IEEE-SA Standards Board Audit Committee (AudCom)
Meeting Minutes
19 September 2017
12:00 p.m. – 2:00 p.m. ET
Teleconference

Members:

Doug Edwards	Matt Ceglia
Travis Griffith	Karen Evangelista
Michael Janezic, Chair	Jonathan Goldberg
Thomas Koshy	Yvette Ho Sang
Daleep Mohla	Soo Kim
Ron Petersen	Mike Kipness
Annette Reilly	Nick Orlando
Adrian Stephens	Dave Ringle
Mehmet Ulema	Jennifer Santulli
	Lisa Weisser, Administrator
	Malia Zaman

Members Absent:
Philip Winston

Guests:
Alex Gelman

IEEE Staff:
Melissa Aranzamendez
Kathryn Bennett

[Unless otherwise noted, all votes are unanimous]

1. CALL TO ORDER AND INTRODUCTIONS

Chair Janezic called the meeting to order at 12:02 p.m. 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 were none.

There was a motion to approve the 19 September 2017 agenda. In the absence of objection, the motion was approved by unanimous consent.

3. APPROVAL OF MINUTES FROM THE 13 June 2017 AUDCOM MEETING

There was a motion to approve the 13 June 2017 meeting minutes. In the absence of objection, the motion was approved by unanimous consent.

4. P&P REVIEW

4.1 Status of Continuing Sponsor P&P Review

4.1.1 CIS/SC - Travis Griffith, Mehmet Ulema

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

4.1.2 COM/MobiNet-SC - Annette Reilly, Phil Winston

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

Following the outcome of this review, AudCom discussed item 6.2.3 on the agenda and COM/MobiNet-SC was recognized by AudCom as a new Sponsor.

4.1.3 COM/PLC - Annette Reilly, Mehmet Ulema

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

4.1.4 ITSS/SC - Doug Edwards, Travis Griffith

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

4.1.5 VT/RTSC - Doug Edwards, Thomas Koshy

There are still open comments from the checklist and the P&P will continue under review and be moved to the 25 September 2017 agenda.

AI: Mike Kipness will set up a teleconference with the reviewers, the Sponsor, and staff to discuss the review checklist.

4.2 Status of New Sponsor P&P Review

4.2.1 COM/AccessCore-SC - Ron Petersen, Phil Winston

There are still open comments from the checklist. The P&P is Visibly Under Development and will be moved to the 25 September 2017 agenda.

4.2.2 COM/EdgeCloud-SC - Ron Petersen, Thomas Koshy

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

Following the outcome of this review, AudCom discussed item 6.2.2 on the agenda and COM/EdgeCloud-SC was recognized by AudCom as a new Sponsor.

4.2.3 SSIT/SC – Adrian Stephens, Ron Petersen
Motion: To recommend acceptance of the SSIT/SC P&P. Upon vote, the motion passed.

Following the outcome of this review, AudCom discussed item 6.2.4 on the agenda and SSIT/SC was recognized by AudCom as a new Sponsor.

4.3 Status of Continuing Working Group P&P Review

4.3.1 C/TT/3DT-WG - Adrian Stephens, Thomas Koshy

Motion: To deem without issue the C/TT/3DT-WG P&P. Upon vote, the motion passed.

4.3.2 PE/PSCC/C93.5 WG (Common - all PE/PSCC WGs) - Travis Griffith, Phil Winston

Motion: To deem without issue the PE/PSCC/C93.5 WG (Common - all PE/PSCC WGs). Upon vote, the motion passed.

4.4 Status of New Working Group P&P Review

4.4.1 SASB/SCC39/TC95_SC1 (Common - all TC95 WGs) - Doug Edwards, Phil Winston

There are still open comments from the checklist and the P&P will continue under review and be moved to the 25 September 2017 agenda.

4.4.2 VT/RTSC/Railcar (Common - all VT/RTSC WGs) - Travis Griffith, Ron Petersen

There are still open comments from the checklist and the P&P will continue under review and be moved to the 25 September 2017 agenda.

5. OLD BUSINESS

5.1 Discussion - AudCom Baselines Ad Hocs Request for AudCom Input

Chair Janezic thanked the three ad hoc committees for the work they have done to date for the recommendations for updates to the AudCom Baselines. He explained that each ad hoc Chair would provide a brief update and take this opportunity to solicit input from AudCom on any issues that the ad hoc was unable to resolve. Each ad hoc focused on the Sponsor P&P, the Working Group P&P – Entity, the WG P&P – Individual, and the SCC Type 2 P&P.

5.1.1 Baselines Meetings and Subgroups Clauses Ad Hoc - Annette Reilly

Annette Reilly provided an update on the ad hoc's progress and explained some of the key items that were discussed. She explained that the ad hoc was able to tap into some of the content about subgroups that was previously agreed upon for the PES Template.

5.1.2 Baselines Membership Clauses Ad Hoc - Adrian Stephens

Adrian Stephens provided an update on the ad hoc's progress and included questions for discussion, primarily dealing with the SCC Type 2 Baseline.

5.1.3 Baselines Officers Clauses Ad Hoc - Mehmet Ulema

Mehmet Ulema presented the recommendations from the Officers Clauses ad hoc, and included some issues that were not yet resolved, including the question of whether the required officer roles need to be consistent across the Baselines.

Chair Janezic discussed the next steps for the Baselines updates, which will be for AudCom to review the four documents after the recommendations are incorporated and submit comments using a comment form. A meeting will be scheduled in October to discuss the comments received.

5.2 Report - Review of AudCom Conventions Ad Hoc - Mike Janezic

Due to time constraints, this agenda item was moved to the 25 September 2017 AudCom teleconference.

5.3 Action Item Review

Due to time constraints, this agenda item was moved to the 25 September 2017 AudCom teleconference.

6. NEW BUSINESS

6.1 Sponsor Disbandment Computer Society Voting Systems Standards Committee (C/VSSC)

Due to time constraints, this agenda item was moved to the 25 September 2017 AudCom teleconference.

6.2 Request for Sponsor Recognition

6.2.1 IEEE Communications Society/Access and Core Networks Standards Committee (COM/AccessCore-SC)

The P&P of COM/AccessCore-SC are still under review, so it was agreed that the Sponsor recognition would be deferred until the 25 September AudCom meeting when the P&P will be discussed.

6.2.2 IEEE Communications Society/Edge, Fog, Cloud Communications with IOT and Big Data Standards Committee (COM/EdgeCloud-SC)

This was discussed after agenda item 4.2.2.

Motion: Recognize the Communications Society/Edge, Fog, Cloud Communications with IOT and Big Data Standards Committee, to be abbreviated as COM/EdgeCloud-SC, as an official Sponsor, in accordance with IEEE-SASB Bylaws 5.2.2.

6.2.3 IEEE Communications Society/Mobile Communication Networks Standards Committee (COM/MobiNet-SC)

This was discussed after agenda item 4.1.2.

Motion: Recognize the Communications Society/Mobile Communication Networks Standards Committee, to be abbreviated as COM/MobiNet-SC, as an official Sponsor, in accordance with IEEE-SASB Bylaws 5.2.2.

6.2.4 IEEE Society on Social Implications of Technology/Social Implications of Technology Standards Committee (SSIT/SC)

This was discussed after agenda item 4.2.3.
Motion: Recognize the Society on Social Implications of Technology/Social Implications of Technology Standards Committee, to be abbreviated as SSIT/SC, as an official Sponsor, in accordance with IEEE-SASB Bylaws 5.2.2.

7. DATE OF NEXT MEETING

The next AudCom teleconference will take place on 25 September 2017. The next in-person meeting of AudCom will take place on 4 December 2017 in Piscataway, New Jersey, USA.

8. ADJOURNMENT

The meeting was scheduled to end at 2:00 p.m. and there was a motion to adjourn and move the remaining agenda items to the 25 September AudCom teleconference. The meeting adjourned at 2:05 p.m.

IEEE-SA Standards Board Audit Committee (AudCom)
Unapproved Minutes
25 September 2017
12:00 p.m. – 2:00 p.m. ET
Teleconference

Members:

Doug Edwards

Travis Griffith

Michael Janezic, Chair

Thomas Koshy

Daleep Mohla

Ron Petersen

Annette Reilly

Adrian Stephens

Philip Winston

Karen Evangelista

Jonathan Goldberg

Yvette Ho Sang

Soo Kim

Nick Orlando

Dave Ringle

Pat Roder

Jennifer Santulli

Erin Spiewak

Lisa Weisser, Administrator

Malia Zaman

Members Absent:

Mehmet Ulema

Guests:

Alex Gelman

IEEE Staff:

Natasha Alvarado

Kathryn Bennett

Matt Ceglia

[Unless otherwise noted, all votes are unanimous]

1. CALL TO ORDER AND INTRODUCTIONS

Chair Janezic called the meeting to order at 12:00 p.m. 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 were none.

There was a motion to approve the 25 September 2017 agenda. In the absence of objection, the motion was approved by unanimous consent.

3. P&P REVIEW

3.1 Status of Continuing Sponsor P&P Review

3.1.1 COM/AccessCore-SC - Ron Petersen, Phil Winston

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

Following the outcome of this review, AudCom discussed item 5.2 on the agenda and COM/AccessCore-SC was recognized by AudCom as a new Sponsor.

3.1.2 VT/RTSC - Doug Edwards, Thomas Koshy

There are still open comments from the checklist and the P&P will continue under review and be moved to the 4 December 2017 agenda.

3.2 Status of New Sponsor P&P Review

There were no new Sponsor P&Ps.

3.3 Status of Continuing Working Group P&P Review

3.3.1 SASB/SCC39/TC95_SC1 (Common - all TC95 WGs) - Doug Edwards, Phil Winston

There are still open comments from the checklist and the P&P will continue under review and be moved to the 4 December 2017 agenda.

3.3.2 VT/RTSC/Railcar - (Common - all VT/RTSC WGs) - Travis Griffith, Ron Petersen

There are still open comments from the checklist and the P&P will continue under review and be moved to the 4 December 2017 agenda.

3.4 Status of New Working Group P&P Review

There were no new Working Group P&Ps.

4. OLD BUSINESS

4.1 Discussion - AudCom Baselines Ad Hocs Request for AudCom Input

4.1.1 Baselines Meetings and Subgroups Clauses Ad Hoc - Annette Reilly

4.1.2 Baselines Membership Clauses Ad Hoc - Adrian Stephens

4.1.3 Baselines Officers Clauses Ad Hoc - Chair Janezic (for Mehmet Ulema)

These three brief discussions focused on any final outstanding issues that needed to be resolved for consistency or clarification prior to sending the Baselines out for an AudCom ballot.

4.2 Baselines Updates - Next Steps and Timeline - Mike Janezic

Chair Janezic reviewed the timeline for the Baselines updates that he will show to SASB during the SASB teleconference. The question was raised about whether

more opportunities can be built in for Sponsor review of the Baselines and staff. This is an ongoing effort, and we have tried to use the AudCom Central Desktop space for feedback on the Baselines.

AI: Matt Ceglia will work with Lisa Weisser to make sure the OPM team can review the Baselines.

AI: Lisa Weisser to send a Doodle poll for a mid-October meeting to resolve comments from the AudCom ballot of the Baselines.

4.3 Discussion - Review of AudCom Conventions Ad Hoc - Mike Janezic

Chair Janezic reminded AudCom that he and Adrian Stephens drafted several changes to the AudCom Conventions. He will put a strawman together which will focus on the perspective of each audience (i.e., Sponsors or AudCom). This will be posted in iMeet Central for the members of the ad hoc to review.

4.4 Action Item Review - Lisa Weisser

All action items from prior meetings were completed.

5. NEW BUSINESS

5.1 Sponsor Disbandment Computer Society Voting Systems Standards Committee (C/VSSC)

Chair Janezic updated AudCom that C/SAB approved disbandment of C/VSSC as a Sponsor in June 2017.

5.2 Request for Sponsor Recognition

IEEE Communications Society/Access and Core Networks Standards Committee (COM/AccessCore-SC)

This was discussed after agenda item 3.1.1.

Motion: Recognize the Communications Society/Access and Core Networks Standards Committee, to be abbreviated as COM/AccessCore-SC, as an official Sponsor, in accordance with IEEE-SASB Bylaws 5.2.2.

6. DATE OF NEXT MEETING

There will be an additional AudCom teleconference in mid-October to review comments about the AudCom Baselines submitted by AudCom and staff. NB: the date for this teleconference, determined by a Doodle poll will be 18 October 2017 at 9:00 a.m. ET. The next in-person meeting of AudCom will take place on 4 December 2017 in Piscataway, New Jersey, USA.

7. ADJOURNMENT

There being no further business, the meeting was adjourned at 1:10 p.m.

IEEE-SA Standards Board Audit Committee (AudCom)
Unapproved Minutes
18 October 2017
9:00 a.m. – 11:00 a.m. ET
Teleconference

Members:	**IEEE Staff:**
Doug Edwards	Natasha Alvarado
Michael Janezic, Chair	Melissa Aranzamendez
Thomas Koshy	Christy Bahn
Daleep Mohla	Kathryn Bennett
Ron Petersen	Karen Evangelista
Annette Reilly	Jonathan Goldberg
Adrian Stephens	Mike Kipness
Mehmet Ulema	Nick Orlando
Philip Winston	Dave Ringle
	Pat Roder
Members Absent:	Jennifer Santulli
Travis Griffith	Erin Spiewak
	Lisa Weisser, Administrator
	Malia Zaman

1. CALL TO ORDER

Chair Janezic called the meeting to order at 9:02 a.m.

2. REVIEW AND APPROVAL OF THE AGENDA

Chair Janezic asked if there were any additions, deletions, or alterations to the published agenda. There were none.

There was a motion to approve the 18 October 2017 agenda. In the absence of objection, the motion was approved by unanimous consent.

3. REVIEW OF COMMENTS RECEIVED ON DRAFT OF 2018 BASELINE UPDATES

Chair Janezic reported that there were 207 comments on the Baselines, with 87 being non-editorial and must be satisfied. These comments also included comments from others in C/LM as Adrian Stephens had asked them for input.

The remainder of the meeting was spent reviewing all comments and resolving as many as possible. It was agreed that there would be one more comment resolution meeting with staff and volunteers prior to the final edits for the AudCom ballot.

AI: Lisa Weisser to set meeting of ballot resolution subgroup.

4. NEW BUSINESS

There was no new business.

5. DATE OF NEXT MEETING

The next AudCom meeting is scheduled for 4 December 2017 in Piscataway, New Jersey, USA.

6. ADJOURNMENT

There being no further business, the meeting was adjourned at 11:00 a.m.