**IEEE COMSDB
Draft Meeting Minutes
August 28,2020 12-1:30pm EST
*Meeting Minutes Recorded by: Jennifer Santulli***

1. Call to Order
The meeting was called to order at 12:06 by the Working Group Chair, Ed Tiedemann.
2. Roll call and Disclosure of Affiliation
Attendees present stated their name and affiliation.

Ed Tiedemann (V) – Chair; Qualcomm

Jaafar Elmirghani (V)- University of Leeds

Jean-Philippe Faure (V)- Progilon/Panasonic

Alex Gelman (V) –Netovations

Harold Tepper – IEEE ComSoc Executive Director

Rodolfo Countinho- Concordia University

VP Prasad- TU Delft

Abd-Elhamid M. Taha – Alfaisa University

Jennifer Santulli – IEEE SA

Erin Morales –IEEE SA

Quorum Established 4/7

1. Approval of the Agenda
Motion to approve the meeting agenda. (Mover: JP, Second, Jaafar.) The agenda was unanimously approved as presented without objection.
2. Approval of July 31, 2020 meeting minutes

Motion to approve the minutes from July 31, 2020 working group meeting. Mover: JP.; Second, Alex. July 31, 2020 meeting minutes were unanimously approved without objection.

1. Review of Action Items
2. P&P’s should be developed and added to 2020 baseline, not 2017
	1. Imeet- Agreement to use Imeet
		1. AI: Jen S. to set up Imeet space
3. Old and Unfinished Business
	1. Continued Discussion of proposal on term limits and MAL’s
		1. Action Item from July- Bylaw added in 2018
		2. Discussion on history and changes of SDB/ComSoc Boards and Bylaws
4. Secretary Report
	1. Discussion on fees and budget
		1. Need to confirm SDB’s 5% face to face meeting fees are being collected
5. Reports
	1. Jaafar
	2. JP – Mention of 1901 Amendment as new PAR
6. Future Working Group Meetings
	1. September 25, 2020 12-1:30pm
7. Adjourn at 1:36pm EST