**IEEE Communications Society Standards Development Board (COM/SDB)**

**Interim Meeting Minutes**

Monday, 18 March 2019, 10:00 a.m. Eastern Daylight Time

WebEx Call

1. Call to Order at 10:11 am EDT
2. Roll Call, Voting status of the members, and Establish Quorum

Voting members: Tarek El-Bawab, Earl McCune, Stefano Galli, Jean-Philippe Faure

Non-voting attendees: Sami Souihi, R. Venkatesha Prasad

Staff attendees: Adam Greenberg, Jennifer Santulli

Four voting members were present and a quorum was not met.

* A question arose as to whether attendance at this meeting should count toward voting rights at the next meeting.

**Action**: Jennifer to check against the Ps and Ps.

1. Approval of Agenda – The following agenda was not approved as there was not a quorum present:

1. Call to Order

2. Roll Call, Voting status of the members, and Establish Quorum

3. Approval of Agenda

4. Approval of the COM/SDB Minutes of the December 9, 2018 meeting at GLOBECOM

5. Follow up on R1 AudCom P&Ps checklist (emailed to the listserv by Nick Orlando on 1/9 and re-sent by Tarek on 3/17)

6. Old and unfinished business

7. New business

8. Adjourn

1. Approval of the COM/SDB Minutes of the December 9, 2019 meeting at GLOBECOM -- Minutes were not approved as there was not a quorum present.
2. Follow up on R1 AudCom P&Ps checklist (emailed to the listserv by Nick Orlando on 1/9 and re-sent by Tarek on 3/17) –

* Al question arose about what happens to the revised COM/SDB Ps and Ps, as this meeting was scheduled to make official changes and AudCom is scheduled to meet the following day.   
  **Action**: Jennifer to confirm next steps and follow up with Tarek via email. A subsequent email from Lisa Weisser on March 19 confirmed that the P&Ps were not discussed or looked at in the AudCom meeting other than to say that the review is ongoing. The document is not linked to any public site that anyone can see.
* Discussion of whether to handle the remaining item on the P and P checklist (3.4.1) via email including an email ballot, and whether the AudCom chair can approve the change before the next meeting (scheduled for June) if it is determined to be minor.

**Action**: Jennifer to check with SA upper management on these items.

1. Old and unfinished business -- None
2. New business -- None
3. Adjourn -- The meeting adjourned at 10:40 a.m. EDT.