - Gary Robinson, Douglas Edwards

There are still open comments from the checklist that have not been addressed and the P&P will continue under review and move to the December agenda.

4.2.2 C/CCSC - Ronald Petersen, Yingli Wen

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

4.2.3 EDU/SC - Annette Reilly, Ronald Hotchkiss

There are still open comments from the checklist that have not been addressed and the P&P will continue under review and move to the December agenda.

4.2.4 IM/TET - Adrian Stephens, Ronald Hotchkiss

Prior to the outcome of this review, AudCom discussed item 6.1.2 on the agenda and IM/TET was recognized by AudCom as a new Sponsor.

Motion: To recommend acceptance of the IM/TET P&P. Upon vote, the motion passed.

4.2.5 SASB/SCC31 - Adrian Stephens, Howard Wolfman

Motion: To recommend acceptance of the SASB/SCC31 P&P. Upon vote, the motion passed.

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

There were no new Working Group P&P reviews.

5. OLD BUSINESS

5.1 Review of AudCom Conventions - Mike Janezic

Chair Janezic reminded AudCom that there will be a discussion about the AudCom Conventions and comments received about them during the December AudCom meeting. He noted that Lisa Weisser sent the current documents: *AudCom Conventions for the Review of Sponsor and SCC Policies and Procedures* and *AudCom Conventions for the Review of Working Group Policies and Procedures* to AudCom members along with a template for commenting, and comments are already coming in.

AI: AudCom members should send any comments about the AudCom Conventions for inclusion in the discussion at the December meeting.

6. NEW BUSINESS

6.1 Request for New Sponsor Recognition

P&Ps from two new Sponsors were reviewed for this agenda.

6.1.1 IEEE Industrial Applications Society, Electrical Safety Committee (ESafeC)

The P&Ps of IAS/ESafeC are still under review, so it was agreed that the Sponsor recognition would be deferred until a future AudCom meeting when the P&Ps are recommended for acceptance.

6.1.2 IEEE Instrumentation and Measurement Society, Traffic Enforcement Technologies (IM/TET)

This was discussed prior to agenda item 4.2.4.

Motion: Recognize the Instrumentation and Measurement Society/Traffic Enforcement Technologies, to be abbreviated as IM/TET, as an official Sponsor, in accordance with IEEE-SASB Bylaws 5.2.2. Upon vote, the motion passed.

Chair Janezic asked if there was any additional new business and Gary Robinson mentioned a topic for discussion on a future agenda. He asked a two-part question about what is the procedure if someone raises the issue that a participant may be violating the Code of Conduct, first, to see who actually can raise these issues, and second, to find out from staff if there is a process in place (for IEEE-SA and/or IEEE). He also suggested that clarification of the Conduct clauses in the P&Ps could be added to the ongoing list of updates to the Baselines for the next revision.

AI: Staff will document and make available to AudCom the current processes that are in place.

AI: Lisa Weisser will add this discussion topic to the December AudCom agenda.

7. DATE OF NEXT MEETING

The next in-person meeting of AudCom is scheduled for 5 December in Piscataway, New Jersey, USA.

8. ADJOURNMENT

The meeting was adjourned at 10:45 a.m.