Wireless Chairs Standing Committee

Joint 11/15 Executive Committee

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| Project | Wireless Chairs Standing Committee |
| Title | Meeting Minutes for July 10th, 2022  |
| Date Submitted | July 18th, 2022 |
| Source | Stephen McCannHuawei Technologies Co., Ltd |  E-mail: stephen.mccann@ieee.org |
| Re: | Meeting Minutes |
| Abstract |  |
| Purpose | Maintain Meeting Record |
| Notice | This document has been prepared to assist the Wireless Chairs Standing Committee (WCSC) and the Joint 11/15 Executive Committee. It is offered as a basis for discussion and is not binding on the contributing individual(s) or organization(s). The material in this document is subject to change in form and content after further study. The contributor(s) reserve(s) the right to add, amend or withdraw material contained herein. |
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**Abbreviations:**

A: Answer

C: Comment

Q: Question

**Sunday July 10th, 2022, 16:00 Eastern Time (ET)**

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

1. **Call to order**: Meeting called to order at 16:03 ET
* **Chair**: Dorothy Stanley
* **Recording Secretary**: 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-22-0138-00-WCSG-2022-07-10-wireless-chairs-agenda.docx>

* **Move to approve the agenda:**
	+ Moved: Clint Powell, 2nd: Stuart Kerry
	+ No objection to approving by unanimous consent.
* **Consider Minutes from the last meeting June 1st 2022:**
	+ 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.
	+ This is covered within the IEEE 802.15 opening report.
	+ Action: Edward Au to follow up with Karen McCabe to understand if the IEEE SA staff use the [Intelligent Spectrum Allocation and Management](http://globalpolicy.ieee.org/wp-content/uploads/2018/09/IEEE18014.pdf) document
	+ This is covered within the IEEE 802.18 agenda item below.
	+ Action: Edward Au to inform the wireless groups by email of next steps after the 802.18 conference call on June 2, 2022.
	+ This is covered within the IEEE 802.18 agenda item below.
* **Move to approve the minutes for June 1, 2022 – 802 EC-22/119r1:**
	+ <https://mentor.ieee.org/802-ec/dcn/22/ec-22-0119-01-WCSG-minutes-june-1-2022.docx>
	+ Moved: Stephen McCann, 2nd: Al Petrick
	+ No objection to approving by unanimous consent.
1. **Financial Report**
* <https://mentor.ieee.org/802-ec/dcn/22/ec-22-0111-00-WCSG-wireless-treasurer-report-july-2022.pptx>
* There are 4 or 5 potential deadbeats from the last meeting. There were 20 initially and this number has now been reduced.
* The bank account is currently showing $745,957.63, as the balance. This is because many people have paid the early bird registration fee for the September 2022 registration. However, there are some initial expenses, all the remaining expenses will need to be paid for. There will be a surplus of about $200,000 from the May 2022 meeting.
* Q: Will the books be kept open for the deadbeats?
* A: Yes. There is a deadbeat list which will be kept open for the foreseeable future.
* For the September 2022 meeting, the current registrations are:
	+ Total Registration: 372
	+ In-Person - 172
	+ Virtual – 160
* Q: Is for everyone at the September meeting?
* A: Yes, it’s all the wireless working groups.
* Chair: I would like to recommend that the treasury increases its reserve to cater for any future issues with meetings.
* A: Yes, that’s reasonable.
* **Action:** Jon Rosdahl/Ben Rolfe to determine a new reserve level.
* Q: Does the 2-meeting buffer cover all expenses?
* A: A typical contract has 75% of the sleep room rate x 75% of the room block as a cancellation fee. This increases as the meeting approaches. Therefore, if you cancel a meeting 2 weeks before, it turns out to be about 100%. Fortunately, we have been able to re-schedule missed meetings for the future, thus minimizing some of these cancellation fees.

 **Bob Heile Remembrance**

* There will be a remembrance for Bob Heile at the September 2022 Session and we would like to invite Bonnie Heile to attend the social.
* The proposal is to highlight Bob during the social.
* The wireless group would sponsor her from Saturday to Thursday, including Bonnie’s airfare, shuttle to/from the hotel, the room and a per diem food allowance.
	+ **Approve that the IEEE 802WCSC invite Bonnie Heile to Hawaii for the IEEE 802W Sept. 2022 Session with the following financial considerations.**
	+ **1. WCSC to pay for 1 round trip airfare ticket from Boston to Kona, not to exceed $1200**
	+ **2. WCSC to provide complimentary hotel accommodations (double/twin) at the HWV for 5 nights (Sat-Thur)**
	+ **3. Will offer any remaining room nights at the group staff rate - $135+l HWV**
	+ **4. WCSC to offer Meal Allowance at $50/day for 5 days, therefore after on own expense. Invitation to breakfast/lunch on Monday-Thursday**
	+ **5. Complimentary Airport Shuttle to/from Hilton Waikoloa Village, or credit of $120 toward Car Rental.**
	+ **6. Complimentary Guest Badge for Bonnie and one guest to use during the session to be included.**
	+ **Round trip ground transportation to/from Boston airport.**
* Moved: Jon Rosdahl, 2nd: Clint Powell
* Q: Are you sure an airfare can be obtained for that amount?
* A: Yes, it was checked online on a few different airlines
* Q: Is a fee waiver required for her?
* A: Yes, that’s why the guest badge was mentioned in the motion.
* ECJT: Yes: 7, No: 0, Abstain: 0
* Chair: I will send an invitation to Bonnie.
* Q: Please can you read out the name of the voters as they are being spoken.
* A: Yes, we’ll do that.
1. **Future Wireless Interim Meetings**
* <https://mentor.ieee.org/802-ec/dcn/22/ec-22-0001-07-WCSG-ieee-802wcsc-meeting-venue-manager-report-2022.pptx>
* May 8-13, 2022 was held electronic only. Warsaw Marriott- Contract executed, in repository will be moved to May 2024.
* Sept 11-16, 2022 Hilton Waikoloa Village- Contract executed, in repository.
* Jan 15-20, 2023 Baltimore Marriott Waterfront - Contract executed, in repository
* May 14-19, 2023 - Rescheduled Hilton Orlando Lake Buena Vista March 2022, Contract executed in May 2022, in the repository
* September 10-15, 2023 Atlanta Buckhead - Contract executed, in repository
* Jan 14-20 2024 - Panama Hilton - Contract executed, in repository
* May 2024 - Planned reschedule of 2022-05 Marriott Warsaw
* Sept 8-13, 2024 Hilton Waikoloa Village - Contract executed, in repository
* Sept 2025 Hilton Waikoloa Village – Dates reported to the chair. Contract executed, in repository
* Sept 2026 Hilton Waikoloa Village - Dates reported to the chair. Contract executed, in repository
* No questions
1. **September 2022 meeting**
* Please can we have the WG chairs to provide their room requests by the end of July 2022.
* No questions
1. **IEEE 802.18**
* <https://mentor.ieee.org/802.18/dcn/22/18-22-0063-00-0000-ieee-802-18-rr-tag-2022-july-plenary-chair-opening-report.ppt>
* Presented by Edward Au.
* No questions
1. **IEEE 802.19**
	* Presented by Steve Shellhammer
	* Thanks to the 802.11 group for the 11be co-existence document.
	* There will be a discussion about IEEE 802.15.4ab that will be presented in 802.11 WNG that introduces some interesting co-existence issues.
	* No questions.
2. **IEEE 802.24**
* <https://mentor.ieee.org/802.24/dcn/22/24-22-0010-00-0000-july-2022-agenda-and-meeting-presentation.pptx>
* Presented by Tim Godfrey
* No questions
1. **AoB**
* The next meetings are:
	+ 2022-08-03 – Wednesday 15:00 ET 2 hours
	+ 2022-09-11 – Sunday 16:00 HAST in Waikoloa
* Chair: I would like to thank Jon Rosdahl for all the training regarding these mixed-mode meetings and it’s great to see such a small box that is all we need to run these meetings.
* C: There are some people in 802.15 who are trialing Raspberry Pis to help with the mixed mode operation.
* C: There are also some extra laptops which can serve as backups.
1. **Adjourn**
* No objection to adjourning
* Adjourned at 17:09 ET

**Annex A: Attendance & Affiliation**

| **Name** | **Affiliation** |
| --- | --- |
| Chaplin, Clint | Samsung Research America |
| Das, Subir | Peraton Labs |
| Godfrey, Tim | Electric Power Research Institute, Inc. (EPRI) |
| Kerry, Stuart | OK-Brit; Self |
| Levy, Joseph | Interdigital |
| McCann, Stephen | Huawei Technologies Co., Ltd |
| Powell, Clint | Meta |
| Rolfe, Benjamin | Blind Creek Associates |
| Rosdahl, Jon | Qualcomm Technologies, Inc. |
| Shellhammer, Steve | Qualcomm Incorporated |
| Stanley, Dorothy | Hewlett Packard Enterprise |
| Bahn, Christy | IEEE-SA |
| Au, Edward | Huawei Technologies Co., Ltd |
| Petrick, Al | Skyworks |
| Beecher, Phil | Wi-SUN Alliance |
| Stacey, Robert | Intel |
| Hiertz, Guido | Ericsson |
| Slykhouse, Dawn | Face to face |
| Baykas, Tuncer | Kadir Has University |
| Bahn, Christy | IEEE Staff |
| Gilb, James | General Atomics Aeronautical Systems |
| Nickolich, Paul | self employed / various |

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