

AudCom Minutes

8 December 2014

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

8 December 2014

9:00 a.m. – 12:00 p.m.

IEEE Operations Center, Piscataway, New Jersey, USA

**Members:**

Peter Balma  
Clint Chaplin  
Michael Janezic, Acting Chair  
Ted Olsen  
Glenn Parsons  
Ron Petersen  
Annette Reilly  
Gary Robinson  
Yatin Trivedi  
Howard Wolfman

Mary Lynne Nielsen  
Lisa Perry  
Walter Pieniac  
Dave Ringle  
Rudi Schubert  
Sam Sciacca  
Erin Spiewak  
Cherry Tom  
Lisa Weisser, Administrator  
Malia Zaman  
Meng Zhao

**Members Absent:**

Jean-Philippe Faure, Chair

**Staff:**

Melissa Aranzamendez  
Christy Bahn  
Kathryn Bennett  
Christina Boyce  
Kim Breitfelder  
Georedna Brown  
Justin Caso  
Matt Ceglia  
Karen Evangelista  
Tricia Gerdon  
Jonathan Goldberg  
Lloyd Green  
Mary Ellen Hanntz  
Yvette Ho Sang  
Konstantinos Karachalios  
Karen Kenney  
Soo Kim  
Michael Kipness  
Juanita Lewis

**Guests:**

Ted Burse  
James Gilb  
Travis Griffith  
Ron Hotchkiss  
Rich Hulett  
Joe Koepfinger  
Bruce Kraemer  
John Kulick  
David Law  
Xiaohui Liu  
Kishik Park  
Jon Rosdahl  
Dawn Slykhouse  
Adrian Stephens  
Claire Topp  
Don Wright  
Yu Yuan

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

## **1. CALL TO ORDER AND INTRODUCTIONS**

Acting Chair Janezic called the meeting to order at 9:00 a.m. and there was a round of introductions by all present.

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

Acting Chair Janezic asked if there were any additions, deletions, or alterations to the published agenda. Peter Balma requested a discussion about Subgroups and Subcommittees be added to the agenda, and it was agreed that this would be added under New Business. During a later discussion in the meeting, it was agreed that the group would hear a presentation by James Gilb under New Business that shows several questions from IEEE 802 EC about the AudCom Baseline documents.

**Motion: Approve the 8 December 2014 AudCom meeting agenda. Upon vote, the motion passed.**

## **3. APPROVAL OF MINUTES OF THE 19 AUGUST 2014 AUDCOM MEETING**

**Motion: Approve the minutes of the 19 August 2014 meeting. Upon vote, the motion passed.**

## **4. P&P REVIEW**

### **4.1 Status of Continuing Sponsor P&P Review**

#### 4.1.1 C/PA - Jean-Philippe Faure, Michael Janezic

Acting Chair Janezic turned the Chair over to Ted Olsen for this discussion. He reported that although the P&Ps are almost ready to be recommended for acceptance, there are still two issues, Voting Membership and Appeals, which have not been resolved with the Sponsor. Mike proposed that he will draft language for the Sponsor to adopt. After discussion in the meeting, it was agreed that the Sponsor needs to include the language and get the P&Ps accepted, as they expired December 2013.

**AI:** Mike, with help from Mike Kipness, Annette Reilly, and Don Wright will draft language for the Sponsor regarding the Voting Membership and Appeals clauses.

**Motion: Draft language for Voting Membership and Appeals clauses will be provided to C/PA with the expectation that the language will be incorporated by the March 2015 AudCom meeting. Upon vote, the motion passed.**

The Chair was returned to Acting Chair Janezic.

## 4.2 Status of New Sponsor P&P Review

### 4.2.1 EMB/11073 - Yatin Trivedi, Ted Olsen

**Motion: To recommend acceptance of the EMB/11073 P&P. Upon vote, the motion passed.**

### 4.2.2 MTT/SCC - Peter Balma, Annette Reilly

Acting Chair Janezic recused himself from this discussion because he is on the MTT/SCC committee and drafted the P&P document. Peter reported that the P&Ps could be ready for a recommendation for acceptance with a couple of very minor editorial corrections. It was agreed that the P&Ps would be conditionally recommended for acceptance, and Lisa Weisser will make the corrections.

**AI:** Lisa Weisser will make the two minor editorial corrections and when complete, upload the P&Ps as accepted.

**Motion: To recommend conditional acceptance of the MTT/SCC P&P; once the condition is met and the minor edits are made, the P&Ps will be accepted. Upon vote, the motion passed.**

### 4.2.3 NTC/SC - Annette Reilly, Glenn Parsons

Glenn reported that there is still one outstanding issue regarding obtaining and maintaining voting membership. AudCom agreed that this topic needs to also be clearly defined in the Baselines, and the topic will be discussed in the Baselines review ad hoc. This P&P will continue under review and move to the March agenda.

### 4.2.4 SASB/SCC14 - Gary Robinson, Glenn Parsons

Gary reported that there are still a couple of issues that need to be addressed with the document, including a better definition of the requirements for membership and voting membership. This P&P will continue under review and move to the March agenda.

### 4.2.5 SASB/SCC42 - Ronald Petersen, Gary Robinson

**Motion: To recommend acceptance of the SASB/SCC42 P&P. Upon vote, the motion passed.**

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

### 4.3.1 PE/IC/ICC\_WG - (common - all PE/IC WGs) - Michael Janezic, Yatin Trivedi

Acting Chair Janezic turned the chair over to Ted Olsen for this discussion. He reported that there are a couple of issues that need to be addressed with the

document, including definition of membership. This P&P will continue under review and move to the March agenda.

#### 4.3.2 PE/SUB/WGE9 - (common - all PE/SUB WGs) - Howard Wolfman

Howard reported that there were some issues that need to be addressed with the document. Note: this document is on the 2012 Baseline; given when it was submitted, that is permissible. Mike Janezic agreed to also review the document. This P&P will continue under review and move to the March agenda.

#### 4.3.3 RAS/SC/MDR - Annette Reilly, Howard Wolfman

**Motion: To deem without issue the RAS/SC/MDR WG P&P. Upon vote, the motion passed.**

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

#### 4.4.1 PE/EM/Motor - WG112 - (common - all PE/EM WGs) Ronald Petersen

Ron reported that there are still some issues with the document that need to be addressed. This P&P will continue under review and move to the March agenda.

#### 4.4.2 PE/PSACE/DSAPRAC - (common - all PE/PSACE WGs) Peter Balma, Ted Olsen

Ted reported that there were very minor editorial corrections to be made, but after these are completed, the P&Ps are found without issue.

**Motion: To deem without issue after minor edits the PE/PSACE (common) WG P&P. Upon vote, the motion passed.**

### 4.5 Status of Sponsor P&Ps Expiring in December 2014

#### 4.5.1 SASB/SCC22 Power Quality

Lisa Weisser told the group that SASB/SCC22 has asked for an extension for the update to their Sponsor P&Ps. They anticipate finalizing the document in January.

**Motion: To approve the extension request from SASB/SCC22 Power Quality with a deadline to submit the P&Ps for the March 2015 AudCom meeting. Upon vote, the motion passed.**

## 5. OLD BUSINESS

### 5.1 Action Item Review

Lisa reviewed the action items and noted that the only open action item relates to the instructional text for the AudCom Baselines, but this text cannot be finalized until the next round of updates to the Baselines takes place.

Action Item		Status	Update
Voting of Chair/Vice Chair Ad Hoc - Mike will edit the recommended wording based on the feedback from the AudCom meeting and provide the text to Jim Hughes for feedback from the CAG.		Complete	CAG reviewed the wording at its September meeting and agreed that the wording would work for corporate members. The language was passed to Ted for the Baselines Review ad hoc.
Peter Balma agreed to review the instructional text for the Baselines.		In development	As Baselines are updated, instructional text will be reviewed.

**5.2 Review 2013 Baseline Comments, and Address Consistency and Alignment Between the Sponsor and Working Group P&Ps Ad Hoc - Ted Olsen**

Ted showed the progress of the ad hoc in working through the items in the tracking list that he developed. The tracking list covers balloted comments from 2013 that have not yet been addressed, along with language forwarded from other recent AudCom ad hocs: *Suspension of Rules* and *Voting of Chair and Vice Chair and Meeting Notices*. Additionally, several Sponsors have sent specific issues that they have had when updating their own P&Ps, and these were included in the tracking list for the ad hoc to review.

Ted reminded the group that the timeframe for the recommended updates to the Baselines is September 2015, and given the current SASB meeting series schedule, his goal is to get through the tracking list by the March AudCom meeting. Starting in January, he will hold meetings of the ad hoc every other week.

The original ad hoc included the following members: Peter Balma, Herb Bennett, Matt Ceglia, Jonathan Goldberg, Dave Ringle, Mike Seavey, Lisa Weisser, and Howard Wolfman. With the additional topics that are being discussed, the group will also include Jean-Philippe Faure, James Gilb, Travis Griffith, Yvette Ho Sang, Mike Janezic, Soo Kim, Mike Kipness, Brenda Mancuso, Glenn Parsons, Lisa Perry, Gary Robinson, and Adrian Stephens.

**AI:** Lisa Weisser will send a Doodle poll to set up the every other week ad hoc meetings.

### **5.3 Ad Hoc to Clarify the Language in the AudCom Conventions Regarding Updates to the Baseline Documents - Gary Robinson**

Gary presented the recommended new wording for the AudCom Conventions regarding the timing of updates to the AudCom Baseline documents. It was agreed that the revised timeframe would not preclude making any critical changes to the Baselines in the interim based on changes to higher level documents.

**Motion: To approve the draft language for the AudCom Conventions about the frequency of updates to the Baseline documents with editorial correction describing third quarter meeting series. Upon vote, the motion passed.**

**AI:** Lisa Weisser will edit the wording describing the third quarter meeting series, and work with IT to get the updated Conventions posted to the website.

The Ad Hoc, chaired by Gary Robinson, and including Ted Olsen, Ron Petersen, and Lisa Weisser, was disbanded with thanks.

### **5.4 Working Group P&P Review Process and the myProject System - Christina Boyce**

Christina updated the group about the IT request by AudCom to have the Working Group P&P review history display similar to the Sponsor P&P review history in myProject. While the initial goal was to try to have this modification completed before the end of 2014, the IT group reached the point from which no changes were going to be made to the legacy system. The request will now be incorporated with other enhancement requests as requirements for the full myProject suite redesign effort to take place during 2015.

## **6. NEW BUSINESS**

### **6.1 Addition to Agenda about Subcommittees and Subgroups - Peter Balma**

Peter raised the question about whether the subcommittee and subgroup information belongs in the P&P documents or would it be more accurate to keep that information in the Sponsor's Operations Manual. After a discussion, it was agreed that this will also be added to the Baselines review ad hoc tracking list.

### **6.2 Questions from IEEE 802 EC about AudCom Working Group P&Ps - James Gilb**

James presented questions that IEEE 802 EC had about specific issues in the Baseline documents that the group identified when developing their own Working Group P&Ps. These include, among others, holding multiple positions in a Working

Group, getting more clarification around the term “fiduciary duty”, understanding the responsibility of the Working Group with regard to the member roster, and voting requirements. After discussion, it was agreed that the topics would be added to the tracking list for the Baselines review ad hoc, and that James and/or other IEEE 802 EC representatives would be included in the upcoming meetings of the ad hoc.

**7. DATE OF NEXT MEETING**

The next meeting of AudCom will take place on Tuesday, 24 March 2015, in Vienna, Austria.

**8. ADJOURNMENT**

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