Wireless Chairs Standing Committee

Joint 11/15 Executive Committee

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| Project | Wireless Chairs Standing Committee | |
| Title | Meeting Minutes for June 1th, 2022 | |
| Date Submitted | June 8th, 2022 | |
| Source | Al Petrick  Skyworks | E-mail: [apetrick123@gmail.com](mailto:apetrick123@gmail.com) |
| Re: | Meeting Minutes | |
| Abstract |  | |
| Purpose | Maintain Meeting Record | |
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**Abbreviations:**

A: Answer

C: Comment

Q: Question

**Wednesday June 1th, 2022, 15:00 Eastern Time (ET)**

**Wireless Chairs Standing Committee (WCSC) Meeting**

1. **Call to order**: Meeting called to order at 15:00 ET

* **Chair**: Dorothy Stanley
* **Recording Secretary**: Stephen McCann
  1. Albert Petrick provided meeting notes on behalf of Stephen McCann.

1. **Policy and Procedure reminders**

* **<**<http://ieee802.org/sapolicies.shtml>>
* The chair read out the relevant policies and procedures, including copyright
* No statements were made.

1. **Attendees**: See Annex A
2. **Review and approve agenda**

<https://mentor.ieee.org/802-ec/dcn/22/ec-22-0105-00-WCSG-2022-06-01-wireless-chairs-teleconference-agenda.docx>

* **Move to approve the agenda:**
  + Moved: Stuart Kerry, 2nd: Clint Powell
  + No objection to approving by unanimous consent.
* **Consider Minutes from the last meeting May 4th 2022:**
  + No actions arising from the minutes.
* **Move to approve the minutes for May 4, 2022 – 802 EC-22/0100r0:**
  + <https://mentor.ieee.org/802-ec/dcn/22/ec-22-0100-00-WCSG-minutes-May-4-2022.docx>
  + Moved: Jon Rosdahl, 2nd: Ben Rolfe
  + No objection to approving by unanimous consent.

1. **Financial Report**

* Treasury report from Jon Rosdahl / Ben Rolfe
* <https://mentor.ieee.org/802-ec/dcn/22/ec-22-0104-01-WCSG-wireless-treasurer-report-june-2022.pptx>
  + Started collecting registrations fees for the September 2022 interim. 300 people are estimated to attend the September 2022 interim. The fee is the same for in person and those by remote. The next update is planned in July 2022.
  + 527 people attended the May 2022 meeting held as an all-electronic interim. The meeting events firm is expected to provide a summary update in July 2022.
  + 802.11 and 802.15 continue to work on deadbeats:1 from September 2021 and 1 from January 2022 and those from the May 2022 interim.
* Discussion on Treasury report:
  + Chair: The financial position improved in 2021. The goal is improve to meet a target of $500K.
  + Q: Are there specific expenses associated for the mixed-mode meeting: networking? How are those expenses paid?
  + A: This is the first mixed-mode meeting; additional expenses budgeted for the follow: sound boards, microphones, and additional staff to assist with potential AV issues. We’re planning for expense if needed.
  + Currently, 834 registered 802 mixed-mode July 2022 plenary, 819 people paid the early bird rate. 410 are planning to be in person.
  + Q: If everyone attended in person, could the hotel accommodate the number of people?
  + A: Yes, there was a plan for the meeting rooms, The hotel room block has been reduced to avoid attrition costs, so a last minute change to all attend in person may be difficult for the hotel rooms.

1. **Future Wireless Interim meetings**

* <https://mentor.ieee.org/802-ec/dcn/22/ec-22-0001-06-WCSG-ieee-802wcsc-meeting-venue-manager-report-2022.pptx>
* Current status of re-scheduled venues:
* May 8-13, 2022 was held electronic only. Warsaw Marriott– Contract executed, in repository will be moved to May 2024.
  + 1. Re-booking date pending. Planning to follow-up with Marriott and propose options.
  + May 14-19, 2023 – Hilton Orlando Lake Buena Vista, Orlando, FL
    1. Contract executed May 2022, in repository.
    2. No future plans beyond May 2023 for the Hilton Lake Buena Vista, Orlando Florida.
  + The current status of the future interim venues is as follows:
  + Sept 11-16, 2022, Hilton Waikoloa Village, Waikoloa, HI
    1. Contract executed, in repository.
  + Jan 15-20, 2023, Baltimore Marriott Waterfront, Baltimore, MD
    1. Contract executed, repository.
  + September 10-15, 2023 – Grand Hyatt, Atlanta Buckhead – Contract executed
  + January 14-19, 2024 – Hilton Panama, Panama – Contract executed
  + May 2024 – Plan Marriott Warsaw rescheduled from May 2022
  + Sept 8-13, 2024 – Hilton Waikoloa Village, Waikoloa, HI
    1. Contract executed, in repository.
  + Jan 2025 – Open
  + May 2025 – Open
  + Sept 2025 Hilton Waikoloa Village, Waikoloa, HI – Contract executed
  + Jan 2026 – Open
  + May 2026 – Open
  + Sept 2026 Hilton Waikoloa Village, Waikoloa, HI – Contract executed
* This concludes the update on the wireless future interims. Offline, the chair will be provided with actual venue meeting dates for September 2025 and September 2026.
* No questions or further discussion on future wireless venues.

1. **September 2022 Interim meeting**
   * Chair reviews meeting plan for September 2022.
     1. Registration fee required and approved in May 2022.
     2. Plan to have a Wireless Interim Opening meeting September 12th at 8AM Local Hawaii time.
     3. Status reports on each WG/TAG.
     4. Q&A time on WG/TAG topics, general topics.
     5. Each WG/TAG Chair to announce that their session is a Credited Interim or not.
   * Other items about the September 2022 Interim.
     1. Q: Can we consider using the social event to pay tribute to Bob Heile and have Bonnie (Bob’s widow) attend.
     2. C: Very good idea.
     3. A: We can incorporate the tribute / honor into the social event theme and budget travel costs for Bonnie to attend.
     4. **Action**: Clint Powell to send details to Jon Rosdahl / Ben Rolfe to work out logistics with Face-to-Face. Need to prepare extra ordinary cost summary and a motion for the WCSC and 802 EC to approve in July 2022.
2. **802.18 report - Edward Au**
   * 802.18 received a notice from IEEE SA to consider revising the policy position statement on [Intelligent Spectrum Allocation and Management](http://globalpolicy.ieee.org/wp-content/uploads/2018/09/IEEE18014.pdf). This document was approved September 5, 2018.
   * Contents are related to 802.11 and 802.15 and 802.22.
   * By Mid-June 2022, IEEE staff would like IEEE 802 to indicate by June 2022 the following: Time to revise, renew or ignore the policy position statement.
   * This information / notice was posted on the following WG email reflectors: 802.11, 802.15, 802.18, 802.19 and IEEE 802 EC.
   * June 2, 2022 this document will be discussed in IEEE 802.18 to determine the level of interest to revise this document.
   * If the group decides to renew or revise the document, the IEEE staff will provide a date for the EC to approve and complete the document.
   * This project requires contributions from members of 802.11 and 802.15 to revise the document.
   * Discussion on policy and position statement:
   * C: Need to change the name ZigBee to CSA. It’s been that way for a few years.
   * A: We can change this by working together if the group decides to either revise or review the document.
   * Q: What is the policy position statement used for by the IEEE SA?
   * A: It’s located in the public area of the IEEE SA website. How to use the document is a question for IEEE staff.
   * Q: Is it linked on the IEEE SA website.
   * A: Yes, the link is in the email sent to members on the email reflectors.
   * **Action**: Edward Au to follow up with Karen McCabe to understand if the IEEE SA staff uses this document.
   * Chair: One of the uses of this document could be an outgoing publicity activity.
   * C: This document is obsolete. Most of the information needs to be updated.
   * C: Unless the document is not used for anything, we should update the content.
   * Chair: A lot has changed in the past 4 years. We should update the document as long as there are valid uses.
   * **Action**: Edward Au to inform the wireless groups by email of next steps after the 802.18 conference call on June 2, 2022.
   * Next item: [Liaison from ETSI TC ERM re Revision Report TR 103 181-3; summary worldwide UWB regulations doc:18-22/0060r0](https://view.officeapps.live.com/op/view.aspx?src=https%3A%2F%2Fmentor.ieee.org%2F802.18%2Fdcn%2F22%2F18-22-0060-00-0000-liaison-from-etsi-tc-erm-re-revision-report-tr-103-181-3-summary-worldwide-uwb-regulations.docx&wdOrigin=BROWSELINK)
   * ETSI TC ERM is informing 802.11 and 802.15 to update the report   
     TR 103 181-3 summarizing worldwide UWB Regulations.
   * ETSI is looking for contributions from 802.11 and 802.15.
   * This concludes the update from 802.18.
   * Chair: The Coex SC in 802.11 will review this report and comment.
3. **802.19 report – Steve Shellhammer** 
   * Main area of interest in collaboration with 802.18 is the Table of Frequencies.
   * Last week a meeting was to held to begin working on resolving comments.
   * Some comments are straight forward, others will require more work.
   * Discussion on 802.11be.
   * Q: Did 802.11be begin a WG letter ballot
   * Chair: Yes. An initial WG letter ballot.
   * C: 802.19 did an informal review of the CA document led by Tuncer Baykas. 802.19 plans to letter ballot on the CA document.
   * Chair: The 802.11be ballot is open for 40-days which is longer than a normal ballot. 802.19 has 30-day window to run a ballot.
   * No questions, no discussion.
4. **802.24 report – (Ben Rolfe on behalf of Tim Godfrey)**
   * Plans for July 2022. Tentatively meet during PM2 time slots on Tues / Wednesday, but needs to coordinate with other schedules.
   * Work on IoT paper - refocused and expanded.
   * All drafts of papers are in the 802.24 website work area.
   * No questions, no discussion.
5. **AoB**
6. Discussion on tools

* Chair: Any update needed on tools and infrastructure for September 2022: Specifically, for those participating remotely. I assume WebEx will be used.
* C: We’re using the same network setup as July 2022 for September 2022.
* There are 3 training sessions:
  + 1st June 6th at 3PM ET.
  + 2nd Tuesday June 7th at 8PM ET (Wed June 8th 8AM Beijing time) for those in Asia.
  + 3rd July 10th in Montreal at 1PM ET.
* A repeat refresh training session is also planned in Hawaii on September 11, 2022.
* Q: Is the first training for WG chairs and officers?
* A: All training sessions are for WG chairs and officers: anyone running meetings.
* C: 802.15 have chairs and officers in the US and Asia.
* A: The chairs and officers can choose the training sessions they can attend.
* A: Training sessions were posted on the wireless chairs email reflector and the 802 EC reflector. All 802.11 chairs and officers were invited to attend all three training sessions.
* A: Projectors use HDMI. Please use a suitable connector to your notebook, so that you can share your screen and setup the audio, such that the remote audio shared in the local room. The main difference this time is that we’re setting up an audio connection.
* Q: Are there any special equipment interfaces we need to bring?
* A: If your laptop doesn’t have an HDMI connector, you are responsible for bringing an HDMI interface adaptor to connect to the ports on your laptop.
* A: We don’t expect to change the connection for each person speaking. Prefer that the person running the meeting remains connected throughout the meeting and shares Webex to the local group.
* A: HDMI and USB-A cables are provided and needed to connect to the local side of the meeting.
* C: In some rooms two USB-A ports may be needed. Webex audio going out and microphone audio going in may be different.
* A: Not aware of a requirement for two USB-A ports. The audio out and microphone in are expected to be mixed.

1. Future WCSC meetings.

* Chair: We have 3 WCSC meetings planned::  
  1. 2022-07-10 – Sunday 4PM in Montreal  
  2. 2022-08-03 - Wednesday 3PM Eastern 2 hours  
  3. 2022-09-11 – Sunday 4PM in Waikoloa
* Should keep all three or drop one of them?
* C: We should keep all 3 meetings given the unknown with COVID.
* C: I agree given all we’ll learn in July 2022.
* Chair: We’ll keep all 3 meetings. The next meeting is Wednesday is August 3, 2022.

1. Awards – Physical

* Chair: There is a concern about the shipping costs of physical awards and how many members receiving awards will attend in person. I’m suggesting that the Awards be sent to the Jan 2023 interim in Baltimore, MD where will have more people attended.
* C: In the past, IEEE has shipped awards to Canada and Hawaii venues. Currently working on two special awards that Jodi can carry in-person.

1. **Adjourn**

* No objection to adjourning
* Adjourned at 16:00 ET

**Annex A: Attendance & Affiliation**

| **Name** | **Affiliation** |
| --- | --- |
| Au, Edward | Huawei Technologies Co., Ltd |
| Bahn, Christy | IEEE STAFF |
| Chaplin, Clint | Self |
| Holcomb, Jay | Itron Inc. |
| Kerry, Stuart | OK-Brit; Self |
| Nikolich, Paul | self employed / various |
| Petrick, Albert | Skyworks |
| Powell, Clinton | Meta Platforms |
| Rolfe, Benjamin | Blind Creek Associates |
| Rosdahl, Jon | Qualcomm Incorporated |
| Shellhammer, Stephen | Qualcomm Incorporated |
| Stacey, Robert | Intel Corporation |
| Stanley, Dorothy | Hewlett Packard Enterprise |

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