IEEE COM-SDB
Meeting Minutes
June 6, 2023 - 9:00 - 10:30am EDT
Meeting Minutes Recorded by: Karen Pannullo

1.   Call to Order
The meeting was called to order at 9:04am EDT by the ComSoc Standards Development Board Chair, Ed Tiedemann.

2.   Roll Call, Voting Status, Member Affiliations and Establish Quorum

Attendees present stated their name and updated their affiliations.

Voting Members (Ex Officio)	Attendance	Voting Status	Employer/Affiliations	Standards Participation (both IEEE and non-IEEE)
Ed Tiedemann (Chair)	X	Voting	Qualcomm, Senior Vice-President, Engineering / Qualcomm	● Chair, IEEE COM/SDB ● Member of ComSoc Standardization Programs Development Board ● Head of Qualcomm's standards and industry organization activities ● Member of Board, OMA (Open Mobile Alliance) ● Member of Board, MFA (MulteFire Alliance) ● TIA lead representative, oneM2M Steering Committee ● Participant in ATIS Next G Alliance
John Bareham		Non-Voting	Consultant	● Chair, IEEE CEA Working Group on Communication Electroacoustics
Jaafar Elmirghani	X (joined late)	Voting	Kings College London Ultracell Networks	● Chair, IEEE EEICT ● Chair, IEEE P1925.1, P1926.1, P1927.1, P1928.1, P1929.1 ● Member, IEEE 1922.1, 1922.2, 1923.1, 1924.1 ● Chair, COM/GreenICT SC ● PI EPSRC Terabit Optical Wireless (TOWS) project
Jean-Philippe Faure "JP"	X	Voting	Progilon CEO / Panasonic	● Chair, IEEE P1901 ● Chair, IEEE P1901c ● Past Chair, IEEE-SA SASB

				● Chair, IEEE COM/PLC
Rob Fish	X (left mtg at 10:05am EDT)	Voting	Princeton University / Self	● Chair, IEEE Communications Society/Edge, Fog, Cloud Communications with IOT and Big Data Standards Committee (COM/EdgeCloud-SC) ● Past President, IEEE Standards Association (SA) ● Member, TA Committee on Standards
Alex Gelman		Voting	NETovations, LLC	● Chair, IEEE AccessCore-SC ● Treasurer, IEEE COM/SDB ● Co-Chair, Standards Working Group, Future Networks Initiative ● Member of IEEE SA SESCom ● Co-Chair, FDC Public Safety Technologies Standards Operations Committee ● Co-Chair, Standards OpCom PST Initiative ● Vice-Chair, IEEE SA TIE SMDC ● FDC Rep to TAB COS ● IEEE SA Rep to MGA ● Member, IEEE AerCom Committee
Oliver Holland	X	Voting	Wipro Limited	● Chair, IEEE 1918.1 ● Chair, IEEE 1900.6 ● Vice-Chair, IEEE 1900.7 ● Chair, IEEE MobiNet Standards Committee ● Chair, IEEE DYSPAN Standards Committee ● Vice President, Standards VTS ● Chair, IEEE VTS Standards Activities Committee ● Member, IEEE 802.11 ● Member, IEEE 802.22 ● Member, IEEE 802.15 ● Member, IEEE 802.24

					● Board Member, Whitespace alliance
Haiying Lu (John)	X	Voting	Senior Engineer, China Electronics Standardization Institute (CESI)	● Chair, IEEE 1937.1 ● Chair, IEEE COM/AerCom Standards Committee ● Member, IEEE AudCom (2021) ● Member, IEEE RevCom (2022) ● Convenor, ISO/IEC JTC1/AG19 ● Member, ISO/IEC JTC 1/AG 2 ● Member, ISO/IEC JTC1/SC1 WG12 ● Co-editor, ISO 22460-2 ● Vice Chair, SAC/TC28/SC17 WG12 ● Member, SAC/TC435/SC1
Mehmet Ulema	X	Voting	Professor, Manhattan College, New York	● Member at Large, IEEE-SA BOG ● Chair, COM/NetSoft SC ● Member, ICCom
Non-Voting Member (Ex Officio)				
Wei Zhang		N.A.	Professor, School of Electrical Engineering and Telecommunications, the University of New South Wales, Sydney, Australia	● ComSoc Vice President, Technical and Educational Activities
IEEE-Staff				
Jennifer Santulli	X (Joined late)	N.A.	IEEE-SA Staff	● Project Manager, IEEE SA
Karen Pannullo	X	N.A.	IEEE ComSoc Sr. Program Manager	● ComSoc Staff supporting COM/SDB ● ComSoc Staff supporting Standardization Programs Development Board
Cyn Sikora	X	N.A.	IEEE ComSoc Director	● ComSoc Staff supporting COM/SDB ● ComSoc Staff supporting Standardization Programs Development Board
Harold Tepper		N.A.	IEEE ComSoc Executive Director	● ComSoc Staff supporting COM/SDB ● ComSoc Staff supporting Standardization Programs Development Board

Other Visitors:				
VP Prasad	X	N.A.	TU Delft	●Member, IEEE 1900 ●Mentor, IEEE 1918.1 ●Member 1918.1.1 ●Member, IEEE 1920 ●Member, IEEE 1931 ●TCCN

Quorum Established with 6/8 members present at the beginning of the meeting; rose to 7/8 members during the meeting; and ended with 6/8 members present.

3.   Approval of the Agenda - The agenda is online at: https://ieee-sa.imeetcentral.com/comsdb/folder/WzIwLDE2ODIxMzMzXQ.   Motion to approve today's revised meeting agenda. (Moved by Rob Fish; Seconded by John Lu.) The revised agenda was approved as presented without objection.

4.   Approval of April 28, 2023 meeting minutes (online at: https://ieee-sa.imeetcentral.com/comsdb/folder/WzIwLDE2NDkyMDYyXQ%20)
Motion to approve minutes from April 28, 2023 COM-SDB meeting. (Moved by JP Faure; Seconded by Mehmet Ulema.) The meeting minutes were approved without objection.

5.   Chair Report (Ed Tiedemann)
- ComSoc's ICC 2023, along with a BoG meeting, was held in Rome. Ed was not able to attend.
- Cyn Sikora shared some of the information that was presented at the ComSoc BoG meeting, including ComSoc's goals and the new corporate program (https://www.comsoc.org/about/corp-program). Eric Schnell, e.schnell@comsoc.org, joined ComSoc as the PM for the Corporate Program.
- ComSoc elections are underway. Please vote!

6.   Follow up on Action Items –

ACTION	OWNER	STATUS	COMMENTS
Update Website- https://comsdb.standards.comsoc.org/?_ga=2.172446627.1234345590.1645896378-736239145.1641220370 Once updated information for WG and Projects is received, add to meeting agenda to determine best way to show data on the website	Karen Pannullo/All Board Members	In Progress Open	6/6/23 – Karen will work with GreenICT (Jaafar) and AccessCore (Alex) to verify all information. All other WG/Projects are updated. 4/28/23 – GreenICT needs to be updated. Oliver and Rob are reviewing to ensure accuracy. 3/24/23 – Karen provided Oliver and Rob a spreadsheet to review. All feedback will be compiled, and the website will be updated. 1/27/23 – Karen will work with Oliver and Rob to update their projects/programs. 9/23/22 – Mehmet and Alex submitted updates. Oliver's projects are the only ones missing.

Work with webmaster to update the website with inputs received so far	Karen Pannullo	Ongoing	6/24/22 – Input was received from John Lu, Rob Fish and JP Faure. Karen is working with remaining project leads to update their sections. 4/22/23 – All members please update your information in the spreadsheet or send your update to Karen. Spreadsheet location: https://docs.google.com/spreadsheets/d/1tkjgYRGUKQBlg2HkOPs4hqFqtwP4-ed9/edit#gid=1801567277
Add verbiage to OM about assigning a consistent numbering scheme and project numbers for standards in the 1900 block.	Mehmet Ulema	In Progress	6/6/23 – Alex and Mehmet are working on the updates, which are two-thirds complete. A draft will be shared with the board for approval when complete. 4/28/23 – A meeting was held to begin the updates. Mehmet and Alex are meeting again today to continue. 3/24/23 – Karen will schedule a mtg on April 11th – 1pm EDT and invite COM-SDB members. 1/27/23 – Mehmet and Alex will begin working on this. 11/18/22 – Mehmet has not been able to focus on this right now. Alex will help but suggested that Mehmet continue to lead the effort. 9/23/22 – Mehmet will set up a date with Individuals who expressed an interest to begin updating the OM 6/24/22 – This will be addressed in September after the summer break.
P2413.1 Pursue the status Talk to PM to get information	JP Faure/ Mehmet Ulema Jennifer Santulli Karen Pannullo	Open Open Open	6/6/23 – Nothing to report. 4/28/23 – Activity will resume soon. If no updates are available by the end of June, COM-SDB will decide next steps. 1/27/23 – CAG extended the PAR. PLC is a co-sponsor.

Follow up with JP to discuss at next meeting			11/18/22 – No update provided 9/23/22 - No Update Provided
Confirm that all P&Ps contain the financial aspects for meetings.	All Standards Committee chairs	In Progress	6/6/23 – Karen to follow up 4/28/23 – Karen will send an email to remind the chairs of this action 3/24/23 - Complete for NetSoft. All chairs should provide status to Karen when complete.
Determine how to list IEEE P2048 on the COM-SDB website that we co-sponsor Determine how to list the co-sponsored projects (including sponsoring committee if run by a Working Group) on the COM-SDB website.	Ed Tiedemann Ed Tiedemann	In Progress	6/6/23 – A section will be added to the website that list the co-sponsored projects. 4/28/23 – Jennifer provided a list of projects that COM-SDB co-sponsors.
Please notify Ed and Karen if you are willing to assist with the ComSoc Website	All Board Members	Open	6/6/23 – No candidates 4/28/23 – No candidates
Share Open EiC Positions via email with COM-SDB	Karen	Closed	
Reach out to TC Chairs to validate the COM-SDB liaisons	Ed	In Progress	6/6/23 - Ed has received responses from ½ of the TCs so far. A list of updated liaisons will be added to the website. TC liaisons should be invited to COM-SDB meetings in thefuture.
Send a connection to John to join the Smart Cities study group in relation to ISO IEC	Mehmet	Closed	
Introduce John to some people who are working in the Vehicle-to-Vehicle security standards area	Ed	Closed	
Cancel scheduled May and June meetings and send out doodle poll and schedule new date for June meeting	Karen	Closed	

7. **Reports –**
   7.1 Working Group Chair Report
       7.1.1   **CEA** (John Bareham) – No report was submitted.

   7.2. ComSoc Standard Committees Reports
       7.2.1.**AerCom** (John Lu) – John shared the report that is posted on iMeet at https://ieee-sa.imeetcentral.com/comsdb/folder/WzIwLDE2ODIxMzMzXQ.

7.2.2.**DySpan** (Oliver Holland) – Oliver submitted a report but could not present the information during the meeting. The report is posted on iMeet at https://ieee-sa.imeetcentral.com/comsdb/folder/WzIwLDE2ODIxMzMzXQ.

7.2.3.**MobiNet** (Oliver Holland) – Oliver submitted a report but could not present the information during the meeting. The report is posted on iMeet at https://ieee-sa.imeetcentral.com/comsdb/folder/WzIwLDE2ODIxMzMzXQ.

7.2.4.**PLC** (JP Faure) – JP shared the report that is posted on iMeet at https://ieee-sa.imeetcentral.com/comsdb/folder/WzIwLDE2ODIxMzMzXQ.

7.2.5.**NetSoft** (Mehmet Ulema) – No report was submitted, but Mehmet provided a verbal report.

7.2.6.**GreenICT** (Jaafar Elmirghani) – Jaafar shared the report that is posted on iMeet at https://ieee-sa.imeetcentral.com/comsdb/folder/WzIwLDE2ODIxMzMzXQ.

7.2.7.**EdgeCloud** (Rob Fish) – Rob shared the report that is posted on iMeet at https://ieee-sa.imeetcentral.com/comsdb/folder/WzIwLDE2ODIxMzMzXQ.

7.2.8.**AccessCore** (Alex Gelman) – No report was submitted.

7.3. Treasurer Report

7.3.1.**SA Financial Reporting** (Alex Gelman) – No report was submitted.

8.   Old and Unfinished Business

8.1. Appointment of COM/SDB Vice Chair and Secretary (Ed Tiedemann)
- Insufficient time prevented this topic to be addressed during the meeting.

8.2. Create and obtain approval of a slate of MALs (Ed Tiedemann)
- Insufficient time prevented this topic to be addressed during the meeting.

9. Discussion on ComSoc SDB Strategy
- Insufficient time prevented this topic to be addressed during the meeting.

10. New Business – It was suggested to assign a board member to each item below so we can close out some of these items.

10.1.   How do we provide oversite on various situations within ComSoc under the rules of the Standards Association?
- Insufficient time prevented this topic to be addressed during the meeting.

10.2.   Discuss the updated patent policy
- This updated patent policy became effective at the beginning of 2023.

10.3.   The channel modeling group under SPDB is asking for storage space (e.g., OneDrive style) and technical support for exchanging reports and data
- IEEE has provided the SPDB channel modeling group with the required storage space.

10.4.   Announcement of Initiative moved to ComSoc and Fellow Evaluations (Alex Gelman)
- Insufficient time prevented this topic to be addressed during the meeting.

10.5.   IoT Standards
- Insufficient time prevented this topic to be addressed during the meeting.

10.6.   Providing new PARs to COM/SDB for information
- Insufficient time prevented this topic to be addressed during the meeting.

10.7.   Providing new and updated P&Ps from SCs and WGs to COM/SDB for information
- Insufficient time prevented this topic to be addressed during the meeting.

10.8.   Wording to be added to the P&Ps for groups under COM/SDB on collecting meeting fees for the treasury
- Insufficient time prevented this topic to be addressed during the meeting.

11. **Next Meeting:** Friday, July 28, 2023 – 9:00am-10:30am EDT.
    ACTIONS: **Karen** will cancel the July meeting
    Karen will confirm Board Members availability for the August 25th meeting.
    Karen and Ed will work offline to organize the agenda to allow for discuss of items under "Old and Unfinished Business" and "New Business".

12. **Adjournment –** Meeting adjourned at 10:33 am EDT. Motion raised by Mehmet Ulema and seconded by John Lu.