Wireless Chairs Committee

Joint 11/15 Executive Committee

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| Project | Wireless Chairs Committee |
| Title | Meeting Minutes for September 2014  |
| Date Submitted | September 14, 2014 |
| Source | Stephen McCannBlackBerry | Tel: +44 1753 667099E-mail: smccann@blackberry.com |
| Re: | Meeting Minutes |
| Abstract |  |
| Purpose | Maintain Meeting Record |
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**Sunday 14 September 16:00 EET**

Agenda Topics:

* **Call to order**: Meeting called to order at 16:04 EET, Sunday, September 14th, 2014
* **Attendees**: Subir Das, Sara Archer, Apuva Mody, James Gilb, Rick Alfvin, Pat Kinney, Stephen McCann, Dorothy Stanley, Ben Rolfe, Adrian Stephens, Jon Rosdahl, Charlie Perkins, Bob Heile.
* **Designate a Recording Secretary**: Stephen McCann
* **Review and approve agenda topics**: Additional topic: Internet access in bedrooms?
* Question (Q): Who can vote on the approval of the agenda.
* Answer (A): Let’s not debate this just now.
* Q: Are there any objections to approving the agenda by unanimous consent.
* A: No
* Minutes from last meeting: <https://mentor.ieee.org/802-ec/dcn/14/ec-14-0061-00-WCSG-wcc-san-diego-july-2014-draft-minutes.docx>.
* Q: Are there any objections to approving the agenda by unanimous consent.
* A: No
* Q: Regarding the voting status, it should be any WG (or TAG) officer.
* Comment (C): There is no quorum issue as it is announced 45 days in advance.
* **Catering**: Teas and coffees will be outside. Lunch will be a buffet lunch and it will last 90 minutes. The social will be a separate event and at the moment this is full. There is a waiting list and therefore the social could be extended. There will be a cash bar (not credit cards) at the dinner venue.
* **Meeting network-status report**: Rick Alfvin provided an update that all was well and there was nothing special or unusual to be aware of. There will be just 11b/g this week, as we wanted to reduce shipping costs.
* Financial report-Ben/Jon: 11-14-1005r0/15-14-0526r0. People prefer to see the full breakdown of these finances in the future.
* Q: What do we consider to be a safe amount in the bank?
* A: Over the course of a year it should balance. It should be around $500k.
* **Future meetings**: Bob Heile quickly ran through the currently booked meetings. Regarding Hawaii, the meetings are in July 2015, and so the May 2016 meeting may be moved to give more than one year’s separation. Another reason for possibly moving May to Europe, is that Europe is very expensive in September. There is no penalty to move the Hawaii meeting.
* Q: So when does this need to be formalized?
* A: When I know that the dates are available in September 2015.
* **Motion to move the May 2016 to September 2016**
* Moved: Jon Rosdahl, 2nd: Dorothy Stanley
* No objections to approving by unanimous consent. Motion carries.
* Regarding 2015, there are still some numbers that need to sorted out with Bangkok hotels for September 2015, before a decision can be made. The room rate is about $140 - $155.
* C: There will be an 802.11/802.15 treasurer’s meeting later in the week to discuss some final details. This will be announced by email.
* C: Document ec-1460 will show all the IEEE 802 interim meetings in there, which will parallel the EC plenary meetings document. This includes project fees and hotel rates.
* C: Please note the meeting plan spreadsheet for WG room requirements and allocations.
* For May 2017, Bob has received the contract from Korean venue and is now considering it. The hotel rate is about $140, although a cheaper hotel is available at $60 - $70 a night nearby (about a 5 minute walk). Bob proposes to move forward with this and bring back more details at the September 2014 meeting.
* C: There is a gap for January 2017, so where would people like to go in the USA.
* A: Jacksonville would be a good choice.
* C: Can we ask Dawn at “Face to Face”, to consider both East and West Coast venues please?
* **The WG P&P is now out of date**. The main reason is formatting, as this document does not conform with the current AudCom WG P&P baseline. This needs to be re-done at some point in November 2014. This would then be approved in November 2014.
* **Liaison letter 3GPP**: This is now the responsibility of IEEE 802.19, who are not present at the moment.
* **AoB**
* Q: at this meeting guest rooms do not have free internet access. The room rate is €20 a day, which is rather expensive. Can we put this into the hotel meeting guidelines document please?
* A: This is one of the items that we ask for.
* C: But, these are considered as negotiation positions.
* A: Yes, but if the hotels say ‘no’, then we would have to walk away. In this case, the hotel stated that it was a different service provider. Therefore the hotel would have to pay the service provider the fees instead.
* C: I think it should be a requirement. However, if we can’t get the access for free, can we at least have a discount. The alternative is to bundle it within the room rate.
* C: I think that this will cause quite a lot of friction. It’s easy to expense breakfast than an internet fee for most companies.
* C: Will the internet access be available all night long in the IEEE 802 areas? If so, can we advertise that fact to the membership please?
* A: Yes and yes.
* C: Within the public areas of the hotel, there is also a free WLAN service.
* C: When we compare bids, the internet cost should be added to the room rate.
* C: Can the WG chairs explain to the IEEE 802 members that the hotel has a separate internet provider and this was non-negotiable.
* **Workshop topics**: Please send any new topics to Apurva and Subir.
* **New members**: There is no IEEE 802 new member’s meeting, as it was consider not to be 802.11/15’s action this time. There will be an 802.11 new members meeting, so if non-802.11 new members wish to attend, they may. So can we agree to either have no IEEE 802 new member’s meeting at interims, or have a 802.11 new member’s meetings which can include other non-802.11 new members.
* So, perhaps Stephen McCann and someone else can add the extra non-802.11 material to the 802.11 new members slide deck. James Gilb will help.
* At the November 2014 face to face meeting is on Sunday 2nd November 4pm local time.
* **Recess**: Meeting recessed at 17:36 EET.

Thursday 18 September 13:00 EET

* **Agenda topic is**: September 2015 meeting room discussion
* **Attendees**: Sara Archer, James Gilb, Rick Alfvin, Stephen McCann, Ben Rolfe, Adrian Stephens, Jon Rosdahl, Bob Heile.
* Bob Heile presented some information about the September 2015 meeting to decide which hotel to choose between Kuala-Lumpur (KL) and Bangkok.
* Some of these hotels typically have separate evening rental rates for the meeting rooms. Therefore contractually Monday will start at 00:01 local time for set up purposes.
* Arinex will be the support this meeting.
* The Centara, Bangkok appears to be the best choice at the moment. The others in order of preference are: Shangri-la, Bangkok, Shangri-la, Kuala-Lumpur, Malaysia, Conrad, Bangkok.
* Ajourn: Meeting Adjourned at 13:35 EET