**IEEE Communications Society Standards Development Board (COM/SDB)  
Meeting Minutes  
Tuesday, 11 February, 2020, 10:00 a.m. EST  
WebEx Call**

1. Call to Order at 10:08 a.m. EST
2. Roll Call, Voting Status of the members and Establish Quorum
   1. Voting members: Mehmet Ulema, Alex Gelman, Oliver Holland, Jaafar Elmirghani, Jean-Philippe Faure, Ed Tiedemann

Six voting members present, five needed for quorum. Quorum present.

* 1. IEEE Staff: Adam Greenberg, Jennifer Santulli

1. Approval of agenda
   1. 3.1 The agenda was amended to add three items under “Old and unfinished business.” The amended agenda is embedded below.
   2. JP moved to approve the agenda as amended, Jaafar seconded. **MOTION PASSED.**



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: January 31, 2020: Mehmet moved to approve, Alex seconded. Several items were covered during the discussion:

* A question arose about Jim Frazer’s voting status; he has been chair of the Smart Cities Working Group since August but only attended the January COM/SDB meeting. It was noted that Jim was added to the COM/SDB Listserv only as of January.
* A question arose about whether the Smart Cities Working Group was transferred into the NetSoft Standards Committee as voted by COM/SDB at its December 2019 meeting. It was noted that NESCOM has not yet approved the transfer but plans to do so at its March meeting.
* It was confirmed that Jim would no longer be a voting member of COM/SDB once NESCOM approves the transfer.
* It was concluded that regardless of Jim’s voting status, a quorum existed at the January 31, 2020 meeting and exists at this meeting.

Mehmet moved to call the question, Alex seconded. **MOTION PASSED.**Mehmet moved to approve the January 31, 2020 minutes as presented, Alex seconded. **MOTION PASSED.**  
**ACTION:** Jennifer to confirm when NESCOM approves transfer of the Smart Cities Working Group to the NetSoft Standards Committee (scheduled for the March NESCOM meeting.)

1. Proposals on term limits and MALs (Jaafar):  
   Jaafar delivered the proposal, which would introduce term limits and members-at-large to COM/SDB (embedded below.) A decision was made to continue discussion at the February 28 meeting.



1. Reports  
   Alex gave a verbal Treasurer report, noting there has been no change to the treasury since his last report (no income or expenditures.) Other reports were not addressed.
2. Old and unfinished business   
    8.1. Status of transfer of Smart Cities WG to NetSoft, including if transfer affects status of WG’s chair as a voting member (Jennifer) -- See 5.1 and 5.2 above.

8.2. Status update: Document repository (Jennifer/Adam) -- No update.

8.3. Discussion of meeting-report format (All) -- Postponed.

8.4. Leadership -- Ed issued a call for volunteers interested in serving as Vice Chair, Secretary and Treasurer.

8.5. Representative to Online Content Board (Ed) -- A question arose as to whether a COM/SDB representative is required, or if the representative should come from the Standardization Programs Development Board

**ACTION:** Adam to check the ComSoc P&Ps to confirm the required makeup of the Online Content Board.  
8.6. Discuss Smart City PAR Proposal (All -- embedded below.)



Alex moved to refer the PAR with the project title “Standard for Discovering and Intent Sharing between Smart City Component Systems” to the NetSoft Standards Committee. Mehmet seconded. **MOTION PASSED  
  
ACTION:** Jennifer to facilitate changing the PAR number from P2873 to P1951.

1. New business: No new business.
2. Next Meeting: Friday, 28 February, 10 a.m. ET (WebEx Call)
3. Adjournment at 11:15AM ET.