**IEEE Communications Society Standards Development Board (COM/SDB)  
Meeting Minutes  
Friday, 29 May, 2020, 3 p.m. ET  
WebEx Call**

1. Call to Order at 3:07 p.m. EDT
2. Roll Call, Voting Status of the members and Establish Quorum
   1. Voting members: Ed Tiedemann, Alex Gelman, Oliver Holland, Jaafar Elmirghani, Mehmet Ulema

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

* 1. Non-voting members: Rob Fish (eligible at next meeting)
  2. IEEE Staff: Adam Greenberg, Jennifer Santulli
  3. Observers: Abd-Elhamid M. Taha, Alfaisal University College of Engineering and ComSoc Communications Software Technical Committee

1. Approval of agenda
   1. During the agenda review, a recommendation was made to review member affiliations. A spreadsheet with affiliations was shared, which led to discussion about whether broader disclosure is needed. **ACTION**: Adam to go through older COM/SDB minutes to locate the formerly used affiliation table. This table will be sent to board members who will list direct personal involvement in activities such as membership in standards committees, consulting contracts, government grants, and any other activities in which the board member has a material interest. This will be completed prior to the next COM/SDB meeting on June 26.
   2. Jaafar moved to approve the agenda as amended, Mehmet seconded. **MOTION PASSED.**
   3. Given the discussion in 3a, affiliation information was not completed at this meeting.



1. Approve previous meeting minutes (April 24, 2020)
   1. During the review, it was noted that some difficulty was encountered opening the reports embedded in Powerpoint format.  
      **ACTION:** Chairs to submit reports in PDF format beginning with June 26 meeting.  
      **ACTION:** Mehmet to check with Dave Ringle, Staff Director of IEEE SA Governance, about whether this board can use the [Agenda Tool](https://tawapps.ieee.org/mpt/ListEvents.aspx), which may make storage and retrieval of agendas and supporting documents easier.
   2. The minutes were amended to correct a reference to 802.11 under the “Review IEEE Patent Policy,” as the reference should be to 802.
   3. Mehmet moved to approve the minutes as amended, Alex seconded. **MOTION PASSED.**
2. Review IEEE Patent Policy
   1. Jennifer confirmed that the patent policy slides and request for disclosure of patents is not required for COM/SDB or for any meeting that is not creating content for a working group. **DECISION:** This item will be removed from future COM/SDB agendas; participants are reminded that any patent disclosures should be made to the appropriate working group.
3. Old and unfinished business:   
   6.1. Status update: Document repository   
   Jennifer discussed iMeet Space, which is offered by IEEE and has an invite-based members-only area that can store documents not intended for public review. Members can make comments, download, and rights can be set by user. Jennifer also confirmed that the SA’s Mentor tool is being phased out and no new sites are being created with it. **ACTION**: Ed and Jennifer to talk offline about which documents should be publicly available.   
     
   There also was discussion about updating/maintaining the [COM/SDB Wordpress](http://comsdb.standards.comsoc.org/) site and how that site fits with the old ComSoc Communities pages. **ACTION**: Adam to confirm with the ComSoc ICT team the positioning of the Wordpress site versus the Communities.  
     
   6.2. Status update: Recordings/documents stored on Join.me   
   Jennifer confirmed that it is not recommended to store any recordings or documents on Join.me; any recordings from meetings should only be used to assist in recording minutes and then deleted. No meeting attendee was able to identify anything they have stored on the platform.
4. New Business  
   7.1. SC/WG fee discussion (who charges, how much, review percentage going to COM/SDB)  
   Not addressed.  
     
   7.2. Discussion of ComSoc SDB strategy  
   Not addressed.
5. Reports  
   8.1. Chair’s Report: Ed noted that COM/SDB will submit a report to the ComSoc Board of Governors for its early-July meeting.   
     
   8.2. Reports from COM/SDB Standards Committees:
   * DySpan: Oliver shared the following report:  
     
   * MobiNet: Oliver shared the following report:  
     
   * PLC: J.P. shared the following report via email but was unable to attend the meeting. Jennifer noted that 1091.1.1 was in RevCom and recommended for approval.  
     
   * NetSoft: No report given.
   * GreenICT: Jaafar shared the following report:   
     
   * EdgeCloud: Rob shared the following report:



* + AccessCore: Alex shared the following report:



8.3. Reports from Working Group and Study Group Chairs:

* CEA: No report.

8.4. Treasurer report: No report.

1. Continue discussion of proposals on term limits and MALs

Not addressed.

The group acknowledged the sudden passing of Earl Mc Cune, Chair of the Energy Efficient Communications Hardware (EECH) Working Group and former COM/SDB Secretary, and discussed ways to acknowledge his passing on behalf of ComSoc.

1. Next Meeting: Friday, 26 June. **NOTE:** The group agreed to change the start time of this meeting to 2 p.m. EDT; the next meeting also will be 90 minutes to facilitate discussion and address additional agenda items.
2. Adjournment at 4:51 p.m. EDT.