

**MINUTES**  
**P1583 Meeting – Teleconference**  
**October 5, 2004**

Teleconference Attendees:

Adler, Jim  
Alves, Maria Helena  
Ash, Bill  
Berg, Andrew  
Berger, H. Stephen  
Bucholz, Ren  
Coggins, Carolyn  
Deutsch, Herb  
Dill, David  
Fletcher, Doug  
Hogzett, Bob  
Homewood, John  
Johnson, Richard  
Keller, Arthur  
King, Merle  
Klammer, Pete  
Klein, Stan  
Kolwicz, Al  
Konopasek, Scott  
Landoll, Doug \*  
Lawson-Jenkins, Kim  
McClure, Neil  
Mercuri, Rebecca  
Oliver, Bob  
Piper, Ian  
Quesenbery, Whitney  
Ross, John  
Scott, Josephine  
Simons, Barbara  
von Spakovsky, Hans  
Williams, Vern  
Zelechowski, Peter

\* Counts as partially attending teleconference meeting (less than 50%).

The meeting was called to order at 10:15am CDT, October 5, 2004.

Roll call was taken and a quorum was affirmed.

Proxies were announced:

Pete Klammer had a proxy for Chuck Corry  
Rebecca Mercuri had a proxy for Vincent Lipsio  
Pete Klammer had a proxy for Al Kolwicz

New active members since the last meeting were announced:

Alves, Maria Helena  
Drury, David  
Gaston, Chuck  
Scott, Josephine  
Lawson-Jenkins, Kim

It was also noted the following lost their active membership status due to not attending or participating in the last three meetings:

Allen, Alice  
DeBeauvoir, Dana  
O'Hara, John  
Thatcher, Jim  
Williams, Brit

Three members were changed to a Liaison status (non-voting):

Bonsall, Penelope (liaison with EAC)  
Heirman, Don (liaison with IEEE SA)  
Sims, Peggy (liaison with EAC)

The IEEE Patent Policy was read.

Minutes from the last meeting were amended to change a year from "2004" to "2005". Following the change, the minutes were accepted.

Discussion on the status of the draft standard followed. Rebecca Mercuri provided an overview of items missing following her review of what is posted on the private website. Rebecca Mercuri will provide the Secretary with a memo summarizing these items and the Secretary will post this information on the private website.

There also was discussion concerning starting the process for a ballot pool to vote on the draft standard. Bill Ash of IEEE provided updates and answered questions. Once the pool is opened, it will open for a minimum of 30 days and the ballot group will not be set until the sponsor ballot opens for ballot. Bill Ash indicated IEEE could manually add people to the ballot pool even up to a couple days after the draft is submitted to IEEE SA for a ballot. This is because it takes a few days for the draft to work through the IEEE processes.

Upcoming schedule for the draft was occurring during the discussion on the status of the draft and the ballot pool. The following schedule was established:

<u>Target Date</u>	<u>Task</u>
Oct 8	Secretary to post consolidated draft (tentatively 5.3.1)
Oct 17	(midnight CDT) Send comments on draft to Secretary
Oct 19	Teleconference Status Update (not a meeting)
Oct 29	TGs, STGs, send updates to draft to Secretary
Nov 5	Secretary to post updated draft (tentatively 5.4)
Nov 19	Teleconference Meeting

It was noted that the schedule would be reviewed at the October 19 teleconference. It was also noted that the November 2 election could cause many of the working group to be too involved in post-election related activities to work on the standard.

Meeting times were requested to be later than 10:00am central time due to that being 8:00am on the west coast. It was agreed to change the time to 11:00am central time for the October 19 and November 19 teleconferences.

It was noted that a meeting announcement with agenda must go out 30 days prior to the November 19 meeting.

The secretary was requested to send a note to the main reflector to indicate the website for being added to the IEEE SA ballot pool:  
<http://standards.ieee.org/db/balloting/ballotform.html> .

A motion was made and seconded to recommend that SCC38 initiate the invitation to ballot. A roll call vote was taken. The motion passed with a vote of 16 for and 7 against.

The meeting adjourned at approximately 12:00 noon CDT.