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

**Meeting Minutes**

Friday, 29 March 2019, 10:00 a.m. Eastern Daylight Time

WebEx Call

1. Call to Order at 10:05 am EDT
2. Roll Call, Voting status of the members, and Establish Quorum

Voting members: Tarek El-Bawab, Oliver Holland, Stefano Galli, Jean-Philippe Faure, Alex Gelman, Mehmet Ulema, Rob Fish

Non-voting attendees: R. Venkatesha Prasad

Staff attendees: Adam Greenberg, Jennifer Santulli

Seven voting members were present and a quorum was met.

As a follow-up to the action from the March 18 meeting, where a question arose as to whether attendance at that meeting should count toward voting rights at this meeting, it was noted that attendance at or absence from an unofficial meeting does not count toward voting rights at the next meeting. As a result attendance at the March 1, 2019, and December 9, 2018, meetings was applied toward voting rights at this meeting.

1. Approval of Agenda – The agenda was approved with the following modifications: Move AccessCore and Treasurer Report to the beginning of the Reports section:

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 prior meeting minutes
 4.1. Minutes of the December 9, 2018 meeting
 4.2. Minutes of the March1, 2019 meeting
 4.3. Notes of interim meetings: March 18, 2019
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. Reports
 6.1. Treasurer report
 6.2. Reports from ComSoc Standards Committees

* AccessCore
* DySpan
* MobiNet
* PLC
* NetSoft
* Green ICT
* EdgeCloud
* ~~AccessCore~~

 6.~~2~~3. Reports from working Group and Study Group Chairs

* CEA
* Smart Cities Working Group

 ~~6.3. Treasurer report~~

7. Old and unfinished business

8. New business

9. Next Meeting: regular schedule is from **Friday 26 April, 10 AM to 11AM Eastern time**
10. Adjournment

1. Approval of the COM/SDB prior meeting minutes (December 9, 2019, March 1, 2019, March 18, 2019 interim meeting) -- All minutes were approved.
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) –
* The board followed the recommendation in item 5, page 8, making the following changes to the end of section 3.4.1 (Chair) so it reads as follows:

a) Report to the COM/SDB members the nature of a funding request and the Chair’s decision with respect to funding the request within one week of receiving the request.

b) Allocation of project numbers to new PARs from the block 1900-1999 reserved by ComSoc. The Chair may assign a project number on request of ComSoc sponsors and suggest a project number for PARs submitted directly to COM/SDB. Final project number assignment responsibility remains with NesCom Administrator.

* A discussion ensued on section 4.3 (Voting Membership) with regard to Members-at-Large, with related discussion on where in the agenda to have this discussion. It was determined this discussion could be had as part of New Business.
* A motion was made to approve the changes that were made to the P&Ps, there was no second.
* A motion was made and seconded to change the agenda to discuss item 5 (Follow up on R1 AudCom P&Ps checklist) after item 8 (New Business.) Following discussion the question was called and seconded and the motion passed.
* A motion was made to extend the meeting time by 30 minutes, there was no second.
* A call for the orders of the day was made.
1. Adjourn -- The meeting adjourned at 11:03 a.m. EDT.

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