Minutes from IEEE CS SAB September 2012 Meeting

Date/Location
September 25, 2012, 3:00 pm Central / Teleconference and WebEx

Call to Order
The meeting was called to order at 3:10 PM Central Time.

Attendees
The attendance sheet entitled “attendance-Fall2012” is posted at the following link:

Modification/Approval of Agenda – Chuck Walrad
The agenda was circulated via email prior to the meeting:
- Web Site Update - Anne Marie
- October meeting Planning - Chuck Walrad
- SAB Handbook Review - Chuck Walrad and Anne Marie Kelly
- Other Business

Approval of last SAB Meeting Minutes – Chuck Walrad
The minutes from the last face to face meeting have been posted for review at the following link:
http://www.computer.org/portal/web/sab/lpage/-/document_library/view/5735510

MOTION: Debbie moved that the June 2012 meeting minutes be accepted as final. Motion passed by acclamation.

Discussions

Planning for Next Meeting – Chuck Walrad
Chuck suggested that we have our next meeting via teleconference some time the third week of October rather than having a face-to-face in November. General consensus in the discussion was that a 90 minute call would be desirable. Robby is occupied up until the 24th.

Action Item (Sep2012.01): Anne Marie will set up a Doodle Poll to identify the best date and time for the October meeting.

SAB Handbook Updates – Chuck Walrad
The SAB had an outdated handbook, and she and Anne Marie have been attempting to get it updated to account for current levels of Computer Society support. Malia
IEEE CS SAB Meeting Minutes
September 2012

has been helpful in getting this updated. We are trying to work towards what really
happens and should be happening within the SAB.

Anne Marie walked the participants through the current modifications. A copy was
distributed via email the day prior to the meeting.

Jim suggested that we should point to the SA Operations Manual rather than attempt
to provide definitions here and risk the chance that they are incorrect or will fall out of sync. Chuck asked Anne Marie as staff Governance expert what the CS has
defined as the purpose of the handbooks that the Program Boards are required to
keep current. Anne Marie felt that we should provide some minimal indication of
what things are and then reference the full resources. Malia forwarded the SA
resources to Anne Marie.

Joan pointed out that the IEEE and IEEE CS don’t both currently operate under the
umbrella of ANSI. Jim Moore noted that the IEEE creates and maintains standards
under the umbrella rather than operates under the umbrella. He also noted that we
create standards that move forward in other international standards bodies.

**Action Item (Sep2012.02):** Anne Marie and Chuck will address the ANSI
wording as described.

Robby provided text for the Policy and Procedures paragraph.

Jim M. and Robby suggested that we remove the paragraph about Standards
Coordinating Committees. Further discussion concurred. Anne Marie deleted it.

The purpose of this document is to describe how the SAB conducts its business
within its scope of work. Anne Marie explained that handbooks are somewhat
varied in scope and purpose across organizations. Education is a valid purpose for
the handbook, and it can also be used for governance. Chuck added that we have a
requirement to have a handbook, and she felt the goal is to provide a high level
orientation that points to specifics on the SA web site. Jim M. is concerned that we
are adding additional, unnecessary documentation to the mix for someone trying to
become familiar with requirements and procedures.

Anne Marie pointed out that the SAB and SA are so tightly coupled that they have a
unique relationship within the IEEE. The participants recommended short form
descriptions with references to the SA resources to minimize maintenance
requirements.

**Action Item (Sep2012.03):** Anne Marie and Chuck will adjust the SAB
handbook to use high level descriptions with pointers to the SA website.

Robby suggested that we remove the Budget Request verbiage, and Chuck explained
that she planned to replace this with information about the new PIF process.

The International Program Fee section is completely out of date and should be
removed. Jim M. explained that it is the Technical Advisory Groups that must pay
fees, but not the sponsors. Joan added that the IEEE pays ANSI to administer a TAG,
and then asks the TAGs to fund these expenses. The participants agreed to remove
the IPF section.
IEEE CS SAB Meeting Minutes
September 2012

Anne Marie walked the group through the new section for computer Society Awards for standards work. Jim M pointed out that some of the information was different from the documentation in the Awards handbook. Anne Marie said that the new information is correct and that the Awards handbook will be updated.

**Action Item (Sep2012.04):** Anne Marie will reconcile the Awards section and the Awards Committee handbook.

**Web Site Updates – Anne Marie Kelly**

Anne Marie reported that the web site has been updated with individual pages for each sponsor. Anne Marie showed the group a sample of the draft version of the SAB webpage that will lead to the pages for the individual SCs.

They would like one consistent landing page that links to the other pages already supported by each group. The landing page needs to be reviewed by each sponsor and feedback would be appreciated.

Whatever links you would like to have in here, please send them to Anne Marie. We are also interested in alliances with technical committees or other standards organizations.

**Summary of Actions**

<table>
<thead>
<tr>
<th>Sep2012.01</th>
<th>Anne Marie</th>
<th>Anne Marie will set up a Doodle Poll to identify the best date and time for the October meeting.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Sep2012.02</td>
<td>Anne Marie/Chuck</td>
<td>Anne Marie and Chuck will reword the description of ANSI relationship in the handbook as discussed.</td>
</tr>
<tr>
<td>Sep2012.03</td>
<td>Anne Marie/Chuck</td>
<td>Anne Marie and Chuck will adjust the SAB handbook to use high level descriptions with references (links) to original resource documentation.</td>
</tr>
<tr>
<td>Sep2012.04</td>
<td>Anne Marie</td>
<td>Anne Marie will reconcile the Awards descriptions in this handbook and the Awards committee handbook.</td>
</tr>
</tbody>
</table>

**Next Meeting**

Our next meeting will be the end of October via teleconference.

**Closing**

Chuck brought the meeting to a close at 4:20 pm Central.