

MINUTES
P1583 Meeting – Piscataway, NJ
August 18-19, 2004

Attendees:

<u>Last Name</u>	<u>First Name</u>	<u>Wed</u>	<u>Thu</u>
Alves	Maria Helena	A	A
Berg	Andrew	A	A
Berger	Stephen	A	A
Bucholz	Ren	A	A
Coney	Lillie	A	A
Deutsch	Herb	A	A
Drury	David	A	A
Fletcher	Doug	A	A
Gaston	Chuck	A	A
Goler	Jonathan	A	A
Hogzett	Bob	A	A
Hulshof	Jacques	A	A
Johnson	James	A	
Jurgensen	Margaret	A	A
Kappraff	Jay	A	
King	Merle	A	
Lawson-Jenkins	Kim	A	A
Lipsio	Vincent	A	A
Mercuri	Rebecca	A	A
Newitz	Annalee	A	A
Oliver	Bob	A	A
Piper	Ian	A	A
Quesenbery	Whitney	A	A
Scott	Josephine	A	A
Welsh	Bill	A	A
Williams	Vern	A	A
Zelechowski	Peter	A	A

(Wednesday was longer than Thursday so attending Wednesday counts as attending over 50% of the meeting.)

Attendees by the Conference Bridge:

Aragon	David	2	
Corry	Chuck	3	1
Dill	David	3	1
Homewood	John	3	1
Kaner	Cem	4	1
Klammer	Pete	3	1

Klein	Stan	1	
Kolowicz	Al	1	
Landoll	Doug	2	1
Sileghi	Marius	1	
Simons	Barbara	2	
Vanderheiden	Gregg	4	1
von Spakovsky	Hans	2	1
Waddell	Cynthia	2	

(Attendance on the conference bridge was taken at 9am, 12noon, 2pm, and 5pm on Wednesday and 9am on Thursday. The numbers shown above are the number of times the person identified themselves being on the conference bridge at the time of attendance. If the sum of the two days is 3 or more, then that counts as attending over 50% of the meeting.)

The meeting was called to order at 9:00am, August 18, 2004.

New active members since the last meeting were announced:

Homewood, John
Jurgensen, Margaret
King, Merle
Quesenbery, Whitney

The IEEE Patent Policy was read.

The Chair announced that Merle King replaced Brit Williams as the Vice Chair – Brit Williams indicated to the Chair that he had time conflicts with the activities being performed for the Election Assistance Commission – Technical Guidelines Development Committee (EAC TGDC).

Minutes from the last meeting were accepted.

A report was given by Stephen Berger, Chair of SCC38, about the EAC activities and timeline. Whitney Quesenbery also provided information. Both are on the EAC TGDC. The main schedule item was that the EAC TGDC subcommittees had to present their final plan to the full EAC TGDC and they had 5 more months in the subcommittees.

Task Group reports from TG1 – Security and TG-3 Usability and Accessibility were given.

Vern Williams moderated a teleconference presentation on wireless communication with voting equipment.

Task Group report from TG5 – Software was provided and an update was given on the Environmental portion of the Standard.

STG-2 – COTS provided a status report followed by an update from STG-3 Voter Verification. There was some discussion concerning STG-1 – Provisional Ballots.

At 3:15pm, EAC Chairman Soaries addressed the meeting via the conference bridge. He expressed appreciation for the work being done by the P1583 group and indicated the timeline he has for the EAC as set by HAVA: July 2005 is when the EAC TGDC needs to complete work for standards that will be used for the 2006 election. He answered a variety of questions and left the call at 4:15pm.

A discussion followed on the process for forming a ballot pool to be used to vote on a future draft. A motion was made for the SCC38 to form a ballot pool and was seconded. There was much discussion about proxies due to IEEE HQ indicating that proxies could only be used for agenda items. This was different than how proxies had been handled in previous meetings. A call to vote was made which was followed by a motion to adjourn. Since the previous motion was called to a vote, it had precedence over the adjournment motion. A roll call vote was taken and was discontinued when it became clear the No votes had a majority. The motion failed. The motion to adjourn was withdrawn and the meeting was recessed for the evening at approximately 6:30pm.

The meeting was called to order at 9:10am, Thursday, August 19.

Craig Burkhardt of the Department of Commerce who is providing legal counsel to NIST for the HAVA activities joined the Conference Bridge and provided timeline information. He indicated that NIST was under a statutory deadline to provide standards to the EAC by April 2005. The EAC needs several months to go through them and targeted accepting the standards in the summer of 2005.

Judy Gorman, Managing Director of the IEEE SA came in to give some guidance on our policies and procedures (P&P). The IEEE reversed its statement from the previous day on how to handle proxies and indicated we should continue to allow proxies to cover items that are not specifically called out on the agenda. This was based on precedence. Additionally, we were told that we could count proxies toward the quorum. She did indicate these items might change, but the IEEE would give notice well in advance of a meeting if that occurs. During this discussion there was a question on the membership requirement and it was noted that the policy was changed at the July 2003 meeting to allow conference call attendance to count for maintaining membership, but was not intended for the initial qualification to join. There was discussion on the need to follow the P&P to post an agenda 30 days prior to a meeting.

There was a presentation by Bill Ash of the IEEE on the Standards balloting process.

There was a Security presentation by teleconference.

There was discussion about how to handle the ongoing changes with the draft standard. Doug Fletcher was assigned getting a password protected area on the website that the task

groups could use. A target date of having this set up and running by September 3rd was given.

The discussion indicated the standard was getting very close and other than a couple of areas there was consensus that the standard could potentially be completed in the coming weeks. There was discussion on possibly breaking off sections that are ready to go to final editing clean-up, but that caused problems on how to get the rest of the standard completed – both administratively within the IEEE and losing the current “push” on the P1583 draft standard. It was noted we were so close, that we should try to complete what we had been working on. The following schedule was established:

<u>Target Date</u>	<u>Task</u>
Aug 26	TG's work on draft
Sept 3	TG's final drafts are posted on the password protected website
Sept 6	Conference Call to review status
Sept 10	Track changes are used and editing committee works on full draft
Sept 17	Full draft is posted
Sept 24	Review period
Oct 1	Review period
Oct 4	Conference Call Meeting to approve draft or decide on a Plan B.

It was noted that an agenda would need to be sent by early September for the Oct 4 meeting.

The meeting adjourned at 2:30pm.