IEEE SA Standards Board Audit Committee (AudCom)
Meeting Minutes
13 October 2020
11:00 a.m. - 12:30 p.m. ET (UTC-4)
Teleconference

Members:
Peter Balma
Doug Edwards
John Kulick, Chair
Joseph Levy
Howard Li
Kevin Lu
Daleep Mohla
Mehmet Ulema
Philip Winston
Daidi Zhong
Jingyi Zhou

Members Absent:
Ramy A. Fathy
Thomas Koshy

Guests:
Gary Hoffman

IEEE Staff:
Matt Ceglia
Jodi Haasz
Yvette Ho Sang
Soo Kim
Erin Morales
Dave Ringle
Lisa Weisser, Administrator

[Unless otherwise noted, all votes are unanimous]

1. CALL TO ORDER AND INTRODUCTIONS

Chair Kulick called the meeting to order at 11:04 a.m. ET (UTC-4). There was a round of introductions.

2. REVIEW AND APPROVAL OF THE AGENDA

Chair Kulick reviewed the agenda for the AudCom baselines comment resolution meeting.

A motion was made (Mohla) and seconded (Ulema) to approve the 13 October 2020 AudCom baselines comment resolution meeting agenda. In the absence of objection, the motion was approved.

3. INTRODUCTION TO BASELINES COMMENT RESOLUTION DISCUSSION - PETER BALMA

Peter Balma reminded AudCom that the baselines were approved by the SASB on 15 September 2020, but there were still open comments that need to be addressed. He and Chair Kulick initially reviewed the comments, and then worked together with a drafting team that included Yvette Ho Sang, Dave Ringle, and Lisa Weisser to develop a draft comment resolution spreadsheet.

4. DISCUSSION AND APPROVAL OF COMMENT RESOLUTIONS

Peter Balma led the discussion with a walkthrough of the comments for each version of the baselines. All comments were reviewed and resolved.

5. RECOMMENDATION

A motion was made (Edwards) and seconded (Mohla): AudCom recommends approval of the 2020 baseline documents based on revisions approved in this meeting in response to the comments received during the SASB ballot. In the absence of objection, the motion was approved.

Chair Kulick noted that the next step is to forward the updated baseline documents to the SASB for another ballot.

AI: Lisa Weisser to edit the baselines following the decisions from this comment resolution meeting and send the clean and tracked changes versions of the baselines back to the SASB for another ballot. The changes will be tracked against the versions of the baselines that the SASB approved on 15 September 2020.

NB: This has been completed, and the documents were sent to the SASB. The SASB ballot closed on 18 November 2020 and all the baseline versions are approved.

Phil Winston expressed appreciation for the tremendous amount of work that Peter Balma did in leading the baselines updates and the committee agreed. Matt Ceglia congratulated AudCom on a great job, and Chair Kulick echoed this congratulations.

There was a discussion about the need to set the timeframe for the baselines to be made available for use, and the grace period for using the current baselines. There will also be a need for the checklists and instructions documents to be updated.

NB: This discussion will continue at the December AudCom meeting.

6. ADJOURNMENT

There being no further business, the meeting adjourned at 12:45 p.m. ET (UTC-4).