IEEE-SA Standards Board Audit Committee (AudCom) Approved Minutes
24 March 2014
1:00 p.m. – 4:30 p.m.
Piscataway, New Jersey, USA

Members:
Peter Balma
Clint Chaplin
Jean-Philippe Faure, Chair
Michael Janezic
Ted Olsen
Glenn Parsons
Ron Petersen
Annette Reilly
Gary Robinson
Yatin Trivedi
Howard Wolfman

Members Absent:
None

Guests:
Dennis Brophy
James Gilb
Ron Hotchkiss
Rich Hulett
Jeff Katz
Bruce Kraemer
John Kulick
David Law
Xiaohui Liu
Paul Nikolich [Part-time via phone]
Radu Radulescu
Greg Ratta
Jon Rosdahl

Adrian Stephens
Claire Topp
Diego Vicentin
Don Wright

Staff:
Bill Ash
Kathryn Bennett
Christina Boyce
Justin Caso
Matt Ceglia
Karen Evangelista
Tricia Gerdon
Jonathan Goldberg
Mary Ellen Hanntz
Konstantinos Karachalios
Karen Kenney
Soo Kim
Mike Kipness
Juanita Lewis
Gregory Marchini
David Michaud
Lisa Perry
Dave Ringle
Lisa Weisser, Administrator
Joan Woolery
Malia Zaman

[Unless otherwise noted, all votes are unanimous]

1. CALL TO ORDER

Chair Faure called the meeting to order at 1:00 p.m. There was a round of introductions by all present.

2. UPDATE FROM THE AUDCOM CHAIR

Chair Faure gave an update about current and upcoming AudCom review statistics and the recent PES outreach to all Sponsors requesting Working Group P&Ps to review by 1 June 2014.

3. REVIEW AND APPROVAL OF THE AGENDA

Chair Faure asked if there were any additions, deletions, or alterations to the published agenda.

Motion: Approve the 24 March 2014 AudCom meeting agenda. Upon vote, the motion passed.

4. APPROVAL OF MINUTES OF THE 9 DECEMBER 2013 AUDCOM MEETING

Motion: Approve the minutes of the 9 December 2013 meeting. Upon vote, the motion passed [6 in favor, 0 opposed, 4 abstain (Chaplin, Reilly, Robinson, Wolfman)].

5. P&P REVIEW

5.1 Status of Continuing Sponsor P&P Review

5.1.1 AES/RS – Ted Olsen

Ted reported that this P&P will continue under review and move to the June agenda.

5.1.2 BTS/AVTech – Yatin Trivedi, Clint Chaplin

Yatin reported that while the structure of this Sponsor, as well as the Sponsor in 5.1.3 within the BTS Standards Committee is now clear, there are several clauses on this P&P that still need clarification. The P&P will continue under review and move to the June agenda.

5.1.3 BTS/RFTech – Yatin Trivedi, Clint Chaplin

Yatin reported that while the structure of this Sponsor, as well as the Sponsor in 5.1.2 within the BTS Standards Committee is now clear, there are several clauses on this P&P that still need clarification. The P&P will continue under review and move to the June agenda.

5.1.4 C/PA **–** Jean-Philippe Faure, Michael Janezic

Jean-Philippe turned the chair over to Peter Balma for this discussion. He and Mike explained that after speaking with the Sponsor, it became clear that they are operating under the PASC operating procedures. There was a discussion about standards committee hierarchies that were set up prior to when AudCom started auditing P&Ps. It was agreed that the PASC operating procedures may be what needs to be audited. This P&P will continue under review and move to the June agenda.

5.1.5 COM/DySPAN-SC – Yatin Trivedi, Michael Janezic

The Sponsor is in agreement with the checklist comments and did not re-submit the P&P in time for the meeting. This P&P will continue under review and move to the June agenda.

5.1.6 PE/TR – Gary Robinson, Yatin Trivedi

Gary and Yatin reported that all issues have been resolved.

Motion: To recommend acceptance of the PE/TR P&P. Upon vote the motion passed [9 in favor, 0 opposed, 1 abstain (Balma)].

5.1.7 VT/ITS – Ronald Petersen, Glenn Parsons

Ron reported that there are still some minor editorial changes that need to be incorporated. This P&P will continue under review and move to the June agenda.

5.2 New P&P Review

5.2.1 SASB/SCC04 –Ted Olsen, Peter Balma

Motion: To recommend acceptance of the SASB/SCC04 P&P. Upon vote the motion passed.

5.2.2 VT/LT – Glenn Parsons, Peter Balma

Peter reported that there are still some editorial changes that need to be incorporated. This P&P will continue under review and move to the June agenda.

5.3 Working Group P&P Review

5.3.1 BOG/CAG/WG-HVDC-CPI – Ronald Petersen, Annette Reilly

Motion: To deem without issue the BOG/CAG, IEEE-SA Board of Governors/Corporate Advisory Group/HVDC-CPI - WG P&P. Upon vote the motion passed.

5.3.2 C/LT/RMLTWG13 – Michael Janezic, Howard Wolfman

Mike reported that there are still some minor points that need to be addressed, and this P&P will continue under review and move to the June agenda.

5.3.3 C/S2ESC/26531 WG (Common) – Ronald Petersen, Howard Wolfman

There are a few editorial changes that need to be incorporated, and this P&P will continue under review and move to the June agenda.

5.3.4 C/SS/ECC_NVM_P1890 WG **–** Peter Balma, Clint Chaplin

Motion: To deem without issue the C/SS/ECC, Computer Society/Storage Systems Error Correction Coding_NVM_P1890 - WG P&P. Upon vote the motion passed.

5.3.5 C/VSSC/1622_WG (Common) – Yatin Trivedi, Annette Reilly

Motion: To deem without issue the C/VSSC, Computer Society/Voting Systems Standards Committee/1622 (Common) - WG P&P. Upon vote the motion passed.

5.3.6 EDS/MEMS/MEMS_WG – Peter Balma, Annette Reilly

Motion: To deem without issue the EDS/MEMS, Electron Devices Society/Microelectromechanical Systems (MEMS) Standards Development Committee/P2700 - WG P&P. Upon vote the motion passed.

5.3.7 IAS/PCI/P1886 WG – Howard Wolfman, Ronald Petersen

The reviewers are still waiting for the revised P&P based on the checklist comments. Lisa Perry explained that these will be common WG P&Ps, and the first ballot failed for the revised P&Ps. The second ballot recently closed approving them, and they will be uploaded in one to two weeks. This P&P will continue under review and move to the June agenda.

AI: Lisa Perry to add this note in myProject.

5.3.8 RS/SC/1633_WG – Ted Olsen, Glenn Parsons

The reviewers are still waiting for the revised P&P based on the checklist comments. Mike Kipness explained that they were planning to address this at their next face-to-face meeting. This P&P will continue under review and move to the June agenda.

5.3.9 SASB/SCC04/WG IEEE 98 **–** Peter Balma, Ted Olsen

Motion: To deem without issue the SASB/SCC04, SASB Standards Coordinating Committee 04: Electrical Insulation - WG P&P. Upon vote the motion passed.

6. OLD BUSINESS

6.1 AudCom Baseline Documents (2013)

6.1.1 Status Update

Chair Faure reported that the 2013 Baseline documents are ready to be posted on the AudCom website, and a discussion took place on when Sponsors will be told to use the 2013 versions.

Motion: To inform Sponsors and Committees that all P&Ps submitted on or before 15 May 2014 may use either the 2012 or 2013 Baseline documents, and all P&Ps submitted 16 May or after shall use the 2013 Baseline documents. Upon vote, the motion passed.

AI: Lisa Weisser will get the 2013 Baseline documents posted to the website within a few days after the meeting series. Sponsors and Working Group Chairs will be notified.

A list was also displayed showing the SASB ballot comments received for the Baselines from November that have not yet been incorporated into the documents. Chair Faure recommended that a new Ad Hoc be formed to review the comments from November that were not incorporated into the 2013 Baselines, and to look at additional comments that have been received. The Ad Hoc will also review the consistency and alignment between the Sponsor and Working Group P&Ps. This Ad Hoc will be chaired by Ted Olsen, and will include the following members: Peter Balma, Herb Bennett, Matt Ceglia, Jonathan Goldberg, Dave Ringle, Lisa Weisser, and Howard Wolfman.

6.1.2 Clarifying the Policy and Procedures for IEEE-SASB Project Working Groups and IEEE Society/Council Standards Sponsor Committees (SDCs) – Herb Bennett

Herb Bennett, who was not at the meeting, sent a presentation requesting clarification in the P&P documents around the overlapping roles and responsibilities of the WG and Standards Development Committee as given in the IEEE-SASB Policy and Procedures (P&P) for Standards Development. It was agreed that this would be addressed within the new Ad Hoc that will address outstanding comments for the Baselines.

6.2 AudCom Review Checklists – Ted Olsen

Ted Olsen developed a template for AudCom checklists to make the review process more efficient. The checklists were revised to match the clauses in the 2013 Baselines.

Motion: To adopt the template checklists with minor modifications. Upon vote, the motion passed.

6.3 AudCom Alignment and Consistency between Sponsor P&Ps and WG P&Ps Baselines Ad Hoc – Mike Janezic

Motion: To disband this Ad Hoc and fold this work into the newly formed Ad Hoc chaired by Ted Olsen on addressing comments not yet incorporated into the Baselines. Upon vote, the motion passed.

6.4 AudCom 'Suspension of Rules' and 'Executive Session (private) Email ballots' Ad Hoc – Gary Robinson

This Ad Hoc is chaired by Gary Robinson and includes the following members: James Gilb, Yvette Ho Sang, Michael Kipness, Bruce Kraemer, Hung Ling, Paul Nikolich, Ted Olsen, Lisa Perry, Ron Petersen, Pat Thaler, Yatin Trivedi, and Lisa Weisser. Gary presented a summary of the Ad Hoc's input and received feedback at the meeting. It was agreed that this Ad Hoc will continue and Gary will incorporate the feedback received in the meeting.

6.5 AudCom Voting of Chair and Vice Chair and Meeting Notices Ad Hoc – Mike Janezic

This Ad Hoc, chaired by Mike Janezic includes the following members: Matt Ceglia, Soo Kim, Mary Lynne Nielsen, Ted Olsen, Ron Petersen, Jon Rosdahl, Lisa Weisser, and Malia Zaman. Adrian Stephens joined the 24 March meeting of the Ad Hoc. With regard to Voting of Chair and Vice Chair, the Ad Hoc reached consensus that there is enough clarity in the Baselines and Robert's Rules of Order, and no change is needed to the Baselines about this issue. However, Matt Ceglia, who was unable to attend the Ad hoc meetings, explained that clarity is needed for the difference in voting rights between Individual and Entity methods.

With regard to Meeting Notices, the Ad Hoc proposed wording for the Baselines to distinguish between the lead time needed for face-to-face meetings and that needed for electronic meetings or teleconferences, which raised some concerns as it might put people at a disadvantage for voting. The Ad Hoc also recommended a change to the instructions for clause 6.0: "*This clause shall not be modified except that the values in the shaded text may be increased and text inside square brackets may either be included or deleted.* "

It was agreed that the Ad Hoc will maintain its work to refine the wording on meeting notices for the Baselines and revisit the voting rights and Entity issues.

7. NEW BUSINESS

7.1 myProject Update – Christina Boyce

Christina Boyce gave a presentation on updating the myProject system.

7.2 Conventions and Guidelines

Chair Faure raised the question about whether the AudCom Conventions and Guidelines need to be updated because the Conventions were last updated in September 2011 and the Guidelines flowcharts were last updated in June 2008. There were no action items created at this time for this topic.

8. DATE OF NEXT MEETING

The next meeting of AudCom is scheduled for 10 June 2014 in Piscataway, New Jersey, USA.

9. ADJOURMENT

There being no further business, the meeting was adjourned at 4:45 p.m.