**IEEE Communications Society Standards Development Board (COM/SDB)  
Meeting Minutes**Friday, 31 January, 2020, 10:00 a.m. EST  
WebEx Call

1. Call to Order at 10:03 a.m. EST
2. Roll Call, Voting Status of the members and Establish Quorum
   1. Voting members: Ed Tiedemann, Jean-Philippe Faure, Jaafar Elmirghani, Oliver Holland, Jim Frazer

Five voting members present, four needed for quorum. Quorum present.

* 1. Observers: Abd-Elhamid M. Taha, R. Venkatesha Prasad
  2. IEEE Staff: Adam Greenberg, Jennifer Santulli

1. Approval of agenda
   1. JP moved to approve a modified agenda that struck item 6 (Proposals on term limits and MaLs), as that item will be addressed at the February 11 meeting. Oliver seconded and the agenda was approved as amended (embedded below.)



1. Review IEEE Patent Policy
   1. Policy was reviewed, call for essential patent claims was made, no essential patents were noted
2. Approval of COM/SDB prior meeting minutes:   
   5.1: December 9, 2019: Jaafar moved to approve, JP seconded. Minutes approved.  
   5.2: **ACTION:** Jennifer to check with Jonathan Goldberg on the status of items 8a (transfer the Smart Cities Working Group to the NetSoft Standards Committee), including if the transfer affects the status of the Working Group’s chair as a voting member of COM/SDB.
3. Reports:  
   6.1. Chair’s report: Ed gave a verbal report including a reminder about the upcoming proposal to add term limits and MaLs to the Board’s P&Ps; a presentation is scheduled for the February 11 meeting. There also was an initial discussion about whether the last-Friday-of-the-month meeting schedule works for everyone, there were no objections and there will be further discussion with additional Board members expected to be present on February 11.   
     
   JP moved to cancel the COM/SDB meetings scheduled for November 27 and December 25, 2020. Oliver seconded and the motion passed. **ACTION:** Adam to send cancellation notices and update the COM/SDB [Meetings page](https://comsdb.standards.comsoc.org/meetings/) with the 2020 meeting schedule.

Oliver suggested having a document repository for reports and other documents to be stored prior to meetings, which would include version control and provide individuals with the ability to comment and ask questions prior to the meeting. **ACTION:** Jennifer to work with Adam to identify SA resources that may be leveraged for this purpose with a report to be prepared for the next meeting.  
  
6.2. Reports from ComSoc Standards Committees

• DySPAN (Oliver) - See embedded report:  
  


• MobiNet (Oliver) - See embedded report:



• PLC (JP) - See embedded report:  


• NetSoft (Mehmet) - No report.

• GreenICT (Jaafar) - See embedded report:



• EdgeCloud (Rob) - No report.

• AccessCore (Alex) - No report.

6.3. Reports from Working Group and Study Group Chairs

* CEA (John) - No report.
* Smart Cities Working Group (Jim) - No report.

6.4. Treasurer Report (Alex) - No report.

1. Old and Unfinished Business - None.
2. New Business
   1. **ACTION**: Discuss report format at next meeting (all.)
   2. **ACTION:** If any COM/SDB member is interested in serving as an officer (Vice-Chair, Secretary or Treasurer), let Ed know.
   3. A reminder was circulated about the coronavirus in case any Committee or WG meetings are scheduled for China. Jennifer noted that IEEE has not yet made a blanket ruling and decisions to cancel meetings are being left up to volunteers although travel options to China are becoming more limited as airlines cancel flights.
   4. Jim noted that a four-hour Smart Cities Workshop is scheduled for Thursday, February 6 in Orlando. Anyone who is interested in attending should let him know.
3. Next Meeting: Tuesday, February 11, 2020, 10 a.m. to 11 a.m. Eastern Time (GMT-05)
4. Adjournment at 11:13 a.m. EST